



# MASON CLASSICAL ACADEMY HANDBOOK

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MasonAcademy.com

John DeMasi, Principal

**THE SCHOOL BOARD OF MASON CLASSICAL ACADEMY**

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MASON CLASSICAL ACADEMY  
3073 SOUTH HORSESHOE DRIVE  
NAPLES, FLORIDA 34104

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**MISSION STATEMENT**

*The mission of Mason Classical Academy is to develop within its students the intellectual and personal habits, values, and skills upon which responsible, independent, and productive lives are built, in the firm belief that such lives are the basis of a free and just society. The Academy prepares its students to be leaders in their homes and communities, entrepreneurs in business, and statesmen in government. Through its rigorous curriculum with a strong emphasis in civics, Mason Classical Academy provides a traditional education with a constant view towards developing exceptional American citizens.*

The School Board of Mason Classical Academy.

*For questions or complaints (adults) regarding the Educational Equity Act, Title IX, Section 504 (Rehabilitation Act), or the Americans with Disabilities Act. For questions or complaints (students) regarding the Educational Equity Act, Title IX, or The Age Discrimination Act of 1975, contact Eliane Smith, M.Ed., Coordinator of Student Services/School Counseling, (239) 227-2838 ext 102. For questions or complaints (students) regarding Section 504 (Rehabilitation Act) and the Americans with Disabilities Act, contact Student Services / Special Services, (239) 227-2838 ext 104.*

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## **ABOUT MASON CLASSICAL ACADEMY**

### **An Introduction**

Dear Students and Parents,

Welcome to Mason Classical Academy! We are honored and humbled to be given the chance to be a part of your education. MCA staff members are dedicated to the mission of educating children in the liberal arts; knowledge and virtue prepare the mind for whatever challenges life presents.

Our teachers are trained in the classical education model, prepared to use traditional teaching methods to reach the mind of every child. High standards, strong moral character, and a willingness to work hard are seeds for success in all aspects of life.

Our school fosters the pursuit of truth, beauty, and goodness. We and our Hillsdale College partners believe the classical model gives students a well-trained mind, which is the best way to prepare students to become exceptional American citizens. We look forward to partnering with you as well!

MCA Administration

## Pillars of Virtue



### 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.

### 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.

### 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.

### 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.

### 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.

### 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.

### 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.

### Cooperation

We work with others for the good of all involved with a positive attitude. We equitably participate in mutual responsibilities for the completion of shared ends and direct our efforts and attention accordingly.

## Reference Information

### School Phone Numbers

School (239) 227-2838  
School Fax (239) 201-2056

### School Website

The school website will answer many of the questions you may have. Please be sure to visit the FAQ's before contacting school administration or faculty with your questions.

[masonacademy.com](http://masonacademy.com)

### School Hours

Breakfast	7:30 AM
Classrooms Open	7:30 AM
School Day Starts	7:55 AM
School Day Ends – K - 12	3:00 PM
Clubs End	4:00 PM

## ACADEMICS

### Homework

Our purpose in assigning homework is to accomplish three things:

1. To provide additional practice to improve students' performance and retention.
2. To develop responsibility in students.
3. To prepare students for upcoming classes.

Every grade level has a homework policy. In general, homework will be assigned each school day and most weekends except holidays. The maximum expected homework time allotment for each grade is listed below. This may vary from day to day, and times listed are intended for the average student and may not apply to every student. Some students may need more time and some may need less.

- Kindergarten 10 minutes (could just be reading with your child)
- Grade 1 10 minutes (does not include additional reading time)
- Grade 2 20 minutes
- Grade 3 30 minutes
- Grade 4 40 minutes
- Grade 5 50 minutes
- Grade 6 60 minutes
- Grade 7 70 minutes
- Grade 8 80 minutes
- Grades 9 – 12 120 minutes

We always encourage additional time reading for pleasure, especially as a family.

Teachers may notify parents concerning the homework expectations for their individual class. The following suggestions may be helpful to you and your child:

- Your attitude will directly affect that of your child. Be excited about the learning process.
- Establish a set time and a quiet place for homework without distractions such as phones, video games, or televisions.
- We suggest that a child be allowed a break when he/she first gets home. After the break, but before dinner, is often a suitable time for homework.
- Provide support when needed, but expect your child to complete the homework independently.
- Be sure the work is completed and immediately returned to a designated place where it will be remembered the next morning (e.g. the backpack).



## Progress Reports/Report Cards

Report cards are sent home approximately every nine weeks. Please see the school calendar for specific dates.

Only students with an average grade of C- or lower in any subject area will receive an interim report mid-way through the reporting period. The interim report is intended to give parents notification (in addition to other teacher communication) of areas in which their children may be struggling. Students not receiving an interim report are deemed to be making satisfactory progress.

Although teachers are expected to communicate with parents when their child is struggling, please let your child's teacher know if you have a concern. Communication is a two-way street. Students are to return signed report card envelopes within three days of issuance.

The letter and numerical grades for this system are listed below:

A	94-100%	C	74-76
A-	90-93	C-	70-73
B+	87-89	D+	67-69
B	84-86	D	64-66
B-	80-83	D-	60-63
C+	77-79	F	0-59

Kindergarten and 1st grade variation: A, B, C or Needs Improvement

All grades levels K-6 use the following scales for P.E., Music, and Art:

"S" (satisfactory), "N" (needs improvement), or "U" (unsatisfactory)

## **Requests for Teacher Placement**

A challenge all schools face each year is creating well-balanced classrooms for children. As always, it is our goal to provide your child with a positive classroom experience. Unless there are exceptional circumstances, we do not accept requests for students' placement with specific teachers.

## **School Supplies**

Parents purchasing supplies for their children has proven to be burdensome and expensive. Student supplies are therefore purchased by the school each year. Parents are asked to make a \$50 minimum donation per child to cover the cost. This can be done through the school website. This ensures that the students have the proper supplies, classroom distractions are minimized, and the school has consistency throughout classes and grade levels.

## **Lost Books**

Students will be charged for lost or damaged books. Non-payment will result in withholding of your child's report card, loss of online access student's grades in Gradicus, and/or loss of participation in field trips, extra-curricular activities, and sports.

## **MCA PROCEDURES**

### **Attendance**

Punctuality is important for academic success. Parents/guardians are responsible for their child's attendance.

When your child is absent, please notify the office at [frontdesk@masonacademy.com](mailto:frontdesk@masonacademy.com) or (239) 227-2838 before 7:45 AM.

A note stating the reason for absence does not excuse the absence unless it is from your child's doctor.

All communication, including emails ([frontdesk@masonacademy.com](mailto:frontdesk@masonacademy.com)), doctor's notes, parent notes, and phone calls about student absences should be submitted to the front desk and **not** the teacher.

