

Classical Preparatory
Early Academy

Family Handbook



12830 Shady Hills Rd
Spring Hill, Florida 34610

Adopted March 7, 2014
Last Edited July 30, 2019

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. I hope that you will partner with us to help our students develop both academically and in development of character.

Sincerely,

Salena Power
Early Academy

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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 Director of the school set the vision, it can only be carried out effectively through the teachers, each performing his or her own critical task. Without the VPK teacher imparting a necessary skill or topic, it will be left to the Kindergarten 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 VPK, 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

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. VPK is critical to achieving this ability. We focus heavily on giving students these tools.

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.

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.

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 E.D. Hirsch.

A focus on classic works of time-tested value. Students will be read 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, 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.

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.

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.

Enrollment Procedures, Fees/Tuition and Records

Enrollment Procedures

Please visit www.classicalprep.org/admissions to view the complete policy. Please contact Classical Prep’s Early Academy Registrar Jada Power at jpower@classicalprep.org with any questions.

- Children must be potty trained prior to starting at the Early Academy.
- Parents seeking to secure a place for their child(ren) must visit www.lotterease.com as the Early Academy’s admission is based on a lottery system for toddlers-VPK aged children.
- A completed enrollment package must be submitted by the deadline set forth in the Enrollment Policies and Procedures to secure a spot for your child(ren). In addition, any fees due upon registration must be paid in full. The Enrollment Policies and Procedures can be found at:
<https://classicalprep.org/enrollment-policies-and-procedures>.

Please bring the following items when enrolling:

- Immunizations
- Current Physical
- VPK Voucher (if applicable)
- Completed Classical Preparatory Early Academy paperwork which can be found at www.classicalprep.org/early-academy
- Registration and/or Activity Fee payment

Fees and Tuition

Families can expect to pay fees for various services Classical Prep Early Academy offers beyond the classroom, such as field trips. Fees are meant to assist with funding services that are not funded by monies from the state. Upon completing your child(ren)’s registration, you will be

asked to sign a Fee and Tuition Agreement. Tuition for the year has been established by calculating expenses associated with ensuring each child thrives in his/her learning environment with a content-rich curriculum (i.e. it is a grand total). To make this convenient for our families, the yearly fee will be divided into 10 monthly installments (beginning on August 1st), thus tuition will be charged on the **1st of each month and considered late if not paid by the 5th of the month**. Accounts will be charged a fee of \$50.00 if not paid by the 5th or if payment is declined at the time it is charged. We will only accept tuition payments through Procure (no cash or checks will be accepted). If a credit card is used for payment, a 3% monthly processing fee will be added to the monthly tuition amount. It is the responsibility of the parent to keep payment information updated with Classical Prep's Early Academy.

Full tuition is charged for months that include holidays and days off. In addition, full tuition is charged even when children are absent as this allows us to maintain enrollment and ensure a child's space won't go to the next family on the waitlist.

A one time, non-refundable program fee is payable at the time of enrollment for Classical Prep Early Academy.

Toddler Program: \$100

Pre-K 3 Program: \$150

Part time VPK Program (9 a.m. - 12 p.m. or 1 p.m. - 4 p.m.): \$125

Full time VPK Program (7 a.m. - 6 p.m. or 8 a.m. - 3 p.m.): \$225

Program Change Requests and Withdrawals

Parents are required to give the front office a two week written notice if they choose to disenroll their child(ren) from Classical Prep Early Academy. During those two weeks, parents will still be responsible for their child(ren)'s full tuition rate. The official withdrawal form can be found on the website at www.classicalprep.org/early-academy/withdrawal

Parents must also give a two week written notice for any request to change their child(ren)'s program/classroom. Requests will only be granted if space allows due to student and teacher ratios. You will be notified either way once programming is reviewed.

Records

Parents have the right to access the records of their children. Record 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. Non-custodial parents also have the right of access to records, unless the school has received a court document to the contrary. Please contact our Human Resource department for any questions in regards to records.

Please review the FERPA notification in the appendix for more information regarding access to and disclosure of student 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. In tense or escalating situations, parents should see the Headmaster to discuss the problem in conference with the teacher.

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.

Volunteers

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 into the classroom to read, tutor, or help with clerical duties. They may offer to help maintain the beauty of our campus, Parent Service Organization activities, or the school office. All parent volunteers must.

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.

When arriving on campus, all parent volunteers must sign-in at the Front Office. Upon sign-in, each volunteer will be given a name badge and escorted to the teacher that requested their assistance. If you would like to volunteer outside of the classroom please contact earlyacademy@classicalprep.org at for more information or questions regarding volunteering.

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, Director, Headmaster, 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.

