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# CHRIST CLASSICAL ACADEMY

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## Board Policy Manual and Governing Documents 2025–26



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# BOARD POLICY MANUAL

## I. PURPOSE OF THIS DOCUMENT AND DEFINITIONS

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Christ Classical Academy, a non-profit corporation located in Tallahassee, Florida, is managed by the Board of Directors of the school and its appointed Head of School. This policy manual is intended to provide guidelines and directives from the Board to the Head of School in regard to general policies, operations, and guiding philosophy of the School. As such, this document contains critical information for implementing management plans and operations essential to meeting and maintaining the school objectives. The Board of Directors desires for a comprehensive governing document. Therefore, this document shall replace and supersede all previous Board Policy Manuals.

This document will form the basis for other documents that will be developed by the Administration, such as the Family Handbook and Faculty Handbook.

### 1. Definitions

As used in this policy manual (unless otherwise defined in the text of a specific policy herein), the following words shall have the following meanings:

“CCA” or “The Academy” means Christ Classical Academy. Unless otherwise noted, this includes the Young Knights Preschool.

“Board” means the Board of Directors of Christ Classical Academy in its entirety. The Board cannot act under the direction of any individual Director.

“Articles” means the Articles of Incorporation of Christ Classical Academy, as may be hereafter amended.

“Bylaws” means the Bylaws of Christ Classical Academy, as may be hereafter amended.

“Policy Manual” means this document.

“ACCS” means the Association of Classical and Christian Schools.

## B. GENERAL PHILOSOPHY AND PURPOSE

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### 1. Philosophy

The Academy holds to the following philosophy:

We believe that the Bible clearly instructs parents, not the church or the state, to “bring children up in the discipline and instruction of the Lord.” The church’s commission is to spread the Gospel and to train believers (Matthew 28:18–20). The state has been directed to enforce God’s laws and to protect the innocent (Romans 13). The family raises and educates children (Ephesians 6:4). Therefore, under the authority of the family, Christ Classical Academy seeks to teach, discipline, and disciple.

We believe that God’s character is revealed not only in His Word but also in every facet of the creation. Therefore, we teach that all knowledge is interrelated and instructs us about God Himself.

God wants us to love Him with our minds, as well as with our hearts, souls, and strength (Matthew 22:37). Therefore, we seek to challenge children at all levels by using the proven classical method incorporating instruction in Latin, logic, and rhetoric.

We want to help parents teach their children that all they do should be done “heartily, as unto the Lord.” Therefore, we encourage quality academic work and maintain high standards of conduct, including principles of biblical discipline.

We seek to offer a full K–12 program because we believe that as long as a child is under the parents’ authority and undergoing formal education, he should be trained biblically (Deut. 6:6,7; Prov. 22:6).

Above all, parents can be confident that at every stage of their child’s development in school, the student will be loved with Christ’s love at Christ Classical Academy.

### 2. Statement of Faith

The following are the core beliefs upon which Christ Classical Academy has been founded. We believe these to be the essential truths of Christianity, which will be unapologetically taught at all grade levels. When a disagreement over a secondary doctrine arises, it will be referred back to the family and local church for final adjudication. This statement of faith shall not be altered.

We believe the Bible is the infallible word of God in its entirety and, therefore, is our final authority in matters of faith and practice.

We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. He is omnipotent, omniscient, and omnipresent.

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.

We believe that God created man in His own image, and when man disobeyed God, he fell from innocence and brought sin to all mankind.

We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.

We believe that salvation is by grace through faith alone.

We believe that good works necessarily flow out of saving faith.

We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.

We believe in the resurrection of both the saved and the lost; they that are saved to the resurrection of life and they that are lost to the resurrection of damnation.

We believe in the spiritual unity of all believers in our Lord Jesus.

We believe the term “marriage” has only one meaning, and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture.

We believe that God wonderfully and immutably creates each person as a male or female. These two distinct, complementary genders together reflect the image and nature of God.

### **3. Mission**

Christ Classical Academy partners with parents to develop followers of Christ who discern and practice what is true, good, and beautiful.

### **4. Portrait of a Graduate**

We believe in cultivating both the mind and the soul through challenging academics and God-honoring character formation. To set about this tremendous task, we begin with the end in mind. The Portrait of a Graduate is a framework of principles which help guide our curriculum selections, the hiring of faculty and staff, extracurricular activity offerings, and our approach to discipline. Our sights are set on long-range aspirations which are not met in a year, or even upon graduation. Rather, we aim to steward and cultivate individuals who love, learn, and lead for the glory of God and furtherance of His kingdom throughout their lifetime.

1. Follows Christ
  - a. Is immersed in the love of God in thought, word, and deed
  - b. Has a Christ-centered motivation for their life
  - c. Understands what it means to have an authentic relationship with Jesus
2. Loves their neighbor

- a. Is socially gracious while engaging the fallen world
  - b. Dignifies and respects all people
  - c. Demonstrates godly character through compassion, kindness, and empathy, while developing relationships and working alongside others
3. Discerns truth and delights in beauty
  - a. Pursues and cherishes the true, good, and beautiful
  - b. Discerns biblical truths as distinct from cultural influences
  - c. Listens carefully, reasons effectively, and articulates precisely
  - d. Discerns and loves beauty manifested in creation and art
  - e. Pursues their creative, academic, and athletic passions
  - f. Embodies virtue by keeping Christ preeminent in culture and community
4. Humbly serves
  - a. Honors authority in thought, word, and deed
  - b. Fully applies their God-given talents to serve others
  - c. Has a passion for the salvation of others
5. Pursues Excellence
  - a. Possesses a hunger to learn that stays with them for a lifetime
  - b. Develops and utilizes higher-level thinking skills that will transfer to all life experiences
  - c. Perseveres in difficult settings seeking reliance on the Lord for strength, wisdom, and discernment

## 5. Core Values

At Christ Classical Academy, our objectives are to:

- Ensure that the parental authority over the education of their children is respected and reinforced (*Deuteronomy 6:4–9*)
- Train and equip each student to be a servant-leader who has an impact on those God puts within reach
- Provide an orderly atmosphere conducive to the attainment of the above goals
- Manifest the basic presupposition that the inerrant Scriptures truthfully reveal God as the Creator of all things (*Genesis 1:2, Colossians 1:15*)
- Teach all subjects as a part of an integrated whole with the Scriptures at the center (*II Timothy 3:16–17*)
- Encourage every student to examine and develop his relationship with God the Father through Jesus Christ the Son (*Matthew 28:18–20*)
- Provide a clear model of the biblical Christian life through the actions of our staff and Board (*Matthew 22:37–40*)
- Help each student develop a biblical worldview to be consistently applied to every area of life



- Cultivate in each student a lifelong love of learning and pursuit of academic and moral excellence, for the purpose of bringing glory to God alone
- Utilize a classical model of education emphasizing the **grammar, logic, and rhetoric** in each subject

**Grammar:** the fundamental elements and vocabulary of each subject (*Knowledge*)

**Logic:** the ordered relationships in each subject area (*Understanding*)

**Rhetoric:** the clear expression of the grammar and logic of each subject (*Wisdom*)

## 6. Culture

Christ Classical Academy seeks to foster a culture centered around an enduring love of learning and the pursuit of truth, goodness, and beauty. We seek to partner with parents as they raise their children in a God-centered manner. We pray that Christ's love will infuse our daily operations with grace and hope.