### **Excused Absences**

1. An illness of the student documented by a doctor's statement or a documented medical/dental appointment.
2. Brief illness, appointments, and family business are considered absences for purposes of meeting attendance policy requirements. Absences must be documented by written communication from parents and may or may not be considered excused absences at the Principal's discretion.
3. An observance of an established religious holiday or for pre-arranged religious instruction.
4. A court subpoena, a required court appearance, or placement in detention at a juvenile center in which the student continues his/her education.

### **Unexcused Absences**

Unexcused absences shall include, but not be limited to out-of-school suspensions, truancy, class cuts, vacations, and three tardies of 1 hour or more or six tardies of less than 1 hour.

### **Consequences**

Any child with five (5) unexcused absences in 30 calendar days or ten (10) in a semester (half-school year) shall be reported to the Attendance Child Study Team and/or the District Truancy Court. If 15 days out of 90 days are missed, it shall be reported to the District Truancy Court.

High School: nine (9) or more unexcused course absences per semester may lead to credit denial in that course and possible graduation complications. Extra-curricular activity may also be withheld.

### **Makeup Work**

Students are to be provided one (1) school day for each school day absent to make-up work missed without academic penalty. It is the responsibility of the student to arrange for such makeup work. Work not made up within the specified time period will receive a grade of "F". The Principal may extend the time for makeup work when in his judgment extenuating circumstances justify such extension. However, long-term assignments given before the student is absent are expected to be turned in on the date the student returns to school. These provisions shall apply to all grade levels.

Work may be picked up in the office if requested by the parent one day in advance of pick-up.

### **Tardy Policies**

It is extremely important that your child be in the classroom on time. The teachers give directions and organizational activities and missing these may be a detriment for the duration of the day. Also, the official school day begins with the Pledge of Allegiance.

It is equally important that students remain at school for the entire day, avoiding early dismissals for all but emergency reasons. A child who is late to class or dismissed early is at a serious disadvantage, loses precious organizational and instructional time, and causes disruption to the instructional program of the other children.

A student is considered tardy when he or she enters the building after 7:55 AM. After that time, they will have to enter through the front office. It is required that the school be notified in advance of such tardies by the student's parent, stating the reason for the tardiness or early dismissal.

Every three tardies will earn the student one morning or afternoon detention, possible denial of participation in after school programs and/or athletics, loss of access to Gradicus student grades, and/or removal from MCA Community Facebook.

## **Arrival and Dismissal Policies**

### **Arrival Procedures / Morning Drop Off**

No students are to be on campus prior to 7:20 AM. After 7:30 AM, students may come inside the building and report to the cafeteria.

Students in grades 6-12 will be dismissed to class at approximately 7:35 AM.  
Students in grades K-5 will be dismissed to class at approximately 7:50 AM.

## **MORNING DROP OFF PROCEDURE – ALL GRADES – 7:20am to 7:55am**

The morning drop off routes are the same as the afternoon pickup routes.

- If your children are in grades K-3 and have older siblings, follow the back carline route found on page 17 of this MCA Handbook.
- If your children are in grades 4-12 and have no younger siblings, follow the front carline route found on page 19 of this MCA Handbook. **Note that grade 4, and grade 4 only, has a different drop off in the morning than the pickup in the afternoon.**
- While the route will be the same, we do **not** double-stack cars in the parking lot in the morning.
- We will also not have additional staff to assist. Please be vigilant with safety precautions, and pay extra attention to other vehicles and children.
- Follow the rules in terms of exiting quickly and safely;
  - refrain from cutting in line
  - refrain from blocking business driveways
  - always drive in the direction a staff member or volunteer gives you
  - refrain from making unnecessary u-turns.
- Please consider getting here earlier rather than later.
- Our volunteers are beyond incredible. Give them a shout out when you can.
- Consider volunteering yourself. It's actually quite pleasant helping with carline.



## **Dismissal Procedures / Picking up Through Front Office**

Changes in dismissal times or transportation must be made before 1:30 PM daily to allow teachers time to prepare homework or other materials for the child to take with them. Please email the front desk at [frontdesk@masonacademy.com](mailto:frontdesk@masonacademy.com) and the homeroom teacher.

For early dismissal, students will not be called down to the office until parents arrive in the front office. Please remember all children must be signed out through the office for your child's safety.

There is no early dismissal after 2:00 PM unless it is an emergency approved by the principal. Otherwise, after that time, parents will need to wait for the regular dismissal.

### **To ensure the safety of our children, please honor the following guidelines:**

1. Cars must be parked in a parking space; do not park in the drop off/pick-up area.
2. Cars should never be left running when the driver is not in the car.
3. Parents should report to the front office to have the receptionist call down to the classroom for your child for any dismissals. Parents are asked not to go directly to the classroom, as you will be directed back to the office.

**For the safety of our children, all visitors are required to sign in and show valid U.S. Government issued ID at our front office.**

### **Walkers**

For safety reasons, students are not permitted to leave the school by walking. Students may only leave campus by scheduled bus, carline, or parent pickup from the front office.



## Afternoon Carline and Late Pickup Fees

For the safety of our students and staff, it is very important that everyone follows the established arrival and dismissal procedures.

**Vehicles are not to line up prior to 2:50pm for the 3:00pm carline.**

1. Have the mandatory MCA issued carline sign with your child's name and teacher prominently displayed in the front window. Keep using the sign all year to allow for quick recognition and calling of the students.
2. Keep the carline sign on the dash until you have your children in the car. This helps the teachers with loading students in the cars.
3. If you do not have the official MCA carline sign, you will be redirected to the front office to pick up your child there after showing your identification. This is for the safety and security of your child. The front office can also make an additional or replacement carline signs at your request. Please allow a day for printing.
4. Pull all the way forward in the pickup area. Children will be called by name and directed to meet you at the designated numbered cone.
5. **Do not** get out of your car. Your child will be escorted to your car. Students must wait for a staff member before moving toward the car.
6. Cars must be **put in park** while children are unloaded or loaded.
7. Students must be picked up in carline by 3:25pm. Failure to pick up your child(ren) by this time will result in a charge of \$1.00 per minute per child.

**For the safety of the children, please keep your cellphone put away during carline.**

## **AFTERNOON DISMISSAL PROCEDURE – Grades K-4 & Older Siblings – 3:00 PM**

### **Elementary Dismissal Route (and morning drop off):**

If **ANY** child in your pickup is in Grades K-4, this is your route. Upper School students who commute with students in K-4 will also be at this pickup (siblings).



