

# Classical Preparatory School

# Family Handbook



12836 Shady Hills Road  
Spring Hill, FL 34610

Adopted March 7, 2014  
Last Edited October 26, 2018

Dear Parents and Students,

The family handbook contains rules and policies that have been put into place after much consideration and adopted by our school board for the governing of the school. These policies are necessary for legal and administrative reasons, as they are for any school.

At Classical Prep, we believe that the rules and policies of the school also accomplish a greater purpose. How our school family governs itself, and the environment in which teachers conduct their classrooms lend to the overall atmosphere of our school. The school atmosphere—the conduct of our students, parents, faculty, and administration—will greatly affect our ability to fulfill our vision and mission:

### **Classical Prep Vision**

*Classical Preparatory School exists to provide students with the tools to excel in higher education and to be moral and intellectual leaders in society.*

### **Classical Prep Mission**

*The mission of Classical Preparatory School is to pursue academic excellence and character enrichment through rigorous, content-rich curriculum, imparting to our students the ability to excel and a desire to pursue learning throughout their lives.*

All students who enter the school develop the critical thinking skills and basic skills mastery necessary to become wise and virtuous citizens able to achieve their professional and personal goals, thus benefiting both the students themselves and society as a whole.

Abraham Lincoln wisely observed that “the philosophy of the classroom today will be the philosophy of government tomorrow.” The character, conduct, and training of our children will have a major impact on the type of citizens they will become and the leadership they will bring to the next generation. It is in recognition of this that we, as a school, have adapted this handbook. We hope that you will partner with us to help our students develop both academically and in development of character.

Classical Preparatory Administration

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## **Our Classical Philosophy**

We believe truth exists and is objective, ordered, and knowable. We pursue knowledge in an effort to find truth, acknowledging, as Socrates did, the difficulties of this as well as the limits of our intellect, yet agreeing with him that “the unexamined life is not worth living.”

We are dedicated to providing a liberal education, seeking to encourage students to better understand themselves and the world in order to challenge unexamined opinion, to allow them to contemplate the nature of things and the results of human endeavors, and to enable them to make reasoned choices in public and private life.

We seek to develop in our students knowledge of the human condition, a desire to seek truth throughout their lives, and an ability to analyze complex issues. Through the development of these mental capacities, our ultimate desire is that our students will learn to seek truth, beauty, and goodness, thus enriching both their own lives and the lives of those around them.

## **Our Educational Approach and Curriculum**

Our school will fulfill the promise of equal opportunity for public education through ensuring all students receive the same high quality liberal arts education with rigorous academic courses in literature, writing, math, science, history, philosophy, art, and civics.

We seek to produce culturally literate citizens who share a common knowledge based upon the study of core, classical subject matter.

The history of human thought provides students with the different perspectives of other societies for considering how our own society views history, social relationships, law, money, class, race, the exercise of power, identity, language, among other things. Our curriculum is focused around the "great conversation" of the centuries, which has taken place through the works of artists, authors, scientists, politicians, and philosophers. We believe the truly examined life requires awareness of our place in the continuum of the discussion and the discussion's place within human history.

To these ends, we emphasize the Great Books which have been tested by time and challenge readers through philosophy, vocabulary, and syntax, thus expanding analytical and reading capabilities.

The following descriptors will help parents to better understand our curriculum choices and approach:

- **Rigor**

We believe high expectations, both intellectual and moral, are a challenge and an inspiration.

To attain the abilities needed to pursue the logic and rhetoric stages of classical education, students must achieve mastery of basic skills at the elementary level. Such mastery requires diligent practice.

To achieve deeper knowledge, “a deep mental path” as Thoreau called it, requires time, energy, and a devotion to learning. Classical knowledge was not superficial. It required students to not just learn ideas but to make them their own.

Homework is necessary for learning. First, it allows for more efficient use of class time when students have spent time on a topic before class, especially when Socratic teaching is used. Second, it provides time to practice new concepts, which are best understood when worked through in thoughtful, silent contemplation. Third, repetitive practice is needed to transfer knowledge into long-term memory.

- **Virtue**

In our common humanity, we share the rational ability to choose between virtue and vice.

Classical education seeks to arm and inspire students to do what is right rather than what is expedient, to think before they act, and to equip them to have the ability to make wise and virtuous choices in both their personal and professional lives.

Students, to realize the fullness of their humanity, should be taught to fall in love with virtue through the recognition of truth, beauty, and goodness.

Seven core virtues form the basis of all we do: humility, perseverance, respect, responsibility, self-control, citizenship, and trustworthiness.

- **Leadership**

Our teachers embody the principles of living the examined life by promoting scholarship, pursuing intellectual rigor, and modeling virtue.

While the board and head of school set the vision, it can only be carried out effectively through the teachers, each performing his or her own critical task. Without the kindergarten teacher imparting a necessary skill or topic, it will be left to the first grade teacher, and so on. Therefore, each teacher is responsible to those who follow to ensure necessary mastery is achieved by each student.

Our teachers view education as a craft and calling. They take very seriously the role they have to play in passing on skills, knowledge, and wisdom to the next generation and seek to hone their abilities and sharpen their own skills as a result.

Students can develop leadership qualities through study and practice. Therefore, students are required to practice oratory throughout our curriculum including in a designated rhetoric class, as well as the participation in meaningful public discussion through the Socratic Method and academic exercises such as declamation.

- **Pedagogical method**

We believe that not only the content, but the method of instruction matters. Once a student has developed decoding ability through phonics-based instruction, the skills of reading and writing are best taught by exposure to and analysis of great literature.

In the elementary school, an emphasis on acquiring a strong base of content knowledge is supported by regular direct instruction and an emphasis on memorization.

Automaticity results in quick and effortless recall of knowledge, thus allowing a person to expend energy on solving the most complex problem, not attempting to recall a basic fact. For this reason also, we require memorization of excellent poetry and prose, which allows great thoughts to always be readily accessible.

In the middle school and high school, the Socratic method of learning and instruction becomes more central to the classroom. Students are engaged in reading and listening, but are also required to support their ideas verbally and in written expression.

We believe that all humans long to make sense of the world. Disorganization and chaos in the classroom impede that goal and create stress for both students and teachers. Therefore, our classrooms are contained, neat, and orderly and proper conduct is emphasized for all.

To make the best use of our teachers' and students' time, we ensure our curriculum is well-defined, sequential, and ordered throughout all grades.

- **Culture**

Respect for learning and growth inspires all members of the school community to conduct themselves in a manner that recognizes their value.

Student evaluation must be meaningful and thorough in order to ensure continued learning, prevent gaps in students' knowledge, and avoid needless repetition.

Time is valuable. We do not engage in busy-work or spend our time in the pursuit of the frivolous.

In addition to obtaining skills, compiling knowledge, and expressing ideas, a valuable education must value contemplation. This can only occur apart from the distractions of multi-media and technological tools.

Classical Prep offers a core curriculum in which each of the grades builds on previous knowledge gained over the student's tenure. Our graduates will be confident and articulate, confident readers, active participants, and accurate calculators. They will have been exposed to some of the best classical children's literature and will possess the foundational knowledge needed for further studies at the middle and high school levels.

### **What Are the Components of a Classical Education?**

- **Core, liberal arts curriculum**

An education at Classical Prep requires each student to take a core, liberal arts curriculum. In elementary and middle school, the curriculum is planned, sequential, and focused on mastery and attainment of the knowledge needed to proceed to higher level learning.

- **Critical Thinking**

Critical and analytical thinking are learned processes. Each student is required to take two logic courses in middle school. They are then encouraged to practice this systematic training through rhetoric and philosophy classes in high school, as well as through the Socratic discussion that takes place throughout upper level courses.

- **Writing**

Writing well requires much practice and training. At Classical Prep, we are committed to giving students the skills and ability to accomplish this, since writing well is essential to thinking well. Elementary school is critical to achieving this ability, as skills in grammar, spelling, organization, and effortless reading are acquired at this stage. We focus heavily on giving students these tools in the lower grades. In middle and high school, courses dedicated to composition are required, as well as the writing of extended essays throughout upper school English, history, and humanities courses.

- **Public speaking**

Classical Prep adheres to the classical belief that a leader must be well-spoken. In *Oratore*, Cicero states that mastering the art of speech involves mastering all the arts. Learning to speak well sharpens thinking, memory, and writing skills. We require public recitation and presentation at all grades in the elementary and middle school. In addition, students will practice public speaking through Socratic teaching and declamation.

- **Leadership**

A liberal education is focused around producing moral and intellectual leaders. It does this through training them to thoughtfully examine both themselves and others, as well as of any proposition, tradition, and authority. Classical thinkers warned a characteristic of humanity was a tendency to accede unthinkingly to any accepted beliefs of the day; therefore, they focused on producing students who would cultivate critical thought and virtuous character through the pursuit of truth, goodness, and beauty.

- **Character education**

Through its character pillars and its annual community service project, Classical Prep encourages students to practice the virtues of trustworthiness, citizenship, self-control, perseverance, respect, responsibility, and humility. Habits of virtue must also be modeled and experienced through interaction with faculty.

- **Challenge**

We ask our students to challenge themselves both in their behavior and in their academics. High expectations have been shown by studies to result in improved performance, and we ask students to perform to their highest level.



- **Latin**

The study of Latin is essential to a classical, liberal arts curriculum. It improves English vocabulary, understanding of English grammar, familiarizes students with references from the classical world essential for understanding most literature, allows easier learning of other Romance languages, and encourages logical thinking through its structure.

- **Socratic Dialogue**

Understanding fallacies in logical thought or the difference between an opinion and a fact is often best revealed through questioning. This allows students to wrestle with difficult ideas and find their way through arguments to a conclusion or perhaps merely a clearer view. As students learn to become reasoned thinkers, dialogue is our preferred pedagogy.

### **What does a typical day look like at Classical Preparatory School?**

- **A focus on learning how to think.** The process of logical and precise thought in one subject is a mental discipline that can be transferred to other subjects and the rest of life. Therefore, our focus in teaching Algebra, Latin, or history, etc. is not first on the subject's utility for a specific career but on the training of the mind.
- **A focus on facts.** Committing specific facts to memory is necessary to proceed to more advanced learning. If students work to recall a basic fact, their minds are not learning a new concept or discovering an idea. The more students know automatically, the more efficiently they can think about complex issues. Therefore, we require memorization of a common body of facts.
- **A focus on content.** Critical thinking cannot occur without a solid base of knowledge. A specific knowledge of vocabulary, history, science, literature, geography, and other subjects is the foundation for reading proficiency, academic achievement, and cognitive competence, according to Core Knowledge's E.D. Hirsch.
- **A focus on classic works of time-tested value.** Students will read and be read to from classic works. Jeffrey Brenzel, Dean of Admissions at Yale, states classic works allow a student to:
  1. Build upon the discovery of others, thus avoiding reinventing the wheel;
  2. Connect ideas from the present and the past;
  3. Encounter the ideas of others who do not share the same assumptions;
  4. Develop intellectual muscle because of unique syntax, vocabulary, and philosophy; and
  5. Form better judgments through "wrestling with the best ideas of all time."
- **A focus on teacher-directed learning.** Teachers have already mastered the subject matter. Therefore, their guidance and direction is the most efficient and effective way to impart it.

- **A focus on the Socratic Method.** Questioning allows students to wrestle with difficult ideas and find their way through arguments to a conclusion or perhaps merely a clearer view. As students learn to become reasoned thinkers, dialogue is our preferred pedagogy.