## 7. Christian Worldview

The philosophy, vision, mission, and core values of CCA are intended to demonstrate a Christian perspective on education and an understanding of the whole child: the students' spiritual formation as well as their intellectual, physical, and social development. These statements are also intended to demonstrate an appreciation of the need in Tallahassee and its surrounding area for a Christian classical school serving students from preschool through twelfth grade.

## II. ORGANIZATIONAL STRUCTURE

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### A. DEFINITIONS OF ORGANIZATIONAL ENTITIES

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Christ Classical Academy is a non-profit corporation operating as an elementary and secondary educational institution in Tallahassee, Florida. The school is owned and operated by the Board of Directors, who are elected and serve in accordance with the Articles of Incorporation and the Bylaws of the school.

Christ Classical Academy's Board of Directors is the duly elected and governing board for Christ Classical Academy, elected and governing in accordance with the Articles of Incorporation and Bylaws.

Christ Classical Academy's Head of School, the chief administrator of Christ Classical Academy, is hired by the Board and is appointed to oversee the day-to-day operations of the school and to provide timely information to the Board.

Young Knights Preschool is not a separate entity from Christ Classical Academy. Young Knights Preschool is operated by a Director that reports to the Head of School.

### III. BOARD OF DIRECTORS

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#### A. BOARD GOVERNANCE

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##### 1. Governing Board

CCA shall be governed by a Board of Directors as established in the Bylaws. The primary responsibilities of the Board include, without limitation, the following:

1. Develop, enforce, review, and revise as necessary all general school governance policies
2. Hire the Head of School
3. Provide direction for the school in all short-term and long-term planning
4. Ensure financial stability of the school consistent with the Bylaws
5. Define the role of the Board, the Head of School, the administration, and all Board committees

##### 2. Board Code of Ethics

The following shall be followed by all Board members:

1. Be faithful in attendance at all Board meetings. If unable to attend, they are responsible for notifying the Board secretary or chair in advance.
2. Prepare for each Board meeting by reviewing the agenda, minutes of the past meeting, and other materials which should be reviewed in advance.
3. Be willing to give of their time and talent with a joyous spirit and faithfully pray for the school.
4. Direct appropriate inquiries and complaints regarding school matters to the Head of School.
5. Encourage the faculty.
6. Refrain from inappropriate discussion of school Board business at any non-business functions or gatherings.
7. Use God-given discretion in deciding what matters can be shared with their spouse. Matters pertaining to personnel and other matters of sensitive nature should not be shared outside of meetings.
8. Place a high priority on attending as many school functions as possible.
9. Be a member in good standing of a local church or fellowship. Membership is to be defined by the church in question.
10. Refrain from reprimanding a teacher directly. Even when dealing with their own child's teacher, Board members must seek first to speak the truth in a kind way so as to avoid intimidation.
11. Abstain from entering into the day-to-day operation of the school.

### **3. Standards for Board Decisions**

All Board decisions shall demonstrate a pattern of regard for biblical principles, professional ethics, and high standards.

### **4. Agenda For Board Meetings**

Each monthly Board meeting shall have a written agenda prepared cooperatively by the Chair and Head of School and circulated in advance of each meeting. The agenda shall be circulated by email in advance of each Board meeting to the Board members and to any member that requests a copy. No final decision shall be made at a Board meeting that is not reflected on the agenda for that meeting.

### **5. Official Board Action**

Official Board action may only be taken as follows:

1. The subject matter of the motion shall be reflected on the written agenda for the previously announced or regular monthly Board meeting.
2. The motion shall be reduced to writing and moved and seconded and approved by a majority of the Board members in attendance and only if there is a quorum of members present.
3. The motion shall be reflected in the written minutes of the Board meeting that shall be circulated to all Board members and to any member that requests a copy prior to the next Board meeting.
4. The meeting minutes shall be approved by a majority of the Board members in attendance at the next scheduled and noticed Board meeting and only if there is a quorum of members present.
5. The Board can create any committees they deem appropriate or necessary. Each committee shall exist for a period of one year, to be renewed or dissolved before the start of every new school term.

### **6. Maintenance of Board Records**

The Board shall maintain (1) Articles of Incorporation; (2) the current Bylaws; (3) a current Board Policy Manual; and (4) a current record of all Board and committee meetings.

### **7. Conflict of Interest Statement**

All Board members will sign a Conflict of Interest Statement, located in the appendix of this document. A signed copy of the statement will be kept with the Board records and with the administration.

## B. ADMINISTRATIVE PERSONNEL

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### 1. Management of CCA

**Day-to-Day Operations:** The Board will employ an executive officer (Head of School) to implement the will of the Board in the operation of the school.

#### a) Head of School

The Board shall employ a Head of School, who shall oversee the operation of the school in accordance with the policies of the Board of Directors. The Head of School's duties shall include, but not be limited to:

- 1) Hiring all staff
- 2) Prequalifying all staff
- 3) Hiring support staff
- 4) Developing budgets
- 5) Preparing financial statements
- 6) Maintaining the spiritual integrity of the school
- 7) Developing the curriculum
- 8) Dismissing staff
- 9) All daily administrative duties
- 10) Any such other duties and responsibilities as the Board may assign from time to time

#### b) Principal

The Board may employ a Principal for each school (grammar, logic, and rhetoric) as needed based upon student count. The principal(s) shall oversee teacher training, discipline, testing, curriculum implementation, educational quality, and the general administration of those grades for which they are responsible. All Principals report to the Head of School.

#### c) Young Knights Preschool

The Board may employ a Director of Young Knights Preschool. The Director must meet all State requirements for Director of a Preschool. The Director shall oversee all aspects of the preschool program and is responsible for ensuring all state requirements and standards are met. The Director is responsible for the implementation of the VPK (State of Florida Voluntary Preschool) Program. The Director reports to the Head of School. The Head of School will consult with the Director on preschool tuition rates, budgets, and staffing needs.

## 2. School Operations

### a) School Calendar

Administration, with direction by or from the Head of School, shall present to the Board for approval no later than March 1 of each preceding year a school calendar for the upcoming school year.

### b) Record Retention Policy

Administration shall develop and maintain a school record's policy.

### c) Non-Discrimination Policy

**Statement of Non-Discrimination.** CCA has adopted and shall publish and abide by the following statement of non-discrimination:

**Christ Classical Academy admits students of any race to all rights, privileges, programs, and activities generally made available to all students. The Academy practices a biblical philosophy of admissions, not discriminating on the basis of race, sex, color, or national origin in the administration of its policies, admissions, scholarships, athletics, and other school-directed programs.**

### d) Learning Disabilities and Special Needs Policy

CCA desires to meet the educational needs of all admitted students. Students will not be admitted, or re-admitted, if CCA cannot meet those needs due to lack of adequate staffing, funding, and facilities. CCA will take the following factors into account on admission decisions:

- 1) Children will be required to meet the same academic and behavioral standards as other children in their grade level.
- 2) All students will be given the same individual instruction and encouragements as their classmates. Children will not be admitted if they would draw a disproportionate share of resources from the class.

### e) Class Size Policy

In grades Kindergarten through fifth, class sizes will be limited to 20 or fewer.

In grades seventh and above, class sizes will be limited to 25 or fewer.