1. Enter Enterprise Ave/Corporate Flight Dr. at the light and drive to the very end.
2. Follow the loop at the end in a **clockwise** direction and back onto Corporate Flight Dr. (*The route does cross itself to keep the outside lane clear for emergency services. Please use caution.*)
3. Continue EAST on Corporate Flight Dr. If you arrive prior to 2:55, STOP short of Citation Drive and wait by the ★. Do not pull off the side of the road.
4. After 2:55, pull forward and turn left onto the unnamed road
5. Stop at the stop sign at Horseshoe Dr. S
6. Turn left onto Horseshoe Dr. S, then make an immediate right into the MCA parking lot and queue into the double line (see next page)

### **“You’re Doing it Wrong!” if ...**

1. You do not follow this pattern **all the way around the bend**, even if it’s the end of car line and there’s no line.
2. During step #6, you turn left onto Horseshoe Dr. S and stop on Horseshoe Dr. S before you can pull into the parking lot – **do not block traffic**
3. You arrive early and queue up at the stop sign or the fire hydrant.
4. You block any driveways or road entry/exit while you wait in the queue.

**Elementary Carline - Grades K-4 plus Older Siblings - 3:00 PM**

**ALWAYS DISPLAY YOUR CAR LINE SIGN ON THE DASHBOARD.** Cars without an official sign (homemade signs do not count) from the CURRENT YEAR **will be sent to the front office** for student pickup. Please bring your ID.

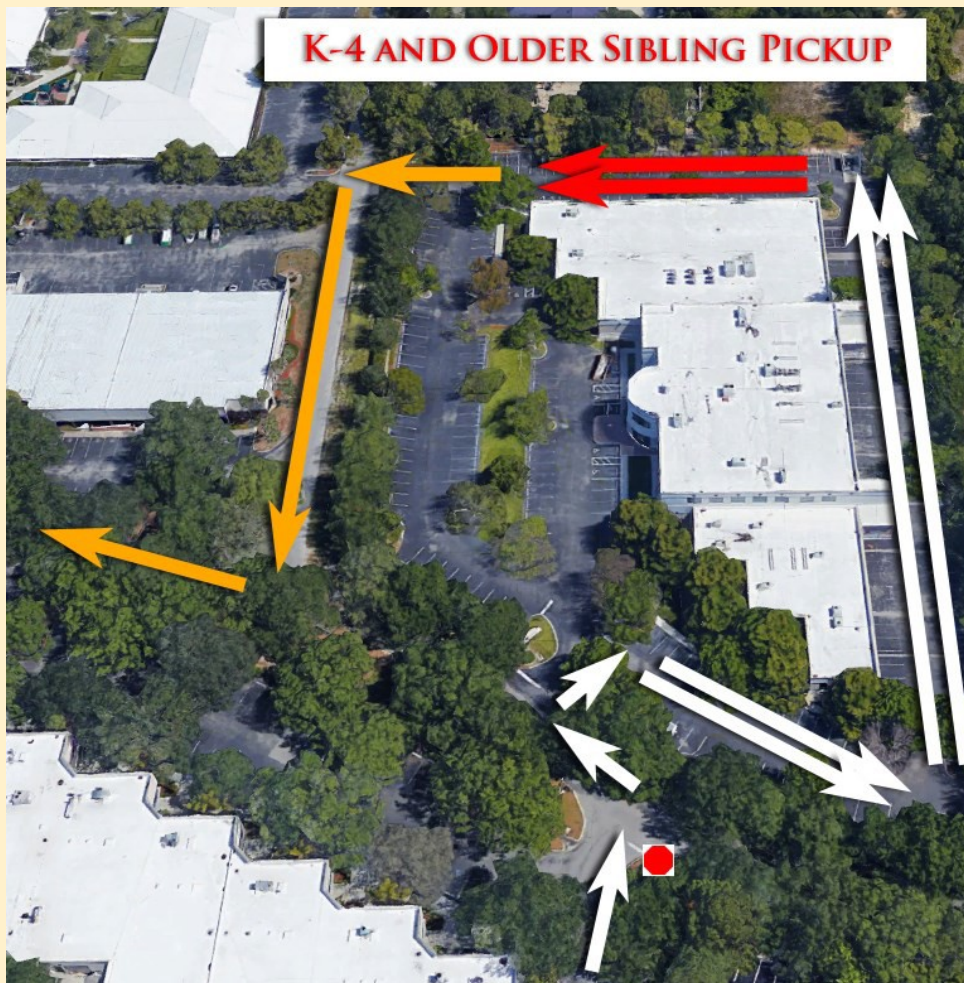
**After 2:55pm, follow this route:**

**Entrance:** From Horseshoe Dr. S. into south entrance of the MCA Parking Lot. (Do NOT come directly from Airport Road! See previous page.)

Double line forms upon entering parking lot and continues through the pickup.

**Red Arrows** indicate pickup area. **PUT YOUR CAR IN PARK.** Wait for the signal from the traffic director before proceeding. The two lines merge into one.

**Exit: LEFT TURN ONLY** onto Collier Way, then loop back around Horseshoe Dr.



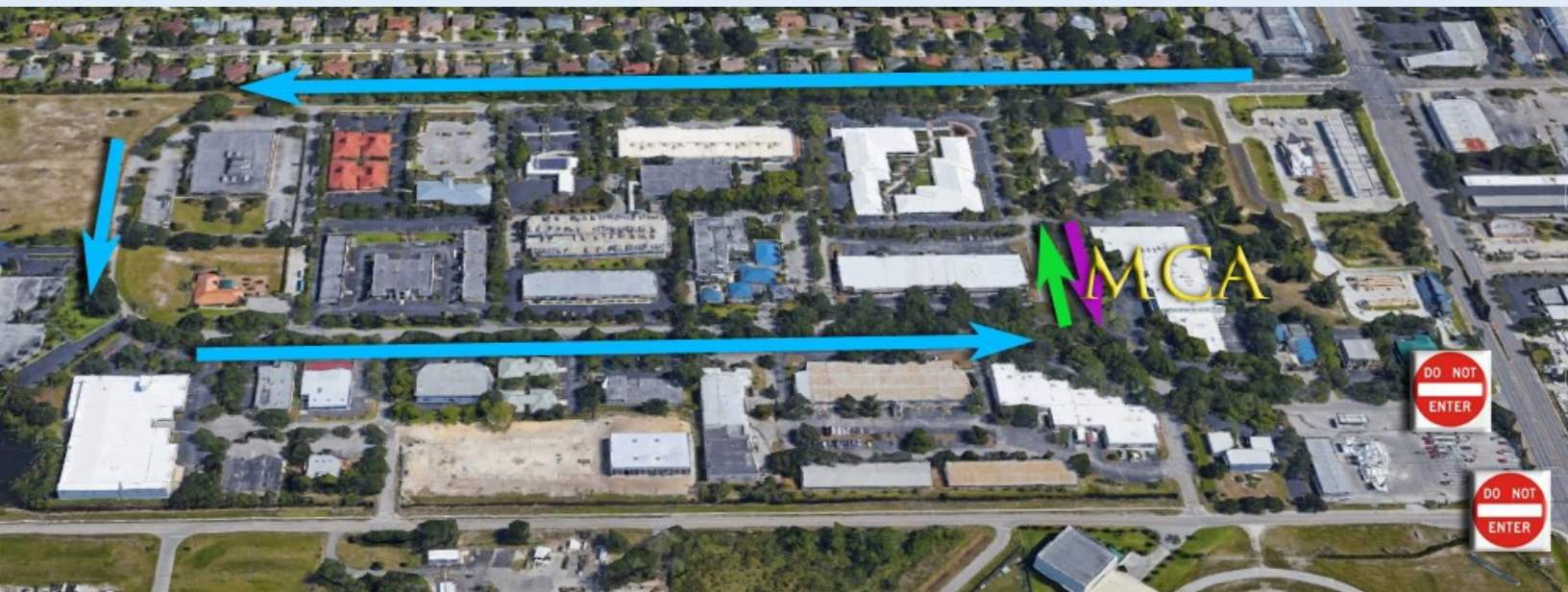
**Don't Forget:** 1) Cell phones off 2) Bumper to the cone 3) No access to the parking lot until 2:55pm