Parent 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.

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 teachers will not respond to emails or calls during the teaching day unless a planning time allows.

Evaluation and Parent-Teacher Conferences

At the end of each quarter, each student's academic progress will be thoroughly evaluated. For students in VPK, at least one conference will be required each year.

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 VPK Assessment testing.

Discipline Policy

At Classical Preparatory Early Academy, children are guided and directed in a positive, gentle manner. There will be no severe, humiliating, or frightening disciplinary action taken with children. When dealing with a disruptive child, a teacher will always try to talk to and redirect that child. When a child is exhibiting harmful behavior, they may be asked to sit next to the teacher or by himself or herself until he/she has gained control of him/herself. Discipline will not be associated with food, rest, or toileting. Under no circumstances will there be any form of physical punishment. Upon rejoining the group, the teacher will discuss with the child his/her behavior, why it is unacceptable, and a positive way to resolve the situation. These instances will be seen as teachable moments to encourage and help the development of social/emotional skills.

If a child's behavior causes serious harm to self/others or is repeatedly disruptive of the classroom environment, the following steps will be taken:

Step One: Parents will be contacted to attend a conference with the teacher and/or director to inform them of the child's behavior and will be encouraged to work with the school staff in finding a solution. Interventions for home and school will be discussed.

Step Two: A parent conference will be called and a probationary period will begin. During this time, a written behavior plan will be developed with input from teacher, parents, and the director. We will use all resources available to resolve the problem. Any major incidents or behaviors that result in harm to self/others that occur during this time period will result in the parent being asked to withdraw the child from the school immediately.

Step Three: If the teacher and/or director documents satisfactory improvement, the child will continue in the class. On rare occasions, a child does not respond to interventions and has needs that we cannot meet. At this time, the parent will be asked to make other arrangements for their child.

Official School Calendar and Website

The official school calendar for each academic year is posted on the school website and distributed to each family 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 at www.classicalprep.org/early-academy regularly to view notices, faculty contact information, updates on extra-curricular schedules and locations, and other school related events and information.

Office and Student Hours; Campus Access

The Classical Prep Early Academy office is open from 7:00 AM to 6:00 PM every full day that school is in session. Messages may be left on voicemail any time the phone is busy or we are out of the office. Messages left after hours will be returned the next working day. Also, families may contact the administration via e-mail.

School times vary depending on the program your child is enrolled in. For safety reasons, students should not arrive on campus earlier than 7:00 AM nor stay later than 6:00 PM unless they are attending an organized, adult-supervised program associated with the school. Since there is no supervision prior to 7:00 AM, we ask parents to stay with their children until the main doors open.

Wrap around care ends at 6:00 PM. Students who are not picked up 6:05 PM will be charged a late pick-up fee.

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. Non-custodial parents who wish to pick up a student during or after school must have a signed statement from the custodial parent for each occasion, or there must be a statement of permission or court-ordered documents on file with the office. If you plan on having other adults pick up your child at the end of school, please be sure a current Pick-Up Form is on file with the names of those adults in the school office.

All visitors to the school must come directly to the school office, where they must sign in 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.

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.

Emergency/Non-Emergency Closures

On rare occasions, the Early Academy may need to cancel classes due to adverse weather conditions or for other emergency reasons. Major considerations are severe weather conditions, major facility repairs, and utility service disruption. Parents will be notified as soon as possible. Tuition pricing will not be adjusted in the event of these situations.

Absences

Absence policies help us ensure that every scholar that attends Classical Prep's Early Academy program is accounted for. 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 notify the school when a child is absent. Students will be recorded as having an unexcused absence if no communication is received. Please be sure the office has your current work and home telephone numbers on file.

Illness

If your child becomes ill at school, parent(s) will be called and asked to make arrangements for immediate pick up. If your child has fever, vomiting, diarrhea 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. At this time child will be required to stay at home for at least 24 hours and upon return to school child's temperature will be taken to ensure that fever has been reduced and child is no longer contagious. Each family should have a form on file that specifies what medicines may be administered by the school and what action to take in the event of illness or accident. Please see the section on medication for additional information regarding prescription and OTC medications.

Prescription and Over-the-Counter Medication Policy

Parents must fill out an Emergency Contact and Medical Information Form that will remain on file in the school office.

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. 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. Dosage requested by the parent or guardian shall be in keeping with the manufacturer's recommendations. 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.

Drop Off & Pick Up Policy

To ensure the best programming possible at the Early Academy for our students to flourish academically, consistency with drop-off and pick-up times is extremely important. All students must arrive on campus no later than 9:15 a.m. regardless of the program student is enrolled in. For the afternoon part time VPK program, students must arrive no later than 1:15 p.m. If child is dropped off later than 9:15 a.m./1:15 p.m., a doctor's note must be presented unless prior notice was given to an Early Academy office staff member.