The Young Knights Preschool has no Board guidance on class sizes. The Young Knights' Preschool Director has complete authority to make decisions on preschool class size limits in accordance with State of Florida requirements.

f) **Grievance Policy**

General:

- 1) It is understood that if any disputes arise which are not covered by this policy, the Board will decide what procedures to follow based on a parity of reasoning from those procedures established by this policy.
- 2) It is also understood that, especially during the attempted resolution of concerns, the principles of **Matthew 18:15–20 and James 3** will be followed.

Students/Parents to Teachers:

- 1) All concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, directly by the student. If the student presents the concern, a respectful demeanor is required at all times.
- 2) If the problem is not resolved, the parents or student may bring the concern to the appropriate administrator. If the student brings the concern, they must have permission from their parents to do so.
- 3) If the problem is still not resolved, the parents should appeal the decision to the Head of School.
- 4) If there is still no resolution, they should request a hearing from the Board.

Parents/Patrons to Head of School:

- 1) If parents or patrons have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the Head of School.
- 2) If the situation is not resolved, they should request a hearing from the Board.

3. **Financial Operations Policy**

a) **Fiscal Year**

The fiscal year shall begin on the first day of July and end on the thirtieth day of June of the following year.

b) **Budgets**

The Board is responsible for long-term financial health of the school, as well as ensuring accountability, independence, and stability in all financial aspects of the school's operations. The Board will approve annual operating budget, which shall be submitted to the Board by the Head of School in February, with final Board action to approve the budget taken no later than March 31st. The budget may be adjusted with Board approval through July.

c) **Financial Statements**

A quarterly financial package (including a balance sheet, a profit/loss statement, budget-to-actual report, and cash position report) is to be submitted to the Board seven days prior to the next regular Board meeting. All financial statements are subject to Board review.

d) **Financial Inspection**

The books shall be open to inspection by the Board at any time.

e) **Loans**

No loans shall be contracted on behalf of the Academy without two-thirds (2/3) approval of the Board of Directors. If the above mentioned loan creates a financial liability for individual directors, the vote must be unanimous.

**4. Tuition**

a) **State Funding and Scholarship Policy**

1. Scholarship and Tuition assistance

- a. Administration will develop and implement a policy and procedure on school-funded scholarship and tuition assistance for those families with demonstrated financial need.

2. State Funding

- a. The Academy will accept any and all forms of state funding that does not conflict with the mission of the Academy, or any goals or values contained herein. Any State of Florida, federal, or grant funding that would impose requirements that conflict with the Statement of Faith and/or prevent the Academy from fulfilling its mission statement will NOT be accepted.

b) **Reserve Fund**

The Academy will maintain a reserve fund of 10% of its annual operating budget. This may be waived or adjusted by motion to the Board by the Head of School.

c) **Delinquent Tuition Policy**

For parents electing to pay tuition, or their percentage due of tuition if receiving State or other funding, in installments (e.g., monthly, quarterly) will agree to the following conditions:

- 1) Good faith will be presumed on the part of all families that have their children enrolled.
- 2) The obligation of families to pay tuition for an enrolled child is a contractual obligation enforceable in accordance with the laws of the State of Florida.



- 3) In the event tuition is not paid within 30 days of the month due, a reminder email will be sent.
- 4) In the event tuition is not paid within 60 days of the month due, the Head of School or his delegate will personally contact the Delinquent party.
- 5) If 90 days have elapsed since the date the delinquent tuition was due and the tuition remains unpaid or other arrangements have not been made, an expulsion notice will be sent via certified mail to the delinquent party.
- 6) If the delinquent party does not make arrangements or pay the delinquent tuition within 15 days of receiving the expulsion notice, the student(s) will be expelled for failure to pay tuition.
- 7) Upon payment of the delinquent tuition, the Board may permit the expelled student to be re-admitted under such terms and conditions the Board deems necessary. No student will be permitted to start a new school year with an outstanding balance of tuition owed. Graduate diplomas and transcripts will not be issued until all tuition has been paid in full.
- 8) The Board shall approve all expulsions and write-offs of uncollected tuition.
- 9) The Head of School shall include in the administrator's report to the Board all delinquent tuition of more than 30 days.

d) **Prepaid Tuition and Tuition Refund Policy**

Parents are obligated to pay the full year's tuition, even if they withdraw their child from school during the school year. All tuition is non-transferable and non-refundable. The only exceptions to this policy are (1) the family moves its residence from the Tallahassee and surrounding area, (2) loss of employment, (3) death or serious injury or illness which would prevent the student from attending school, and (4) in the judgement of the Head of School, the Academy is unable to provide effective education to the student.

5. **Personnel Policies**

a) **General Hiring Policy**

- 1) By April of each year, the Head of School will submit a list of recommended faculty and staff retentions and open positions for the next school year to the Board.
- 2) All full and part-time faculty will have written job descriptions and annual contracts. Maintaining these documents is the responsibility of the Head of School.
- 3) The Board is to be informed of all faculty and staff hiring.

b) **Qualifications**

**Spiritual Qualifications.** All employees must be evangelical, born-again persons with clear testimonies of their faith in Christ.

### **c) School Personnel Code of Ethics**

All employees are encouraged and exhorted:

- 1) To profess and strive to exemplify in their own lives the principles and precepts of biblical Christianity
- 2) To teach by example as well as by precept
- 3) To express allegiance to the Academy by knowing and following established rules and procedures
- 4) To be a positive representative of the Academy in their public professional contacts
- 5) To cooperate sympathetically and actively with other faculty, staff, and administration in contributing to the development of mature, informed, and committed Christian students
- 6) To refrain from disparaging criticism and hasty judgment of fellow workers
- 7) To accept their fair share of required non-teaching responsibilities, such as committee work or student pickup and drop-off
- 8) To be friendly and accessible to the students while maintaining a comfortable dignity of their position
- 9) To strive to integrate Christian truth and the subject matter which they teach
- 10) To respect the right of students to ask questions
- 11) To strive for a fair and unprejudiced evaluation of student work within the framework of the Academy's grading system
- 12) To hold in confidence the information they receive relating to the students except as such information may be required in the line of duty
- 13) To cooperate with the students' parents in the development of the students' Christian character and personal integrity
- 14) To be consistent in their personal devotional lives, including Bible reading, prayer, and active church life as essential elements. Inasmuch as the Bible is foundational to the curriculum at the Academy, and because it is the source and nourisher of faith and fruitfulness, they are urged to continually deepen their knowledge of Scripture and devotional life. They are also urged to be faithful in their attendance and support of a local evangelical church.

### **d) School Personnel Relationships**

All school personnel must give evidence that their relationships with students, colleagues, parents, administration, and the Board are biblically based, cooperative, and positive at the annual review of each faculty member by the Head of School.

### **e) School Personnel Background Check**

All school personnel shall have on file legally required background checks.

## **6. Training and Experience**

### **a) Educational Minimum**

All school administrators and teachers must hold at least a bachelor's degree from a college that is an accredited or recognized institution.

### **b) Certification Policy**

A valid state teaching certificate is not required for teaching at Christ Classical Academy.

All faculty and administrators are encouraged to obtain ACCS certification.

## **7. Supervision and Evaluation**

### **a) Supervision and Evaluation of All Personnel**

All personnel of the Academy shall be under the direct or indirect supervision of the Head of School. The Principal(s) shall directly supervise and regularly evaluate all faculty under their sphere of authority. The Head of School shall directly supervise and regularly evaluate the Principals and members of administration. The Principals or Directors shall attend the evaluation of all faculty under their sphere of authority.