## **AFTERNOON DISMISSAL PROCEDURE – Grades 5-12 – 3:00 PM**

### **Upper School Dismissal Route (and morning drop off):**

For drivers whose riders are **ONLY** in grades 5-12 (**no** K-4 riders here).



1. Enter onto Horseshoe Dr. North at the RaceTrac and drive all the way around
2. Yielding to traffic, turn left onto Collier Way East (If you arrive prior to 2:55, STOP and park on the side of the road here – do not enter the parking lot. When this road has a full queue prior to 2:55, this queue will continue down Horseshoe Dr. South following the Car Line route outlined here in blue.)
3. Turn right into the MCA parking lot (see next page)

### **“You’re Doing it Wrong!” if ...**

1. You enter via Horseshoe Dr. South (not the RaceTrac entry), even if it’s the end of car line and there’s no line.
2. You queue along Horseshoe Dr. S. facing west, thereby cutting off the correct queue.
3. You do not follow Horseshoe Dr. **all the way around the bend**.
4. If you arrive early and do not pull over onto the grass either on Collier Way or Horseshoe Dr. S, thus preventing traffic from proceeding around your vehicle.

**Upper School Carline - Grades 5-12 - 3:00 PM**

**ALWAYS DISPLAY YOUR CAR LINE SIGN ON THE DASHBOARD OF YOUR VEHICLE.** Cars without an official sign (homemade signs do not count) from the CURRENT YEAR will be sent to the front office for student pickup. Bring your ID.

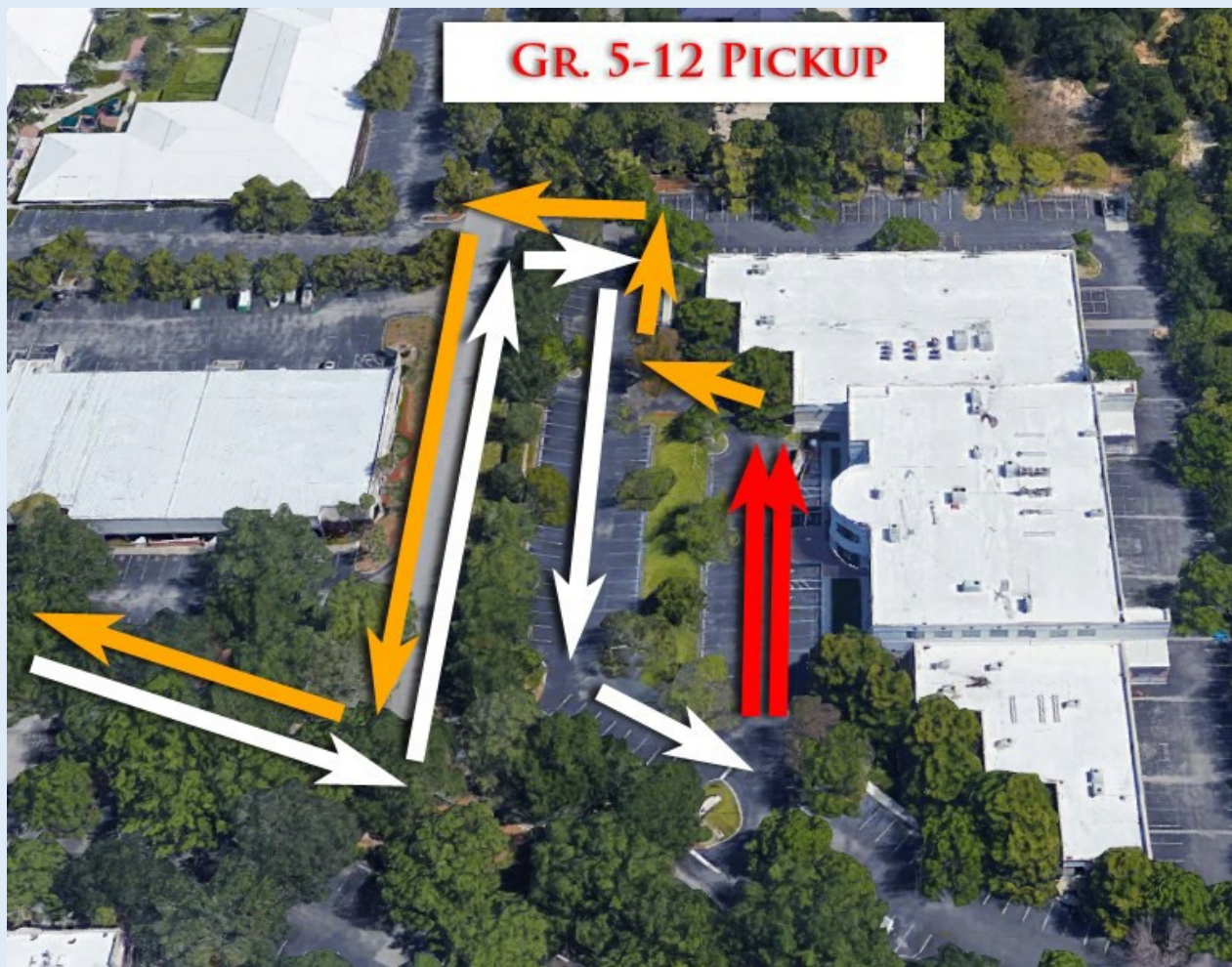
**After 2:55pm, follow this route:**

**Entrance:** S. Horseshoe to Collier Way, enter at north corner of parking Lot.

Double line forms at pickup point along MCA's Main Entrance (semi-circle).

**Red Arrows** indicate pickup area. PUT YOUR CAR IN PARK. Wait for the signal from the traffic director before proceeding. The two lines merge into one.

**Exit:** Collier Way, **LEFT TURN ONLY**, then loop back all the way around Horseshoe Drive.



**Don't Forget:** 1) Cell phones off 2) Bumper to the cone 3) No access until 2:55

## **After School Clubs and Sports**

MCA provides a number of options for students after school.

The Sports Club and Salvation Army has services available with busing to their facilities.