### **Basic School Information**

Classical Prep was awarded accreditation with AdvancEd, a non-profit, non-partisan organization that conducts rigorous, on-site external reviews of Pre-K-12 schools to ensure that all learners realize their full potential with a commitment to helping schools continuously improve in Spring of 2018.

- **Official School Calendar and Website**

The official school calendar for each academic year is posted on the school website and ParentSquare the summer prior to the start of school.

This calendar should be carefully coordinated with each family's own calendar and should be consulted on a regular basis throughout the year. The calendar identifies school holidays and teacher workdays. A separate calendar identifies special events to take place throughout the school year. We encourage families to visit our website regularly to view notices, faculty contact information, updates on extra-curricular schedules and locations, and other school related events and information.

### **Parents and Classical Prep**

Classical Preparatory teachers are honored by the opportunity to teach young minds and are passionate about student success.

While there is great benefit in clear and frequent communication between school and home, a common understanding between the parties is the foundation upon which all communication must be built. Without a common goal and a general agreement about how to achieve that goal, there can be much communication with little positive result.

The primary way that parents are involved in the school is by supporting the education of their children. Therefore, it is important for all members of the school community to understand the components of the Classical Prep program and the approach and methodology we will use to attain those goals.

The pursuit of knowledge and beauty results in a more purposeful and fulfilling life. While learning and study can be hard work, they are necessary components of building a meaningful future, and are therefore to be viewed, not as drudgery and tedium, but as opportunities to powerfully impact and change both ourselves and the world for the better. When one undertakes any worthy task, there will be challenges to face along the way. All students are likely to face times of frustration or difficulty in an education that results in intellectual and character growth. It is at these times when children will look to their parents for cues about how to handle frustration, difficulty and challenge. It is especially important for parents to be a positive source of support and encouragement to their child(ren) at these times while maintaining support of the school program. Concerns should be communicated to individual teachers, not in front of or through the child. It is very difficult for children who respect and love both their teachers and parents to process when these worlds appear to "collide". When conflict or questions about the school program or classroom practice arise, concerns should be communicated to individual

teachers, not other parents or faculty members.

While on campus, parents should always conduct themselves in a civil manner. Screaming and vulgarity will not be permitted on campus, including in the parking lot. Parents should not approach a teacher in a negative manner with students present. For more information on Classical Prep's Conflict Resolution Policy, please visit <http://classicalprep.org/ConflictResolutionPolicy>.

As partners in the pursuit of knowledge and beauty, Classical Prep and parents must dedicate themselves to solving conflict in ways that benefit both the child and the larger school community, but also the pursuit itself.

- **Volunteering at Classical Prep**

At Classical Prep we believe that the education of the child must involve the student, the teacher, and the parent. Parents are enthusiastically encouraged to volunteer at the campus. At the request of the teacher, they are welcome to come to read, tutor, or help with clerical duties. They may offer to help maintain the beauty of our campus, in the library, Parent Service Organization activities, or the school office. All parent volunteers must undergo a fingerprint clearance before working with students. When arriving on campus, all parent volunteers must sign-in through the Raptor system in the Front Office. Upon sign-in, each volunteer will be given a name badge before heading to his/her destination on campus. If you would like to volunteer outside of the classroom, please visit the parent tab of the website and complete a volunteer interest form.

Classical Prep requires participation by the parent(s) in the ongoing, overall operations of the school. In order for the Classical education to be effective, teachers, administration, students and parents must volunteer time and talent. We must work together to teach our students to be moral and intellectual leaders.

Families of enrolled students at Classical Prep are required to serve a **minimum of 5 service hours per year**.

It is the responsibility of each family to record their service hours. All volunteer hours completed during the school day will be recorded when checking in as a volunteer through the Raptor system in the front office of either the Meridian or Borealis building. For volunteering that occurs off campus and/or outside of school hours, hours must be logged in ParentSquare by the parent(s) under the volunteer hours.

School personnel will track volunteering reports. Service hours for the current school year must be completed by the last day of school.

- **Participation in School Events**

In an effort to encourage Classical Prep families along with the surrounding community to make a lifelong habit of fitness and promote strong bodies as well as strong minds, Classical Prep has embarked on a fundraising journey called Race the Bay that will directly benefit the school. This event will take place the weekend of December 1<sup>st</sup>-2<sup>nd</sup> 2018 consisting of an expo, half marathon, 5k, and fun run. Funds raised from Race the Bay will be utilized to support the high-quality, Classical educational program at CPS.

All CPS families are expected to choose one of the following options in addition to completing their 5 required service hours. For more information, please contact our race coordinator, Leah Peake at [lpeake@classicalprep.org](mailto:lpeake@classicalprep.org) or at 813-803-7903 during school hours.

- Sign-up as a sponsor for the race
- Recruit a sponsor for the race
- Volunteer for race-day help
- Volunteer to help at the Expo the day before the race
- Sign-up to help for race-day preparations which will take place throughout the month of November
- Visit [www.racethebay.com](http://www.racethebay.com) for more information about the race!

- **Volunteer Confidentiality Policy**

Volunteers often inadvertently have access to sensitive information. Any information about students, grades, faculty, etc. is to remain confidential. Volunteers may observe situations of a sensitive nature. These are also to remain confidential. If a volunteer has a concern involving something that is witnessed, observed, or overheard it may only be discussed with the faculty member, Administration, or a member of the Board of Directors (BOD). If a volunteer disregards this policy, the privilege of volunteering may be revoked.

*Classical Prep's volunteer policy has been adapted from Ridgeview Classical School's handbook.*

- **Classical Preparatory School Volunteer and Parent Confidentiality and Conflict of Interest Agreement**

The success of our volunteer program depends very much on our ability to keep confidences and remain impartial. Maintaining confidences and avoiding conflicts of interest are required of all who volunteer at Classical Preparatory School. In doing so, we ensure fairness to all students, faculty, staff, volunteers, and visitors and protection of Classical Prep's reputation, which in turn impacts the future of our school.

While not all volunteering involves activities of a confidential nature, matters of confidentiality and potential conflicts of interest can arise at any time when a volunteer may be present. Therefore, volunteers are expected to follow the guidelines listed and maintain confidentiality at all times. Common expectations include:

- ☒ not discussing the names or any other information regarding students, teachers, staff, or other volunteers with anyone other than the volunteer's specific supervisor or in writing to the administration.
- ☒ exercising judgment in situations where public statements of personal opinion may be detrimental to the reputation of Classical Preparatory School.
- ☒ maintaining the confidential status of information obtained as "confidential forever".
- ☒ not grading or evaluating student work.

All persons involved in volunteering are required to inform the classroom teacher of potential conflicts. Due to the seriousness of violations in confidentiality and conflicts of interest, the consequence of such behavior is removal from classroom volunteering.

- **Fingerprinting**

In order to maximize student and employee safety, it is Classical Prep's board policy to screen all applicants via a criminal and sexual predator/offender background check. Submission of this application indicates your agreement to this background check, and to clarification contact by phone or mail. Application can be completed by visiting <http://www.pasco.k12.fl.us/comm/volunteer/>

Please note: Per Florida State law, school volunteers must be background checked each year. Our year starts July 15 and runs through June 15. People who submit an application after July 15 will remain active in our system through June 15, and will NOT need to submit a new application until July 15, the next year.

- **Evaluation and Parent-Teacher Conferences**

At the end of each quarter, each student's academic progress will be thoroughly evaluated. For students in grades K-5, at least one conference will be required each year at the issuance of the first quarterly progress report.

Parents and/or teachers may request additional conferences during the year. Students do not need to attend these conferences. Parents and teachers should resist the urge to hold "mini-conferences" at the beginning or end of the school day when other children and parents are present and the teacher must concentrate on preparation for the day, dismissal, and teaching. Conference times, whether by phone or in person can be scheduled with the teacher through their school e-mail address or by phone.

We believe texting is a form of communication best reserved for casual matters or for informational purposes, not for the thoughtful dialogue required when discussing a student's academics or behavior. In respect of the weight of such matters, parents and teachers should refrain from texting one another.

Classical Prep encourages parents to visit and observe in their student's classroom. Please feel free to schedule a time to observe in your child's classroom with the teacher. Please limit your visit to no more than 45 minutes and do not bring other children into the classroom. During an observational visit, as opposed to volunteering, parents should minimize interaction with students or the teacher in order to limit distractions. Visits should be scheduled with respect to busy times of the year, such as standardized testing.

- **Parent, Teacher, and Student Roles**

Parent: The primary means by which parents can assist their children are:

1. Encouraging their children to grow in intellect and character.
2. Providing a distraction-free study environment.
3. Supporting the teacher and school in their attempts to fulfill the mission and vision for each child.
4. Regularly engage the Parent Portal.

Teacher: Teachers are responsible for clearly communicating to the student what is expected. Teachers are also responsible for notifying parents when their student is struggling considerably with the material or is not performing as expected.

Student: Students are responsible for tracking assignments, understanding stated course requirements, and meeting deadlines. It is also the job of the students to communicate honestly with their parents about their class and homework assignments.

- **Teacher/Parent Communication**

We encourage parents to talk with the faculty as soon as they think their son or daughter might be having difficulty. The earlier a problem is recognized, the easier it is to resolve. Teachers can be reached via e-mail or by leaving a message through the school office. The teacher will return communication promptly, but not responding to emails or calls during the teaching day unless a planning time allows.

- **Conflict Resolution Policy**

Throughout the school year conflicts between teachers, students, and parents may arise from time to time. The positive resolution of conflict promotes growth for all parties involved. These conflicts should be resolved with our school's most distinguished core values and courtesy in mind. The intent of Classical Preparatory School is the genuine desire to support and assist its parental community, and strives to serve with fairness, kindness, and compassion to the greatest degree possible. How both sides handle conflict plays a major role in defining the culture of our school. Resolving conflicts with civility allows the Classical Preparatory School administration and parents to model behaviors that we seek to instill in our students. It is hoped that issues that cause conflict between students, teachers, and parents, can be resolved at the earliest time and at the lowest level. Please visit <http://classicalprep.org/ConflictResolutionPolicy> to find the Conflict Resolution Policy information and forms required to negotiate the conflict resolution process.

### **Registration, Records, and Medication Policies**

- **Registration**

Classical Preparatory School is committed to enrolling a diverse student population. These Enrollment Policies and Procedures ensure that all eligible students in the community will be informed about the school, and each eligible student will be given an equal opportunity to attend the school. Please visit <https://classicalprep.org/enrollment-forms/> to view the complete policy. Please contact Classical Prep's Registrar at [enrollment@classicalprep.org](mailto:enrollment@classicalprep.org) with any questions.

- **Records**

Parents have the right of access to the records of their children. Records requests will be fulfilled after a 24-hour waiting period in order to maintain the smooth flow of school business. The school may also charge a reasonable fee for the cost of copying records.

In order for the registration process to be completed, CPS will request records from a child's previous school. **Parents who have completed the registration process are acknowledging that the school will request transcripts on their behalf.** Official transcripts should be sent to Classical Prep directly by the previously attended school or, if hand delivered, the transcripts should arrive sealed with a signature across the back of the envelope.

If your child was home-schooled, a signed description of the curriculum and course content mastered must also be provided by the parent.

Non-custodial parents also have the right of access to records, unless the school has received a court document to the contrary.

*Please review the FERPA notification for more information regarding access to and disclosure of student information.*

- **Medication Policy**

Parents must fill out a Medical Information Form that will remain on file in the school office each school year.