### **b) Instruments and Procedures for Evaluation and Hiring**

The Head of School shall ensure that forms and procedures relating to evaluation, hiring, rehiring, job descriptions, and separation of employment are in place and used consistently.

### **c) Employment Record Keeping**

The Head of School shall maintain organized, complete, and systematically stored employment records. All such personnel files shall be kept confidential and in locked storage.

### **d) Annual Written Evaluation of the Head of School**

The Board members shall conduct a formal evaluation of the Head of School in June of each year and shall review the compiled evaluation with the Head of School as a whole each year. The evaluation shall be kept in the employment file of the Head of School.

## **8. Compensation and Benefits Policy**

### **a) Definitions:**

**Administrative Staff** – Employees whose main responsibilities are in administration – includes Head of School, Business Manager, Administrative Secretary

**Full-time** – Administrators who work at least 40 hours per week

**Part-time** – Administrators who work less than 40 hours per week

**Teaching Staff** – Part- or full-time paid teachers

**Full-time** – Teachers who are scheduled for a full day (4 preps) of teaching each day

**Part-time** – Teachers who are scheduled for less than 4 prep periods of teaching each day

**Support Staff** – Receptionists, lunchroom helpers, teacher aides, janitors, and maintenance workers

**Part-time** – Support staff who work less than 20 hours per week

**Hourly** – Support staff who work on an hourly basis as needed

**b) Guidelines**

- 1) The employees' job classifications and benefits will be reflected in their contracts.
- 2) Salaries for all staff will be determined by the Board at budgeting time each year.
- 3) Administration will develop and have available a sick leave policy.
- 4) CCA shall secure medical insurance for eligible employees. If the employee elects not to accept medical insurance or optional coverage as available, the teacher shall not be entitled to the cash equivalent of such insurance coverage premium.

**Eligibility Requirements:** Upon hire for administrative and teaching staff (who work over 20 hours per week)

- 5) Retirement Plan – The Employee may participate in CCA's Retirement Plan according to its terms and conditions.

**Eligibility Requirements:** After the completion of third year of employment for administrative and teaching staff

## **C. INSTRUCTIONAL POLICIES**

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### **1. Curriculum**

The Academy's curriculum, including Bible as a core subject, shall give evidence that a Biblical worldview is integrated into the instructional program and practices.

#### **a) Secondary Doctrine Policy**

Classroom discussion of secondary doctrine should be on an informative, non-partisan level. Teachers in Logic and Rhetoric may take a position on secondary doctrine in order to encourage classroom discussion. Teachers must be careful not to speak to the students in a manner that would cause offense to parents.

## **2. School Characteristics**

### **a) School Team Name**

The Academy teams shall be known as the “Knights.”

### **b) School Song**

The Academy song is “Glory Be to God the Father” with words by Horatio Bonar (1866) and music by John Hughes (1907).

### **c) School Colors**

The school colors of the Academy are navy and silver.

## **3. Uniform Policy**

### **a) School Uniforms**

The Head of School shall propose an appropriate school uniform and uniform policy. The uniform and policy shall seek to accomplish the following goals without unnecessarily burdening the individuality of the person God is creating each student to be:

- Create a sense of belonging and loyalty to the Academy community
- De-emphasize fashion-consciousness and socioeconomic differences
- Ease identification of our students while on campus and field-trips and help to identify people on campus that are not part of our school community
- Create a positive impression of our students and school within our community

### **b) Violations**

Unintentional violations of the uniform policy shall not be punished but shall be met with a reminder of the school policy, a note home, and a trip to the Academy clothes locker where the proper item shall be loaned or sold to the student as appropriate and the cost billed to the parent. Intentional violations of the uniform policy shall result in discipline according to the discipline policy.

Changes to the approved uniform must be brought to the Board for approval by June 1 before the start of a new school term.

## **4. Grading Policies**

### **a) Graduation Requirements and Granting of Diplomas**

The Academy shall promote all students that have demonstrated satisfactory performance at each grade level as determined by the Head of School acting on information provided by the faculty and

principals. A student must complete 24 credit hours to receive a high school diploma, with the minimum hours in each subject as required by the State of Florida for a public-school diploma.

**b) Grading Guidelines**

The Academy shall use the following grading guidelines in first grade and above:

**Percentages and Grade Equivalents**

<b>Grade</b>	<b>Percentages</b>	<b>Equivalent</b>
<b>A</b>	<b>90–100</b>	<b>Excellent</b>
A+	98–100	
A	94–97	
A-	90–93	
<b>B</b>	<b>80–89</b>	<b>Satisfactory</b>
B+	88–89	
B	84–87	
B-	80–83	
<b>C</b>	<b>70–79</b>	<b>Needs Improvement</b>
C+	78–79	
C	74–77	
C-	70–73	
<b>D</b>	<b>60–69</b>	<b>Unsatisfactory</b>
<b>F</b>	<b>59 or below</b>	<b>Failing</b>
<b>I</b>		<b>Incomplete</b>

**Kindergarten Students**

Kindergarten students will not receive letter or number grades for academics or citizenship. Their progress in all areas will be reported via a quarterly narrative evaluation.

**Rhetoric Students**

Rhetoric students' grade point average (GPA) will be calculated on the scales as follows:

<b>Letter Grade</b>	<b>Regular GPA</b>	<b>Weighted GPA (Honors Classes)</b>
A	4.0	5.0
B	3.0	4.0
C	2.0	3.0
D	1.0	2.0

Both weighted and unweighted GPA's will be provided on student transcripts.

### **Gracious Citizenship**

Citizenship in the class and the broader school community will be based on the student's manifesting his or her love for God and neighbor through embodiment of the Christ Classical Honor Code and etiquette policy as observed by teachers and administration. Citizenship progress will be reported quarterly in concert with the student's academic performance utilizing the following guidelines:

E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

### **c) ACADEMIC PROBATION POLICY**

Logic and Rhetoric Students shall be placed on academic probation for a designated grading period:

1. When they have unsatisfactory or failing work in any two subjects or skill areas for a given nine-week grading period
2. When they have unsatisfactory or failing work in one subject or skill area for two consecutive nine-week grading periods, even though the subject or skill area is different in the two grading periods
3. When they have unsatisfactory or failing work in one subject or skill area for a semester

In the first two cases, the probation period shall be for the ensuing nine-week grading period. In the last case, the probation period shall be for the ensuing semester or as determined by the Head of School. The student on probation must pass all subjects and skill areas during the following nine-week grading period or semester to remove the probationary status. A student on probation may not participate in school-sponsored extracurricular activities, such as athletic teams or clubs. A student on probation may not participate in private lessons offered during the regular school day. Students on probation for two or more consecutive periods, or three or more non-consecutive periods, may be subject to academic discipline up to and including expulsion.

At the end of each academic year, the Board of Directors will review the progress of students on probation in that year to determine each student's eligibility for admission in the following school year.

### **d) TRANSFER CREDIT POLICY**

The Head of School and appropriate principal shall determine the placement of each student transferring into the Academy from another school or homeschool. For grade levels where high school credits may be earned, the Head of School and upper school principal shall determine whether any academic work performed by the transferring student shall be given credit at the Academy. The Head of School and upper school principal may employ testing to determine whether to transfer credits.

e) **ADDITIONAL ASSISTANCE TO STUDENTS**

The Academy shall provide a variety of opportunities to receive additional assistance to improve their learning beyond the initial classroom instruction including assistance provided by the teacher or classroom aide, a peer tutor, and technology-based resources. The cost for such additional instruction may be charged to the parents with their prior consent if the cost results in additional expense to the Academy.