Please see their websites for details.

Students that are signed up for clubs are permitted to stay on school property after dismissal until the club start time. Siblings, friends, or car-poolers who are not participating in clubs are not permitted to stay and must be picked up during regular dismissal. Late dismissal fees will apply.

When clubs dismiss at 4:00pm, follow the North carline route (behind the school building) to the assigned pickup points. Please display your carline sign prominently on the dashboard of your vehicle.

## Communication

Communication is an essential part of any successful organization. Effective, quality communication helps ensure parents, students and other community members are well-informed.

We provide clear and timely information by way of:

- the MCA school website
- this MCA Handbook
- weekly newsletters
- Friday folders
- Principal's Perspectives
- parent-teacher conferences
- other teacher communication including email, notes, and phone calls
- regular emailed messages from the school
- access to Gradicus online grades

## Conferences

Our teachers view parent-teacher conferences as an important part of the school program, and an individual conference with a teacher may be scheduled if needed beyond regular communications. We want to work with you to solve any problems which may be affecting your child's education.

Parent-teacher conferences are scheduled once per year at the end of the first quarter. As it is important to have a frank conversation between the parents and the teachers, we do not permit students to attend conferences.

Parents are not permitted to "drop in" to see a teacher before or after school without an appointment. The teacher's entire day is carefully scheduled to permit instruction, preparation for class work, team meetings, and so on. To ensure proper communication, we ask that you follow a few simple guidelines.

- Send a note or an email to the teacher.
- Please note: teachers are not permitted to conduct conferences or accept calls during instructional time with students.
- Parents should not address concerns about students in the presence of children, including their own.
- Friday Folders, a weekly communication packet, will be sent home each week in the elementary school. Parents are expected to sign and return the folder Monday morning.



## **Electronic Communication**

The MCA electronic communications systems and computers/laptops are the property of the MCA School Board. MCA reserves the right to monitor and disclose all electronic communications activities of any employee, student, or other user. This includes sent and received e-mail messages, web sites visited, and files stored. There are no personal privacy rights in the use of these systems.

Student access to electronic communications systems will be permitted only when access is an integral component of a specific educational program or authorized by the Principal or his/her designee. Filters are installed to attempt to restrict access to Internet sites that are sexually oriented or otherwise objectionable. However, filters alone will not eliminate all possibility of access. Ultimately, each individual is responsible for his/her own conduct.

In all cases, student and employee use of the MCA Internet Service, email, computer systems and software, networks, or similar technology are governed by MCA School Board Policy. Access to these electronic communications systems is provided solely for educational and operational purposes. All other use is prohibited.

Discriminatory, harassing, slanderous and offensive materials and messages are considered cyberstalking and bullying. This applies not only to messages sent on school computers but also material, messages and images sent by personal computers, texts and images sent via cellphone. Such action is strictly prohibited.

Abuse of electronic communications systems or failure to adhere to this policy will subject the user to disciplinary action, including denial of MCA electronic communications systems.

## **Phones and Other Personal Electronic Devices**

Electronic devices, including cellphones, may not be brought to school.

Electronic devices include but are not limited to cellphones, computers, pagers, portable game units, and other mechanisms that enable users to communicate electronically person-to-person or through internet social networking sites such as Facebook, Twitter, Instagram, and so on.

We highly recommend that parents read the book “The Shallows: What the Internet is Doing to Our Brains”, by Nicholas Carr.

The student may be disciplined for inappropriate content stored on electronic devices brought to school, school functions, or on a school bus.



Failure to follow rules for cell phones/electronic devices will result in loss of privileges and/or disciplinary action. Loss/or theft of personal items at school or on the bus is not the responsibility of the school.

### **Photos and Videos**

Mason Classical Academy staff, faculty, and volunteers regularly take photographs and record video and audio for official use on its website, its Facebook page, the yearbook, and other promotional materials in various media. Parents who prefer not to have their children featured as such are required to complete the required denial of release form available through the front office.

An absence of this form will be presumed to be consent to have photographs, video, and audio recorded and used by MCA as described above.

According to Florida Law, the use of electronic devices while at school or on buses to record sound or visual images without the consent of the person being recorded or photographed is strictly prohibited.

Staff, faculty, parents, and volunteers should not photograph or video students for their personal use or to post on social media. Numerous parents have requested that their children not have an internet or other media presence.

## Parent and Community Involvement

### Parent School Partnership

MCA is proud of the relationship we have with our parents, community partners, and local businesses.

Parents who choose to join our school are active partners with MCA in developing well-rounded and successful citizens who abide by our eight Pillars of Virtue. The following responsibilities need to be supported by a partnership between the parents and the school.

- **School Responsibilities During the 7-Hour School Day**
  - Deliver a Classical Education to students
  - Instruct using traditional methods based on our Pillars of Virtue
  - Maintain a culture of discipline
  - Maintain a culture of respect for others
  - Cultivate a distraction-free learning environment
  - Assign appropriate homework to support learning objectives
  - Hire appropriate personnel with virtue and knowledge
  - Ensure a safe and secure learning environment
  
- **Parent Responsibilities During the Other 17 Hours of the Day**
  - Start off the day by waking up early and having a good breakfast
  - Buy or pack a healthy lunch
  - Get your children to school on time and minimize absences
  - Pick up your children on time and talk to them about their day
  - Abide by the Parent Contract
  - Understand the MCA Handbook
  - Reinforce the Pillars of Virtue
  - Reinforce respect for teachers and school staff
  - Reinforce care of books and materials, including covering Upper School textbooks with protective paper
  - Read weekly newsletters and other communication from the school
  - Maintain positive communications with teachers and school staff
  - Ensure your child has a distraction free and quiet place for homework
  - Ensure your child has completed all his/her homework neatly and thoroughly
  - Build a habit of reading through great literature
  - Limit television, social media, and video games
  - Ensure your child gets to bed early for a good night's sleep

## **Volunteer Program**

Mason Classical Academy strives to have an active volunteer program that includes parents and interested community members. Our volunteers are a critical part of providing a quality education for our students. Parents are encouraged to volunteer on a regular basis.

See our website for information regarding how to register and complete requirements for MCA volunteering. Opportunities may include working the morning carline, copy room, supply room, cafeteria, cleaning, and multiple events throughout the school year.

All volunteers must have Level II volunteer clearance and complete the MCA Volunteer Training Program.

### **VISITORS AND VOLUNTEERS**

*ALL VISITORS COMING ON CAMPUS DURING THE SCHOOL DAY MUST  
PRESENT A VALID U.S. GOVERNMENT ISSUED PHOTO ID*

Between 7:30 AM to 3:30PM, visitors to the campus must check in and out at the front office and present a valid U.S. government issued photo ID in order to gain admittance through our FastPass security system. All visitors are required wear their visitor identification while on school grounds.