If a student must take prescription or any OTC drugs (cold remedies, pain relievers, etc.) while at school the parent must bring the prescription/OTC medication to the office and indicate this on the Emergency Contact and Medical Information Form. Medication cannot be administered by any staff member to a child without a specific prescription/letter from a doctor that specifies the type of medication to be administered as well as the specific amount and times each medication must be administered. Parents may choose to come to school and administer the medication themselves if they are unable to obtain doctor's orders.

Parents of students with allergies, asthma, or diabetes must also complete a management plan for their child's condition. Please contact the school office for a management plan form.

Each instance of administration of a prescription or non-prescription (OTC) drug shall be documented by the administering office staff.

Students are not permitted to keep prescription or OTC medications on their person or in their backpacks on campus (all drugs, including cough drops, are kept locked in the school office). The administration must be notified immediately of students suspected of breaching these regulations. Violation of these policies place the student and others at great risk of personal harm, and as such, will result in disciplinary action.

- **Potty Training Policy**

In order for any child to attend Classical Preparatory School, he/she must be able to use the restroom independently. However, we do understand that accidents happen in which case we ask that parents to pack a change of clothing in their child's backpack. In the event of frequent accidents, please see the policy listed below.

**Observation Occurrence Sequences**

- **Observation Sequence 1).** If a child has one or more accidents within three consecutive days, said child will be sent home for the remainder of the day of the last occurrence. Also a phone conference with the teacher and/or dean will be mandatory for the child to return to school the following day. Conference is set upon the availability of the teacher and/or director. Child will have a probationary period upon returning to school. Probation details will be discussed

during conference/or at early pick up time that day. Observation form and a probation agreement must be signed prior to child returning to school.

- **Observation Sequence 2).** If a child has five or more accidents within a week, then said child will be sent home for the remainder of the day of the last occurrence following a three day minimum suspension from school (excluding holidays or weekends). An observation form must be signed before returning to school. A mandatory conference will be scheduled with the teacher and director present. The child will have a probationary period upon returning to school. Probation details will be discussed during the conference. A probation agreement must be signed during the conference.
- **Observation Sequence 3).** If a child shows no improvement in his/her toileting or is having regular accidents on a daily basis. This confirms that the child is not toilet trained there for results as a phone call home and dismissal from the school. If the teacher and dean feel the child cannot use the restroom independently, the director may skip Observation Occurrence Sequences 1 & 2.

### Attendance

Classical Prep follows the District School Board of Pasco County's Attendance Policy as stated on their website <http://www.pasco.k12.fl.us/ssps/conduct/scoc/attendance>.

- **Absences**

Regular attendance and prompt arrival at school are vital to a student's attitude and subsequent success as a serious scholar. It is the responsibility of the parent to report an absence by submitting the online absence form from the school's website <http://classicalprep.org/parents-excused-absences> within 3 days of student's absence. Students will be recorded as having an unexcused absence if no form is submitted within 3 days. Absences cannot be recorded and/or excused verbally; they must be submitted in writing.

Pre-arranged absences must be approved at least 7 days prior to the anticipated absence. To access the form please visit <http://classicalprep.org/parents-excused-absences>

All policies regarding the coding of absences will strictly follow the Pasco County Student Code of Conduct. As well, issues regarding truancy will also follow the standards set in the Pasco County Code of Conduct. Whenever possible, if a student absence is anticipated, we recommend that the student notify his/her teacher(s) and request assignments prior to the absence.

At the discretion of Administration, students may not be allowed to make-up missed work due to an unexcused absence or suspension. The Parent Portal provides attendance reports.

- **Illness**

If your child has a fever or is otherwise ill, it is best to keep the child at home, rather than send your student to school where others may be exposed to infection. Students who come to the office with a fever will be sent home upon parent contact. Please refer to the section on medication for additional information regarding prescription and OTC medications.



- **Tardiness**

Students who arrive at or after 7:30 AM in grades 9-12 and 8:00 AM in grades K-8 must report directly to the school office for a late pass. If your child is late, please park and walk your child into the school office on arrival. Students will not be checked in without an adult present.

Classical Prep does distinguish between cases of excused tardiness (e.g., due to a doctor's appointment) and unexcused tardiness (due to a student oversleeping, transportation problems, or some other late start). In cases of excused tardiness, families should provide a signed note of explanation to front office receptionist.

On the third occasion of tardiness in any quarter, a report will be sent home that will need to be signed by the parents and returned. After the third tardy, disciplinary consequences may be applied.

- **Withdrawal Policy**

Any child that has attended at least one school day at Classical Prep must adhere to the following withdrawal policy:

- ❑ A parent or legal guardian must complete a [Withdrawal Form](http://www.ClassicalPrep.org) by visiting [www.ClassicalPrep.org](http://www.ClassicalPrep.org) as soon as it is decided that the child will no longer be attending Classical Prep.
- ❑ If school is in session at the time of withdrawal and the student has been attending school that academic year, all Classical Prep property (i.e. textbooks, equipment, and library books) must be returned within 2 school days of submitting the withdrawal form.
- ❑ All outstanding fees must be paid within 2 school days of submitting the withdrawal form.
- ❑ No school records will be released to the parents/guardians or to the transferring school until the withdrawal process has been completed.

Please note that failure to attend class, even at the beginning of the school year is not a withdrawal and the above process must take place in order for a child to be considered withdrawn from Classical Prep.

At any given time, if Classical Prep becomes aware that a current CPS student has completed the enrollment process to attend another school, the parent/guardian will be notified via email that they have 48 hours to contact Classical Prep in the event that they want their child to continue to attend Classical Prep. If no contact is made with Classical Prep within 48 hours, the child will be withdrawn.

If a child has been withdrawn from Classical Prep and wishes to re-enroll, the child must be entered into the lottery and/or waitlist and wait until an available seat is offered and then the Enrollment Policies and Procedures must be adhered to. A child's previous enrollment in Classical Prep will have no bearing on future seat availability at any given time.

## **Academic Expectations, Materials, Evaluation, and Student Promotion**

- **Academic Expectations**

Classical Prep will provide an environment that allows every student who wants to learn the opportunity to achieve academically. A student's desire to learn is the key to success and fulfillment at Classical Prep. Academic rigor coupled with the belief that great accomplishments require great effort is ingrained in the culture of Classical Prep. Students should be encouraged by faculty, administration, and by their parents that with hard work they can achieve success at Classical Prep.

As a key philosophical assumption, Classical Prep holds that every student can learn. As human beings, we are equal in that we all have the capacity to learn and grow, though academic grades will vary. Just as individuals differ in their physical gifts and characteristics, we all have different gifts and challenges in the subjects of learning. Classical Prep is committed to helping each student achieve as much as possible. A liberal arts education requires written comments as well as the assignment of a single letter grade or a percentage.

Students will also be assessed according to state requirements using standardized tests such as the FSA or any test that replaces the FSA.

At Classical Preparatory School we believe that every student deserves to have access to the best curriculum and teaching we have to offer, not just the "gifted and talented" children. Therefore, our teachers teach with high expectations and students will be challenged daily. Not every cup will be filled to the same capacity, but they all should receive the best in terms of critical thinking and learning.

- **Special Education**

As a public charter school, Classical Prep will provide identification, evaluation and instructional services to any enrolled student as required by state and federal law. If requested by the parent or teacher, a student may be evaluated for possible Special Education placement. Parental approval is required prior to an evaluation.

- **Study Materials and Textbooks**

Supply lists are available for each grade level on our website. A student simply cannot do his or her job in the classroom (engaging and active learning) without the proper tools. If a student makes a habit of attending class without the proper materials, it will be reflected in the student's grade for the course/class.

Textbooks will be issued to each student for use during the academic year, but they remain the property of the school. If a textbook is damaged, contains excessive handwriting or is misplaced, a full replacement fee for the cost of the book will be assessed. Prices for all texts are available in the school office once the school year has begun.

- **Homework**

Homework is necessary for learning. First, it allows for more efficient use of class time when students

have spent time on a topic before class, especially when Socratic teaching is used. Second, it provides time to practice new concepts, which are best understood when worked through in thoughtful, silent contemplation. Third, repetitive practice is needed to transfer knowledge into long-term memory.

Students should expect to do meaningful homework each night. Apart from its academic benefits, homework develops the character traits of self-control and perseverance, two of our character pillars. Time is limited, and we desire our students to spend it wisely. Our teachers require purposeful assignments, and we encourage parents to provide a quiet time and place for completion and monitor their child's work and grades, realizing that this investment of time is well spent.

#### Grammar School – Homework Guidelines

**Kindergarten:** 20 to 30 minutes, including 20 minutes of daily reading

**Grades 1 and 2:** 30 to 40 minutes, including 20 minutes of daily reading

**Grades 3:** 40 to 50 minutes, including 20 minutes of daily reading

**Grade 4:** 55 to 75 minutes

**Grades 5:** 65 to 85 minutes

#### Grammar School – Homework Policy

If a student spends more time on homework than designated above, the teacher who assigned the homework should be promptly informed so that corrective measures can be taken. While, occasionally, homework assignments will require more than the designated time, if a student is spending excessive time on homework with little likelihood of satisfactory completion, the parent should help the student find a reasonable stopping point and then attach to the homework a note detailing the time spent on the incomplete assignment. The teacher will accept the homework and will then contact the parent to review the circumstances. The dean should next be consulted if these steps do not remedy the situation.

All homework assignments are to be completed before the beginning of the class for which the work was assigned. Students in Kindergarten and in Grades 1 and 2 are encouraged to learn to meet deadlines, and teachers work closely with parents to ensure that they do. In grades 3-5, failure to complete homework on time results in a 10% percent reduction each day the assignment is late. After five days, a student can earn no higher than a 50% on the late assignment until the end of the quarter. Parents are encouraged to regularly check the Parent Portal in order to stay current with their student's academic progress. Teachers are encouraged to contact parents if missing homework becomes chronic and consistent.

#### Logic School – Homework Guidelines

**Grade 6:** 75 to 95 minutes

**Grades 7 and 8:** 85 to 105 minutes

#### Logic School – Homework Policy

If a student spends more time on homework than designated above, the teacher who assigned the homework should be promptly informed so that corrective measures can be taken. While, occasionally, homework assignments will require more than the designated time, if a student is spending excessive time on homework with little likelihood of satisfactory completion, the parent should help the student find a reasonable stopping point and then attach to the homework a note detailing the time spent on the incomplete assignment. The teacher will accept the homework and will then contact the parent to review the circumstances. The dean should next be consulted if these steps do not remedy the situation.

All homework assignments are to be completed before the beginning of the class for which the work was assigned. In grade 6, failure to complete homework on time results in a 10% loss of credit on the day after it was originally due, and a 50% loss of credit on the second day after it was originally due. If the assignment is not turned in on the second day after it was due, no credit will be received. In grade 7-8, failure to complete homework on time results in a 50% loss of credit on the day after it was originally due. If the assignment is not turned in on the day after it was originally due, no credit will be received. Parents are encouraged to regularly check the Parent Portal in order to stay current with their student's academic progress. Teachers are encouraged to contact parents if missing homework becomes chronic and consistent.

#### Rhetoric School – Homework Guidelines

**Grades 9-12:** Rhetoric School students typically receive from 20 to 35 minutes of homework per course, per day. Students at times can expect an addition to the number of minutes needed to properly complete required homework assignments.