5. **Discipline Policy**

a) **Disciplinary Philosophy**

It is the intention of the Academy to instruct every child to obey their parents and to show respect to all persons. Requiring obedience to those in authority engenders a lifestyle of obedience to God and His Word. The Academy shall have as few rules of discipline as necessary and enforce them through a combination of affirmation of compliance and appropriate consequences for non-compliance, all done with the intention of winning the child's heart for Christ and not hardening the heart against authority. The principles set forth in *Shepherding a Child's Heart* by Ted Tripp and *Age of Opportunity* by Paul Tripp shall be used by the Academy. All employees are required to read and be familiar with these resources and all families are strongly encouraged to study them.

b) **Disciplinary Policy**

The Head of School shall create a written disciplinary policy for the lower, middle, and upper schools that shall address prohibited action and the range of possible penalties. The policy shall be designed to address broad categories of intentional behaviors, such as disrespect for authority, dishonesty, and harm to self and others. Possible penalties shall be designed to redeem the student's heart and shall always include parental notification and involvement in the penalty. No student shall be suspended or expelled except upon concurrence of a majority of the Board which concurrence may be obtained by telephone or email and without formal action of the Board. While it is a goal of the Academy to teach and constantly encourage good manners, the policy of the Academy is to not punish a lapse of good manners unless such activity rises to the level of intentional misconduct. Likewise, a violation of the uniform policy shall not be punished unless such violation rises to the level of intentional misconduct.

D. **EXTRACURRICULAR AND ATHLETIC POLICIES**

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1. **Student Activities.**

a) **Goals of Student Activities**

The Academy shall promote student activities as approved in advance by the Board. The goal of all student activities is to support and enforce the Academy's philosophy and mission through



voluntary activities that are supplemental to the academic program. The following student activities are approved by the Board subject to the subsequent policies in this section:

**b) Athletics**

The Academy shall facilitate/participate in sports as they fit the mission and the current enrollment.

**c) Academics**

Academic competitions promote learning and a spirit of excellence. At a minimum the Academy shall participate in the following academic competitions:

- Tropicana Speech Contest
- Scripps or ACSI Spelling Bee
- National Latin Competition

**d) Fine Arts**

The Academy shall participate in fine art competitions as proposed by the Head of School and approved by the Board.

**e) Balance of Activities**

There shall be an appropriate balance of athletic, academic, fine arts, and other interest-based activities, with priority ensured by the Head of School for academic success.

**f) Sponsors and Coaches**

Student activities may be sponsored and coached by parent and family volunteers as well as Academy staff. All sponsors and coaches shall demonstrate their understanding of and agreement with the philosophy of the Academy as well as demonstrate their background and training.

**g) Facilities and Support**

The Academy shall provide sufficient facilities, appropriate personnel, and enough financial support for each component of the student activities program. The Academy shall endeavor to secure sponsorships and donations sufficient to support these programs outside of the Academy's budget.

# GOVERNING DOCUMENTS

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## Bylaws

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### FIFTH AMENDED BYLAWS CHRIST CLASSICAL ACADEMY, INC.

Believing that the Bible gives Christian parents the responsibility and privilege of providing educations for our children, and believing that this can best be accomplished within the Christian community, the Board of Directors hereby adopt the following Bylaws for Christ Classical Academy, Inc., a Florida not for profit corporation formerly known as Soli Deo Gloria Academy of Tallahassee, Inc.

#### **Article I: Name of the School**

The name of the school shall be Christ Classical Academy (“CCA” or “the Academy”).

#### **Article II: Mission Statement**

Christ Classical Academy partners with parents to develop followers of Christ who discern and practice what is true, good and beautiful.

#### **Article III: Objectives**

(A) The primary mission of the corporation is to operate a school that will adhere to the Objectives and Statement of Faith set forth in the Articles of Incorporation or these Bylaws.

(B) Education at CCA is defined as inherently different from state-sponsored education in both philosophy and content. CCA attempts to operate under parental authority as an extension of the family.

(C) At all levels, programs and teachings, CCA seeks to:

(1) Ensure that the parental authority over the education of their children is respected and enforced (Dt. 6:4-9);

(2) Manifest the basic presupposition that the inerrant Scriptures truthfully reveal God as the Creator of all things (Gen. 1:2, Col. 1:15);

(3) Teach all subjects as part of an integrated whole with the scriptures at the center (II Tim. 3:16-17);

(4) Encourage every student to examine and develop his relationship with God the Father through Jesus Christ the Son (Matthew 28:18-20);

(5) Provide a clear model of the biblical Christian life through the actions of our staff and Board of Directors (Matthew 22:37-40);

- (6) Promote principled thinking by helping each student to develop a biblical worldview to be consistently applied in every area of life;
- (7) Cultivate in each student a lifelong love of learning and pursuit of academic and moral excellence, for the purpose of bringing Glory to God alone;
- (8) Utilize a classical model of education emphasizing the grammar, logic and rhetoric in each subject. “Grammar” means the fundamental rules of each subject. “Logic” means the ordered relationship of particulars in each subject area. “Rhetoric” means the clear expression of the grammar and logic in each subject;
- (9) Train and equip each student to be a servant-leader who has an impact on those God puts within reach by living a God-honoring life;
- (10) Provide an orderly atmosphere conducive to the attainment of the above goals.

#### **Article IV: Statement of Faith**

The Statement of Faith is set forth in the Articles of Incorporation. It has been amended by the Board of Directors on December 15, 2022 to add the additional two provisions:

We believe the term “marriage” has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture.

We believe that God wonderfully and immutably creates each person as a male or female. These two distinct, complimentary genders together reflect the image and nature of God.

#### **Article V: The Statement of Faith**

The Statement of Faith shall be signed by at least one parent or guardian of any enrolling student, every nominee for the Board of Directors, and every person seeking employment at CCA. The person’s signature shall confirm his or her complete agreement with the Statement of Faith.

#### **Article VI: Non-Denominational Positions**

(A) The Statement of Faith is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere and teach.

(B) In expressing and presenting Christian doctrine in a systematic way, CCA and its instructional staff may choose to use the Westminster Confession of Faith. However, it is not required that instructors, officers, directors, parents or enrolled students subscribe to all of the tenets of the Confession, except those set forth in the Statement of Faith.

(C) While recognizing all of the foregoing, and respecting the diverging views of members of the Christian community, the following areas are left primarily to the teaching of home and church:

- (1) Modes of church government and authority, discipline and communion;
- (2) Time and mode of baptism;
- (3) Timing of future events;

- (4) Second work of grace- baptism of the Holy Spirit;
- (5) Sinless perfection;
- (6) Gifts of the Spirit , interpretation of tongues, healing , miracle working and the discernment of spirits.

(D) In honoring this desire concerning the purpose and outreach of CCA, there shall be no attempt by student, teacher or parent to promote these denominational positions. The school desires to be united in the salvation and love of Christ, avoiding the dissension that may be caused by denominational distinctives.