**THIS PROCEDURE WILL BE STRICTLY ENFORCED**

## School Discipline

Mason Classical Academy utilizes the Demeritus Student Discipline System to apply and track demerits and student behavior. Each infraction is entered into the system and demerit points are assigned. An email message is automatically sent to the parents informing them of the infraction details.

Demeritus is aligned with the Code of Student Conduct which outlines MCA's high expectations of student behavior and character.

Consequences of infractions may result in detentions, Pink Slip referrals, before-school detentions, and/or suspension at the discretion of the principal. Failure of students and/or parents to abide by this code, including following through on assigned consequences and/or demonstrating lack of respect for teachers and administration, may result in losing automatic enrollment for the next academic school year.

Pink Slip referrals are issued for major discipline infractions or an accumulation of lesser infractions. Major infractions are addressed by administrators rather than teachers. The following list shows the progression of consequences with each added Pink Slip.

1. Student removed from class, sees administrator.
2. Student removed from class, sees administrator, calls home.
3. Student removed from class, sees administrator, calls home, leaves that day, and may not return without parent attending school for the entire day.

## **MCA Student Behavior Expectations**

### **Morning Arrival**

- Arrive between 7:25 AM and 7:55 AM. Be seated by 8:00 AM.
- Remain in designated area.
- Receive permission and use the hall pass to leave designated areas.
- When released from the cafeteria, students should go to their cubbies to organize for the first period, and then proceed as quickly as possible to their homeroom class.
- Follow morning routines and complete morning work quietly.

### **Hallways and Class Transitions**

- Students are expected to maintain low voices in the hallways.
- Do not disrupt passing classes (i.e. high-fiving students in elementary class lines)
- Students are not to loiter in halls (leaning on cubbies, blocking traffic to socialize). Socializing between classes is permitted in the classrooms.
- Backpacks are not permitted in classrooms. They stay in cubbies.
- Do not take items from the cubbies of other students without permission. This will be considered theft and handled accordingly. There are security cameras in all the hallways.
- Cubbies should not have stickers or other decorations attached (or placed within). Neatness is enforced.
- Eating in the hallways is not permitted.
- Students in hallways during class time must have student pass (either the bathroom pass or the planner hall pass).

### **In the Classroom**

- Follow the classroom policies established by each teacher.
- Do not leave classrooms without explicit permission from the teacher.
- Come to class prepared and organized with all necessary supplies, including planner, textbooks, notebooks, and pencil pouch with all writing implements.
- Student planners should be used to document upcoming assignments and daily homework.
- Let a teacher know immediately if a replacement of a school item is needed so that it can be replaced promptly.
- Water bottles and food are not permitted in the classrooms except during 7<sup>th</sup> Period snack.

**Lunch Time**

- Keep voices at a reasonable volume.
- Use appropriate table manners.
- Eating areas must be tidied up before leaving the table.
- Students are not permitted upstairs during lunch time (exception: meeting with a teacher or the student lounge, with permission in advance).

**Recess**

- Recess is outside for all students except those students who are permitted to use the Student Lounge (see below)
- Walk to and from all areas.
- Respect others and keep silent in the hallways.
- Use equipment the way it was intended.
- Follow posted rules.
- Be safe.

**Student Lounge**

- The Senior Lounge may only be used by 12<sup>th</sup> grade students maintaining a 3.0 GPA or higher and without any outstanding disciplinary issues.
- The student lounge may only be used during recess. It may not be used before or after school, or between classes.
- The lounge must be left clean and organized. Failure to do so may result in loss of use privileges.
- The worktables may be used by students during class time as directed by teachers for the purposes of makeup testing, studying, and so on.

**Bathrooms**

- Only one boy and one girl are permitted to leave the classroom for a bathroom break at a time.
- Use the bathroom passes.
- Students are not permitted to use staff bathrooms.
- Flush the toilet.
- Leave the area clean.
- Hands must be cleaned.
- Help conserve supplies.
- The bathroom is not an area for social gathering.

**Dismissal**

- Students must be in designated area by 3:00 PM, and remain there until dismissed.
- Students should listen for their name, and must be able to hear it when it is announced.
- Carline is for students dismissing from carline only. Additional students there for socializing are distractions and thus safety hazards.
- Concern for safety must be demonstrated at all times.
- If cars are moving, students are not.
- Students must keep all items in the backpack and keep it closed.

**At All Times**

- Disposable drink containers are not permitted in the Upper Campus. Only solid reusable water bottles are permitted. They must be kept in cubbies or backpacks at all times except during the lunch break and 7<sup>th</sup> periodsnack.
- Gum is prohibited anywhere on campus at any time.
- Respect for teachers and others is communicated through tone, attitude, and body language.
- Fragrances, perfumes, and scented oils/lotions/hand sanitizers are prohibited under the Mason Classical Academy dress code. Students should maintain personal hygiene so as not to require the use of fragrances or perfumes. Some fragrances can trigger allergic reactions.
- No writing or drawing on the hands, arms, legs, etc.

## **Bullying**

It is the policy of MCA that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. MCA will not tolerate bullying and harassment.

## **Cyberbullying**

Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cellphones, computers and tablets, as well as communication tools including social media sites, text messages, chat, and websites.

The school may impose consequences to students who misuse electronic devices away from school on their own time if it causes disruption at school or serious emotional, physical, or psychological harm to the school, other students, or school personnel.

To report bullying, visit:

<http://www.collierschools.com/bullying>  
[www.stopbullying.gov](http://www.stopbullying.gov)

You may also contact our Assistant Principal by calling (239) 227-2838.

## **Illegal Items and Criminal Activities**

It should go without saying that items such as drugs, guns, and other weapons are not permitted on campus and will be reported to the police, as will any other criminal activity.

Florida Sheriffs' Association - School Safety Hotline  
Report drugs, guns, weapons and other criminal activities in schools.  
**CALL TOLL FREE AND REMAIN ANONYMOUS: 1-877-723-2728**



## Student Dress Code

A strong correlation exists between student appearance and the perception of excellence. **Mason Classical Academy** students are required to dress and groom themselves in a way that aligns with our philosophy of maintaining a learning environment focused on the development of each student's academic potential, personal character and leadership skills.

Our uniform policy and dress code foster an atmosphere in which the **Eight Pillars of Character** can thrive: **Citizenship, Cooperation, Courage, Honesty, Integrity, Perseverance, Respect and Responsibility**. Daily reinforcement of strong personal habits promotes courtesy, the honor of self and others, modesty, and discipline. Adherence to the code diminishes economic and social barriers between students; increases a sense of belonging and school pride; encourages good judgment; models good citizenship and encourages all to perform at their highest level.

