

# Classical Preparatory School

# Family Handbook



12836 Shady Hills Road  
Spring Hill, FL 34610

Adopted March 7, 2014  
Updated: February 23, 2022

Dear Parents and Scholars,

Classical Preparatory School's Family Handbook contains the 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 scholars, parents, faculty, and administration—will greatly affect our ability to fulfill our vision and mission.

#### **Classical Preparatory School's Vision**

*Classical Preparatory School exists to provide scholars with the tools to excel in higher education and to be moral and intellectual leaders in a self-governing society.*

#### **Classical Preparatory School's Mission**

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

All scholars who enter our school master the basic skills and develop the critical thinking skills necessary to become wise and virtuous citizens able to achieve their professional and personal goals, thus benefiting both the scholars 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, adopt this handbook. We will partner with you in helping your children, our scholars, develop in academics and in character.

Sincerely,

Gabrielle Lewis, Lower School Principal  
Jasmine Brightman, Upper School Principal

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## Curriculum Foundations

If you would like to learn more about our Classical Philosophy, Educational Approach and Curriculum or the Components of a Classical Education, please visit our website, [www.classicalprep.org](http://www.classicalprep.org).

**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, history, and other subjects are 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 scholars work to recall a basic fact, their minds are not learning a new concept or discovering an idea. The more scholars 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, Jr.

**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 scholar 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 instruction.** 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 scholars to wrestle with difficult ideas and find their way through arguments to a conclusion or perhaps merely a clearer view. As scholars learn to become reasoned thinkers, dialogue is our preferred pedagogy.

## Basic School Information

In spring of 2018, 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.

### Official School Calendar and Website

The official school calendar for each academic year is posted on the school website at [www.classicalprep.org](http://www.classicalprep.org) 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 scholar 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 scholars 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 first and foremost, before consulting administration, and not with other parents or faculty members.

## **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 scholars will reach their highest potential. 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 any staff member in a negative manner, especially with scholars present.

### **Classical Preparatory School's Respect and Civility Statement**

(adapted from Pasco County's Respect and Civility Policy; Authority: 1001.41(2), F.S. PCSB Policy: 1380, 3380, 4380)

Classical Preparatory School believes that a safe, secure, nurturing and civil environment is essential in accomplishing its mission to create a community which works together so all scholars will reach their



highest potential.

This policy promotes mutual respect, civility and orderly conduct among all district employees, scholars, parents and the general public. The policy is not intended to deprive any person of his/her right to freedom of expression. Rather, it is intended to maintain, to the extent that is possible and reasonable, a safe, harassment-free workplace for scholars, families, and staff that is free of disruptive, demeaning, intimidating, threatening, or aggressive behaviors.

1. School staff will treat scholars, parents, fellow staff members, and members of the public with respect and will expect the same in return.
2. School staff will not conduct business with those who use obscenities or otherwise speak in a demanding, loud, insulting, or threatening manner.
3. Volatile, hostile, or aggressive actions and words will not be tolerated, and individuals who engage in these activities may face penalties up to, and including, criminal prosecution.

Classical Prep's scholars' rights and responsibilities are further defined within the Student Code of Conduct.

### **Parent Grievance Procedure**

Throughout the school year conflicts between teachers, scholars, 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 scholars. It is hoped that issues that cause conflict between scholars, teachers, and parents can be resolved at the earliest time and at the lowest level.

Please visit <https://classicalprep.org/board/> to find the Parent Grievance Procedure information and form required to negotiate the conflict resolution process.

As partners in the pursuit of knowledge and beauty, Classical Prep and parents must dedicate themselves not only to solving conflict in ways that benefit both the child and the larger school community but also the pursuit itself.

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

Because we take seriously our responsibility to supervise and protect our scholars, Classical Prep understands the importance of an appropriate campus leave and visitor policy. Students' friends from other schools or former scholars are not permitted to visit the campus socially before, during, or after school. In order for non-custodial parents to pick up a scholar during or after school, non-custodial parents must be listed on the emergency contact card. If he/she is not listed, the custodial parent(s) must provide a signed statement along with any necessary court documentation to the front office staff at least 24 hours prior to the 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 scholar's emergency contact. All changes are required in writing and the completed form should be submitted to the front office by the parent requesting the change. The form can be accessed at <https://classicalprep.org/emergency-contact-form/>

All visitors to the school must come directly to the school office, where they must present a valid photo ID and sign in through the Raptor system to obtain an official school visitor's pass to wear visibly on their outer clothing. All visitors must be accompanied by a staff member while on campus.

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 scholars to the police department.

### **Volunteering at Classical Preparatory School**

At Classical Prep we believe that the education of the child must involve the scholar, the teacher, and the parent. Parents are enthusiastically encouraged to volunteer at the campus. At the request of the teacher, they are welcome to read, tutor, or help with clerical duties. They may offer to help maintain the beauty of our campus, assist in the library, help organize Parent Standing Committee activities, or help in the school offices. All volunteers must undergo a fingerprint clearance before working with scholars.

When arriving on campus, all 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 contact the Volunteer and Event Coordinator or be on the lookout for communication about these opportunities.

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

Families of enrolled scholars at Classical Prep are required to serve a **minimum of 10 service hours per year**. It is the responsibility of each family to record their service hours.

School personnel will track volunteer reports. Service hours for the current school year must be completed by the last day of school. Please contact the Volunteer and Event Coordinator with questions at 813-803-7903 or by email at [info@classicalprep.org](mailto:info@classicalprep.org).

### **Volunteer and Parent Confidentiality and Conflict of Interest Agreement**

The success of our volunteer program depends very much on our ability to keep confidence and remain impartial. Maintaining confidence and avoiding conflicts of interest are required of all who volunteer at Classical Preparatory School. In doing so, we ensure fairness to all scholars, faculty, staff, volunteers, and visitors and the 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 below guidelines listed and maintain confidentiality at all times. Common expectations include:

- not discussing the names or any other information regarding scholars, 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 scholar work.

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.

### **Background Screening**

In order to maximize scholar and employee safety, it is Classical Prep's board policy to screen all volunteers via a criminal and sexual predator/offender background check. Submission of an application indicates your agreement to this background check and to clarification contact by phone or mail. Volunteer applications 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 1st and runs through June 30th. Once your application is submitted and approved, it will be active through June 30th. You will NOT need to submit a new application until July 1st of next year.

### **Volunteer Dress Code**

Volunteers should dress in a comfortable and practical manner to remain consistent with Classical Prep's dress code standards.

- Shorts must be worn to the knee
- Skirts must be below the knee
- No backless shoes
- No tank tops or low-cut blouses
- No Pajamas

### **Teacher/Parent Communication**

We encourage parents to speak with the teacher 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 their Classical Prep assigned e-mail address. The teacher will return communication promptly (usually 24 to 48 hours), but will not respond to emails or calls during the teaching day unless a planning time allows. In the case of an emergency, please call the front office.

### **Evaluation and Parent-Teacher Conferences**

At the end of each quarter, each scholar's academic progress will be thoroughly evaluated. For scholars 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 email address or by calling Classical Prep.

We believe texting, use of personal email and use of social media as forms of communication are best reserved for casual matters or for informational purposes, not for the thoughtful dialogue required when discussing a scholar's academics or behavior.

## Parent and Scholar Roles

**Parent:** The primary means by which parents can assist their child(ren) are:

1. Encouraging their child(ren) to grow in intellect and character while supporting the school's mission and vision.
2. Providing a distraction-free study environment.
3. Regularly monitoring their child's grades, assignments and attendance in the parent portal.
4. Regularly engaging with schoolwide communication through ParentSquare and the website.

**Scholar:** Scholars are responsible for:

1. Completing class assignments and homework by the required deadlines.
2. Understanding stated course requirements.
3. Communicating honestly with their parents about their class and homework assignments.

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

### **Registration Policy**

Classical Preparatory School is committed to enrolling a diverse scholar population. These enrollment policies and procedures ensure that all eligible scholars in the community will be informed about the school, and each eligible scholar will be given an equal opportunity to attend the school. Please visit <https://classicalprep.org/enrollment-policies-2022/> to view the complete policy. Please contact Classical Prep's Admissions Department at [enrollment@classicalprep.org](mailto:enrollment@classicalprep.org) with any questions.

### **Records Policy**

Parents have the right to access the records of their child(ren). Records requests will be fulfilled within 48 business hours 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, Classical Prep 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 description of the curriculum and course content mastered must 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. Students must be up-to-date on all immunization records in order to attend school.

It is important that all contact information is kept current with Classical Prep. This includes but is not limited to, change of address, phone number, email address, custody, medical conditions, etc. The form to update this information is located on our website or by [clicking here](#). Only a parent/guardian may submit an Emergency Information Card. If a change of address is required, Classical Prep must be provided with updated proof of residency (ie. lease agreement, utility bill, mortgage statement, etc.) before it can be changed in the school system.

## **Medication Policy**

Parents must fill out a Medical Information Form that will remain on file in the school office each school year. If a scholar must take prescription or any over-the-counter (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. No prescription analgesic narcotics will be administered at school.

Parents of scholars 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. Students will be allowed to carry metered dose asthma inhalers, pancreatic enzyme supplements, and epinephrine auto-injectors and or diabetic supplies, medication, and equipment with written authorization from their parent/guardian and physician. Each instance of administration of a prescription 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 scholars suspected of breaching these regulations. Violation of these policies place the scholar and others at great risk of personal harm, and as such, will result in disciplinary action.

Sunscreens may be applied without a physician's order. Parent authorization is required and application must be documented on a MAR (Medical Administration Record).

## **Toilet Training Policy**

In order for any child to attend Classical Preparatory School, he/she must be toilet trained and able to use the restroom independently including the ability to communicate the need to use the toilet and hold it when needing to wait to use the toilet. Staff members are not permitted to provide assistance on a regular basis. Parents of kindergarten scholars will be asked to provide a change of uniform in their cubbies in the event of an accident.

## **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>. In addition, Classical Prep will actively monitor attendance and create attendance plans as needed.

## **Absences**

Regular attendance and prompt arrival at school are vital to a scholar's attitude and subsequent success. 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 three days of the scholar's absence. Scholar's will be recorded as having an unexcused absence if no form is submitted within three days. Absences cannot be recorded and/or excused verbally; they must be submitted in writing.

Pre- arranged absences must be approved at least seven 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. Issues regarding truancy will also follow the standards set in the Pasco County Code of Conduct. Whenever possible, if a scholar's absence is anticipated, we recommend that the scholar notify his/her teacher(s) and request assignments prior to the absence.

