

# Classical Preparatory School

# Family Handbook



12836 Shady Hills Road  
Spring Hill, FL 34610

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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,

Jasmine Brightman, Head of School

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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, Philosophy, 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.** Scholars 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 the spring of 2018, Classical Prep was awarded initial accreditation with Cognia, 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. Classical Prep was awarded re-accreditation in the spring of 2023.

### **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 myStudent no later than the summer prior to the start of school. 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, updates, faculty contact information, extra-curricular offerings, 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 each scholar's 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 children 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 Prep's scholars' rights and responsibilities are further defined within the Student Code of Conduct.

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

(adapted from Pasco County's Respect and Civility Policy; Authority)

#### **Introduction**

A child's education happens only through a partnership between the scholar, School and District personnel, parent(s) or guardian(s), and the community. A partnership is an active state that includes sharing responsibilities, having meaningful communication, and welcoming participation. People will not always agree, and that can make partnerships difficult. Partnerships are most powerful when we agree on how to disagree. All stakeholders must remain civil in their discourse. The purpose of this policy is to provide rules of conduct for scholars, employees, parents, and visiting members of the public which permit and encourage effective communication between all stakeholders while at the same time enabling the Board to identify and deal with those behaviors that are inappropriate and disruptive to the operation of the school. It is not the intent of the Board to deprive any person of his/her right to freedom of expression, and nothing contained in this policy is intended to restrict or chill an individual's free speech rights as determined by the forum in which the speech occurs. Public participation at school board meetings shall continue to be governed by Board Policy 0169.1 - Public Participation at School Board Meetings. As we communicate, we must be mindful that we are all working together to benefit the children of this community.

Therefore, the Board requires that, as we communicate, scholars, Classical Prep faculty and staff, parents/guardians, and all other members of the community shall:

Always treat each other with respect and civility.

#### **Expected Level of Behavior**

- A. School personnel will treat scholars, parents, other members of the public, and each other with courtesy and respect.
- B. Scholars, parents, members of the public, and visitors to the school facilities will treat teachers, school administrators, other school staff, and each other with courtesy and respect.**
- C. Listening carefully and respectfully, without interruption, as others express opinions that may differ from ours.
- D. Providing an opportunity for all parties to be heard without interruption, intimidation, or displays of temper.
- E. Sharing our opinions and concerns without loud or offensive language, gestures, intimidation,

displays of temper, and/ or profanity

- F. Obeying school and district rules for access and visitation.
- G. Respecting the obligations and time constraints of all involved stakeholders.
- H. Responding in an appropriate fashion when one seeks assistance or clarification.
- I. We share information honestly without the intent to deceive.
- J. We understand that the outcome may not always be the outcome we want and that rudeness, intimidation, or displays of temper are inappropriate responses to this.
- K. We do not threaten or cause physical harm to another.
- L. We do not threaten or cause damage to school property or other property.
- M. We do not bully, belittle, or tease one another or allow others to do so in our presence.
- N. We do not demean and are not abusive or obscene in any of our verbal or written communications.
- O. We do not disrupt or attempt to interfere with the operation of a classroom or any other work or public area of a school or school facility. In essence, communicating in a way that treats each other as we would like to be treated will lead to cooperative and constructive conversations.

### **Unacceptable/Disruptive Behavior**

Disruptive behavior includes, but is not necessarily limited to,

- A. behavior which interferes with or threatens to interfere with the operation of a school, a classroom, an employee's office or office area, or a school event;
- B. using loud and/or offensive language, swearing, cursing, using profane language, or displays of temper;
- C. threatening to do bodily or physical harm, whether or not the behavior constitutes or may constitute a criminal violation;
- D. damaging or destroying school property;
- E. any other behavior that disrupts the orderly operation of a school, a school classroom, or
- F. abusive, threatening, or obscene phone calls, e-mails, voice mail messages, text messages, or other vexatious verbal/written communications.

### **Responding to Disrespectful or Uncivil Behavior:**

Mutual respect and civility can occur only with the individual and collective commitment of all parties involved, including scholars, Classical Prep faculty and staff, parents/guardians, and community members. To promote respectful and civil discourse, it is crucial that individuals are well-informed about how to address uncivil behavior and the corresponding responses to such actions. Consequently:

