



Classical Preparatory School

Traditional Education. Transformational Learning.



2025-26 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** - The YMCA provides aftercare on campus for our families until 6:00 pm for a fee. If a child is not in aftercare, it is the responsibility of the parent to arrive no later than 3:45 pm. to pick up any child(ren) in carline. If a parent/guardian is continually late picking up his/her child(ren) from Classical Prep, re-enrollment priority for the following school year can be impacted.

_____ **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 carline. Families cannot park their vehicle and come into the building to pick up their child(ren) after 1:00 p.m. for all grades. Parents may not park in the fire zone located in front of the building or handicap spot (unless they have a state-issued handicapped pass).

_____ **Emergency Contact Information** - It is important that all contact information is kept current with Classical Prep. This includes, but is not limited to, changes to address, phone number, email address, medical conditions, etc. All changes must be submitted to the front office by the legal guardian/parent. 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 any school system. I/We agree to keep all contact and pertinent medical information current with Classical Prep.

_____ **Parent Contract**- As a parent/legal guardian of a child who attends Classical Prep, there are specific guidelines that must be followed including, but not limited to the following: all meetings with teachers or administrators must be scheduled in advance, all celebrations, such as my/our scholar's birthday, must be scheduled with the appropriate teacher at least 24 hours in advance, a driver's license or state issued ID must be presented to check-in as a visitor/volunteer at Classical Prep. I/We agree to all of the above guidelines for parents.

_____ **Family Handbook Amendments** - The Board of Directors reserves the right to amend the Classical Prep Family Handbook throughout the school year. All changes will be posted on the school website and parents will be alerted electronically. I/we are responsible for becoming familiar with all the policies and procedures that are practiced at Classical Prep as well as keep current with any changes that are made to the Family Handbook throughout the school year and adhere to any and all changes.

_____ **Homework Policy** - Homework is necessary for learning. Students should expect to do meaningful homework each night. I/We will provide a quiet time and place for homework completion and monitor all work and grades, realizing that this investment of time is well spent.

_____ **Illness Policy** - If your child has a fever with a temperature greater than 100 degrees (orally), has been vomiting, or has diarrhea should stay home for 24 hours AFTER the symptoms are gone. Students who come to the office with a fever will be sent home upon parent contact. Please refer to the section on medication for additional information regarding prescription and over the counter medications.

_____ **Lost/Damaged Instructional Materials Policy** - Instructional materials are the property of the school and are issued for student use. Instructional materials are assigned to the student and become the responsibility of the student 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 must be covered with a 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. Parents are expected to pay for lost or damaged materials within 5 school days. Any student 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.

_____ **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.

_____ **Media Release Consent**- There are times that photos/videos will be taken on campus. Photos and/or videos may appear in media receptacles covering Classical Preparatory School. I/We give permission to Classical Preparatory School to use, at no cost, photos or video of my/our child for official websites, promotional materials, and collateral. If I/we do not want my/our child to be included in photos and/or videos, I/we will contact the school directly.

_____ **Medication Policy** - Parents must fill out a Medical Information Form that will remain on file in the school office each school year. If a student must take prescription or any 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 students with allergies, asthma, or diabetes must also complete a management plan for their child's condition. 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 or non-prescription OTC drug shall be documented by the administering office staff. Students are not permitted to keep prescription or OTC

medications on their person or in their backpacks on campus (all drugs, including cough drops, are kept locked in the school office). The administration must be notified immediately of students suspected of breaching these regulations. Violation of these policies place the student and others at great risk of personal harm, and as such, will result in disciplinary action. Sunscreens may be applied without a physician's order. Parent authorization is required and application must be documented on a MAR (Medical Administration Record).

Medical Procedures - No medication will be administered by any staff member 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. Classical Prep does not have a school nurse on site. Students may not carry medications during the school day unless stated clearly in a doctor's note. Students must be up-to-date on all immunization records in order to attend school. It is at the discretion of CPS staff to determine whether or not to call an ambulance in an emergency situation. I/we authorize the use of emergency medical treatment for my/our child if an injury or sickness occurs and agree to pay for any medical expenses incurred as a result of said treatment. I/We have read and agree to all the medical procedures listed above and have read and understand the medical procedures that are provided in the Family Handbook.*

Conflict Resolution - 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 will provide transportation for school-related field trips and events and hereby release Classical Preparatory School, its Board of Directors, administration, teachers or other employees of the school, and volunteer leaders from any financial responsibility because of sickness of the student while being transported on the bus. Classical Prep will take the necessary precautions to ensure the safety of its students and staff. In consideration of the opportunity for my/our child to participate and fully recognizing that such an undertaking involves an element of risk, we 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. I/We give permission for my/our child to ride school-provided transportation and/or walk with staff between buildings on campus. I/We have read this release and understand all its terms and execute it voluntarily and with full knowledge of its significance. I/We understand that there is no medical insurance provided by Classical Preparatory School

Uniform Policy - The uniform policy will be strictly enforced and uniform violations will be issued if my/our child is out of uniform at any time during the school day. I/we agree that it is my/our responsibility to become familiar with the policy and ensure my/our child(ren) adhere to all guidelines.

Volunteer Hours - Classical Prep recognizes that for a classical education to be effective, teachers, administrators, students and parents must volunteer time and talent. We must work together to teach our students to be moral and intellectual leaders. For that reason, 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. All volunteer hours completed must be recorded and approved by a Classical Prep staff member. I/We agree to the above volunteer guidelines.

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

Print Name

Sign Name

Date _____