At the discretion of administration, scholars may not be allowed to make up missed work due to an unexcused absence or suspension. The Parent Portal provides attendance reports. Contact the Dean of Students if you have any questions or concerns.

### **Illness**

If your child has a fever with a temperature greater than 100 degrees (orally), has been vomiting, or has diarrhea he/she should stay home for 24 hours AFTER the symptoms are gone. Consider a medical evaluation for:

- Fever that last three or more days
- Drainage from the ear
- Cough that continues for several days
- Repeated episodes of diarrhea or vomiting
- Rash
- Itchy eyes with clear or cloudy drainage
- Sore throat, with or without fever
- "Cold" symptoms that last more than one week

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 medications.

Please visit <https://classicalprep.org/covid-protocol/> to view COVID specific protocol.

### **Tardiness**

Scholars who arrive at or after 7:30 a.m. in grades 6-12 and 8:00 a.m. in grades K-5 must report directly to the school office for a late pass. If your child is late and grades K-5, *please park and walk your child into the school office upon arrival.*

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

On the third occasion of tardiness to school in any quarter, parents will be contacted. After the third tardy, disciplinary consequences may be applied.

### **Leaving Campus Early**

Every effort should be made to plan all appointments for after school and avoid pulling your child out of school early so they will receive the fullest benefit from their schooling. No scholars will be dismissed after 1:00 p.m., barring an emergency. Leaving campus early will impact attendance and be recorded.

### **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 the [Intent to Withdraw Form](#) 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 scholar has been attending school that academic year, all Classical Prep property (i.e. textbooks, equipment, and library books) must be returned within two school days of the last day of attendance.
- All outstanding fees must be paid prior to the last day of attendance.
- A scholar will remain enrolled at Classical Prep until he/she is officially enrolled in another school or program. The withdrawal date from Classical Prep will be the school day prior to the child starting a new school or program.

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 Classical Prep scholar 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.

## **Academics**

### **Academic Expectations**

At Classical Prep we believe that every scholar deserves to have access to the best curriculum and teaching we have to offer. Therefore, our teachers teach with high expectations and scholars 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.

### **Exceptional Student Education (ESE)**

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

### **Academic Honesty Policy**

Classical Prep aims to instill within its scholars ten habits that all contribute to our scholars' integrity and character development. This is especially true for academics, so plagiarism and cheating are serious

violations of the process of education. Being academically honest includes, but is not limited to, making sure all work that you submit is your own and that in no way do you claim someone else's work as your own or allow someone to claim your work as his or her own, no matter the assignment. Academic dishonesty will not be tolerated by any teacher in any subject as it is unfair to other scholars in the class who do their own work and constitutes a form of theft of others' ideas and labor.

Students should be aware that incidents of academic dishonesty also affect a teacher's ability to write a letter of recommendation for collegiate institutions, scholarships, or potential employment. Academic dishonesty will also result in the removal from leadership positions in scholar organizations as well as have a potential impact on earning awards and honors based on merit and character.

### **Plagiarism**

Plagiarism is defined as the appropriation of another's ideas or words in order to present them as one's own. An instance of plagiarism can be as long as a term paper or as short as a sentence. Simply paraphrasing an author's words can also constitute plagiarism. The words of authors can only be used when properly quoted and cited. Teachers will provide the guidelines of acceptable citation. When in doubt, the scholar has the responsibility to ask how an author should be used in an assignment.

### **Cheating**

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

Whenever a scholar has been caught plagiarizing or cheating, the following process will be followed.

1. The teacher will keep a copy of the scholar's assignment and, whenever possible, a copy of the plagiarized work. The teacher will also write a brief description of the instance of plagiarism. These materials will be placed in the scholar's permanent record.
2. The teacher will inform the deans of plagiarism.
3. Either the teacher or the dean will inform the scholar's parent(s) of the plagiarism.
4. The scholar will receive an F on the assignment and a disciplinary referral will be issued.
5. For a second offense, the scholar will face further disciplinary action in which suspension or expulsion may be instituted.

### **College Board's Academic Honesty Policy (For all AP Courses, including AP Capstone): Plagiarism and Falsification or Fabrication of Information**

A scholar who fails to acknowledge the source or author of any and all information or evidence taken from the work of someone else through citation, attribution, or reference in the body of the work, or through a bibliographic entry, will receive a score of zero on that particular component of the AP Seminar or AP Research performance task. In AP Seminar, a team of scholars that fails to properly acknowledge sources or authors on the Team Multimedia Presentation will receive a group score of zero for that component of the Team Project and Presentation.



A scholar who incorporates falsified or fabricated information (e.g. evidence, data, sources, and/or authors) will receive a score of zero on that particular component of the AP Seminar or AP Research performance task. In AP Seminar, a team of scholars that incorporates falsified or fabricated information in the Team Multimedia Presentation will receive a group score of zero for that component of the Team Project and Presentation.

## **Study Materials, Textbooks and Homework**

### **Study Materials and Textbooks**

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

Textbooks will be issued to each scholar 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.

### **Lost/Damaged Instructional Materials Policy**

Instructional materials are the property of the school and are issued for scholar use. Instructional materials are assigned to the scholar and become the responsibility of the scholar and/or parent; these items must be returned at the end of the semester or year in the same condition in which they were issued. Highlighting or writing on these materials is prohibited. All textbooks are encouraged to be covered with protective material. The use of contact paper as a protector is prohibited. Any damaged or lost books must be paid for before another book is issued for home use. Any scholar who has not paid for a lost or damaged item may be restricted from participating in extracurricular school activities, which include but are not limited to field trips, sports, ceremonies, homecoming/prom, etc.

Instructional materials are defined as items having intellectual content that by design serve as a major tool for assisting in the instruction of a subject or course. These items may be available in bound, unbound, kit, or package form and may consist of hardback or softback textbooks, electronic content, consumables, learning laboratories, manipulatives, electronic media and computer courseware or software.

Although the school understands that at times payments may be overlooked or late, the school cannot carry outstanding balances. Parents are expected to pay for lost or damaged materials within five school days. Students who have an outstanding balance may be restricted from participating in extracurricular activities until the money owed is paid in full.

### **Device Policy Agreement and Equipment Guidelines**

Classical Prep has created a device policy agreement and equipment guidelines to ensure that scholars and parents/guardians understand the expectations and the responsibility of care and use related to receiving a school supplied device. Scholars will receive instruction from school staff on the proper use of the laptop. To read the full policy, please visit our website at: <https://classicalprep.org/device-policy/>

- Students will be able to take devices home when deemed necessary by school staff.
- Students are expected to treat the devices as a valuable piece of equipment.

- Students must take all precautions to prevent theft; for example, do not leave the device unattended or in the passenger area of a car.
- Students must take all precautions to prevent damage to the device; for example, do not leave the device where there is danger of coming into contact with moisture or excessive heat. This would include protecting the machine from inclement weather.
- Devices come with preloaded apps and programs that must not be removed. Students will be prevented from adding apps to the school owned device.
- Students are to use the devices to access only educationally appropriate materials and websites. Any inappropriate or deemed offensive use of the device is strictly prohibited.
- Students must not use the laptop to purchase goods and services via the Internet. (Parents/scholars are charged with full responsibility for obligations incurred from inappropriate use of the device.)
- Students are to use the device in accordance with the Classical Preparatory School Device Usage Policy and to maintain the device in accordance with the procedures and information provided.
- Students are expected to adhere to any additional requirements set forth by the classroom teacher or administration.
- Provided laptops are the property of Classical Preparatory School and must be returned at the end of the academic year, upon withdrawal from the school, or at the request of a teacher or administrator. Willful failure to return the provided device in accordance with the stated conditions may result in criminal prosecution.
- Since the provided devices are the property of Classical Preparatory School, officials of the school have the right to review all material stored on or accessed by a device. School officials may revoke a scholar's laptop use privileges for misuse or violation of policies.
- Should any other person(s) use this device, the scholar is still held in full responsibility of the Device Usage Policy.

## **Homework**

Homework is necessary for learning. First, it allows for more efficient use of class time when scholars 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 habits of fortitude and temperance, two of our habits. Time is limited, and we desire our scholars 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**

All K-5 scholars will be required to complete 20 minutes of online math learning per week in addition to daily homework.

**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, including 20 minutes of daily reading

**Grade 5:** 65 to 85 minutes, including 20 minutes of daily reading

### **Grammar School – Homework Policy**

If a scholar 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 scholar is spending excessive time on homework with little likelihood of satisfactory completion, the parent should help the scholar 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 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 through 2nd grades are encouraged to learn to meet deadlines, and teachers work closely with parents to ensure that they do. In 3rd-5th grades, failure to complete homework on time results in a 10% percent reduction each day the assignment is late. After five days, a scholar 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 scholar'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, including 20 minutes of daily reading. In addition to daily homework, 30 minutes of online IXL ELA and 45 minutes of online IXL math must be completed each **week**.

**Grades 7 and 8:** 85 to 105 minutes, including 20 minutes of daily reading. In addition to daily homework, 30 minutes of online IXL ELA and 45 minutes of online IXL math must be completed each **week**.

### **Logic School – Homework Policy**

If a scholar 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 scholar is spending excessive time on homework with little likelihood of satisfactory completion, the parent should help the scholar 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 be consulted if these steps do not remedy the situation.

All homework assignments are to be completed before the beginning of class and are due at the beginning of each class. In grades 6-8, failure to complete homework on time will result in a 50% loss of credit on the day after it was due and no credit thereafter. Parents are encouraged to regularly check the parent portal in order to stay current with their scholar's academic progress. Teachers are encouraged to contact parents if missing homework becomes chronic and consistent.

\*Students in grades 6-8 that are taking high school level courses will follow the Rhetoric homework guidelines for those courses.

### **Rhetoric School – Homework Guidelines**

**Grades 9-12:** Rhetoric School scholars 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. In addition to daily homework, 30 minutes of online IXL ELA and 45 minutes of online IXL math must be completed each **week**.

### **Rhetoric School – Homework Policy**

If a scholar 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 scholar is spending excessive time on homework with little likelihood of satisfactory completion, the parent should help the scholar 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 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 scholar's academic progress. Teachers are encouraged to contact parents if missing homework becomes chronic and consistent.

### **Grading**

All families can expect at least one graded homework or classwork assignment per subject uploaded into myStudent per week. Tests/assessments will be graded and uploaded to myStudent within one week of the assessment date. Essays and projects may take longer than one week to correct/grade depending on the length of the assignment. Any questions regarding homework or test grades should be directed first to the classroom teacher via email. If any further support is needed, the Dean of Academics will support the teacher and parent to find a resolution.