All **Mason Classical Academy** students are expected to be in school uniform during school hours and during all school activities and events unless otherwise specified. Attire which attracts undue or negative attention or which infringes on the rights or values of others is not considered to be in the spirit of the dress code not only for students, but also for staff and parents visiting the campus. Attire is expected to be clean, in good condition, business-like, and properly sized to fit. The **Mason Classical Academy** school crest will be visible at all times. Students are allowed to wear their Full-Dress Uniform on *any day of the week*, if preferred. However, elements from Full-Dress and Everyday Uniforms cannot be interchanged and Everyday Uniforms cannot be worn on Full-Dress Days. Every Friday is Full-Dress Uniform Day. At the Principal's discretion, other Full-Dress Uniform Days may be announced.

By signing the registration documents, students, staff, parents, and volunteers agree to abide by the policy and remain dedicated to interacting with one another as ladies and gentlemen. In doing so, we are choosing to be actively engaged in the safe and secure, nurturing environment of this exceptional learning community. Students not adhering to the uniform policy may not attend class. Repeated violations may result in consequences determined by the Principal.

Any medical or religious concerns or limitations that might preclude meeting the uniform guidelines should be addressed with the School Principal to determine if reasonable accommodations are necessary.

The uniform guidelines at **Mason Classical Academy** are not meant to be financially prohibitive for any student's ability to attend our school. Families that qualify for the free or reduced lunch program may also request assistance with uniform requirements. Assistance will be handled confidentially by contacting the School Principal.

## Lost and Found

Please be sure your child's name is on all clothing, backpacks, and lunchboxes.

Visit the Lost and Found at the MCA Reception Desk for missing items. Items not claimed within a reasonable period of time will be donated to charity.

## Ordering Mason Classical Academy Uniforms

Uniforms and logo wear must be ordered exclusively from **Lands' End** by shopping online, or by visiting the **Lands' End** department of a Sears store. Returns can also be made at any Sears location.

From the **LandsEnd.com** site, you can find the **Mason Classical Academy** site by:

1. Clicking on "School Uniforms" at the center of the homepage.
2. Click the "Find Your School" link on the bottom left side.
3. Search by school name and city: **Mason Classical Academy**, Naples, FL or enter the **Mason Classical Academy** Preferred School Number: **900160839**
4. Search by gender and your child's grade level.
5. Customer service can be reached at 1-800-469-2222.

To avoid back-order situations, polo shirts in the same style and color can be purchased in alternate constructions if necessary. (For example, a **Lands' End** navy blue embroidered "solid performance mesh" polo shirt can be substituted for a **Lands' End** navy blue embroidered "solid interlock mesh" polo shirt, if needed.) These guidelines have been established with the company.

Any questions regarding the uniform dress code and standards should be sent to: [info@masonacademy.com](mailto:info@masonacademy.com)

## Uniform Policies Common to Boys and Girls

<b>Shirts</b>	Buttoned to one below top. Must have a collar and be tucked in at all times.
<b>Vests, Sweaters, Cardigans</b>	Approved uniform shirt must be worn underneath at all times. Sleeves must not extend past the wrists and cover the hands. Hoodies, jackets, and other outerwear (including MCA Spirit Wear) may not be worn indoors.
<b>Ties</b>	Ties must be cinched to the top of the shirt and not hanging loose or askew.
<b>Pants and Shorts</b>	Must come within one inch of natural waist. Long pants should be below the ankle.
<b>Belts</b>	Must be worn with both Full-Dress and Everyday Uniforms pants and shorts. Black only, plain in color and design, and they must not dangle.
<b>Shoes</b>	Flat, closed toe, non-marking sole. Black with non-contrasting laces and markings. White soles are acceptable. (see examples below)
<b>Socks and Hosiery</b>	Socks must be black or navy blue. Socks must always be worn and be visible and cover the ankle (i.e. ankle and “no show” socks are not permitted). Thigh-high hosiery is not permitted. Crew, dress, trouser, and knee socks are acceptable.
<b>Undergarments</b>	Undergarments or straps must not be visible and must therefore be skin-toned or of similar/lighter color to the uniform. With white dress shirts, undergarments must be solid white; no other colors, prints or designs are permitted. Long sleeve undergarments under short sleeve shirts are also not permitted.
<b>Hair</b>	Hair must be clean, neat, and out of the eyes. Only natural colors are allowed. Hair styling or coloring arrangements which are disruptive or distracting are not permissible.
<b>Jewelry</b>	Any jewelry which might create a safety hazard or distraction should not be worn. Body/facial piercings and gauges are not permitted. Necklaces and bracelets should be discrete and simple, not wider than ½ inch and no bright colors. Eyeglasses may not be overly ornate, and may be not be shaded indoors or otherwise restrictive to the vision. Watches are permitted if they only function as a watch, are discrete, simple in design, and are without logos. “Smart” watches, watches that play games, or watches that have other functions such as a calculator, are not permitted. Watches are not to make any noises.
<b>Sun Protection</b>	Items such as hats and sunglasses may be worn only when outdoors.
<b>Outerwear</b>	All outerwear and bags are to be plain in color and design. No blatant advertising, no large corporate logos, sports teams, television or other organization or media logos or designs are permitted. Outerwear is not to be worn inside the building and should be removed as soon as is practical when entering the school. Hoodies are considered Spirit Wear and outerwear and may not be worn inside the buildings.
<b>Other</b>	No visible tattoos are permitted. Any tattoos acquired before admission to MCA will be dealt with on an individual basis by the Principal. No hats, no scarves and no bandanas indoors. Colognes, perfumes, and pungent substances which may cause distraction or allergic reactions are not permitted.

## Uniform Policies Specific to Boys

<b>Shorts</b>	Shorts are to be worn at knee-length.
<b>Ties</b>	The optional bow tie, if preferred, may be worn by boys in grades 9-12 for Full Dress uniform.
<b>Hair</b>	Hair accessories are not permitted.
<b>Jewelry</b>	No earrings or gauges are permitted.
<b>Cosmetics</b>	None permitted.

### Uniform Policies Specific to Girls

<b>Skirts, Skorts, and Jumpers</b>	As a general guideline, skirts, skorts, and jumpers are to be worn no higher than halfway between the top of the kneecap and the tips of the fingers when standing up straight with the arm hanging straight down. They must be a modest length and the waistband must not be rolled over. The top of skirts and skorts must be worn within one inch of the natural waist.
<b>Jumper (K-8)</b>	Must be worn with navy blue shorts, tights or leggings underneath.
<b>Ties</b>	Girls in grades 5-12 are required to wear the conventional neck tie assigned to their grade level. Bow ties are not permitted for girls.
<b>Socks and Hosiery</b>	Navy blue tights or leggings can be worn under skirts, skorts, or jumpers if desired. Girls are required to wear navy blue knee socks with Full Dress uniforms. Girls may wear white socks with Everyday uniforms if preferred.
<b>Undergarments</b>	Camisoles following undergarment color requirements are acceptable. Bras are required for girls for whom support is necessary for modesty. Shorts (other than PE uniform) should not be visible under hemline with no visible logo and must be navy blue or black in color.
<b>Hair</b>	Hair accessories should be minimal, appropriate for an academic environment and not distracting. Headbands in one solid color (navy blue, black, white, yellow, cobalt blue or pale blue matching our school colors) are permissible. Classic navy plaid headbands purchased from Lands' End are also acceptable.
<b>Jewelry</b>	Female students are allowed to wear one pair of small earrings, with no more than one earring in each ear and no larger than ½" in diameter. Dangling or hoop earrings are safety hazards and are not permitted. Gauges are not permitted.
<b>Cosmetics</b>	Girls in kindergarten through 8th grades are prohibited from wearing any nail polish, make-up or hair dye. Girls in 9th through 12th grades may wear make-up which is conservative and light and should be virtually invisible. Nail polish should be light and natural, i.e. "nude" colors only.