#### Rhetoric School – Homework Policy

If a student spends more time on homework than designated above, the teacher who assigned the homework should be promptly informed so that corrective measures can be taken. While homework assignments may on occasion require more than the designated time, if a student is spending excessive time on homework with little likelihood of satisfactory completion, the parent should help the student find a reasonable stopping point and then attach to the homework a note detailing the time spent on the incomplete assignment. The teacher will accept the homework and will then contact the parent to review the circumstances. The dean should next be consulted if these steps do not remedy the situation.

All homework assignments are to be completed before the beginning of the class for which the work was assigned. Failure to complete homework on time will result in no credit. Parents are encouraged to regularly check the Parent Portal in order to stay current with their student's academic progress. Teachers are encouraged to contact parents if missing homework becomes chronic and consistent.

- **Absences and Make-up Work**

It is the responsibility of the student to make up missed homework after any absence, planned or due to illness. Make-up work must be completed in the number of days equal to the absence (unless an extension has been approved by the teacher within the deadline). For instance, if a student misses two days of school, all make-up work must be completed within 2 days of his or her return to school. If a student is unable to attend school and seeks assignments, the students/parents should check the web portal for assignments and follow-up with the teacher.

An absence on the due date of a major assignment (essay, lab report, project, etc.) or exam does not extend the due date of that assignment. The student should expect to submit the work and/or makeup the exam on the day of return to school. Absences during the preparation time of a major assignment may not extend the due date.

Often success with homework is a condition of the student's self-regulation. Skillful self-regulators have an arsenal of strategies that enable them to achieve efficiently and effectively: help-seeking, planning, goal-setting, time-management, self-monitoring, distraction reduction, questioning, comprehension monitoring, and the use of feedback. Students who struggle often do not systematically employ these strategies, even though they may, in fact, spend a significant amount of time working/studying.

- **Organizational Policy**

*“Study is the total of all habits, determined purposes, and enforced practices that the individual uses in order to learn.”  
William Armstrong*

**K – 2<sup>nd</sup>**: Students in Kindergarten and in Grades 1 and 2 are encouraged to learn to complete planners, and teachers work closely with parents to ensure that they do.

**3<sup>rd</sup>- 6<sup>th</sup>**: For each assignment given, planners are pulled out, filled out while the teacher observes and makes sure everything is correct before the children go home.

- 3<sup>rd</sup> – There is regular discussion in class about time management during independent work time; desks should be kept in order; planners should be signed daily; planners are expected to be signed 3/5 days per week in the 1<sup>st</sup> Quarter; 4/5 days in the 2<sup>nd</sup> Quarter; 5/5 days 3<sup>rd</sup> & 4<sup>th</sup> quarter. This should be reflected in a student’s gradebook, with an S or U (2 weeks in a row with a U, parents are contacted).
- 4<sup>th</sup> & 5<sup>th</sup> – Planners need to be signed daily. If planners are signed 5/5 days per week (unless a student is absent), this results in an “S” grade; If planners are signed less than 5/5 days per week (unless a student is absent), this results in an “U” grade (2 weeks in a row with a U, parents are contacted).
- 6<sup>th</sup> – Planners need to be signed daily. A completion grade will be reflected in the grading system as a Logic grade.

Regular, scheduled checks will be done by the Upper School Dean, Assistant Upper School Dean and Head of School of cubbies. Grading will be Pass / Fail; Failure = Detention

**7<sup>th</sup>- 12<sup>th</sup>**: Random checks will be done by the Upper School Dean, Assistant Upper School Dean and Head of School of cubbies and/or lockers. Grading will be Pass / Fail; Failure = Detention

- 7-8<sup>th</sup> – During 2<sup>nd</sup> homeroom, planners will be checked for completion and parent signature.
- 9-12<sup>th</sup> – In grades 9-12, students are responsible for completing their own planners.

- **Promotion and Retention Guidelines**

Grammar School (K-5)

The mastery of skills and content at the elementary level is vital to student success in the next grade. Promotion from one level to the next is based upon each student’s progress toward the accomplishment of high standards that are both challenging and achievable. Recommendations on promotion/retention in grades K-5 will consider a wide range of criteria and be based primarily on (1) specific assessment data, including ELA and math benchmarks, (2) grades, (3) informal teacher observations and recommendations, and (4) other relevant measures, and will utilize the following guidelines:

1. Teachers will consider the entire body of evidence before making recommendations on promotion/retention, including but not limited to, in-class assessments, benchmark assessments, grades, observations, and relevant disabilities as defined under the Individual’s with Disabilities Education Act (IDEA).
2. If a student fails to meet grade level standards through the demonstration of academic deficiencies especially in the areas of math and reading, teachers will make every effort to provide instructional remediation through Classical Preparatory School’s RTI process.
3. After providing remediation through the RTI process without success, further instructional interventions, such as a recommendation for ESE, will be considered.

4. If a student fails to meet grade level standards due to a willful lack of concentrated effort towards his or her school work, as determined by grades and teacher observation, the teacher will make every effort to provide coaching and other interventions as necessary. If all of the above efforts are undergone without success, a teacher may recommend an accelerated math or reading summer course. An organizational study skills summer workshop may also be recommended. Retention may also be considered as a possible intervention.
5. All decisions of retention/promotion will be up to the discretion of the Head of School (except for required 3rd grade retention).
6. Student in 3rd grade does not pass the FSA (or state-mandated replacement) test – The student may be required by state law to repeat 3rd grade.

When considering recommendations on promotion/retention, Classical Preparatory School will also consult all other not previously mentioned guidelines outlined in the Pasco County School's Student Progression Plan.

#### Logic School and Rhetoric School (6-12)

Promotion from one level to the next is based upon each student's progress toward the accomplishment of high standards that are both challenging and achievable. The promotion requirements for Classical Preparatory School's logic school will follow all guidelines outlined in the Pasco County School's Student Progression Plan.

Students in the 6<sup>th</sup> grade who fail both semesters of 2 or more core classes must repeat 6<sup>th</sup> grade. Any student who has failed to earn any 6<sup>th</sup> grade credits must recuperate the grades through Florida Virtual School in the summer prior to 7<sup>th</sup> grade.

Students in the 7<sup>th</sup> grade who fail 6 or more **semesters** of core classes must repeat 7<sup>th</sup> grade. Any student who has failed to earn any 7<sup>th</sup> grade credits must recuperate the grades through Florida Virtual School in the summer prior to 8<sup>th</sup> grade.

All rising 8<sup>th</sup> grade students must have all 6<sup>th</sup> and 7<sup>th</sup> core classes completed with passing grades. Students in the 8<sup>th</sup> grade who fail 5 or more **semesters** of core classes must repeat 8<sup>th</sup> grade. Any student who has failed to earn any 8<sup>th</sup> grade credits must recuperate the grades through Florida Virtual School in the summer prior to 9<sup>th</sup> grade.

Incoming students with missing credits must make them up in accordance with our school policy. All previous grade credits must be earned to continue to the next grade level. High School students will be addressed on an individual basis.

#### **Valedictorian/Salutatorian Selection Criteria** ***Effective for the class of 2019 and following***

The Valedictorian and Salutatorian will be selected each year from the graduating class. The Valedictorian ranks first in scholarship and is considered the top student of the class; the salutatorian ranks second in scholarship and is considered the second highest student in the class.

Criteria are based primarily on cumulative GPA, but the number of advanced classes and scores on SAT tests are also considered at mid-3<sup>rd</sup> quarter of the senior year. Thus, more than one student may qualify for the valedictorian and salutatorian distinctions. Candidates must attend classes at Classical Preparatory School during their sophomore, junior, and senior years.

**The following point system is used to determine valedictorian/salutatorian:**

- Cumulative GPA shall be determined at the end of the 1<sup>st</sup> semester of the senior year. The top five seniors shall be ranked by GPA and given the following point values. 1<sup>st</sup>: 30 points; 2<sup>nd</sup> 27 points; 3<sup>rd</sup> 24 points; 4<sup>th</sup>: 21 points; 5<sup>th</sup>: 18 points. (60%)
- The number of advanced classes taken by the top five GPA seniors shall be determined at mid-3<sup>rd</sup> quarter of the senior year. If an AP course has been taken and a score awarded, the test taker must have scored a 3 or above to have the course be included in this category for consideration for valedictorian/salutatorian. The following point values will be awarded: 1<sup>st</sup>: 10 points; 2<sup>nd</sup>: 9 points; 3<sup>rd</sup> 8 points; 4<sup>th</sup>: 7 points; 5<sup>th</sup>: 6 points. (20%)
- The top score on the SAT or ACT tests earned by the top five GPA seniors shall be determined at 3<sup>rd</sup> quarter of the senior year. To compare SAT and ACT scores for ranking, the following score conversion chart should be used.  
<https://blog.prepscholar.com/act-to-sat-conversion> The last SAT or ACT score to be considered for this honor is a December score. The following point values will be awarded: 1<sup>st</sup>: 10 points; 2<sup>nd</sup> 9 points; 3<sup>rd</sup>: 8 points; 4<sup>th</sup>: 7 points; 5<sup>th</sup>: 6 points. (20%)
- The point totals from the above three categories will be used to determine Valedictorian and Salutatorian. The Head of School or Academic Guidance Counselor will inform them of their honor and to begin preparing for graduation.
- Any student who has a category 2M or higher violation based on the Discipline Matrix of the Pasco County School Code of Conduct is automatically disqualified from consideration. Any student who has a violation between 2A and 2L must be reviewed and approved by the board to be considered for inclusion in the valedictorian/salutatorian process.
- **Field Trip Policy**

Families will be responsible for consenting to field trip rules, guidelines, and procedures and paying all applicable fees for each field trip attended by their student(s). Details regarding the specifics of each field trip will be communicated to parents via ParentSquare in advance of planned trip.

During school hours students are required to ride school provided transportation to and from field trips at Classical Prep. There will be no other transportation for students who attend a field trip during school hours.

After school hours students may ride home with an adult from the field trip if written permission is given at least 48 hours in advance. Advanced written notice is required to release students to ride home with alternative transportation other than bus provided.

- **Field Trip Chaperone Policy**

The following policy applies for all school sponsored field trips. If you are chosen to chaperone a field trip for Classical Prep, an acknowledgment form and payment of fees will be available via ParentSquare. This must be completed before accompanying students on any field trip.

1. All school rules apply on school-sponsored events. Chaperones are expected to comply with school policies, follow the directions given by the school's lead chaperone, work cooperatively with other staff and volunteers, and model appropriate behaviors for students. Be sure you are familiar with the Pasco

County School's Code of Conduct and Classical Prep's Family Handbook.

2. In order to comply with school and district policy, during school-sponsored events, chaperones:

- may not use, sell, provide, possess, or be under the influence of drugs or alcohol
- may not use tobacco in the presence of, or within the sight of, students
- may not possess any weapon
- may not administer any medications, prescription or nonprescription, to students

3. Student behavior is your responsibility. School rules related to student behavior apply. Go over rules and standards of behavior, safety rules, and any site specific rules with students. Ensure that students do not get involved in any extra activities not pre-approved by administrators and parents. If a student will not follow your reasonable requests to comply with behavior and safety rules, please notify the lead chaperone or other school staff chaperone promptly.

4. Students must be supervised at all times while at school-sponsored events. For all field trips, each chaperone will be assigned 3-4 students for which they are responsible at all times. The lead teacher will account for all participants once an hour and before changing activities. Be sure you know when and where to meet the rest of your group at the end of the visit. Chaperones must be readily available, be mindful of safety concerns, and respond to students' needs.