### **Absences and Make-up Work**

It is the responsibility of the scholar 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 scholar misses two days of school, all make-up work must be completed within two days of his or her return to school. If a scholar is unable to attend school and seeks assignments, the scholars/parents should check the parent 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 scholar should expect to submit the work and/or make up 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 scholar'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 learn how to fill out planners, and teachers work closely with parents to ensure that they do. Planners are to be signed nightly by parents.

**3<sup>rd</sup>- 5<sup>th</sup>:** For each assignment given, planners are filled out while the teacher observes, ensuring everything is correct. Planners are to be signed nightly by parents.

**6<sup>rd</sup>- 12<sup>th</sup>:** Students are responsible for filling out their own planners. Teachers will provide information to be captured and monitored as needed.

## **Promotion and Retention Guidelines**

### **Grammar School (K-5)**

The mastery of skills and content at the grammar school level is vital to scholar success in the next grade. Promotion from one level to the next is based upon each scholar'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, interim and benchmark assessments, grades, observations, and relevant disabilities as defined under the Individuals with Disabilities Education Act (IDEA).
2. If a scholar 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 scholar 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.

- All decisions of retention/promotion will be up to the discretion of the Dean of Academics or Principal (except for required 3rd grade retention).
- A scholar in 3rd grade that does not pass the FSA (or state-mandated replacement) test 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 Schools Student Progression Plan. Ultimately, per Pasco County Schools Student Progression Plan, the promotion or retention decision for a scholar is made by the deans and Principal.

Scholars in grades K-5 that are retained will not be placed with the same homeroom teacher for the same grade level consecutively.

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

Promotion from one level to the next is based upon each scholar'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 Schools Student Progression Plan.

Students in grades 6-12 who fail both semesters of four or more core classes must repeat the grade. Students that failed less than four core classes must recuperate the grades on-campus in the summer prior to moving on to the next grade.

Students that fail core classes will be placed under academic review. A mandatory meeting will take place with the parents/guardians and administration on the next steps. Students may be retained in their current grade if they have failed four or more of their current courses.

Incoming scholars 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.

Rhetoric school scholars will be addressed on an individual basis.

### **Field Trip Policy**

Field trips are specifically designed to enrich the curriculum. 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 child(ren). Details regarding the specifics of each field trip will be communicated to parents via ParentSquare in advance of the planned trip. Students must have fees paid **AND** parents must acknowledge and sign a permission slip electronically in order to attend. Students will not be allowed on trips without both fees paid and permission given.

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

After school hours, scholars may ride home with an adult from the field trip if written permission is given to the Dean of Students at least 48 hours in advance and approved. Advance written notice is required to release scholars to ride home with alternative transportation other than the bus provided.

Scholar attendance on field trips is subject to the discretion of administration. Decisions will be based on disciplinary actions. If a scholar has received In School Suspension (ISS), his/her case will be reviewed. If the scholar has received Out of School Suspension (OSS) during the current school year, the scholar will not be authorized to attend the field trip.

Fees paid for field trips are non-refundable.

### **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, you must be an approved Pasco County volunteer. All chaperones must sign an acknowledgment form and pay any fees via ParentSquare. This must be completed before accompanying scholars on any field trip.

1. All school rules apply to 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 scholars. Be sure you are familiar with the Pasco County School's Code of Conduct and Classical Preparatory's Family Handbook.
2. In order to comply with school and district policy, during school-sponsored events, chaperones:

- a. May not use, sell, provide, possess, or be under the influence of drugs or alcohol.
  - b. May not smoke, vape or use tobacco products while chaperoning a school sponsored event or field trip.
  - c. May not possess any weapons.
  - d. May not administer any medications, prescription or nonprescription, to scholars.
  - e. May not bring any other family members, children, or friends.
3. Student behavior is the chaperone's responsibility. School rules related to scholar behavior apply. Go over rules and standards of behavior, safety rules, and any site specific rules with scholars. Ensure that scholars do not get involved in any extra activities not pre-approved by administrators and parents. If a scholar 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 a group of scholars 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 scholars' needs.
5. For overnight trips, night-time supervision can present different challenges. Chaperones should not be sleeping in the same rooms with scholars, but must ensure that scholars 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 scholars will be lodging. Different rules may need to be established for locations where scholars are staying in a gym, in open cabins or other non-traditional lodgings.
6. For the protection of both the scholar and the chaperone, chaperones should not place themselves in situations in which they are alone with a scholar.
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.
9. Chaperone choice is per the discretion of the teacher(s) and Administration.
10. Chaperones are responsible for all additional fees associated with the trip including, but not limited to, gas, food, and entrance fees.

## **Traffic Flow and Early and After Care**

### **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.

Drop off times for scholars not enrolled in early care are as follows:

- Grades K-5- 7:20 am
- Grades 6-12- 7:05 am

Pick up times for scholars not enrolled in after care are as follows:

- Grades K-5- 3:05 pm
- Grades 6-12- 2:45 pm

## Early and After Care Programs

Classical Prep offers early care for families of scholars in grades K-5 beginning at 6:50 am. For more information, please visit <https://classicalprep.org/early-care-payment-form/>.

After Care at Classical Prep will be offered by an independent organization from 2:45 pm – 6:00 pm for grades 6-8 and from 3:05 pm - 6:00 pm for grades K-5 daily. Please visit <https://classicalprep.org/after-school-program/> for program cost and registration information.

*Any child that is a car-rider and is not picked up by 4:00 pm. will be escorted to the aftercare program, and the parent will be responsible for any fees incurred as a result.*

## Bus Transportation

Classical Prep utilizes a Charter bus service for field trips only. Parents are responsible for transporting their child(ren) to and from school daily.

For safety and security purposes, all scholars 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 scholar while being transported on the bus.

In order for scholars 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 agree 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 scholars and staff.

In consideration of the opportunity for scholars 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 scholars 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 scholars in their personal vehicles.

## **Bus Expectations**

In all behavior and disciplinary matters, the bus is considered an extension of the school day. Discipline problems on the school bus will result in regular school discipline. In addition, measures will be taken in relation to bus riding privileges. The privilege of riding a school bus is based upon the continued observance of the rules and regulations. Student conduct must not divert the driver's attention from his/her primary duty of safely transporting scholars.

1. Students must ride the bus assigned unless authorization is given by a teacher or administration.
2. Students and families are to be on time for pick-up and drop-offs. The bus must maintain its schedule.
3. Students are not to stand in the roadway while waiting for the bus.



4. Students are to take their seats as soon as they get on the bus. Students are not to move or change seats unless instructed by the driver.
5. The bus driver is in full charge while transporting scholars.
6. The bus driver may assign seats on the bus. Students will take the seats as assigned when told to do so.
7. Students must not extend hands, arms, or heads out of the windows.
8. Students are to refrain from unnecessary conversation with the bus driver.
9. Any damage done to the seats or other equipment will be paid for by the scholar/scholar's family.
10. The use or possession of tobacco, controlled substances, and alcohol is prohibited on the bus.
11. The buses are to be kept clean. There is to be no throwing or shooting of any article at any time. Food and drink carried on the bus will remain in the proper containers and not consumed while riding the bus.
12. The driver is not to load or unload scholars at other than assigned stops. The exception to this is the written authorization from proper school officials and parents whereby scholars are to use another established bus stop.
13. Students are not to leave the bus without the driver's consent. The emergency exit will not be used unless the driver gives instructions to do so.
14. When it is necessary to cross the road after leaving the bus, scholars must wait for the driver's instructions to cross the road in front of the bus.
15. Please extend the proper courtesy to your driver, for he/she has a big job to do.
16. A scholar who is temporarily suspended from riding privileges and subsequently found riding any bus will be issued another misconduct notice and the related discipline.
17. Students will give their correct names and addresses when requested to do so. If scholars do not give the correct information, they will receive the next level of misconduct notice.
18. Large potentially dangerous objects are not to be brought on the bus.
19. Animals of any type are not to be brought on the bus.

### **Bus Discipline Procedures**

Proper scholar behavior on the bus is essential to the safety and well-being of all bus riders. Unruly riders will not be tolerated and will be dealt with in a manner that places responsibility on the scholar and parents, as well as the school. The following procedures shall be adhered to in regard to scholar misconduct on the bus.

### **General Instructions**

1. In all behavior and disciplinary matters, the school bus is considered an extension of the school day. Discipline problems on the school bus will result in regular school discipline. In addition, measures will be taken in relation to bus riding privileges.
2. Students will be given a written copy of the rules and regulations regarding their conduct on the bus.
3. These rules will be discussed by parents and scholars. Riding privileges are contingent upon obeying the rules.
4. Drivers have complete authority over the bus at all times and will issue misconduct reports to scholars who misbehave.
5. The dean of scholars will be responsible for disciplinary action when scholars receive misconduct reports from the bus driver.
6. If the misbehavior is severe enough, the scholar's bus riding privileges may be suspended at any time.

## Scholar Parking Information and Policy

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

Please see the website at <https://classicalprep.org/student-driver/> to print and complete this acknowledgement form. Please return it to the Borealis front office staff. This form must be on file with the school prior to the scholar being able to drive to and from school in his/her own vehicle.

Scholars will receive a non-transferable parking pass and must follow all regulations established by the school. Scholars 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 scholar demonstrates an unwillingness to assume the responsibility of properly handling his/her vehicle.

1. Scholars 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's expense.
2. All scholar-driven cars must submit the above acknowledgement form and get approval prior to driving to school.
3. Scholars will be given assigned places to park, and the cars are not to be moved until the scholars 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 scholars arrive at school, they 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. Scholars are not to transport other scholars unless both parents have submitted written detailed permission, including the names of all passengers to the Upper School Dean of Students at least 24 hours in advance.
7. Scholars who are truant or have excessive unexcused absences (5 in one month, 10 in one semester) are subject to having parking privileges revoked.
8. Scholars with excessive disciplinary action will have their parking privileges revoked.
9. Scholars are responsible for their vehicles and the contents within them. Vehicles are subject to and will be searched if there is suspicion of illegal and/or prohibited items such as weapons, drugs, alcohol, stolen property, etc. Scholars will have their parking privileges revoked and face legal and/or disciplinary action if said items are found.
10. Scholars driving illegally will lose their parking privileges for the rest of the year and will be reported to authorities.