### Shoe Examples

YES



NO



## **Backpacks, Book Bags and Totes**

For safety and space reasons, ***wheeled backpacks are not permitted.*** Backpacks are to remain in the cubbies and are not to enter Upper School classrooms.

Backpacks are expected to be clean, in good condition and appropriate for a school environment. Any item which attracts undue or negative attention or which infringes on the rights or values of others will not be allowed.

## **Spirit Wear**

Spirit Wear is not part of the school uniform, but can be worn outside of school to show support for the school. Volunteers will often wear Spirit Wear when serving at the school. Spirit Wear can be purchased by parents and supporters of MCA through **Lands' End** website. Tote bags, beach towels, baseball caps and other garments and spirit items are available.

## **MCA Crest Embroidery**

If students would like to purchase items with the MCA crest embroidered, it must be purchased through the MCA Spirit Wear section of **Lands' End** Uniforms. Individual monograms can be embroidered on **Lands' End** backpacks by calling customer service at 1-800-469-2222.

## **Volunteers Dress Policy**

Whereas this is a school environment, volunteer attire is expected to be safe, modest, and not distracting to students and staff. Guidelines for students' garment lengths are to be followed by volunteers.

## Health and Safety

### Medication

If a child needs medication, every attempt should be made to have them take it at home. Medication needing to be taken three times a day should be given in the morning at home, when the child arrives home from school, and before bedtime.

Whenever it is necessary to administer medication during school hours, the following guidelines apply:

- Medication must be dropped off and picked up in the clinic by the parent. Students may not transport any medication.
- All medications must be in the original container with dosing information and complete instructions.
- Medication must be appropriate for the child's weight and age.
- Each medication must be accompanied by a separate signed medication authorization form.
- Prescription medication must include a medical authorization form signed by the prescribing physician.
- All medications must be stored in the clinic. (The exception to this is emergency medication that requires a physician's written "self-carry" order.)
- It is the student's responsibility to come to the clinic at the appropriate time for a required medication.

The school will supply no medications including aspirin, Tylenol, cough drops, antibiotic ointment, or hydrocortisone. These items fall under the rules of medication and, if desired, must be provided by the parent with a signed medical authorization form.

Use of crutches, walkers, or wheelchairs requires a medical authorization form signed by the physician.

Medical authorization forms are located in our clinic.

For more information on student health issues, contact:

Eliane Smith, NMA  
Denise Adamkevicz, NMA

esmith@masonacademy.com  
dadamkevicz@masonacademy.com

## **Communicable Illness**

Children with any evidence of a communicable disease must stay out of school until there is no danger of infections to other children. If all visible signs have disappeared, the child may return. In case of illness such as chicken pox, where the lesions remain visible after the contagious stage, it may be necessary to have a physician certify that it is permissible for the child to return.

## **Fevers**

The normal body temperature for a healthy child is 98°F. If you suspect your child has a fever, always use a thermometer. Never try to guess by feeling their forehead.

Before returning to school, children should be fever free for at least 24 hours without any fever-reducing medication. Children at school who develop a fever 100°F or higher will be sent home and should not return to school the next day.

## **Head Lice**

Mandatory attendance laws require all children to be in school. It is expected that if your child has been sent home with lice and/or nits, he/she will be treated and will return lice-free the next school day. A parent must accompany the child upon return to school. Before readmission, your child will be checked by a staff member for lice. Staff members will also re-check your child periodically to ensure treatment was effective and no lice and/or nits are present.

Normally we will not send class/school-wide notifications home about head lice unless 10% or more of a particular classroom is infected.

## **Health and Community Resources**

From medical and dental services to food and shelter assistance, our district maintains a list of available resources. For more information, check the links below:

Collier Schools Community Resources  
[collierschools.com/parents/communityresources.asp](http://collierschools.com/parents/communityresources.asp)  
Collier Schools Health Information  
[collierschools.com/parents/health.asp](http://collierschools.com/parents/health.asp)  
Florida Kid Care  
[floridakidcare.org](http://floridakidcare.org)

### **Nutrition Services**

Meals are available for purchase in advance. Visit our school website to order your child's meals.

Due to the lack of cafeteria space, parents are not permitted to visit their children during lunch and recess unless they are on campus for the purposes of volunteering and have signed up through the website for that day. Parents who are volunteering, however, are reminded to fulfill their volunteer duties rather than simply enjoying a lunch with their child.

### **Snacks and Parties**

There will be an opportunity for a brief classroom party, at the discretion of the teacher, on the last day of school. Otherwise, parties at school are not permitted as this interferes with instructional time.

Do not send or bring anything to the school, including treats, to celebrate birthdays or holidays. These should be celebrated at home with family and friends.

### **Smoke and Tobacco Free Environment Policy**

The Mason Classical Academy building is smoke and tobacco free in order to protect the health, safety and welfare of students, staff and visitors. This includes all interior and exterior spaces within the property boundaries.

For purposes of this policy, "smoke free" shall mean the smoking of any substance, including "vapor" devices. "Tobacco" shall include the use of tobacco, including, but not limited to, cigars, cigarettes, pipes, chewing tobacco, snuff, or any other matter or substances that contain tobacco in addition to papers used to roll cigarettes.

Violations of this policy by members of the public who fail to cooperate will result in their removal from the property and a report to the Florida Department of Health. Violation of this policy by any student or school employee shall result in appropriate disciplinary action.



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## Items that Should be Left at Home

- Cellphones, electronic tablets, video games, headphones, tape recorders, or any other electronic devices.
- Mechanical pencils or other distracting pencils, specialty erasers, or other non-standard school supplies.
- Pets.
- Party paraphernalia including balloons, party hats, noisemakers, etc. and party food such as cupcakes, cakes, brownies, ice cream, popsicles, etc.
- Knives and other sharp objects, guns (including toy guns), bullets, fireworks or other explosives, etc. Any item that can be hazardous to children must not be brought to school.
- Money. Send only money required for field trips or other payments.
- Items or sales materials for organizations not affiliated with the school.
- Heirlooms, jewelry, and other irreplaceable articles.
- Toys.
- Skateboards, rip sticks, roller blades, hover boards, Heelys, etc.