5. Overnight trips. Night-time supervision can present different challenges. Chaperones should not be sleeping in the same rooms with students, but must ensure that students are in their rooms and not engaged in prohibited activities. This will generally mean a bed check at lights out and at least one additional check during the night. Your lead chaperone will help you understand the requirements and procedures for specific locations where students will be lodging. Different rules may need to be established for locations where students are staying in a gym, in open cabins or other non-traditional lodgings.

6. For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.

7. Family members or friends of a chaperone may not participate in a school-sponsored field trip.

8. Be sure to know what to do in an emergency (medical emergency, natural emergency, lost child, serious breach of rule, etc.). Know who is first aid trained, where the first aid kit is, where the cell phone is kept, and who has the copies of parental permission slips with emergency phone numbers and medical information.

### **Traffic and Transportation**

- **Traffic Flow for Pick-up and Drop-Off**

Please refer to the Classical Prep website for a copy of the Traffic Procedures and Map. It is important that anyone with permission to pick up your child be made aware of the traffic routes and procedures to ensure safety and efficiency.



- **Pick-up Procedures**

Students will not be released to leave school with any adult except the parent or adult listed on the emergency contact form. If another adult will be picking up your child, please be sure you have added them to that student's emergency contact. All changes are required in writing and should be submitted through a form on the website which can be accessed at [www.classicalprep.org/emergencycard](http://www.classicalprep.org/emergencycard).

In order to provide families with an efficient and timely dismissal, students **will not** be dismissed after 2:15 p.m. in grades 9-12 and 2:30 p.m. in grades K-8. If you need to pick up your student(s) for any reason, please be sure to arrive prior to these times or you will need to either go through carline or park and wait until carline is complete to get your student(s).

Once a student is on campus, the student may not leave except under parental supervision unless they have been given written consent to walk home to a nearby neighborhood. The 'walkers' will be dismissed at 3:30pm after car line has been completed.

- **Before and After Care Programs**

Classical Prep offers before care daily from 7:00 a.m.- 7:30 a.m. in the Meridian Prytaneum at \$5/day/student or \$20/week/student. Families are invoiced on a monthly basis by the Finance/HR Coordinator. For more information, please visit <https://classicalprep.org/before-and-after-school-program/>

Aftercare will be offered by the YMCA at Classical Prep from 3:05 p.m. – 6:30 p.m. daily. Please visit <https://classicalprep.org/before-and-after-school-program/> for program and registration information. Any child that is a car-rider and is not picked up by 3:45 p.m. will be escorted to the YMCA aftercare program and the parent will be responsible for any fees incurred as a result.

- **Transportation**

For safety and security purposes, all students must ride school-provided transportation for school-related field trips and events and hereby release Classical Preparatory School, its Board of Directors, administration, teachers or other employees of the school, and volunteer leaders from any financial responsibility because of sickness of the student while being transported on the bus.

In order for students to take part in school-related activities in which transportation is provided, parents authorize the use of emergency medical treatment for his/her child(ren) if an injury or sickness occurs and agrees to pay for any medical expenses incurred as a result of said treatment. Classical Prep will take the necessary precautions to ensure the safety of its students and staff.

In consideration of the opportunity for students to participate and fully recognize that such an undertaking involves an element of risk, families assume all risks and hazards incidental to such participation and do hereby release, absolve, indemnify, and agree to hold harmless Classical Preparatory School, nor any of the said persons be held financially responsible for any injury, illness or death as a direct or indirect result of this activity.

For safety reasons, there will be times students will be expected to ride school-provided transportation and/or walk with staff between buildings on campus.

It is school policy that Classical Prep faculty/staff do not transport students in their personal vehicles.

- **Student Parking Information and Policies**

Students are encouraged to ride the school bus or with parents whenever practical. CPS understands the dynamics of high school years, the added opportunities and responsibilities of extracurricular activities, and the need for after-school employment. Students may drive to school if they provide CPS written permission of their parent or legal guardian and the vehicle owner.

Students will receive a non-transferable parking pass and must follow all regulations established by the school. Students who drive to school must obtain permission from the administration in advance. Driving to school is a privilege, which may be revoked at any time that the student demonstrates an unwillingness to assume the responsibility of properly handling his/her vehicle.

1. Students who wish to park their vehicles on school property must have their insured vehicle registered through the Florida Department of Motor Vehicles. Cars that are not registered and inappropriately/illegally parked may be towed at the owner expense.
2. All student-driven cars must be registered in the office.
3. Students will be given assigned places to park and the cars are not to be moved until the students leave for the day.
4. Cars are to be locked while they are on school grounds. They are not to be occupied during the school day. As soon as students arrive at school, all must leave the car and go to the supervised designated area. Students are not to go to their cars during the school day.
5. Driving which endangers the safety of people will result in the immediate loss of driving privileges.
6. Students are not to transport other students unless both parents have submitted written detailed permission, including the names of all passengers.
7. Students who are truant or have excessive unexcused absences (5 in one month, 10 in one semester) are subject to having parking privileges revoked.
8. Students with excessive disciplinary action will have their parking privileges revoked.
9. Students are responsible for their vehicles and the contents within them. Vehicles can and will be searched if there is suspicion of illegal and/or prohibited items such as weapons, drugs, alcohol, stolen property, etc. Students will have their parking privileges revoked and face legal and/or disciplinary action if said items are found.
10. Students driving illegally will lose their parking privileges for the rest of the year and will be reported to authorities.

Please see the website at <https://classicalprep.org/student-driver/> to print and complete this acknowledgement form. Please return it to the Upper School Academic Dean or the Upper School Assistant Academic Dean. This form must be on file with the school prior to student being able to drive to and from school in his/her own vehicle.

### **Campus Leave and Visitor Policies**

Because we take seriously our responsibility to supervise and protect our students, Classical Prep understands the importance of an appropriate campus leave and visitor policy. Students' friends from other schools or former students are not permitted to visit the campus socially before, during, or after school. In order for non-custodial parents to pick up a student during or after school, the custodial

parent(s) must provide a signed statement along with any necessary court documentation to the Data Entry Operator at least 24 hours prior to day of pick up. If you plan on having other adults pick up your child at the end of school, please be sure you have added them to that student's emergency contact. All changes are required in writing and should be submitted through a form on the website which can be accessed at [www.classicalprep.org/emergencycard](http://www.classicalprep.org/emergencycard).

All visitors to the school must come directly to the school office, where they must sign in through the Raptor system. and obtain an official school visitor's pass to wear visibly on their outer clothing.

Students are not allowed to leave school grounds, unless accompanied by a supervising adult. Students who leave the school grounds during the school day without permission may be suspended from school for truancy, and the school will report missing students to the Police Department.

Please plan all appointments for after school and avoid pulling them out of school early so students will receive the fullest benefit from their schooling.

### **Carline Procedure**

Car riders must be picked up through carline. Families cannot park their vehicle and come into the building to pick up their child(ren) after 2:15 p.m.

Parents may not park in a handicap spot (unless they have a state issued handicapped pass) or in the fire safety zone located in front of the building to drop-off or pick-up his/her child(ren).

Classical Prep uses the School Dismissal program to expedite dismissal in the afternoons during carline. Any changes to a student's dismissal **must** be entered into the program by the parent no later than 1:45 p.m. the day the change is to occur. For complete details on the School Dismissal program and carline maps and procedures, please visit <https://classicalprep.org/carlineprocedures/>.

### **Behavior Code and Discipline**

The District School Board of Pasco County's Student Code of Conduct for Elementary Students and DSBPC's Student Code of Conduct for Secondary and Adult Students is incorporated herein.

All of the information that you will find below is directed toward the common good of the School and its maintenance as a place of learning and moral development. At Classical Prep, we believe that habits of behavior play a significant part in forming habits of mind. The teachers at Classical Prep will make every effort to enforce the rules below consistently and with strong regard for the student's overall well-being.

The philosophy of Classical Prep is that students will learn civil, polite, and respectful conduct by the example of their teachers and other adults. Consequently, students will be treated with dignity. Classical Prep teachers and staff and will be expected to treat not only all adults on campus with respect, but one another as well. Several very obvious signs of such respect are a student's willingness to refrain from talking in class when others have the floor; a respect for the property of the school and of other students; and a willingness to ask (and extend) forgiveness when someone has been wronged. In conjunction with parents, Classical Prep has the goal of developing not only habits of good scholarship and critical inquiry, but the character traits of trustworthiness, citizenship, self-control, perseverance,

respect, responsibility, and humility. Virtue and its accompanying conduct are their own reward in the esteem the student earns from teachers and fellow students.

The discipline guidelines for the Pasco County School District will serve as a minimum guideline in disciplinary matters. The following guidelines for discipline are not intended to be exhaustive. The school reserves the right to exercise reasonable judgment as an individual circumstance might dictate.

Students may lose the privilege of recess or extracurricular activity, or be required to perform some work detail, such as cleaning, depending on the nature and frequency of offenses such as: littering; possession and/or chewing of gum on campus; being late to class; talking out of turn or otherwise disrupting class; use of profanity or disrespectful speech toward other students; uniform and dress code violations; or other inappropriate behaviors. If a student repeatedly violates any of the above, the parent may be contacted and other disciplinary measures may be taken.

In the case of more serious misbehavior, such as forging a parent's signature, lying to an adult, cheating on exams and/or academic assignments, fighting, theft, willful destruction of property, defiance of authority, disrespect of adults, leaving campus without permission, skipping class, etc., the parent will be contacted and disciplinary measures taken.

Threats of violence and physical, verbal or sexual harassment are illegal and will result in parent contact and, depending on the nature of the offense, may result in other disciplinary measures, including notification of law enforcement authorities, suspension, and expulsion under the guidelines of the school and the Pasco School District.

- **Classical Preparatory Discipline Plan 6<sup>th</sup>-12<sup>th</sup> Grade**

In conjunction with the Pasco County Student Code of Conduct, the following progressive process will be used to encourage self-discipline and self-governance. Defiance, disrespect, and/or the threat of destruction will be treated with severity to ensure a safe environment. **The Deans and Head of School reserve the right to discipline a referred student out of this order in cases involving serious infractions.**

1. **Classroom policies** – Each teacher has classroom policies which are shared and posted inside the classroom. Students who do not keep the classroom honor code will be addressed by the teachers. Parents will be contacted with the expectations when the child enters school. Teachers will contact parents regarding any issues at this level.
2. **Lunch Detentions** – Earned for breaking classroom rules; served during lunch.  
4 Lunch Detentions = 1 Friday Detention
3. **Friday Detentions** – Earned for breaking the school-wide rules; served from 3:00-4:00.  
4 Friday Detentions = L1 Suspension
4. **Referrals** – Sometimes an uncooperative student is referred to a Dean for a behavioral problem that was not resolved. The discipline, if merited, will be assigned by a Dean.
5. **Suspension L1 ISS**—Only a Dean may suspend a student, which might be for 1-5 days. During a suspension, the student is not allowed to attend classes or school functions for the assigned period of time. When a suspension is issued the student must do the work and have it completed upon the return to class to receive credit.

6. **Suspension L2 ISS**– Same as Level 1, except students may receive partial credit for work. During a suspension, the student is not allowed to attend classes or school functions for the assigned period of time. When a suspension is issued the student must do the work and have it completed upon the return to class to receive credit.
7. **Suspension L3 OSS**– Out of school and students may receive partial credit for work. During a suspension, the student is not allowed to attend classes or school functions for the assigned period of time. When a suspension is issued the student must do the work and have it completed upon the return to class to receive credit.
8. **Suspension L4 OSS** – Out of school and students must complete the work to return to class. During a suspension, the student is not allowed to attend classes or school functions for the assigned period of time, must do the work and have it completed upon the return to class to receive credit.
9. **Intervention:** The student will be required to meet with the Head of School and Board of Directors.
10. **Expulsion** – Recommendations for expulsion will be presented to the Head of School and Board.