### **Article VII: Non-Discriminatory Statements**

(A) CCA admits students of any race, gender, color, national and ethnic origin, to all the rights, privileges, programs and activities generally accorded or made available to students at the school. CCA does not discriminate on the basis of race, color, national or ethnic origin in the administration of the education policies, scholarships and athletic or other school-administered programs.

(B) CCA does not discriminate in its employment practices against any person because of race, color, national and ethnic origin, gender or disability.

### **Article VIII: Offices**

(A) The principal office of the corporation in the State of Florida is 2205 Thomasville Rd, Tallahassee Florida.

(B) The offices may be maintained in this location but may, from time to time, be changed at the discretion of the Board of Directors.

### **Article IX: Members**

Members of the corporation shall include parents and patrons of all duly enrolled full-time students of CCA, members in good standing of any duly authorized ad hoc committee, school staff, and such other members as may be approved from time to time by the Board of Directors, including but not limited to alumni and their friends.

### **Article X: The Board of Directors**

(A) Upon the adoption of these Fifth Amended Bylaws, the Board of Directors shall consist of a Chair, Secretary and 3-7 members as defined herein.

(B) The Board of Directors shall have five (5) to nine (9) members in total. Elections to the Board shall take place every summer, between school years, and at any other time deemed necessary by the Chair. New Board members may be nominated by any member of the school, as previously defined. Nominee qualifications and submission requirements are attached hereto as Appendix A. The Board will then appoint its new members from those nominated, using a vote by majority. A complete list of Board members will be on file with the school prior to the start of every new school year term.

(C) Members of the Board shall serve in three-year terms, and serve no more than three consecutive terms. Board members shall be given the opportunity to step down upon the completion of each three-year term.

(D) A Board member may be removed from the Board, by the affirmative vote of the majority of voting Board members, at a special in-person meeting called for that purpose. If a Board member resigns or is removed before the expiration of their term, their seat may be filled, or left vacant, at the discretion of the Chair.

(E) The Board shall elect its Chair annually, after the appointment of new members over the summer (which shall be presided over by the previous term's Chair) and before the start of a new school term in August. The Chair shall preside over all meetings of the Board and shall appoint the Board's Secretary. Meetings of the Board may be called by the Chair, by the Head of School, or upon the request of a majority of the members. A quorum shall consist of a majority of members. Meetings shall be conducted according to Robert's Rules of Order. Minutes of each meeting shall be kept by the Secretary, who shall keep the minutes with the official records of the corporation.

(F) The Board may designate non-voting, ex officio members or advisors and may form any number of committees.

(G) The Board shall be responsible for the strategic direction of CCA and, in particular, the faithfulness of the organization to the statements and objections contained in the Articles of Incorporation and these Bylaws. The Board, and its individual members, shall therefore refrain from making the operational decisions or performing operational functions, except under the direction of at the request of the head of school.

(H) The Board shall appoint the head of school and, with his or her assistance, shall adopt a one-year provisional operational budget no later than December 15 of each year, to take effect for the academic year commencing on July 1 of each year.

(I) The Board shall review and approve recommendations from the head of school related to (i) student expulsions, (ii) the lease of any real property, (iii) the relocation of the school, and (iv) amendments to an approved budget.

#### **Article XI: The Head of School**

(A) The head of school shall be the chief operating officer of the school and shall be a professional educator.

(B) The head of school's duties shall include, but are not limited to, prequalifying all staff, hiring support staff, developing budgets, preparing financial statements, maintaining the spiritual integrity of the school, developing the curriculum, dismissing staff, all daily administrative duties, and such other duties and responsibilities as the Board may assign from time to time.

#### **Article XII: Amendments**

The Board may alter or amend these Bylaws at any time.

Approved this 23rd day of March 2023.

# APPENDIX A

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## BOARD OF DIRECTORS QUALIFICATION AND NOMINATION PROCESS

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### Board Member Qualifications

Classical Christian education contradicts the established educational paradigm at many levels. This makes sustaining the classical Christian vision unusually difficult, given the pervasive influence of modern education. The Board is responsible to ensure the continued vision and mission of the school. Board members must also be unified and Christ-like, given the potential for disagreement when pursuing a strong vision. For these reasons, the selection of Board members who are committed to classical Christian education and who exhibit the fruits of the spirit is essential. To this end, the Board of Directors takes particular care in nominating and electing new directors. The Board will err on the side of fewer numbers to preserve a qualified and committed Board.

As a matter of firm policy, it is mandatory that all members of the Board of Directors subscribe to the above Mission Statement and Statement of Faith in a manner and method prescribed by the Board of Directors, either by written statement or by oral testimony before the Board.

In addition to the above, Directors:

- 1) Need not be the parent of current or past Christ Classical Academy students.
- 2) Must be willing to place the best interest of the school and its objectives over their personal family. Must be a trustee in a servant's role, in place to accomplish the organization's goals. This is juxtaposed to being a "parent's voice," primarily representing the general desires of their specific family interests or the parents in general.
- 3) Must be able to make the Board's regular meetings, missing fewer than 3 per year. Must be able to attend up to 2 strategic planning sessions per year.
- 4) Should be willing to commit 5–10 hours per month to perform Board duties and assignments (some Board offices or subcommittees may require more)
- 5) Agree to serve a minimum of 3 years and agree to serve on one or more Board subcommittee
- 6) Board Members must sign a Conflict-of-Interest Statement, attached hereto as Appendix B. Spouses are not permitted to serve together on the Board. Spouses or immediate family members of any paid employee of the Academy may only serve as ex-officio (non-voting) members and may not serve on the Board's Head of School Oversight Committee or Finance Committee. They may serve on or lead any other Board subcommittee.
- 7) No more than three Board Members may be members of the same church. The Board should strive to represent a minimum of three separate churches to maintain the Board's non-denominational position.

A list of current Board Members with remaining terms is attached hereto as Appendix C and will be updated yearly.

## **2. Board Member Nominations**

Any member of the corporation may make a nomination for a candidate for the Board of Directors. Any potential new member must meet the qualifications listed above and answer the following questions:

### **3. Questions for Candidates**

1. Do you agree with the statement of faith of the Academy?
2. Describe what you feel the difference is between Classical and Christian education and the education provided at traditional Christian private schools.
3. How much time are you willing to commit to your Board responsibilities on a monthly basis?
4. Would you see your role primarily as a representative parent or a trustee of the school? In other words, would you vote in favor of a motion that improved the overall health of the school, even if it was a detriment to your own child's education?
5. Which of the following gifts do you believe you possess?
  - Administration (organizing and supervising)
  - Sales/marketing/PR
  - Financial/business/accounting
  - Social (receptivity to people's feelings, warm and understanding, comfortable to be around, you know a lot of people)
  - Computer/technical
  - Leadership (Vision, mission, and planning)
  - Classicism (training and understanding of classical thought)
  - Entrepreneurial (starting things and making them succeed)
  - Other (explain).
6. Which subcommittee are you interested in serving on?
  - Marketing and Development
  - Finance
  - Facility
  - Fundraising
  - Administrative/Accreditation

## APPENDIX B

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### CONFLICT OF INTEREST STATEMENT

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Each Member of the Board of Directors has a duty to the corporation, Christ Classical Academy. This Duty requires individual Directors to prefer the interests of the corporation over the Director's individual interests. In addition, Directors and staff shall avoid acts of self-dealing which may adversely affect the tax-exempt status. This policy is intended to support but not replace any State or Federal laws.