Classical Prep Early Academy open hours are 7:00 a.m. to 6:00 p.m. Please remember to pick up child between your scheduled hours to avoid late charges. After a 5 minute grace period, a late fee of **\$1 a minute** will be charged on next month's tuition.

Students enrolled in Classical Prep's Early Academy 9:00 a.m. - 12:00 p.m. program must be dropped off in carline between 8:45 a.m. and 9:05 a.m. All other students MUST be walked in and signed in and out through ProCare.

Classical Prep Early Academy offers a drop in rate of \$15 per hour that **requires** 48-hour notice to ensure adequate staffing. Please visit www.classicalprep.org/earlyacademy to submit your request for drop in care. Charges will be added to the following month's tuition.

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.

Uniform Link

- French Toast: <https://www.frenchtoast.com/> (School Code = QS5ZRJT)

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, and the navy blazer for high school boys.

UNIFORM OPTIONS

Girls:

- Polo shirts with school logo, neatly tucked in. Short or long sleeves are allowed. Color options are light blue, white, and navy.
- 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.

Boys:

- Polo shirts with school logo, neatly tucked in. Short or long sleeves are allowed. Color options are light blue, white, and navy.
- Navy shorts or pants with belt loops.

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: Jackets or coats must be navy, brown, grey, or black with no images or messages.

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 also be worn for P.E./Athletics.

SWEATERS, VESTS, and FLEECES

In addition to the uniform, navy school sweaters, vests, or fleeces with logo may be worn. As an option, a non-hooded navy blue sweater with no noticeable art or insignia may be worn. **NO OTHER SWEATERS OR SWEATSHIRTS 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.

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 first 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 Classical Prep.

Backpacks and Contraband

Students may bring backpacks to and from school. These items must be stored in designated areas during the school day. Backpacks 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

Students who attend Classical Prep Early Academy are responsible for bringing snacks and/or lunch. Classical Prep Early Academy does not provide breakfast, snack or lunch.

Students are encouraged to ALWAYS bring reusable water bottles to school. 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.

Lost and Found

Classical Prep maintains a lost and found area. Unclaimed items will be given away or discarded at the end of each month. It is strongly recommended that all personal items be marked with the student's name.

Transportation

Students will not be released to leave school with any adult except the parent, or by written or verbal permission of the parent. If another parent will be picking up your child to drive home after school, please be sure you have added them to the Pick-Up Form on file at the school office.

Students are not permitted to leave campus in any vehicle driven by someone other than the parent, unless written permission from the parent is on file with the school office.

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

Field Trip Policy

The following policy applies for all school sponsored field trips. Chaperones should see the website/front office for an permission/acknowledgment form which must be signed and returned to the school 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.
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. 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.

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

7. 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.

8. Classical Preparatory School does not want to exclude anyone from field trips or other activities due to financial constraints. Families should speak with the Director or an office staff member if this is the case.

Potty Training Policy

In order for any child to attend Classical Preparatory Early Academy, he/she must be able to use the restroom independently with little to no assistance (assistance excludes wiping child after toileting, changing soiled clothes, reminding child he/she must use the restroom to prevent accident). Our facility is not designed for diaper changing nor is it a toilet training facility. However, we do understand that accidents happen. Our policies on accident regulations, if they should occur, are;

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 director 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 director feel the child cannot use the restroom independently, the director may skip Observation Occurrence Sequences 1 & 2.

Electronic Devices and other Prohibited Items

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.

Photography and Public Internet Postings

1. The name and crest of Classical Preparatory School and/or Classical Preparatory Early Academy are the property of the school and may be used only for official school business. Any Classical Prep Early Academy student who, without written permission from the director, 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.
2. All personal photography is banned on campus unless permission for it has been obtained, in writing or oral, from the Headmaster. 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 the Headmaster. 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.
3. Any public display or posting by a Classical Prep Early Academy 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.

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

Fundraising

Helps to raise funds to supplement our school's budget and enhance our school and its programs. Works with the school to continually improve the tools and resources available to our children. Monies raised through fundraising (i.e. Buy out Bundle) are considered donations to the Early Academy and are non refundable.

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 by email.

FERPA Notification REQUIRED 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; and
- 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>

Parents can also contact:

**Florida Department of
Education Student
Support Services Project
325 W. Gaines Street,
Suite 644 Tallahassee, FL
32399**

**Phone: (850)
245-7851
<http://sss.usf.e>**

**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/policy>**