## Carline Procedures

Car riders must be picked up through the carline. Families cannot park their vehicle and come into the building to pick up their child(ren) after 1:00 pm. Families are not permitted to park in nearby neighborhoods and walk to pick up their child(ren). Parents must park in designated visitor parking spots. Parents are not permitted to park in a handicap spot (unless they have a state issued handicapped pass) or in the fire safety zones located in front of the buildings to drop-off or pick-up their child(ren).

Families are required to follow the direction of staff during carline to ensure a safe environment and timely release of scholars. Carline begins after staff members move cones each morning and afternoon. Cones should not be moved by families in carline at any time.

Classical Prep uses the School Dismissal Manager app to expedite dismissal in the afternoons during carline. Any changes to a scholar's dismissal **must** be entered into the program by the parent no later than 1:00 pm. the day the change is to occur. For complete details on the School Dismissal Manager app and carline maps and procedures, please visit <https://classicalprep.org/carlineprocedures/>.

### **Drop-Off Procedures**

Scholars in grades K-5 can be dropped off at 7:20 am to their respective building and scholars in grades 6-12 can be dropped off at 7:05 am.

### **Pick-up Procedures**

Scholars 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 him/her to that scholar'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, scholars in any grade **will not** be dismissed after 1:00 p.m. If you need to pick up your child(ren) for any reason, please be sure to arrive prior to this time, or you will need to go through the carline or park and wait until the carline is complete to get your child(ren). Extenuating circumstances must have prior approval from deans.

Once a scholar is on campus, the scholar may not leave except under parental supervision unless he/she has been given written consent to walk home to a nearby neighborhood. Students who walk home will be dismissed at the dismissal time of their building.

### **Student Walker and Bike Riding Policy**

Classical Preparatory School supports healthy living and continually strives to keep a balance between participation and safety. Careful consideration must be taken to ensure each scholar is safe during arrival and dismissal times. While Classical Prep has determined minimum age requirements for arriving to and leaving campus unescorted, the parent or guardian is ultimately responsible for deciding if the child is able to handle the responsibility and meet the safety expectations.

Scholars are permitted to arrive/leave the school premises:

- With a parent/guardian or approved person (approved persons must be listed on the emergency card on file with the front office).
- As a walker/bike rider as defined in the policy below.

#### **Walker/Bike Rider Permission:**

Scholars in kindergarten through third grade must have an approved permission slip on file that will permit the walker/bike rider to be released to another scholar or adult. If another scholar will be accepting responsibility for the child, he/she must be in 4th grade or higher.

Scholars in 4th grade or higher may ride their bikes or walk with an approved permission form.

**Steps for obtaining permission:**

- 1) Parent/Guardian must complete Classical Prep's Walker/Bike Rider permission form located at the bottom of this document or on our website at <https://classicalprep.org/transportation-options/> and email the completed document to [info@classicalprep.org](mailto:info@classicalprep.org) or drop it off in the front office .
- 2) Administration will confirm that the child's address is within a two mile radius of the school.
- 3) Administration makes the determination to approve or decline permission. The parent/guardian will be notified in writing of the decision within 5 business days.

**Procedures once request is approved:**

- 1) Each day, scholars who are walking home will be dismissed from class via a PA announcement
  - Grades K-5: scholars will be checked in and released by a staff member in the atrium daily. Scholars will be released to parents between 3:05 pm -3:10 pm.
  - Grades 6-12: scholars will exit through the Borealis front entrance daily.
- 2) Parents and guardians who are picking up their K-3rd grade walker/bike rider will need to bring the car line placard to verify permission for pickup. Parents must arrive at the pedestrian gate outside of Meridian no later than 3:10 pm.
- 3) Once off campus, scholars are expected to walk home and only allowed to return in case of emergencies.
- 4) Any changes to a scholar's dismissal MUST be updated in School Dismissal Manager (SDM) by the parent/guardian prior to 1:00 pm each day.

**Morning Arrival:**

Walkers and bike riders must arrive on campus during the designated arrival time window for his/her grade level. Scholars are not permitted to be on campus before the designated arrival times. Walkers and bike riders must enter the school building via the front entrance of the building they attend classes in.

Bike riders shall access school property via the sidewalks and enter the school property in a safe manner. Once on school property, bike riders are required to walk their bikes to the bike racks at the front of the building where they will be parking their bikes. Each bike rider must wear a bike helmet and lock his/her bike onto the rack. Classical Prep assumes no responsibility for lost or stolen property.

**Afternoon Dismissal:**

Walkers and bike riders will be released at the end of the day via the front doors of the building they attend class in. This will help identify/account for scholar walkers/bike riders. All walkers and bike riders must check out before leaving the school building. They will be dismissed by an assigned staff member.

**Inclement Weather (determined by administration):**

Safety will be the most important factor in any scenario. In the event of inclement weather, it is the responsibility of the parent/guardian to arrange to pick up his/her child through the carline.

**Important Points to Note:**

- Bike riders must park their bikes at the bike racks in the building they attend classes in.
- Walkers and bike riders are NOT, under any circumstance, permitted to enter the parking area while leaving school property other than on the designated pedestrian crosswalks.
- Bike riders must wear a helmet.
- No skateboards, hoverboards, roller blades, roller skates or scooters are allowed on school property.
- Walking and riding a bike to school is a privilege and is revocable at any time.

- It is the responsibility of the parent/guardian to make any necessary dismissal changes in the School Dismissal Manager system.
- Any scholar being released from the Meridian building in grades K-3 must be picked up at the designated location outside of the Meridian building.
- It is the responsibility of the parent to arrive **no later than 3:10 pm.** to pick up any child(ren) in grades K-5. If you arrive late, your child(ren) will be taken to the YMCA's after school program where applicable fees will be charged.

## **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 scholar's overall well-being.

The philosophy of Classical Prep is that scholars will learn civil, polite, and respectful conduct by the example of their teachers and other adults. Consequently, scholars will be treated with dignity. Classical Prep teachers and staff 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 scholar's willingness to refrain from talking in class when others have the floor; a respect for the property of the school and of other scholars; 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 also the habits of strong character: attention, courtesy, order, obedience, reflection, perfect execution, truthfulness, memorization, fortitude, and temperance. Virtue and its accompanying conduct are their own reward in the esteem the scholar earns from teachers and fellow scholars.

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 scholars; uniform and dress code violations; or other inappropriate behaviors. If a scholar 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

Character education is an important facet of classical education. At Classical Prep we have a strong focus on building moral leaders through character education using our ten habits. We have high expectations for the behavior of every Classical Prep scholar. In the event that a scholar's behavior becomes a concern, a teacher or an administrator will notify the parent. If the behavior(s) continues, Classical Prep will follow the Pasco County Student Code of Conduct to address disciplinary issues. **The Deans and Principals reserve the right to discipline a referred scholar out of the discipline order specified in the Pasco County Student Code of Conduct for cases involving serious infractions.**

### Policy on Harassment, Intimidation, or Bullying of Scholars

Classical Preparatory School prohibits acts of harassment, intimidation or bullying of scholars. "Harassment, intimidation, or bullying" means any gesture or written, verbal, or physical act toward a scholar that takes place on school property or at a school-sponsored activity and that:

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

The Lower School or Upper School Dean of Students 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 Dean of Students. All other members of the school community, including scholars, 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 Dean of Students will determine whether an alleged act constitutes a violation of this policy. In so doing, the dean shall conduct a prompt and thorough investigation of the alleged incident.

Consequences and appropriate remedial action for scholars 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 scholars, 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. A member of administration shall determine the consequence and appropriate remedial action for a person who engages in reprisal or retaliation after consideration of the nature and circumstances of the act, in accordance with applicable school policies and law.

### Equity Policy

Classical Preparatory School's equity policies comply with all local, state and federal laws regarding harassment, compliance, and grievance procedures. The full policies are available on the school website at <https://classicalprep.org/board/>.

### Uniform and Dress Code Policy

Uniforms are mandatory for all K-12th grade scholars at Classical Preparatory School. Students must arrive on campus in uniform each day. Merriam-Webster defines the word uniform as “dress of a distinctive design or fashion worn by members of a particular group and serving as a means of identification” and as such, serves to bring our scholars together into one community of learners, irrespective of our diverse backgrounds. The uniform also signifies to the larger community our common purpose and identity as a school in pursuit of the true, the good, and the beautiful. Finally, the uniform frees our scholars to pursue their intellectual and moral development without the distractions of fad and fashion. True individuality is formed in the heart and the mind, not in appearances.

The learning environment is significantly influenced by scholars’ attire. Wearing uniforms is intended to improve discipline and enhance the overall learning environment at Classical Prep by fostering a distinct and positive Classical Prep appearance, helping scholars focus on learning, reducing distractions, and increasing wardrobe equality. The uniform was designed to have a “professional,” business-like standard.

Items that noticeably differ from the approved uniform will not be allowed. The Board delegates to the administration and staff and reserves the right, at its discretion, to deny any item that is noticeably different in style, color, or fabric. Students wearing noticeably different items will be subject to the consequences outlined below. Items not covered below, but that are considered inappropriate, dangerous, or a distraction from the learning environment, are subject to review and prohibition by the administration.

Students must stay in uniform whenever they are on campus (including the parking lot) during a school day. This means arriving on campus fully in uniform and leaving campus fully in uniform (correct shoes, shirts tucked in, etc.). Students may only change out of uniform after school with teacher/coach permission to participate in an approved curricular or extracurricular activity that requires an immediate change in dress.

**Uniform Links: Please use the following links to ensure the correct style is purchased.**

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

### **Use of School Logo**

Classical Preparatory School’s logo and mascot are copyrighted and cannot be distributed outside of our approved vendors. We currently offer merchandise through French Toast.

The school logo will be visible at all times on the scholar’s uniform. The outermost layer of a scholar’s uniform will be embroidered with the school logo. This includes shirts, jumpers, blazers, vests, and sweaters.

## **Enforcement and Consequences**

### **Enforcement**

Within the school, the uniform and dress code policy will be enforced by the classroom teachers, other staff members, and Classical Preparatory School administration. The final decision as to the safety or suitability of any uniform and dress code policy issue will be left up to the dean or designee. Compliance with the uniform policy is expected by all.

**Anyone with a medical or religious reason for not following the uniform policy will need written permission from the dean prior to non-compliance with this uniform policy.**

### **Consequences for Uniform and Dress Code Violations**

Adherence to our uniform and dress code is required by all scholars. Parents will be notified of a violation by violation slip, email, or phone call after each infraction. If a scholar violates the uniform policy in a manner that cannot be immediately corrected, the scholar will be asked to call his/her parent or guardian to bring an appropriate uniform item(s) which will allow the scholar to comply with the uniform and dress code policy. It is possible that the scholar will not be able to participate in school until the correct item arrives. Other disciplinary actions can include, but are not limited to: detention(s), loss of privilege in after school activities, scholar government and other leadership roles, loss of privilege in athletics, parent meeting, and child sent home with an unexcused absence. Again, the final decision being made by the dean or designee.