### Definitions

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- I. Interested Persons: Any Director, member, principal staff or member of a committee with Board delegated authority who has a direct or indirect financial interest is an interested person.
- II. Financial Interest: A person has a financial interest if the person has, directly or indirectly, through business, investment or family:
  1. An ownership or investment interest in an entity with which the corporation has a transaction or arrangement
  2. A compensation arrangement with the corporation or with any entities or individual with which to corporation has a transaction or arrangement, or
  3. Potential ownership or investment, interest in, or compensation arrangement with, any entity or individual with which the corporation is negotiating a transaction or arrangement.

### Procedures

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- I. Duty to Disclose: connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest, and be given the opportunity to disclose all material fact to the directors.
- II. Determine if Conflict Exists: after disclosure of the financial interest and all material facts, and after discussion with the interested person, he/she shall leave the meeting, while the determination of a conflict of interest is discussed amongst the remaining directors.
- III. Decide Appropriate Action: if a determination is made that a conflict exists, and after exercising due diligence, the Director with a conflict will be prohibited from voting or participating in any matter in which he/she has a conflict.
- IV. Recordings: All disclosures of a conflict of interest shall be recorded and reflected in the minutes.



## APPENDIX C

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### CURRENT BOARD MEMBERS WITH TERM LIMITS

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CHRISTIN CARSON, *Chair*. City Church

Joined Fall of 2024; 1st term expires June 2027; 2nd term expires June 2030; 3rd term expires 2033

SEAN MCGOWAN, *Secretary*. Westminster, PCA

Joined Fall of 2024; 1st term expires June 2027; 2nd term expires June 2030; 3rd term expires 2033

TREY LAFFITTE, *Finance Chair*, Four Oaks Community Church

Joined Fall of 2025; 1st term expires June 2028; 2nd term expires June 2031; 3rd term expires 2034

TONY CORTESE. Four Oaks Community Church

Joined Fall of 2018; 2nd term expires June 2024; 3rd term expires June 2027

GREG GARDNER. Center Point, PCA

Joined Fall of 2018; 2nd term expires June 2024; 3rd term expires June 2027

JIM WACKSMAN. St. Peter's Anglican Church

Joined Fall of 2018; 2nd term expires June 2024; 3rd term expires June 2027

NICK CHASON. City Church

Joined Fall of 2022; 1st term expires June 2025; 2nd term expires June 2028; 3rd term expires 2031

ANDREW POWER. City Church

Joined Fall of 2024; 1st term expires June 2027; 2nd term expires June 2030; 3rd term expires 2033

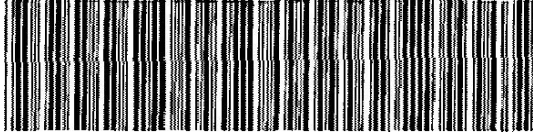
## APPENDIX D

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### ARTICLES OF INCORPORATION AND AMENDMENTS

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05/12/04--01063--007

David P. Healy  
(Requestor's Name)

537 East Park Ave.  
(Address)

(Address)

Tallahassee FL 32301 222-5740  
(City/State/Zip/Phone #)

☐ PICK-UP ☒ WAIT ☐ MAIL

Soli Deo Gloria Academy of Tallahassee  
(Business Entity Name)

(Document Number)

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ARTICLES OF  
INCORPORATION or sor.il  
DEO GLORIA ACADEMY  
OF TALLAHASSEE, INC. ,  
A FLORIDA NOT FOR  
PROFIT CORPORATION

Article 1 — Name

The name of the Corporation is: Soli Deo  
Gloria Academy of Tallahassee, Inc. , a  
Florida not for profit corporation.

Article 11 — Address

The initial, principal place of business and  
mailing address of the Corporation is 537  
East Park Avenue, Tallahassee, Florida  
32301 .

Article 111 — Pu

(A) The Corporation is organized  
exclusively- for such charitable, educational,  
and religious purposes -as will qualify the  
Corporation for exemption from federal  
income tax as an organization described by  
section 501 (c) (3) of the Internal

Revenue Code of 1986, or a corresponding section Of any future United States Internal Revenue Law.

(B) Within the scope of the foregoing, the specific purpose of the Corporation is to operate a private, Christian school, and in all things bring glory to God alone. The Corporation will assist Christian families in the education and upbringing of their children by providing a stimulating academic program in a distinctly Christ—centered environment expressly designed to equip students to a life of moral and spiritual integrity, excellence in all endeavors, personal and social responsibility, and a zeal to love and serve a Holy God.

(C) The Corporation shall fulfill these objectives through the presentation of a program of suitable, formal instruction, through a regular body of faculty and curriculum, directed to a regularly enrolled body of students, at such regular location (s) as shall be designated by the Board of Directors.

(D) Except as reasonable compensation for services rendered or to make payments and distributions in furtherance of the purposes set forth in this Article, no part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to the Corporation's members, directors, officers, or other private persons.

(E) The Corporation shall not discriminate on the basis of race, color or national origin with respect to any or all of the rights, privileges, programs and activities generally accorded or made available to students; Or with respect to the Corporation's educational policies, admissions policies, scholarship and loan programs, or athletic or other school sponsored or administered programs .

(F) No substantial part of activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation. The Corporation shall not participate in, nor intervene in (including the publishing or distribution of statements) any political campaign on behalf of, or in opposition to, any candidate for political office, or on behalf of any political party or political action committee.

(G) In the event of dissolution the residual assets of the Corporation will be turned over to one or more organizations which themselves are exempt as organizations described in Section 501 (c) (3) of the Internal Revenue Code of 1986 or corresponding sections of any prior or future law, or to the federal, state, or local government for exclusive public purposes. .

(H) Notwithstanding any other provisions of these Articles, the Corporation shall not carry on any other activities not permitted to be carried on (i) by a corporation exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or a corresponding section of any future federal income tax code, (ii) by a Corporation, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code of 1986, or the corresponding section of any future federal income tax code.

#### Article IV — Names and Initial Appointment of Directors and Officers

(A) The number, qualifications, duties and manner of appointment of the directors and officers of the Corporation shall be set forth in the Bylaws. The number of directors shall not, however, be less than three.

(B) The Corporation's initial directors and officers, and their respective titles and positions, shall be follows:

(1) Daniel Yang, M.D.

1600 Phillips Road  
Tallahassee, Florida 32303  
Chairman of the Board, President  
of

(2) Logan Brooks, M. D.  
3772 East Millers Bridge Road  
Tallahassee, Florida 32312  
Vice Chairman of the Board, Vice—president

(3) David P. Healy, Esq.  
537 East Park Ave.  
Tallahassee, Florida 32301  
Director, Secretary and Treasurer

#### Article V — Members

The qualifications for member-s and the manner of their admission shall be set forth -in the Bylaws of the Corporation.

#### Article VI — Registered Agent

The name and Florida street address of the registered agent is: David P. Healy, 537 East Park Avenue, Tallahassee, Florida 32312 . .

Having been named as registered agent to accept service of process for the above stated corporation at the place designated in this certificate, -I am familiar with and accept the appointment as registered agent and agree to act in this. capacity.

~~capacity.~~  
  
\_\_\_\_\_

—S//a/04\_\_\_\_\_

Registered Agent      Date

#### Article VII — Incorporator

The name and address of the incorporator is David P. Healy, 537 East Park Ave. , Tallahassee, Florida 32301.