#### ***Suspensions progress to review for Expulsion***

- **Policy on Harassment, Intimidation, or Bullying of Students**

Classical Preparatory School prohibits acts of harassment, intimidation or bullying of students.

"Harassment, intimidation or bullying" means any gesture or written, verbal or physical act toward a student that takes place on school property or at a school-sponsored activity and that:

- (a) Harms the student or damages the student's property, or threatens personal harm or damage to his property; or
- (b) Insults, demeans or intimidates the student or a group of students in such a way as to substantially interfere with the student or students' educational or social activities at school or cause a substantial disruption of the orderly operation of the school.

The Assistant Dean is the first person responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the Assistant P Dean. All other members of the school community, including students, parents, volunteers and visitors, are encouraged to report any act that may be a violation of this policy. Verbal reports also shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

The Assistant Dean will determine whether an alleged act constitutes a violation of this policy. In so doing, the Assistant Dean shall conduct a prompt and thorough investigation of the alleged incident.

Consequences and appropriate remedial action for students who commit acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion under the guidelines of the Pasco School District. Some acts of harassment, intimidation, or bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious that they require a response by law enforcement officials.

Any act of harassment, intimidation, or bullying that may constitute any form of child abuse, and threats of violence against students, teachers, or staff, shall be reported to law enforcement officials as required by state law.

The school prohibits retaliation against any person who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by a member of administration after consideration of the nature and circumstances of the act, in accordance with applicable school policies and law.

## **Uniform Policy**

Classical Preparatory School's uniform policy upholds the highest standards of academics and deportment. Our students should dress their best, look their best, and do their best. The code is strictly enforced, with students expected to be in full uniform during the school day.

All clothing must be clean, neat, reasonably pressed, and in properly fitting condition. If a child is deemed to be wearing inappropriate attire, the parent will be notified and a change of clothing may be required for attendance that day. Students must stay in uniform whenever they are on campus during a school day. This means arriving on campus fully in uniform and leaving campus fully in uniform.

Students may only change out of uniform after school with permission from a faculty member to participate in an approved curricular or extracurricular activity.

Classical Prep will allow for reasonable uniform accommodations for a student's disability as well as religion or medical conditions.

- **Uniform Link**
  - French Toast: <https://www.frenchtoast.com/> (School Code = QS5ZRJT)
  - Cydne Pie Creations (PE Uniforms): <https://squareup.com/store/cydne-pie-creations>
  
- **General**

All student uniforms must be purchased through French Toast. Parents MUST use the Classical Prep School Code, provided on our website to place an order so that the proper selections can be made.

The only clothing items that may be purchased outside of the French Toast line are uniform-style navy pants and shorts, shoes, socks, the chambray shirt for high school girls, hoodies purchased from Classical Prep or as part of a fundraiser for Classical Prep, and the navy blazer for high school boys.

- **Use of School Logo**

Classical Prep's logo and mascot are copyrighted graphics and can not be distributed outside of our approved vendors. We currently offer merchandise through French Toast, Cydne Pie Creations or directly through our CPS Athletic Shop.

- **Pants and Shorts**

For all ages, full-length navy uniform-style pants or Bermuda shorts may also be worn. No jeans. A black, brown, or navy belt is required if pants or shorts are worn. NO cargo styles, capris, drawstring shorts, etc. are acceptable.

- **Cold-Weather Adjustments**

Outerwear: In addition to the sweater with the school logo and hoodies purchased from the school or as part of a fundraiser for Classical Prep, non-hooded sweaters, jackets or coats of navy blue, black or white with no images or messages may be worn.

On days when the temperature is below 40 degrees at some point during the day:

- Boots may be worn.
- Plain black or navy sweatpants or athletic pants may be worn **for P.E./Athletics**.
- Solid white, black, or navy leggings may be worn.

- **Sweaters, Vests, and Fleece**

In addition to the uniform, navy school sweaters, vests, or fleeces with logo may be worn. As an option, a non-hooded navy blue, black or white sweater with no noticeable art or insignia may be worn. **ONLY HOODIES PURCHASED FROM CLASSICAL PREP OR AS PART OF A FUNDRAISER FOR CLASSICAL PREP MAY BE WORN. PLEASE REMEMBER NO OTHER HOODIES ARE PERMITTED.**

- **Footwear and Belts**

- Solid brown, black, or navy shoes with non-skid rubber soles, closed-toed and flat.
- Brown, black, navy, or white short socks. Girls may wear knee-socks or opaque tights.
- Solid black or brown belt must be worn with all pants and shorts

- **Hair**

Girls: Hair should be neatly combed or styled. Hair accessories are permissible so long as they coordinate with the uniform. Hair should not be arranged or colored so as to draw undue attention. Hair must be natural looking in its color.

Boys: Hair should be neatly combed or styled. Hair must be well-off the top of the shirt collar. Hair should not fall below the eyebrows or past the mid-point of the ear. Hair cannot be tucked behind the ears. Hair should not be arranged or colored so as to draw undue attention to the student. Hair must be natural looking in its color.

- **Jewelry**

Girls: May wear small earrings and/or a watch. No loops or dangling earrings permitted. No other body piercings permitted. No hats or sunglasses indoors.

Boys: May wear a watch. No earrings permitted. No other body piercings permitted. No hats or sunglasses indoors.

- **PE Uniforms**

Students in grades 4-12 must dress out for PE in a Classical Prep PE uniform from Cydne Pie Creations. Athletic shoes must be worn for PE, and they **must** be predominantly black, brown or navy.

On days when the temperature is below 40 degrees at some point during the day, plain black or navy sweatpants or athletic pants may also be worn for P.E./Athletics.

PE shorts must be no more than 5" above the knee.

- **Dress Uniform**

Classical Prep stresses professionalism and decorum and believes this philosophy should be reflected in the style of dress for students, teachers, and administrators. To abide by this, we have implemented Dress Days every Monday during the school year. Please see below for appropriate clothing options to be worn on Mondays throughout the school year.

### **K-5<sup>th</sup> Girls Uniform**

#### Dress Uniform (required to be worn on Mondays throughout the school year)

- White or blue button-down blouse with school logo, neatly tucked in; short or long sleeves are allowed.
- Plaid skirt.

#### Uniform Options Allowed on Non-Dress Days

- Polo shirts with school logo, neatly tucked in. Short or long sleeves are allowed. Color options are light blue, white, and navy.
- Hoodies purchased from Classical Prep or as part of a fundraiser for Classical Prep may be worn on non-dress days. Please remember that no other hoodies are permitted.
- Navy jumper, shorts, skirt, or pants with belt loops. No capris allowed. Skirts or shorts must be no more than 4" above the knee in length. Bloomers or shorts must be worn under jumpers and skirts.

### **6<sup>th</sup>-8<sup>th</sup> Girls Uniform**

#### Dress Uniform (required on Mondays throughout the school year)

- White or blue button-down blouse with school logo, neatly tucked in; short or long sleeves.
- Plaid skirt.
- Plaid or solid blue tie.

#### Uniform Options Allowed on Non-Dress Days

- Polo shirts with school logo, neatly tucked in. Short or long sleeves are allowed. Color options are light blue, white, and navy.
- Hoodies purchased from Classical Prep or as part of a fundraiser for Classical Prep may be worn on non-dress days. Please remember that no other hoodies are permitted.
- Navy shorts, skirt, or pants with belt loops. No capris allowed. Skirts or shorts must be no more than 4" above the knee in length. Bloomers or shorts must be worn under skirts.



## **9<sup>th</sup>-12<sup>th</sup> Girls Uniform**

### Dress Uniform (required on Mondays throughout the school year)

- White or blue button down blouse with school logo, neatly tucked in; short or long sleeves are allowed.
- DRESS slacks, not daily uniform
- Plaid skirt.
- Plaid or solid blue tie.

### Uniform Options Allowed on Non-Dress Days

- Polo shirts with school logo, neatly tucked in. Short or long sleeves are allowed. Color options are light blue, white, and navy.
- Hoodies purchased from Classical Prep or as part of a fundraiser for Classical Prep may be worn on non-dress days. Please remember that no other hoodies are permitted.
- Uniform-style chambray shirt may be purchased at Gap, Kohls or Sears. Short or long-sleeves are allowed. School logo is required. You may go to Cydne Pie Creations, <https://squareup.com/store/cydne-pie-creations>, to have the logo put on your chambray shirt.
- Navy shorts, skirt, or pants with belt loops. No capris allowed. Skirts or shorts must be no more than 4" above the knee in length.

## **K-5<sup>th</sup> Boys Uniform**

### Dress Uniform

- White or blue button down oxford with school logo, neatly tucked in; short or long sleeves are allowed.
- Plaid or solid blue tie (clip on allowed).
- Navy pants with belt loops and belt.
- Boys in grades K-3 may wear shorts.

### Uniform Options Allowed on Non-Dress Days

- Polo shirts with school logo, neatly tucked in. Short or long sleeves are allowed. Color options are light blue, white, and navy.
- Hoodies purchased from Classical Prep or as part of a fundraiser for Classical Prep may be worn on non-dress days. Please remember that no other hoodies are permitted.
- Navy shorts or pants with belt loops and belt.

## 6<sup>th</sup>-8<sup>th</sup> Boys Uniform

### Dress Uniform

- White or blue button down oxford with school logo, neatly tucked in; short or long sleeves are allowed. Top button must be buttoned at all times.
- Navy vest with school logo and plaid or solid blue tie. Vest to be worn between the months of October and March. The remainder of the year the vest is optional unless otherwise directed by a staff member (i.e. for a presentation or class trip).
- Navy pants with belt loops and belt.

### Uniform Options Allowed on Non-Dress Days

- Polo shirts with school logo, neatly tucked in. Short or long sleeves are allowed. Color options are light blue, white, and navy.
- Hoodies purchased from Classical Prep or as part of a fundraiser for Classical Prep may be worn on non-dress days. Please remember that no other hoodies are permitted.
- Navy shorts or pants with belt loops and belt.

## 9<sup>th</sup>-12<sup>th</sup> Boys Uniform

### Dress Uniform

- White or blue button down oxford with school logo, neatly tucked in; short or long sleeves are allowed. Top button must be buttoned at all times.
- Blue blazer school logo not required. Blazer to be worn between the months of October and March. The remainder of the year the blazer is optional unless otherwise directed by a staff member (i.e. for a presentation or class trip).
- Plaid or solid blue tie.
- Navy pants with belt loops.

### Uniform Options Allowed on Non-Dress Days

- Polo shirts with school logo, neatly tucked in. Short or long sleeves are allowed. Color options are light blue, white, and navy.
- Hoodies purchased from Classical Prep or as part of a fundraiser for Classical Prep may be worn on non-dress days. Please remember that no other hoodies are permitted.
- Navy shorts or pants with belt loops and belt.

### ● **Approved Dress on Casual Dress Days**

- Students shall wear modest clothing of such style and design as shall be consistent with community standards as determined by the school principal or designee. Refer to specific guidelines distributed by the school. Sexually implicit or explicit clothing, bikini and tank tops, and spandex clothing (kinds of clothing usually worn at beaches and while engaging in recreation activities), are not appropriate wearing apparel for school or school functions.
- Students may wear shorts and skirts as long as they are of a modest length. Modest length is no more than 4" above the knee.