### **Uniform Wear Guidance**

Parents have the responsibility to ensure that their children arrive at school in the proper uniform. Students are expected to be dressed neatly, be well groomed, and give a general good appearance. Uniforms are to be clean, of appropriate size/fit, and free of holes, tears, and frays. Uniforms must be worn as intended by the policy. A scholar will be deemed out of compliance for wearing non-approved items or by wearing approved items in a manner that is sloppy, immodest, or otherwise inappropriate.

Please label your child(ren)'s clothing with his/her name.

**NOTE: If your child requires sizes that are not available through French Toast, please communicate with your dean for approval to purchase from an alternative vendor. All non-French Toast uniforms must have prior written approval.**

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

### **DRESS UNIFORM MONDAY**

#### **SHIRTS AND BLOUSES for DRESS UNIFORM MONDAY**

##### **BOYS:**

- **Color:** Light blue embroidered with school logo (no white shirts)
- **Style:** Short Sleeved Oxford Shirt (Item #1020) OR Long Sleeved Oxford Shirt (Item # 1017)
- **Vendor:** French Toast

##### **GIRLS:**

- **Color:** Light blue embroidered with school logo (no white shirts)
- **Style:** Short Sleeve Fitted Oxford Shirt with Princess Seams (Item #1378), Long Sleeve Fitted Oxford Shirt with Princess Seams (Item #1377), Short Sleeve Oxford Shirt (Item #1020) OR Long Sleeve Oxford Shirt (Item #1017)
- **Vendor:** French Toast

Fit for boys and girls:

- A solid white undershirt may be worn under the shirt/blouse but must not protrude past the sleeve length
- Dress shirts are not to be tight fitting
- ***All shirts must be embroidered and purchased from French Toast***

#### **PANTS for DRESS UNIFORM MONDAY**

##### **BOYS:**

- **Color:** Navy
- **Style:** Relaxed Fit Twill Pant (Item #1519)
- **Vendor:** French Toast



GIRLS:

- **Color:** Navy
- **Style:** Straight Leg Twill Pant (Item #1573)
- **Vendor:** French Toast

Fit for boys and girls:

- No cargo pants, ankle pants, leggings, denim, or capris are permitted
- Must fit the waistline
- No “low riding,” “skinny,” or tight-fitting styles are permitted
- May not touch the floor or be above the ankle
- Pants must be non-cuffed and may not be rolled to achieve the proper length
- Must have belt loops and a solid black belt must be worn (See “BELTS” below)
- ***All pants must be purchased from French Toast***

**SKIRTS for DRESS UNIFORM MONDAY**

GIRLS:

- **Color:** Blue/Gold Plaid only
- **Style:** Plaid Pleated Skirt (Item #1065) OR Two-Tab Scooter (in Blue/Gold Plaid) (Item #1397)
- **Vendor:** French Toast

Fit:

- No skirts shorter than three inches above the top of the knee when standing
- Solid black shorts must be worn under the skirt, but must not protrude the length of the skirt
- ***All skirts must be purchased from French Toast***

**TIES for DRESS UNIFORM MONDAY:**

BOYS:

- **Color:** Blue/Gold Plaid
- **Style:** Adjustable Tie (Item #1030)
- **Vendor:** French Toast

GIRLS:

- **Color:** Blue/Gold Plaid
- **Style:** Adjustable Plaid Cross Tie (Item #10754)
- **Vendor:** French Toast

**OPTIONAL CLOTHING ITEMS FOR DRESS UNIFORM DAYS**

**SHORTS for DRESS UNIFORM MONDAY**

BOYS: **Color:** Navy

- **Style:** Flat Front Short (Item #1431)
- **Vendor:** French Toast

GIRLS: **Color:** Navy

- **Style:** Bermuda Short (Item #1692)
- **Vendor:** French Toast

Fit for boys and girls:

- May not be shorter than three inches above the top of the knee when standing
- May not go below the knee
- Shorts cannot be rolled or be tight fitting

- Must have belt loops and a solid black belt must be worn (See “BELTS” below)
- ***All shorts must be purchased from French Toast***

#### **VESTS for DRESS UNIFORM MONDAY**

- **Color:** Navy embroidered with school logo
- **Style:** V-Neck Sweater Vest (Item #1029)
- **Vendor:** French Toast

Fit for boys and girls:

- The uniform shirt/blouse must be worn underneath, and the collar must be visible
- No other sweaters, hooded outerwear, jackets, or sweatshirts are permitted to be worn in the classrooms or other building rooms (library, prytaneum, offices, etc.)
- ***All vests must be embroidered and purchased from French Toast***

#### **CARDIGANS for DRESS UNIFORM MONDAY**

BOYS:

- **Color:** Navy embroidered with school logo
- **Style:** Anti-Pill V-Neck Cardigan (Item #1370)
- **Vendor:** French Toast

GIRLS:

- **Color:** Navy embroidered with school logo
- **Style:** Anti-Pill Crewneck Cardigan (Item #1371)
- **Vendor:** French Toast

Fit for boys and girls:

- The uniform shirt/blouse must be worn underneath, and the collar must be visible
- ***All cardigans must be embroidered and purchased from French Toast***

***If scholars choose to wear their dress uniform any other days during the week, they are required to abide by the above full dress uniform guidelines.***

### **REQUIRED EVERYDAY UNIFORM (Except Dress Uniform Mondays)**

#### **SHIRTS**

All shirts and blouses must have buttons all the way to the top of the garment. Shirts must be buttoned to a standard of neatness and modesty. Shirts and blouses must be worn tucked inside the pants, skirts, or shorts.

BOYS:

- **Color:** Navy or light blue embroidered with school logo (no white shirts)
- **Style:** Short Sleeve Sport Polo (Item #1629) OR Long Sleeve Interlock Polo (Item #1007)
- **Vendor:** French Toast

GIRLS:

- **Color:** Navy or light blue embroidered with school logo (no white shirts)
- **Style:** Short Sleeve Stretch Pique Polo (Item #1403) OR Long Sleeve Stretch Pique Polo (Item #1518)
- **Vendor:** French Toast

Fit for boys and girls:

- A solid white undershirt may be worn under the shirt/blouse but must not protrude past the sleeve length

- Shirts are not to be tight fitting
- ***Polos must be purchased from French Toast and embroidered***

## **PANTS**

### **BOYS:**

- ***Color:*** Navy
- ***Style:*** Relaxed Fit Twill Pant (Item #1519)
- ***Vendor:*** French Toast

### **GIRLS:**

- ***Color:*** Navy
- ***Style:*** Straight Leg Twill Pant (Item #1573)
- ***Vendor:*** French Toast

Fit for boys and girls:

- No cargo pants, ankle pants, leggings, denim, or capris are permitted
- Must fit the waistline
- No “low riding,” “skinny,” or tight-fitting styles are permitted
- May not touch the floor or be above the ankle
- Pants must be non-cuffed and may not be rolled to achieve the proper length
- Must have belt loops and a solid black belt must be worn (See “BELTS” below)
- ***All pants must be purchased from French Toast***

## **SKIRTS/SHORTS/JUMPERS**

### **Skirts**

- ***Color:*** Blue/Gold Plaid only
- ***Style:*** Plaid Pleated Skirt (Item #1065) OR Two-Tab Scooter (in Blue/Gold Plaid) (Item #1397)
- ***Vendor:*** French Toast

Fit:

- No skirts shorter than three inches above the top of the knee when standing
- Solid black shorts must be worn under the skirt, but must not protrude the length of the skirt
- ***All skirts must be purchased from French Toast***

### **Shorts**

#### **BOYS:**

- ***Color:*** Navy
- ***Style:*** Flat Front Short (Item #1431)
- ***Vendor:*** French Toast

#### **GIRLS:**

- ***Color:*** Navy
- ***Style:*** Bermuda Short (Item #1692)
- ***Vendor:*** French Toast

Fit for boys and girls:

- May not be shorter than three inches above the top of the knee when standing
- May not go below the knee
- Shorts cannot be rolled or be tight fitting
- Must have belt loops and a solid black belt must be worn (See “BELTS” below)
- ***All shorts must be purchased from French Toast***

### **Jumpers (Kindergarten-3rd grade only):**

- **Color:** Navy embroidered with school logo
- **Style:** Pleated Ribbon Bow Hem Jumper (Item #1352)
- **Vendor:** French Toast

Fit:

- Must be worn with Short Sleeve Fitted Oxford Shirt with Princess Seams (Item #1378), Long Sleeve Fitted Oxford Shirt with Princess Seams (Item #1377), Short Sleeve Oxford Shirt (Item #1020), Long Sleeve Oxford Shirt (Item #1017) or Short or Long Sleeve Stretch Pique Polo in light blue or navy (Item #1403 or Item #1518) purchased through French Toast
- Solid black shorts must be worn under jumpers, but must not protrude past the length of the jumper
- ***Jumpers must be purchased from French Toast***

### **BELTS**

- **Color:** Solid Black
- **Style:** Dress Belt (Item #2426)
- **Vendor:** French Toast

Fit:

- Must be worn by all scholars, 1st-5th grade, when wearing pants or shorts. (Kindergarten scholars do not need to wear a belt.)
- Must be solid-colored black
- No embellishments, spikes, metal protrusions, beaded or painted designs
- Must be worn even if it does not show, such as with a sweater

### **SHOES**

- **Color:** Solid black with solid black laces, non-skid black rubber soles, closed-toed, and flat
  - No colors on the shoes, heels, or soles
  - No neon or bright colored shoe laces
  - No slippers, flip flops, ballet flats or open-toed shoes
  - No boots of any kind (winter, riding, dress, etc.)
  - No lights or wheelies
- **Style:** Athletic (tennis, Keds, Mary Janes with straps) shoes

### **SOCKS/TIGHTS**

#### **Socks**

- **Color:** Solid-colored black or navy socks
- **Style:** Knee-high (girls only) or ankle socks
- **Vendor:** Any

#### **Tights**

- **Color:** Solid-colored, solid-knitted black or navy tights
- **Style:** Closed toe tights
- **Vendor:** Any
  - No leggings or footless tights