#### Article VIII — Duration

The corporation will exist perpetually, unless dissolved by law.

#### Article IX — Statement of Faith

(A) The following Statement of Faith summarizes the foundational beliefs underlying the purposes of the Corporation.

(B) It is mandatory that all of the Corporation's directors, officers, and any person seeking instructional employment by the Corporation profess the Statement of Faith as a condition to his or her nomination, election, appointment, engagement and retention.

#### Statement of Faith

We believe that the Christian Bible is the infallible Word of God in its entirety and, therefore, is our final authority in matters of faith and practice.

We believe that there is one God, eternally existing in Three Persons: Father, Son and Holy Spirit. God is omnipotent, omniscient and omnipresent.

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of God the Father, and in His personal return in power and glory.

We believe that God created man in His own image, and when man disobeyed God, he fell from innocence and brought sin to all mankind.

We believe that, for the salvation of lost and sinful men,  
regeneration by the Holy Spirit is absolutely necessary.

We believe that salvation is by grace through faith alone.

We believe that faith, good works necessarily flow out of saving

We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.

We believe in the resurrection of both the saved and the lost; they that are saved to the resurrection of life and they that are lost to the resurrection of damnation.

We believe in the spiritual unity of all believers in our Lord Jesus.

#### Of Article X — Amendments

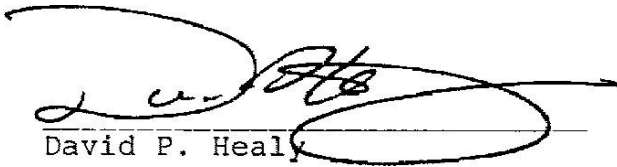
(A) The Corporation reserves the right to amend or repeal any provision in these Articles of Incorporation in the manner prescribed by law and in this Article X. Any amendment or repeal of Articles 111, TX and X of these Articles of Incorporation requires the approval of a majority of the directors, and 75% of all of the members of record of the Corporation, pursuant to a vote at a meeting of the members duly called to consider the amendment or repeal, or by the written consent of a majority of the directors and 75% of all the members of record of the Corporation effected in accordance with section 617.0701 (4) (a),

Florida Statutes, as it may be amended or its successor statute.

(B) In the event of any conflict or inconsistency between Articles 111, IX or X and any other provision or Section of these Articles of Incorporation, Articles 111, IX or X Shall prevail.

(C) Any other amendment to these Articles of Incorporation requires the approval of a majority of the directors, and a majority of all of the members of record of the Corporation, pursuant to a vote at a meeting of the members duly called to consider the amendment or repeal, or by the written consent of a majority of the directors and a majority of all the members of record of the Corporation effected in accordance with section 617.0701 (4) Florida Statutes, as it may be amended or its successor statute.

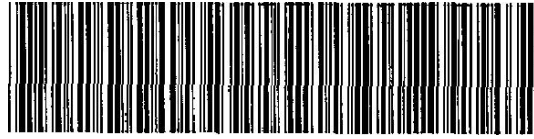
IN WITNESS WHEREOF, the undersigned incorporator has executed these Articles of Incorporation this 17th day of May,

2004 .   
David P. Healy

04 MAY 12 PM 2:24  
FILED  
SECRETARY OF STATE  
TALLAHASSEE, FLORIDA

of

NO4000004737



800061887518

12/07/05--01007--001

(Business Entity Name)

(Document Number)

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*Amend*

COVER LETTER

TO: Amendment Section

Division of Corporations

NAME OF CORPORATION: Christ Classical  
Academy, Inc.

FILED  
SECRETARY OF STATE  
DIVISION OF CORPORATIONS  
2005 DEC -7 AM 8:13

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N04000004737 DOCUMENT NUMBER:

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The enclosed Articles of Amendment and fee are submitted for filing.

Please return all correspondence concerning this matter to the following:

David P. Healy

---

(Name of Contact Person)

---

(Firm/ Company)

537 East Park Ave.

---

(Address)

Tallahassee, Florida 32301

---

(City/ State and Zip Code)

For further information concerning this matter, please call:

David P. \_\_\_\_\_ Healy\_\_\_\_\_ at ( 850 ) 222-5400

(Name of Contact Person) (Area Code & Daytime Telephone Number)

Enclosed is a check for the following amount:

a \$35 Filing Fee 0\$43.75 Filing Fee& Ü\$43.75 Filing Fee & O S\$2.50 Filing  
Fee

Certificate of Status

Certified Copy Certificate of  
Status

(Additional copy is Certified Copy  
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Amendment Section

Amendment Section

Division of Corporations

Division of Corporations

P.O. Box 6327

Clifton Building

FILED  
SECRETARY OF STATE  
DIVISION OF CORPORATIONS  
2005 DEC -7 AM 8:13

Tallahassee, FL 32314

2661 Executive Center Circle

Tallahassee, FL 32399

Articles of Amendment to  
Articles of Incorporation of  
Christ Classical Academy, Inc.

---

(Name of corporation as currently filed with the Florida Dept. of State)

N04000004737

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(Document number of corporation (if known))

Pursuant to the provisions of section 617.1006, Florida Statutes, this Florida Not For Profit Corporation adopts the following amendment(s) to its Articles of Incorporation:

NEW CORPORATE NAME (if changing):

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(must contain the word “corporation,” “incorporated,” or the abbreviation “corp.” or “inc.” or words of like import in language; “Company” or “Co.” may not be used in the name of a not-for-profit corporation)

AMENDMENTS ADOPTED- (OTHER THAN NAME CHANGE) Indicate Article

Number(s) and/or Article Title(s) being amended, added or deleted: (BE SPECIFIC) Article IV is amended to reflect the company’s current officers and

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directors, as follows:

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(1) President / Director - Logan Brooks, M.D.

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1983 Mahan Drive, Tallahassee, FL 32308

(2) Vice President / Director - Steven E. Sellers, Esq.

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1983 Mahan Drive, Tallahassee, FL 32308

(3) Secretary / Director - David P. Healy, Esq.

1983 Mahan Drive, Tallahassee, FL 32308

(4) Treasurer / Director - J. Brewster Caldwell, M.D.

1983 Mahan Drive, Tallahassee, FL 32308

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(Attach additional pages if necessary)

(continued)

The date of adoption of the amendment(s) was: December 2, 2005

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Effective date if applicable: December 2, 2005


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(no more than 90 days after amendment file date)

Adoption of Amendment(s) (CHECK ONE)

☐ The amendment(s) was (were) adopted by the members and the number of votes cast for the amendment was sufficient for approval.

☐ There are no members or members entitled to vote on the amendment. The amendment(s) was (were) adopted by the board of directors.

Signature 

(By the chairman or vice chairman of the board, president or other officer- if directors have not been selected, by an incorporator- if in the hands of a receiver, trustee or other court appointed fiduciary, by that fiduciary.)

David P. Healy

---

(Typed or printed name of person signing)

Secretary

---

(Title of person signing)

FILING FEE: \$35



## **End of Document**

*This document is audited annually by Christ Classical Academy's Board of Directors. The Board Chair is responsible for edits, whether made personally or assigned to other members.*

*The most recent version can be found in a folder titled: "Final Board Policy Manual 23-24" on the school's OneDrive.*

*Version 1 for 2023–24 version finalized on August X, 2023.*