



Classical Preparatory School

Traditional Education. Transformational Learning.



2024-25 Family Acknowledgements

Classical Preparatory School's Family Handbook contains the rules and policies that have been put in place after much consideration and adopted by our school board for the governing of the school. The full Family Handbook can be found on our website. The points that are listed below are just some of the sections that may be of interest to you. Each family is required to be familiar with the policies set forth in the Family Handbook as they will greatly affect our ability to fulfill our mission and vision.

Please take the time to visit the 'Parents' tab on our website to view the Family Handbook in its entirety. Also, please initial next to each section below to confirm your acceptance of each policy.

_____ **Aftercare** - Aftercare is provided by the YMCA for registered families **only**. A child that is a car-rider and is not picked up by 3:55 p.m. will wait in the office and the parent will be responsible for any fee that is incurred as a result.

_____ **Attendance Policy** - Regular attendance and prompt arrival at school are vital to a student's attitude and subsequent success as a serious scholar. It is the responsibility of the parent to report an absence by submitting the online absence form on the school's website within three days of the student's Absence. Students 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.

_____ **Cell Phones/Smart Devices** - The use of cell phones during the school day is prohibited. Phones brought to campus will be powered off and voluntarily surrendered at the front door each morning and picked up from the front office at dismissal time.

_____ **Drop-off and Pick-up** - 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 p.m.

_____ **Emergency Contact Information** - 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. Only a parent/guardian may submit an Emergency Information Card.

_____ **Family Handbook Amendments** - The Board reserves the right to amend the 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.

_____ **Homework Policy** - Homework is necessary for learning. Students should expect to do meaningful homework each night. Parents should provide a quiet time and place for homework completion.

_____ **Illness Policy** - If your child has a fever with a temperature greater than 100 degrees (orally), has been vomiting or has diarrhea he or she must stay home for 24 hours AFTER the symptoms are gone.

_____ **Lost/Damaged Instructional Materials Policy** - Instructional materials are the Property of the school. These items must be returned at the end of the semester or year in the same condition in which they were issued. Any damaged or lost books must be paid for before another book is issued.

_____ **Scholar Email Acknowledgement** - I acknowledge that my 4th -12th grade child will be issued a school email account. For specific questions about the use of email, please contact Mr. Darley at mdarley@classicalprep.org.

_____ **Medication Procedures** - Parents must fill out a Medical Information Form with the upper or Lower school clinic coordinator 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 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.

_____ **Medical Procedures** - Classical Prep does not have a school nurse on site. It is at the discretion of Classical Prep staff to determine whether or not to call an ambulance in an emergency situation. Students must be up-to-date on all immunizations records in order to attend school.

_____ **Parent Grievance** - Throughout the school year, conflict between teachers, students, and parents may arise from time to time. The positive resolution of conflict promotes growth for all parties involved. How both sides handle conflict plays a major role in defining the culture of our school. Resolving conflicts with civility allows the Classical Preparatory School administration and parents to model behaviors that we seek to instill in our students. It is hoped that issues that cause conflict between students, teachers, and parents can be resolved at the earliest time and at the lowest level.

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

_____ **Uniform Policy** - The uniform policy will be strictly enforced and uniform violations will be issued if your child is out of uniform at any time during the school day.

_____ **Volunteer Hours** - Classical Prep recognizes that for a classical education to be effective, teachers, administrators, students and parents must volunteer time and talent. Classical Prep requires all enrolled families to complete a minimum of 10 service hours per year. These hours may be satisfied during school hours, after school hours or during weekend Events.

I acknowledge that I have read and will abide by the policies listed above.

_____ **Print Name**

_____ **Sign Name**

Date _____