### **P.E. UNIFORMS (4th and 5th grade only)**

- Students in 4th and 5th grade must dress out for P.E. into a Classical Prep P.E. uniform from French Toast
- The tops and bottoms must be purchased from French Toast
- Athletic shoes are required for P.E. and must be solid black and free from patterns, decorations, and images
- Solid navy sweatpants or athletic pants may be worn for P.E. on cold weather days only
- See “JACKETS/OUTDOOR WEAR” for cold weather jacket options for P.E.
- Note: Sweatpants and athletic pants cannot be worn in classrooms or any other building rooms

## OPTIONAL CLOTHING ITEMS

### VEST

- **Color:** Navy embroidered with school logo
- **Style:** V-Neck Sweater Vest (Item #1029)
- **Vendor:** French Toast

Fit:

- The uniform shirt/blouse must be worn underneath, and the collar must be visible
- ***All vests must be embroidered and purchased from French Toast***

### CARDIGANS

BOYS:

- **Color:** Navy (embroidered with school logo preferred)
- **Style:** Anti-Pill V-Neck Cardigan (Item #1370)
- **Vendor:** French Toast

GIRLS:

- **Color:** Navy (embroidered with school logo preferred)
- **Style:** Anti-Pill Crewneck Cardigan (Item #1371)
- **Vendor:** French Toast

Fit for boys and girls:

- The uniform shirt/blouse must be worn underneath, and the collar must be visible

### OUTERWEAR

- Jackets may be worn to school for warmth but must be free of patterns, decorations, and images (brand emblems are allowed).
- Jackets must be solid navy or solid black in color. No accent colors or large and distracting logos.
- Jackets must have a zipper or button front (no pullovers).
- No hooded outerwear allowed.

***\*If the cost of the uniform presents a financial hardship for your family, please contact the school office for assistance.***

### HAIR, HATS, JEWELRY, AND MAKEUP

#### HAIR

- Hair should be neatly combed or styled.
- Hair must be natural looking and conservative in its color (no bleaching or unnatural streaking/highlighting, no deep/bright reds or oranges, no artificial jet-black coloring, and no unnatural colors) and cut. If bangs are worn, they must be above the eyes.
- No sport band-like headbands, bandanas, doo rags or head wraps (ones that wrap around the head) of any kind, size, or color.

- Scholars may wear solid black or navy barrettes, solid black or navy small bows (no larger than two inches), solid black or navy ponytail holders, and solid black or navy headbands as hair accessories only. Scholars may not wear anything that could be considered a distraction or “costume” such as animal ears or other novelties.

### **HATS**

- Hats of any kind (including visors and bandanas) are not permitted to be worn in the classrooms or other building rooms. Hats that can be worn outside must be baseball in style, and solid black, brown, navy, or gray, free from patterns, decorations, and images.

### **JEWELRY/PIERCING/TATTOOS**

- K-5th grade scholars may wear one pair of small studded earrings. No hoops or dangling earrings are permitted.
- No body-piercing jewelry except traditionally-located earrings will be permitted (i.e. no nose, lip, cheek, etc. piercings)
- Scholars are permitted to wear one watch, digital or analog. No “smart” watches or devices.
- Bracelets, rings, and necklaces are not permitted unless for religious reasons.
- No visible tattoos (permanent or temporary).
- No body art, including drawing or writing on skin made by the scholar with a writing utensil.
- No notched eyebrows.

### **MAKEUP**

- K-5 scholars may not wear makeup of any kind.
- Scholars may wear nail polish of a single color (to exclude black) for all fingers of both hands. Fake nails are not permitted. No other nail decorations including jewels, initials, patterns, or designs can be worn.

## **6<sup>th</sup>-12<sup>th</sup> Grade Uniform Policy**

### **REQUIRED 6TH-12TH GRADE STUDENT UNIFORMS**

#### **SHIRTS AND BLOUSES**

All shirts and blouses must have buttons all the way to the top of the garment. Shirts must be buttoned to a standard of neatness and modesty. Shirts and blouses must be worn tucked inside the pants, skirts, or shorts.

#### **BOYS:**

- **Color:** Light blue embroidered with school logo (no white shirts)
- **Style:** Short Sleeved Oxford Shirt (Item #1020) OR Long Sleeved Oxford Shirt (Item # 1017)
- **Vendor:** French Toast

#### **GIRLS:**

- **Color:** Light blue embroidered with school logo (no white shirts)
- **Style:** Short Sleeve Fitted Oxford Shirt with Princess Seams (Item #1378), Long Sleeve Fitted Oxford Shirt with Princess Seams (Item #1377), Short Sleeve Oxford Shirt (Item #1020) OR Long Sleeve Oxford Shirt (Item #1017)
- **Vendor:** French Toast

Fit for boys and girls:

- A solid white undershirt may be worn under the shirt/blouse but must not protrude past the sleeve length
- Dress shirts are not to be tight fitting

- ***All shirts must be embroidered and purchased from French Toast***

## **PANTS**

### **BOYS:**

- **Color:** Navy
- **Style:** Relaxed Fit Twill Pant (Item #1519)
- **Vendor:** French Toast

### **GIRLS:**

- **Color:** Navy
- **Style:** Straight Leg Twill Pant (Item #1573)
- **Vendor:** French Toast

### **Fit for boys and girls:**

- No cargo pants, ankle pants, leggings, denim, or capris are permitted
- Must fit the waistline
- No “low riding,” “skinny,” or tight-fitting styles are permitted
- May not touch the floor or be above the ankle
- Pants must be non-cuffed and may not be rolled to achieve the proper length
- Must have belt loops and a solid black belt must be worn (See “BELTS” below)
- ***All pants must be purchased from French Toast***

## **SHORTS**

### **BOYS:**

- **Color:** Navy
- **Style:** Flat Front Short (Item #1431)
- **Vendor:** French Toast

### **GIRLS:**

- **Color:** Navy
- **Style:** Bermuda Short (Item #1692)
- **Vendor:** French Toast

### **Fit for boys and girls:**

- May not be shorter than three inches above the top of the knee when standing
- May not go below the knee
- Shorts cannot be rolled or be tight-fitting
- Must have belt loops and a solid black belt must be worn (See “BELTS” below)
- ***All shorts must be purchased from French Toast***

## **SKIRTS**

### **GIRLS:**

- **Color:** Blue/Gold Plaid only
- **Style:** Plaid Pleated Skirt (Item #1065) OR Two-Tab Scooter (in Blue/Gold Plaid) (Item #1397)
- **Vendor:** French Toast

### **Fit:**

- No skirts shorter than three inches above the top of the knee when standing
- Solid black shorts must be worn under the skirt, but must not protrude the length of the skirt
- ***All skirts must be purchased from French Toast***

## **TIES (WORN BY BOTH BOYS AND GIRLS)**

- **Color:** Navy blue

- **Style:** Solid (Item #4184)
- **Vendor:** French Toast
- Must be worn daily and match the color of the uniform pants/shorts every day
- No bow ties, clip on, or velcro

## **BELTS**

- **Color:** Solid Black
- **Style:** Dress Belt (Item #2425)
- **Vendor:** French Toast

Fit:

- Must be worn by all scholars when wearing pants or shorts.
- Must be solid-colored black
- No embellishments, spikes, metal protrusions, beaded or painted designs
- Must be worn even if it does not show, such as with a sweater

## **SHOES**

- **Color:** Solid black with solid black laces, non-skid black rubber soles, closed-toed, and flat
  - No colors on the shoes, heels, or soles
  - No neon or bright colored shoe laces
  - No slippers, flip flops, ballet flats or open-toed shoes
  - No boots of any kind (winter, riding, dress, etc.)
  - No lights or wheelies
- **Style:** Athletic (tennis, Keds, Mary Janes with straps) shoes

## **SOCKS/TIGHTS**

### **Socks**

- **Color:** Solid-colored black or navy socks
- **Style:** Knee-high (girls only) or ankle socks
- **Vendor:** Any

### **Tights**

- **Color:** Solid-colored, solid-knitted black or navy tights
- **Style:** Closed toe tights
- **Vendor:** Any
  - No leggings or footless tights

## **P.E. UNIFORMS**

- Students in logic and rhetoric school **must** dress out for P.E. into a Classical Prep P.E. uniform from French Toast
- The tops and bottoms must be purchased from French Toast
- Athletic shoes are required for P.E. and must be solid black and free from patterns, decorations, and images
- Solid navy sweatpants or athletic pants may be worn for P.E. on cold weather days only
- See “JACKETS/OUTDOOR WEAR” for cold weather jacket options for P.E.
- Note: Sweatpants and athletic pants cannot be worn in classrooms or any other building rooms

## **OPTIONAL CLOTHING ITEMS**

### **VESTS**



- **Color:** Navy embroidered with school logo
- **Style:** V-Neck Sweater Vest (Item #1029)
- **Vendor:** French Toast

Fit for boys and girls:

- The uniform shirt/blouse must be worn underneath, and the collar must be visible
- ***All vests must be embroidered and purchased from French Toast***

## **CARDIGANS**

BOYS:

- **Color:** Navy (embroidered with school logo preferred)
- **Style:** Anti-Pill V-Neck Cardigan (Item #1370)
- **Vendor:** French Toast

GIRLS:

- **Color:** Navy (embroidered with school logo preferred)
- **Style:** Anti-Pill Crewneck Cardigan (Item #1371)
- **Vendor:** French Toast

Fit for boys and girls:

- The uniform shirt/blouse must be worn underneath, and the collar must be visible

## **BLAZERS**

BOYS:

- **Color:** Navy embroidered with school logo
- **Style:** Classical School Blazer (Item #1659)
- **Vendor:** French Toast

GIRLS:

- **Color:** Navy embroidered with school logo
- **Style:** Classical School Blazer (Item #1658)
- **Vendor:** French Toast

Fit for boys and girls:

- The uniform shirt/blouse must be worn underneath, and the collar must be visible
- ***All blazers must be embroidered with the school logo and purchased from French Toast***

## **OUTERWEAR**

- Jackets may be worn to school for warmth but must be free of patterns, decorations, and images (brand emblems are allowed).
- Jackets must be solid navy or solid black in color. No accent colors or large and distracting logos.
- Jackets must have a zipper or button front (no pullovers).
- No hooded outerwear allowed.

***\*If the cost of the uniform presents a financial hardship for your family, please contact the school office for assistance.***

## **HAIR, HATS, JEWELRY, AND MAKEUP**

### **HAIR**

- Hair should be neatly combed or styled.