- Blouses, shirts, and sweaters cannot dip below a line formed between the right and left armpit. Muscle shirts and tank tops are not permitted. Spaghetti straps and strapless tops are not acceptable. Tops must be long enough to clearly overlap the belt line or stay tucked in during the course of normal movement throughout the school day.
- Students shall keep their clothes, bodies, and hair clean and well groomed.
- Students shall not wear hats or head coverings on the school campus during the regular school day unless previously approved for medical or religious reasons or special school activities as determined by the principal or designee.
- Students shall wear shoes for foot protection and hygienic reasons while on school grounds or on school transportation. Slippers are not acceptable.
- Decorations, symbols, mottos, or designs imprinted or attached to the body, clothing, accessories or student vehicle which contain profanity in any form, violent images, images of weapons, are considered vulgar, offensive to good taste or the maintenance of decorum, or which contain sexually suggestive words, phrases or images, advertise tobacco, alcohol, drugs, or which identify them as members of secret antisocial groups or gangs shall not be worn to school or school functions. Offensive designs imprinted on the body must be covered.
- Jewelry shall be worn in a way that does not present a safety or health hazard or cause a major disruption to the educational process.
- Wallet chains or dog collars shall not be permitted.
- The Head of School, or designee, shall determine the appropriateness of dress and appearance. The Head of School, or designee, will make the decision if a student's appearance meets school and community standards. The Head of School's decision on the appropriateness of dress is final.
- If issued, student must be in possession of school badges during all school activities and must present the badge to school officials upon request.
- While on any District School Board of Pasco County school or campus, at any school function or on any school sponsored transportation, students are prohibited from wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment. Students' clothing shall be worn appropriately with no abdomen skin, or underwear exposed.

- **Uniform Violation Procedures**

Grades K-3:

- 1<sup>st</sup> Warning: Letter home to parent to sign.
- 2<sup>nd</sup> Warning: Parent contacted by teacher.
- 3<sup>rd</sup> Warning: Administration contacted for further action.

Grades 4-5:

- 1<sup>st</sup> Warning: Letter home to parent to sign.
- 2<sup>nd</sup> Warning: Parent contacted by teacher.
- 3<sup>rd</sup> Warning: Parent called to come with change of clothing to school for student (student pulled out of class until change of clothes arrives).
- 4<sup>th</sup> Warning: Parent conference with Administration.

### Logic and Rhetoric School:

Dress Code Violations in the Upper School will be addressed under the discipline policy. It is expected that young ladies and young men dress themselves and make choices through self-governance.

- **Semi-formal Events Dress Code**

There are specific, semi-formal dress requirements for special events. Special events include, but are not limited to, induction ceremonies, Summus Vesper, dress-up days, etc. Girls should wear dress shoes without heels, no flip-flops, no dyed hair.

Semi-formal dress code for young men: dress slacks (no jeans or patched pocket pants), a collared dress shirt, dark socks, dress shoes (no sneakers or sandals), no dyed hair or hats. Boys may wear modest, professional ties without images or logos. Hair should be trimmed appropriately.

Semi-formal dress code for young women: Modest-length skirts or dresses (no shorter than the uniform skirt), or appropriately fitting dress slacks; bare midriffs are not acceptable. Modestly-cut sleeveless tops/dresses are allowed; ladies may not wear strapless, spaghetti-strap, or tank tops. Girls should wear dress shoes.

- **Formal Events Dress Code**

- **Dress Code for Young Men:** Dress slacks, button-down dress shirt, and dress shoes. A tie and jacket is strongly recommended. All pants must be securely worn around the waist.
- **Dress Code for Young Women:**
  - Semi-formal attire or formal gowns or pantsuits.
  - Dresses are to be no more than 3 inches above the knee (front and back) or 3 inches below the fingertips. This also applies to slits in dresses. Dress must also be at the appropriate length even if leggings are worn underneath the dress.
  - Dress may not be extremely low-cut in the front or back. The front of the dress must not fall below the bra line; the back of the dress must not fall below the waist. The back of the dress must not be open past the back. Sides must be covered. No dresses are permitted that are open or sheer on the front or sides of the dress, unless the openness is covered by solid material.
  - Dresses may not be extremely tight/form-fitting. Be aware of the material that gathers and rises when walking.
  - If the dress/skirt has sheer material over the lining of the dress, then the lining of the dress must be no more than 2 inches above the knee (front and back). The sheer material is not what will be measured.

The following items are **NOT** permitted:

- No "polo" style shirts or t-shirts
- No Athletics shoes/sneakers
- No torn clothing
- No see-through clothing or clothing that shows mid-drift
- No khakis, jeans/denim, or cargo pants
- No shorts
- No hats or head covering such as bandanas
- Dresses with revealing cut-outs
- Pants and top where the midriff is showing

- **All Students**

If the attire is questionable, students are encouraged to show their evening wear to administrators beforehand to determine if it is dance appropriate. The determination of the appropriateness of student dress and grooming shall rest with administration.

Students and their dates who are non-compliant with the dress code will not be admitted to the dance or will be escorted out of the dance. No refunds will be given for dance dress code infractions in which these students are asked to leave.

### **Miscellaneous Information**

- **Student-Teacher Relationships**

Each teacher at Classical Prep has expressed a specific desire for the academic and moral success of each student and is committed to our mission and vision. Teachers will treat each student with dignity and hold high expectations for their success. Students will treat each teacher with the respect properly accorded the teacher's role as an authority figure. With this in mind, students should address teachers by their formal title, i.e. Mrs., Ms., Mr., Dr., and their last name.

Our teachers, staff members, and coaches will maintain a proper professional boundary between themselves and the students. If a teacher senses that a student requires counseling for a social or family issue, that issue will be referred confidentially to the administration and/or parents. The faculty/staff/coaches of Classical Prep will insist on maintaining appropriate physical boundaries, and will not meet in a room alone with a student with the door closed. It is also Classical Prep policy that faculty/staff do not transport students in their personal vehicles.

Students should not contact or visit teachers off campus unless the teacher has spoken with the parents and explicitly invited such contact, nor should teachers (or staff) contact students off-campus (other than phone calls regarding academics or school-sponsored extra-curricular activities), unless such contact has been approved by the parents.

Parents, students, and Classical Prep staff are advised that once a Classical Prep employee has separated from employment, the separated employee no longer represents Classical Prep in any personal, professional, or political activities or relationships. Classical Prep's responsibility for monitoring background checks and fingerprint clearances terminates with the employee's separation from CPS.

- **Hardship Policy**

- 1. Defining Hardship**

Hardship refers to an inability to pay fees due to financial difficulty. Classical Prep recognizes that every family has a unique set of circumstances and situations that can arise in either short- or long-term situations. Individuals may be evaluated under this policy for consideration of payment arrangements or relief.

- 2. Goals**

Classical Prep aims to ensure students are not denied any instruction based on payments not being made for educational items or services and will do their best to make alternative arrangements for families. Classical Prep will implement strategies to increase engagement and raise awareness of their hardship policy.

### **3. Identifying Hardship**

Evaluating hardships and family difficulties on a case by case basis ensures the action taken provides an individualized approach that is customized to each situation.

There are a number of short or long-term circumstances that can impact a family's ability to pay student fees, and can include, but are not limited to:

- Death of an immediate family member
- Family disruption e.g. divorce/separation of parent's
- Illness
- Loss of employment
- Natural disaster

### **4. Hardship Arrangements**

- a. Consideration of a hardship situation will be provided to families on a confidential, case by case basis and may include waiving or reducing school fees.
- b. Classical Prep will work in a positive manner to support the family and student. Teachers or other staff may request a member of Administration to investigate a situation they believe may be unreported hindering student participation.
- c. Parents will be provided with a school contact who can discuss appropriate financial options and will act with discretion.
- d. Appropriate, non-judgemental language will be used when addressing families experiencing hardship.
- e. All financial relief decisions will be offered by a designated staff member in confidence.

### **5. Parental Expectations**

- a. Advise the school of any financial difficulties as soon as possible by reaching out your child's teacher or Katie Melton, our Human Resource Coordinator at [kmelton@classicalprep.org](mailto:kmelton@classicalprep.org).
- b. Discuss solutions reasonably with the school contact during the assessment to come to a mutual outcome.
- c. Be forthright and realistic in their capacity to contribute to their student's education.
- d. Advise the school contact of any changes in their situation.

#### **● Backpacks and Contraband**

Students may bring backpacks to and from school. These items must be stored in designated areas during the school day. Backpacks and gym bags should be free of popular culture icons or messages that are offensive or inappropriate to the school environment.

School officials may search and seize property when there is reason to believe that some material or matter is present that is detrimental to the health, safety, or welfare of students.

#### **● Food and Drink on Campus**

Classical Prep provides school lunch through Pasco School's Food and Nutrition Services. Forms are available on the school website. Students may also bring a sack lunch to school each day. Forgotten

lunches can be left at school office at least 15 minutes before the lunch period begins. Students will find their lunch on the designated table in the multi-purpose room during their lunch break.

During very hot weather, students are encouraged to bring clear plastic water bottles to school with their names printed on them. They may refill them from any of the drinking fountains. As a precaution against sickness, students should not share or drink from the same bottles.

Students are permitted to bring nut-free food/snacks into classrooms to be consumed during the designated snack time. Students are permitted to bring their water bottles, filled only with clear water, into classrooms at all times.

- **Lost and Found**

Classical Prep maintains a lost and found area. Unclaimed items will be donated or discarded at the end of each month. Please mark all personal belongings with the student's name.

- **Fees**

Families can expect to pay fees for various services Classical Prep offers beyond the classroom, such as various field trip or club fees. Fees are only meant to assist with funding services that are not funded by monies from the state. Classical Preparatory School does not want to exclude anyone from field trips or other activities due to financial constraints. Families should speak with a member of Administration or office staff member if this is the case.

### **Prohibited Items**

- **Electronic Devices, Games, Toys**

IPods or other portable music players, video cameras, phones, electronic games, laser pointers, skateboards, roller blades, and other toys that are not part of the academic or extra-curricular program are prohibited on campus. Students may be disciplined, and such items will be confiscated and returned only to the parents upon their request.

- **Tobacco**

Student use of tobacco products (including, but not limited to cigarettes, pipes, cigars, snuff and chewing tobacco) in school or on school property (including buses), at a bus stop, or at a school activity is prohibited. Students observed smoking are subject to disciplinary action up to and including dismissal and may be referred to law enforcement. Tobacco and other legally controlled substances, lighters, matches, pocket knives, weapons of any kind, and sexually explicit materials are also prohibited on campus at all times. Possession of these items will result in immediate disciplinary action.

- **Cell Phones**

The use of cell phones during the school day is prohibited. The reason for such a prohibition is to promote an uninterrupted academic environment and to promote a more reflective environment which

is an important habit of the mind.

1. Cell phones brought to campus will be signed into the school office at the beginning of the school day. No cell phone is to be stored in a student backpack, purse, or pocket, or on the student's person during the school day.
2. A cell phone may be used to communicate only after school and only in the Classical Prep school office.
3. If a student needs to call a parent at any time during the school day, the student must come to the Classical Prep school office and request use of one of the school's land lines. No cell phone use of any kind is allowed before dismissal time. If parents need to contact a student during the school day, they should call the school's main telephone line and ask for a message to be delivered.
4. Any other student phone use on campus before school, during the school day, or after school will result in confiscation of the cell phone and disciplinary action.