- Hair must be natural looking and conservative in its color (no bleaching or unnatural streaking/highlighting, no deep/bright reds or oranges, no artificial jet-black coloring, and no unnatural colors) and cut. If bangs are worn, they must be above the eyes.
- No sport band-like headbands, bandanas, doo rags or head wraps (ones that wrap around the head) of any kind, size, or color.
- Scholars may wear solid black or navy barrettes, solid black or navy small bows (no larger than two inches), solid black or navy ponytail holders, and solid black or navy headbands as hair accessories only. Scholars may not wear anything that could be considered a distraction or “costume” such as animal ears or other novelties.

### **HATS**

- Hats of any kind (including visors and bandanas) are not permitted to be worn in the classrooms or other building rooms. Hats that can be worn outside must be baseball in style, and solid black, brown, navy, or gray, free from patterns, decorations, and images.

### **JEWELRY/PIERCING/TATTOOS**

- Scholars may wear *one* pair of short earrings only on the ear lobes. “Short” means that the earrings should not hang more than ½ inch below the ear lobe. Large hoops or other dangling or distracting earrings are not permitted. Hoops are not to be larger than the size of a nickel.
- No other body piercings are permitted.
- One simple ring on each hand is permitted.
- One wrist bracelet, one watch (digital or analog), and one simple necklace are permissible. No chokers, no beaded necklaces (colored or otherwise), no leather necklaces, no shells, no large or elaborate chain-link, and no large or elaborate pendants (larger than an inch in length, width or diameter) may be worn.
- No notched eyebrows.
- No “smart” watches or devices are permitted.
- No visible tattoos (permanent or temporary).
- No body art, including drawing or writing on skin made by the scholar with a writing utensil.

### **MAKEUP**

- Makeup is permitted and should be applied in moderation and appear natural looking. Heavily lined eyes; bright lipstick, blush, or eye shadow; and glittered or white-powdered faces will not be permitted.
- Scholars may wear nail polish of a single color (to exclude black) for all fingers of both hands. No other nail decorations including jewels, initials, patterns, or designs can be worn.

### **EXCEPTIONS**

If at any time in the school year scholars are permitted to dress differently than outlined in the uniform policy, guidelines will be provided by teachers and administration prior to the event.

### **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.

Semi-formal dress code for young men: Dress slacks (no jeans or patched pocket pants), 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. No flip-flops, no dyed hair.

### **Formal Events Dress Code**

#### **Dress Code for Young Men:**

- Dress slacks, button-down dress shirt, tie, and dress shoes required.
- A 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.

#### **In addition, for both young men and young women:**

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

#### **All Students:**

If the attire is questionable, scholars are encouraged to show their evening wear to administrators beforehand to determine if it is event appropriate. The determination of the appropriateness of scholar 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/event or will be escorted out of the event. No refunds will be given for event dress code infractions in which these scholars 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 scholar and is committed to our mission and vision. Teachers will treat each scholar with dignity and hold high expectations for his or her success. Students will treat each teacher with the respect properly accorded the teacher's role as an authority figure. With this in mind, scholars must address teachers, administrators, and staff 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 scholars. If a teacher senses that a scholar 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 scholar with the door closed. It is also a Classical Prep policy that faculty/staff do not transport scholars 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 scholars off-campus (other than phone calls regarding academics or school-sponsored extra-curricular activities), unless such contact has been approved by the parents.

Parents, scholars, 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.

## **Hardship Policy**

### **1. Defining Hardship**

- a. 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**

- a. Classical Prep aims to ensure scholars are not denied any instruction based on payments not being made for educational items or services and will do its 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**

- a. 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.
- b. There are a number of short or long-term circumstances that can impact a family's ability to pay scholar fees, and can include, but are not limited to:
  - i. Death of an immediate family member
  - ii. Family disruption e.g. divorce/separation of parents
  - iii. Illness
  - iv. Loss of employment
  - v. 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 scholars. Teachers or other staff may request a member of Administration to investigate a situation they believe may be unreported and is hindering scholar participation.

- c. Parents will be provided with a school contact who can discuss appropriate financial options and will act with discretion.
- d. Appropriate, non-judgmental 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. Must have applied for, and be approved for, the Free and Reduced Lunch Program
- b. Advise the school of any financial difficulties as soon as possible by reaching out to your child's teacher or Nicole York, Human Resource and Finance Director, at [nyork@classicalprep.org](mailto:nyork@classicalprep.org).
- c. Discuss solutions reasonably with the school contact during the assessment to come to a mutual outcome.
- d. Be forthright and realistic in their capacity to contribute to their scholar's education.
- e. Advise the school contact of any changes in their situation.

### **Backpacks and Contraband**

Students may bring backpacks to and from school. Rolling backpacks are permitted for scholars in grades 3 through 12. 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 scholars.

### **Food and Drink on Campus**

Classical Prep partners with Pasco School's Food and Nutrition Services as well as SLA Management to prepare daily breakfast and lunch on our campus. Visit our website or [CLICK HERE](#) to create an online account for meal payments. Students may also bring a sack lunch to school each day. Forgotten lunches can be left at the school office at least 15 minutes before the scholar's lunch period begins. Students are allowed to bring a healthy snack to be eaten during the allocated time. Healthy snacks include: fresh fruits and vegetables, dried fruit, granola bars, whole-wheat crackers, pretzels, cheese sticks, etc. Unhealthy snacks that are strongly discouraged include: chips, candy of any kind, chocolate, fruit juice, donuts, soda, etc.

During very hot weather, scholars 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, scholars should not share or drink from the same bottles.

Students are permitted to bring nut-free, healthy 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 does not have a lost and found area. Please mark all personal belongings with the scholar's name. Unmarked items will be discarded or donated.

### **Fees**

Families can expect to pay fees for various services Classical Prep offers beyond the classroom, such as various field trips 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 an office staff member if this is the case.

## **Prohibited Items**

### **Electronic Devices, Games, Toys**

The following items are prohibited on campus:

- Personal computers and iPads (unless approved by administration)
- ipods or other portable music players; headphones
- Video cameras
- Phones
- Electronic games
- Laser pointers
- Skateboards; roller blades
- Smart watches/devices
- Pokemon or other similar trading cards
- Other toys that are not part of the academic or extra-curricular program

Students may be disciplined and such items will be confiscated and returned only to the parents upon their request.

### **Drugs, Alcohol, Tobacco, Weapons**

Student use of drugs, alcohol, and/or tobacco products (including, but not limited to cigarettes, e cigarettes, pipes, vape pens, 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 and/or vaping 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 rationale for such a prohibition is to promote an uninterrupted academic environment necessary for reflection and contemplation, which are important habits of the mind.

1. Cell phones brought onto the Classical Prep campus by scholars will be powered off and voluntarily surrendered at the front door of the school each morning.
2. At dismissal, once the scholar's name has been called for carline, the scholar may proceed to the front office to retrieve his/her cell phone.
3. Should a scholar be dismissed early, the cell phone can be retrieved in the front office at the time of dismissal.
4. Cell phones that are not checked into the front office are prohibited on campus. Any scholar who is caught with a cell phone will have his/her phone confiscated and will face disciplinary action.
5. Smart watches, smart devices, tablets, personal computers, and other electronic devices of similar nature are prohibited from campus. Bringing such items to campus will result in confiscation of the item in addition to disciplinary action.
6. Should a scholar need to make a phone call during the school day, the scholar must come into the school office and ask to use a land-line. Such phone calls will be restricted to emergency situations only.

7. Should a parent need to reach a scholar during the school day, the parent must call the main telephone number in the school office and ask for a message to be delivered.

### **Gate Access**

Classical Preparatory School has a perimeter fence to ensure a secure campus at all times. The campus can be accessed by designated pedestrian gates at arrival and dismissal as well as through the automated entrance gate. The gate will be open during morning arrival from 6:50 am to 8:10 am and at dismissal from 2:30 pm to 6:30 pm. The gate will also be open for special events and activities on campus. If you arrive on campus and the gate is closed, please use the call box in the left hand lane and call the front office to gain access.

### **Parking**

Please park in designated visitor parking when on campus and refrain from parking in front of the school or in grass areas unless directed to by school staff.

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

### **Use of School Logo**

Important: 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 scholar 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 scholars is subject to school disciplinary action.

### **Photography**

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 scholar found to be in violation of these rules is subject to school disciplinary action.

### **Media Release**

There are times that authorized 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 scholars 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 scholar or family member on the internet or in any other public forum, of derogatory, offensive, or harassing speech directed against another scholar, 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 scholar from the event. Parents will be notified if a scholar is denied entry or ejected for violations. Misconduct at a school-sponsored social event can result in disciplinary

sanctions at school.

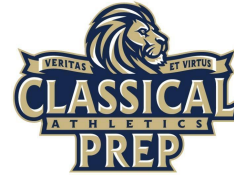
**Non-Classical Prep Student Date Approval Form**

For specified school functions, Classical Prep scholars can bring a non-Classical Prep scholar as a date. The guest must be enrolled in middle/high school to attend. The [Non-Classical Prep Student Date Approval Form](#) is available on the school's website under the Student Resources 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.



# Athletic Handbook

Athletic Director: Jimmy Barbarise  
Email: jbarbarise@classicalprep.org



Greetings from the Classical Prep Athletic Department! We are excited to offer a vibrant athletic program that exemplifies a spirit of excellence that supersedes winning and losing. We welcome you to join our athletic director, coaches, scholar-athletes, and parents in continuing to build Classical Prep's tradition of athletic success through effort, teamwork, commitment, and sportsmanship.

The rules outlined in this handbook serve as a guide for successful participation. All parents and scholar-athletes are expected to understand and abide by these rules, as well as all team-specific rules. It is your responsibility to follow them to their fullest.

## **Message to the Student-Athlete**

Classical Preparatory School has built a tradition of athletic excellence and success and we take great pride in this tradition. We know that it will take dedication, commitment, and hard work by all our scholar-athletes for this to continue. As a Classical Preparatory scholar-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 uphold 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. Appropriate use of language.**

The use of profanity, obscene gestures, or abusive language is a serious breach of Classical Prep's Student Code of Conduct. If a scholar-athlete demonstrates this disrespect toward school officials, contestants, spectators, game officials, teammates, or his/her coaches, the scholar-athlete will be suspended for a minimum of two games.

### **3. Self-respect and responsibility.**

Take great pride in whatever you do. Demonstrating great character, positive values, and excellent behavior is paramount in scholar-athlete excellence. Your academic studies, extracurricular activities, and school sports will help prepare you for your life as an adult. Following through on your commitments and practicing and playing with pride and to the best of your ability, will foster a great sense of accomplishment and your family can be justly proud of you.

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

Being a scholar-athlete for Classical Preparatory, you become more than a team member of our school. Our scholar-athletes take on leadership roles when they are on one of our athletic teams. The scholar body and families of our community know you. The scholar body, the community, and opponents judge our school by your conduct and attitudes, both on and off the field/court. This leadership role is dynamic in our community, and you can make a positive contribution to school spirit and community pride. In addition, you are a role model for younger scholar-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 in high school (FHSAA Regulation). See Eligibility Requirements below.

### **Message to the Parents**

Participation in sports provides a wealth of opportunities for our children. Athletic experiences will assist them in personal and academic growth. As a parent/guardian of a scholar-athlete, you're committing yourselves to particular responsibilities and obligations, which are outlined in our Athletic Code. Your signature on the Athletic Code, along with the signature of your child, 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, high school scholar-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 Classical Preparatory's athletic program and scholar-athletes. We believe athletics is an integral part of a school experience, both as a competitor and spectator.

### **Mission Statement**

Classical Preparatory School's logic and rhetoric athletic program facilitates sports programs of excellence as defined by the Florida High School Athletic Association (FHSAA). By participating in the FHSAA, Classical Preparatory will promote interscholastic athletics that will provide lifelong learning experiences to scholar-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 while competing at a very high level. Through our athletic program we strive to have our mission carry over into all aspects of scholar-athletes' lives.

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

1. Being a Classical Preparatory scholar-athlete is not a right but a privilege; and with that privilege comes responsibility.
2. Our scholar-athletes will develop leadership characteristics through athletic competition that carries into the classroom and life.
3. Our scholar-athletes are expected to act in a manner of being role models within and outside the school community.
4. Self-discipline and good sportsmanship are the foundation of our athletic program.
5. Personal and team pride builds respect and character, which creates strong friendships through athletic competition.
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, athletic directors 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 scholar-athlete.

If transportation by a school-owned vehicle is not possible, and transportation by a private vehicle is necessary, the following will apply:

- The coach and/or sponsor is to notify and receive permission from the Head of School or designee to transport scholars to athletic contests by private vehicle.
- Each child's parent or guardian is notified in writing regarding the transportation arrangements and gives written consent before a scholar-athlete is transported in a privately owned motor vehicle. This is accomplished by the use of our "Transportation Release."
- Each driver providing a private vehicle transporting scholars to an athletic event is required to complete our form, "Private Vehicle/Insurance Information." This enables the coach and Head of School/Administrator, to ensure to the best of their abilities, that the driver of the vehicle is a responsible, safe driver and the driver has been notified that all passengers are to be seated in designated seating positions. All scholar-athletes are required to use the occupant crash protection system provided by the vehicle manufacturer (i.e., seat belts in vehicles so equipped). Under no circumstances shall a scholar-athlete drive with or be driven by a coach or administrator alone. All scholar-athletes entering a private vehicle driven by a coach or administrator must be accompanied with another scholar-athlete.
- One form for each driver is sufficient for each athletic season. There is no need to complete a new form for each trip unless the coach or Head of School/Administrator desires.

#### **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**

Student-athletes 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 it is 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 scholar athlete coverage, and you must speak with the Athletic Director for necessary school insurance forms.

#### **Eligibility Requirements**

Classical Preparatory School scholar-athletes are held to a high standard of excellence. Each high school scholar-athlete is held to the FHSAA code of conduct as well. School specific guidelines, requirements, and consequences are implemented to participate in sports in all grade levels. All issues of eligibility will be brought to the attention of the athletic director and upper school administration team. Final recommendation(s) will be made by the athletic director to the Head of School.

All scholar-athletes, regardless of age or grade, must follow Classical Preparatory School code of conduct to participate in our sports program. In addition, all high school scholar-athletes must follow FHSAA guidelines.

1. High school scholar-athletes must maintain a minimum 2.0 GPA average or higher (FHSAA Regulation). Any scholar in default of the minimum 2.0 GPA on a progress report or report card is immediately ineligible for participation. If a scholar-athlete 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.

Logic school scholar-athletes must maintain a minimum 2.0 GPA average or higher, and must not have any Fs.

2. Student-athletes may not receive more than three detentions during a grading period. Those that exceed this may become ineligible for the sports program until the next grading period begins.
3. Any out-of-school suspension from school warrants the scholar-athlete to be ineligible for sports. When a new grading period begins, the scholar-athlete may be permitted to participate again. However, after two suspensions in one school year, the scholar-athlete loses all sports team privileges for the remainder of the school year.
4. All scholar-athletes must be in attendance for every class on a game day. Excused exceptions may be revisited by the athletic director and upper school dean.
5. Student-athletes must attend all fully scheduled practices in order to play on game day. Excused exceptions may be revisited by the athletic director and upper school dean.
6. A scholar-athlete desiring to drop from a team after making the final roster will result in a consequence from the athletic director with regards to participating in future school sports. Exceptions might include grades, home issues, or transportation challenges.
7. Student-athletes are allowed to wear their jerseys on game days. Solid navy, black, or white short or long-sleeved shirts are required under tank-top style jerseys. The rest of the uniform is required.

### **Family Handbook Amendments**

*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 notified electronically.*

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

## **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 scholar 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 scholars (scholars 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 scholar 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 scholar 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 scholars."

Parents or eligible scholars have the right to inspect and review the scholar'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 scholars to review the records. Schools may charge a fee for copies.

Parents or eligible scholars have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible scholar 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 scholar 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 scholar in order to release any information from a scholar'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 scholar is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a scholar;
- 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 scholar's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible scholars about directory information and allow parents and eligible scholars a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible scholars annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, scholar 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/ease/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>**

7.26.21	<p>Added Grading section after Homework section:</p> <p>K-5 families can expect at least one graded homework or classwork assignment per subject uploaded into myStudent per week. Tests/assessments will be graded and uploaded to myStudent within one week of the assessment date. Any questions regarding homework or test grades should be directed first to the classroom teacher. If any further support is needed, the Dean of Academics will support the teacher and parent to find a resolution.</p> <p>Upper School families can expect at least one graded homework or classwork assignment per subject uploaded into myStudent per week. Tests/assessments will be graded and uploaded to myStudent within one week of the assessment date. Essays and projects may take longer than one week to correct/grade depending on the length of the assignment - Teachers will provide information regarding grading timelines. Any questions regarding homework or test grades should be directed first to the classroom teacher. If any further support is needed, the Dean of Academics will support the teacher and parent to find a resolution.</p>
6.14.21	<p>Updates to the Uniform Policy</p> <ul style="list-style-type: none"> <li>• K-12 girls are allowed to wear either the Fitted Oxford Shirt with Princess Seams or the Standard Oxford Shirt (looser fit).</li> <li>• K-12 changed the category of “sweaters” to “cardigans.”</li> <li>• Removed line item for K-12 boys and girls under Cardigans, Outerwear and Blazers (6-12) sections stating, “no other cardigans, hoodies, jackets or sweatshirts are permitted to be worn in the classrooms or other buildings.”</li> <li>• K-12 girls are not allowed to wear ballet flats.</li> <li>• K-12 boys and girls are allowed to wear solid black athletic shoes with solid black laces, closed-toed and flat. Mary Jane shoes with a strap are now allowed. 6<sup>th</sup>-12<sup>th</sup> grades no longer have to wear dress shoes.</li> <li>• K-12 boys and girls are allowed to wear black or navy ankle socks.</li> <li>• K-12 girls are allowed to wear black or navy knee-high socks.</li> <li>• 4<sup>th</sup>-12 P.E. uniforms will require solid black athletic shoes with black laces.</li> <li>• K-12 outerwear must be solid black or navy in color, brand emblems are allowed. No accent colors or large and distracting logos.</li> <li>• K-12 outerwear will include pullover jackets.</li> <li>• K-12 girls are allowed to wear solid black or navy barrettes, black or navy small bows, black or navy ponytail holders and black or navy headbands as hair accessories.</li> <li>• At Boosterthon only solid black athletic shoes will be allowed.</li> <li>• Spirit shirts will no longer be worn on the last Friday of each month, they will be worn on school wide spirit shirt days which will be announced.</li> </ul>
2.19.21	Removed Misconduct for bus riders
10.26.20	Updated the link for the Equity Policy. The link now goes directly to the school website and not the Pasco County District website since our Board has adopted the Equity Policies specific to Classical Prep.
6.20.2020	<p>Added Device Policy Agreement voted in at the special board meeting on 3.27.2020</p> <p><b>Device Policy Agreement</b></p>

	<p>Below is the Device Policy Agreement in full. The following information is provided for scholars and parents/guardians to help all parties to understand the expectations and the responsibility of care and use related to receiving a school supplied device. Students will receive instruction from school staff on the proper use of the laptop.</p> <ul style="list-style-type: none"> <li>• Students will be able to take devices home when deemed necessary by school staff.</li> <li>• Students are expected to treat the devices as a valuable piece of equipment.</li> <li>• Students must take all precautions to prevent theft; for example, do not leave the device unattended or in the passenger area of a car.</li> <li>• Students must take all precautions to prevent damage to the device; for example, do not leave the device where there is danger of coming into contact with moisture or excessive heat. This would include protecting the machine from inclement weather.</li> <li>• Devices come with preloaded apps and programs that must not be removed. Students will be prevented from adding apps to the school owned device.</li> <li>• Students are to use the devices to access only educationally appropriate materials and websites. Any inappropriate or deemed offensive use of the device is strictly prohibited.</li> <li>• Students must not use the laptop to purchase goods and services via the Internet. (Parents/scholars are charged with full responsibility for obligations incurred from inappropriate use of the device.)</li> <li>• Students are to use the device in accordance with the Classical Preparatory School Device Usage Policy and to maintain the device in accordance with the procedures and information provided.</li> <li>• Students are expected to adhere to any additional requirements set forth by the classroom teacher or administration.</li> <li>• Provided laptops are the property of Classical Preparatory School and must be returned at the end of the academic year, upon withdrawal from the school, or at the request of a teacher or administrator. Willful failure to return the provided device in accordance with the stated conditions may result in criminal prosecution.</li> <li>• Since the provided devices are the property of Classical Preparatory School, officials of the school have the right to review all material stored on or accessed by a device. School officials may revoke a scholar's laptop use privileges for misuse or violation of policies.</li> <li>• Should any other person(s) use this device, the scholar is still held in full responsibility of the Device Usage Policy.</li> </ul>
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