### **Photography, Media Release and Public Internet Postings**

- **Photography**

The name and crest of Classical Preparatory School are the property of the school and may be used only for official school business. Any Classical Prep student who, without written permission from Administration, posts the crest or logo of Classical Prep on the Internet or in any other public forum for purposes of identifying themselves or other students is subject to school disciplinary action.

All personal photography is banned on campus unless permission for it has been obtained, in writing or oral, from a member of administration. No photos taken on campus, whether authorized or not, may be posted on the internet or in any other public forum without written or oral permission from Administration. No photos of minors may be publicly displayed without the consent of the parents. Any Classical Prep student found to be in violation of these rules is subject to school disciplinary action.

- **Media Release**

There are times that photos/videos will be taken on campus. Photos and/or videos may appear in media receptacles covering Classical Preparatory School. Classical Preparatory School may use, at no cost, photos or video of students for official websites, promotional materials, and collateral. If families do not want their child(ren) to be included in photos and/or videos, please contact the school directly.

- **Public Internet Postings**

Any public display or posting by a Classical Prep student, on the internet or in any other public forum, of derogatory, offensive, or harassing speech directed against another student, teacher, or other member of the school community is in violation of the standards of Classical Preparatory School and is subject to school disciplinary action.



## School-Sponsored Social Events

- **Guidelines**

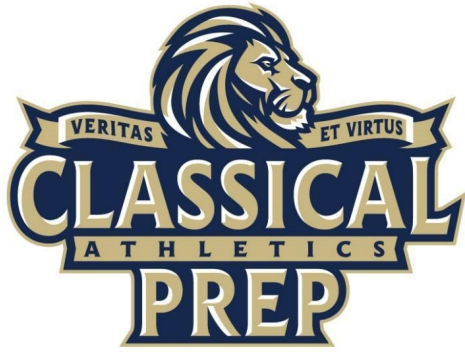
All behavioral/social guidelines outlined in the Classical Prep Family Handbook will be enforced as applicable. Chaperones/teachers may take actions they judge necessary to enforce these guidelines, up to and including removal of a student from the event. Parents will be notified if student is denied entry or ejected for violations. Misconduct at a school-sponsored social event can result in disciplinary sanctions at school.

- **Non-CPS Student Date Approval Form**

For specified school functions, Classical Prep students can bring a non- CPS student as a date. The guest must be enrolled in middle/high school to attend. The [Non-CPS Student Date Approval Form](#) is available on the school's website under the Parents tab and must be completed and submitted to a member of Classical Prep's Administration a **minimum** of 7 days prior to the event; no exceptions.

*The Board reserves the right to amend the Classical Prep family handbook throughout the school year. If this is the case, changes will be posted on the school website and parents will be alerted electronically.*

*We also acknowledge any subsequent revision(s) that are made to the Family Handbook during the current school year. We understand we would be notified of any changes electronically.*



Athletic Director: Jimmy Barbarise

Welcome from the Classical Prep Athletic Department! We are excited to offer programs that will exemplify a great mission of excellence. This excellence will demonstrate way beyond winning and losing. Athletic success is the direct result of implementing effort, teamwork, commitment, and sportsmanship. These traits we have implemented will be the foundation of Classical Preparatory brand of athletic success. We welcome you to join our director, coaches, athletes, and parents in building this tradition of excellence.

The rules outlined in our handbook were designed and intended as a guide to successfully participate. You will be expected to understand and abide by these rules and your team's rules. It is your responsibility to follow them to their fullest.

### **Message to the Athlete**

Classical Preparatory strives to build a tradition of athletic excellence. We take great pride in this tradition, it will take dedication, commitment, and hard work by all our athletes in delivering this excellence. As a Classical Preparatory athlete you must continue to strive to uphold this high standard of excellence.

Once you have become a member of a Classical Preparatory team, you have made a decision to hold a high standards of athletics in this community:

#### **1. Exhibit appropriate behavior at all times:**

Your participation in athletics is a privilege and should be treated as such. Any time you wear the navy and gold, you are representing yourself, your family, your school and the entire Classical Preparatory community. Your behavior should always be above and beyond regardless of any and all circumstances.

#### **2. The use of profane language:**

The use of profanity, obscene gestures, or abusive language is a serious breach of the Student Code of Conduct. If a student demonstrates this disrespect toward school officials, contestants, spectators, game officials, teammates or their coaches, the student will be suspended for a minimum of two games.

#### **3. Self-Respect and Responsibility:**

Take great pride in whatever you do. Your responsibility of creating great character, positive values and excellent behavior is paramount in demonstrating student-athlete excellence. Your academic studies, extracurricular activities, and school sports, will help to prepare you for your life as an adult. Your commitments that you have practiced with great pride and playing the game to the best of your ability, will give a great sense of accomplishment and your family can be justly proud of you.

#### **4. Responsibility to your school:**

Being a student-athlete for Classical Preparatory, you become more than a team member of our school. Our athletes take on leadership roles when they are on an athletic team. The student body and families of the community know you. The student body, the community and opponents, judge our school by your conduct and attitudes, both on and off the field. This leadership role is dynamic in our community and you can make a positive contribute to school spirit and community pride. In addition, you are a role model for younger student athletes.

#### **5. Academics:**

While Classical Prep's primary focus will always be academics, the school embraces extracurricular activities as a secondary way to advance its vision. Student athletes must maintain a minimum 2.0 GPA average or higher (FHSAA Regulation).

#### **Message to the Parents:**

Participation in sports provides a wealth of opportunities for our children. Athletic experiences will assist students in personal and academic growth. As a parent/guardian of a student- athlete, you're committing yourselves to particular responsibilities and obligations, which are implemented in our Athletic Code. Your signature on the Athletic Code, along with the signature of your student-athlete, indicates that you understand and accept those responsibilities and obligations, and agree to cooperate with school personnel in enforcing the Athletic Code. Athletic Code compliance is essential to the success of the athletic program.

Failure to comply with the Athletic Code may lead to discipline and possible expulsion from the team. In addition, student-athletes are also subject to discipline under the FHSAA (Florida High School Athletic Association) Code of Conduct.

Good sportsmanship is expected from our fans and spectators at all times during athletic events. Failure to exhibit good sportsmanship will result in removal from the event and/or future events. We also encourage you to join the Athletic Boosters and help promote the mission of excellence portrayed with Classical Preparatory Athletics. We believe athletics is an integral part of a school experience, both as a competitor and spectator.

#### **Mission Statement:**

Classical Preparatory School's Middle and High School Athletic Program facilitates programs of excellence as defined by the Florida High School Athletic Association. Through participation in the FHSAA, the school will promote interscholastic athletics that will provide lifelong learning experiences to student-athletes while enhancing their achievement of educational goals. Our goals are to provide the value of teamwork, respect, pride, commitment, hard work ethic, good sportsmanship and the development of a winning culture with competing at a very high level. Through our athletic program we strive to have our mission carry over into all aspects of student-athletes lives.

Classical Preparatory School's director, athletes, coaches and parents believe:

1. That student-athletes will develop leadership characteristics through athletic competition that carry into the classroom and in life.

2. Our student-athletes are expected to act in a manner of being a role model within the school community.
3. Self-discipline along with good sportsmanship are paramount to our athletic foundation.
4. Personal and team pride builds respect and character which creates strong friendships through athletic competition.
5. Being a Classical Preparatory Athlete is not a right but a privilege; with that privilege, comes responsibility.
6. We will compete at a very high respective level while providing a fun experience.

### **Transportation:**

Athletic team transportation will be available for most games. Transportation is for coaches, director and athletes only. Spectators are responsible for their own transportation. Bus waivers must be turned in one week prior to opening day. Failure to comply will result in no school transportation provided for the athlete.

### **Athletic Fees:**

All athletic fees are to be paid in full one week prior to opening day. Failure to comply may result in being removed from the team. Athletic fees may be paid online on our school website.

### **Athletic Uniforms and Equipment:**

Students are responsible for the proper care of all equipment issued to them. The onus is on them to properly care for this equipment and ensure that its returned in proper condition when our season concludes. Equipment not returned must be paid for at the current replacement price. Please make sure uniforms are dried on low heat and washed without bleach.

### **Insurance and Injuries:**

A Parent's insurance policy is primary and all injuries must be reported to the coach before leaving practices or games. If you have an HMO/PPO policy, please follow the proper procedures spelled out by your carrier. Classical Preparatory School will provide excess student athlete coverage and you must speak with the Athletic Director for necessary school insurance forms.

### **Eligibility Requirements:**

Classical Preparatory School student- athletes are held to a high standard of excellence. Each student-athlete is held to the FHSAA code of conduct as well. School specific guidelines, requirements and consequences are implemented to participate in sports.

All student-athletes must follow FHSAA guidelines and Classical Preparatory School code of conduct to participate in our sports program.

1. Student athletes must maintain a minimum 2.0 GPA average or higher (FHSAA Regulation). Any student in default of the minimum 2.0 GPA on a progress report or report card is immediately ineligible for participation. If a student is actively on a roster at the time of the ineligibility,

he/she may not continue with the team until the next report comes out (progress report or report card) showing the grades required.

2. Student athletes may not receive more than 1 detention during a grading period or will be ineligible for the sports program until the next grading period begins.
3. Any suspension from school warrants the student-athlete to be ineligible for sports. When a new grading period begins, the student athlete will be permitted to participate again. However, after 2 suspensions in one school year, the student loses all sports team privileges for the remainder of the school year.
4. All athletes must be in attendance for every class during game day. Excused exceptions may be revisited by the athletic director.
5. Athletes must attend all fully scheduled practices in order to play on game day. Excused exceptions may be revisited by the athletic director.
6. An athlete desiring to drop from a team after making the final roster will result in a consequence from the athletic director in participating with future school sports. The exceptions will be grades, home issues or transportation challenges.

**\*\*\*FERPA\*\*\***

**ANNUAL NOTIFICATION TO PARENTS AND ELIGIBLE STUDENTS REGARDING STUDENT RECORDS**

This Notification is required by the Family Educational Rights and Privacy Act (FERPA) and provides you with important information regarding your rights as they relate to student educational records. It is directed to parents (including a natural parent, a guardian or an individual acting as a parent in the absence of a parent or guardian) and eligible students (students aged 18 years or older or attending an institution of postsecondary education). The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies;
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights

under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Where can I find more information about FERPA?

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

A technical assistance paper is available at the Florida Department of Education website at <http://www.fldoe.org/ese/tap-home.asp>

**Florida Department of Education, Student Support Services Project, 325 W. Gaines Street, Suite 644 Tallahassee, FL 32399 Phone: (850) 245-7851**

**Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5920 Phone: (800) 872-5327 <http://www2.ed.gov/poli>**

Classical Preparatory School has adopted the Pasco County School District's equity policies in order to comply with all local, state and federal laws regarding harassment, compliance, and grievance procedures. The full policies are available on the Pasco County School District website at <http://www.pasco.k12.fl.us/er/equity/>.

Classical Preparatory School has adopted the Pasco County School District's Respect and Civility Policy Statement. Classical Preparatory School along with The District School Board of Pasco County believes that a safe, secure, nurturing and civil environment is essential to accomplishing its mission to create a community which works together so all Pasco County students will reach their highest potential. The full policy is available on the Pasco County School District website at [http://www.pasco.k12.fl.us/library/er/respect\\_and\\_civility.pdf](http://www.pasco.k12.fl.us/library/er/respect_and_civility.pdf)