- A. A scholar who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the appropriate school administrator or that administrator's immediate supervisor.
- B. A parent/ guardian or community member who believes that he or she has not been treated in a manner reflective of the Respect and Civility policy should report such behavior to the staff member's immediate supervisor.
- C. If personal harm is threatened, a stakeholder may immediately remove themselves from the situation and contact law enforcement.
- D. An employee or agent of the district who believes that he or she has not been treated in a manner reflective of the Respect and Civility policy should use the guidelines set forth below.
- E. Anyone on Board property without authorization may be directed to leave the premises by an administrator, school safety guard, or school resource officer. Anyone who threatens or attempts to disrupt school or school district operations, physically harm someone, intentionally cause damage, uses loud or offensive language, gestures, profanity, or shows a display of temper must be directed to leave the premises by an administrator or school resource officer. If such a person does not immediately and willingly leave and the school resource officer is unavailable, law enforcement shall be called. Visitors to school or district property may be trespassed and denied future access to the school or facility for the actions listed above.
- F. If a telephone call recorded by an answering machine, e-mail, voicemail message, or any type of written communication is demeaning, abusive, threatening, or obscene, the employee is not obligated to respond.
- G. The employee shall save the message and contact his or her immediate supervisor, the school safety guard, and/or the District Chief of Safety and Security. If personal harm is threatened in the message, the employee may contact law enforcement.

### **Authority of School Personnel**

#### **A. Authority to Direct Persons to Leave School or Board Premises**

Any individual who displays the following behavior may be directed to leave the school premises by the school's head of school or dean or, in their absence, a person who is lawfully in charge of the school or a School Safety Guard:

- 1. Disrupts or threatens to disrupt school operations.
- 2. Threatens to do, attempts to do, or does physical harm to school personnel, scholars, or others lawfully on school premises.
- 3. Threatens the health or safety of scholars or others lawfully on school premises.
- 4. Intentionally causes damage to school property or the property of others lawfully on a school campus.

5. Uses excessively loud or offensive language.
6. Without authorization comes on a school property or facility.

If any member of the public uses obscenities or speaks in a demeaning, loud, or insulting manner, the employee or agent to whom the remarks are directed shall take the following actions:

1. Calmly and politely, ask the speaker to communicate civilly.
2. If the verbal abuse continues, give appropriate notice to the speaker and terminate the meeting, conference, or telephone conversation.
3. If the meeting or conference is on school district premises, request that an administrator or authorized person direct the speaker to leave promptly.
4. If the speaker does not immediately leave the premises, an administrator or other authorized person shall notify law enforcement and take any necessary action.
5. Depending on the behavior involved, a member of the public who engages in disrespectful, uncivil, or disruptive behavior may be removed from a meeting, removed from a campus or facility, trespassed from a campus or facility, or subject to other lawful repercussions.
6. A scholar who engages in disrespectful, uncivil, or disruptive behavior may be disciplined in accordance with the Student Code of Conduct or subject to other lawful repercussions, depending on the behavior involved.
7. Depending on the behavior involved, an employee or agent of Classical Prep who engages in disrespectful, uncivil, or disruptive behavior may be disciplined by The Board by Board Policy or the Collective Bargaining Agreement, reported to the Florida Department of Education's professional standards department, or subject to other lawful repercussions.

If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as is deemed necessary. If the offender threatens personal harm, the employee may contact law enforcement. Based on the severity and/or frequency of any of the above-listed behaviors, an administrator may impose additional future restrictions on an offending individual (e.g., trespass, limitations on interaction with certain school personnel in the future, etc.).

**B. Authority to Deal with Persons Who Are Verbally Abusive**

If any public member uses obscenities or speaks in a demanding, excessively loud, insulting, and/or demeaning manner, the employee to whom the remarks are directed shall calmly and politely warn the speaker to communicate civilly.

If the verbal abuse continues, the employee to whom the remarks are directed may terminate the meeting, conference, or telephone conversation after giving appropriate notice to the speaker. If the meeting or conference is on school premises, any employee may request that an administrator or other authorized personnel promptly direct the speaker to leave the premises. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as is deemed necessary. If the employee is threatened with personal harm, the employee may contact

law enforcement.

### **Stakeholder Recourse**

Any parent, visitor, scholar, or member of the public who believes they have been subjected to unacceptable/disruptive or retaliatory behavior on the part of a staff member should notify the staff member's immediate supervisor, who shall review the complaint and take appropriate action. Nothing contained in this policy shall impair a parent, visitor, scholar, or other members of the public's right to file a complaint or seek other recourse specifically provided for by law or Board Policy, and nothing contained in this policy is intended to diminish the behavioral or performance expectations established for staff members by law or Board Policy. Staff members who engage in any of the unacceptable/disruptive behaviors outlined in this policy are subject to appropriate disciplinary action and may also be subject to any of the outcomes listed herein.

### **Criminal Liability**

Florida Statute 877.13 makes it unlawful for any person:

- A. knowingly to disrupt or interfere with the lawful administration or functions of any educational institution, school board, or activity on school board property in this state.
- B. knowingly to advise, counsel, or instruct any school pupil or school employee to disrupt any school or school board function or activity on school board property, or classroom.
- C. knowingly to interfere with the attendance of any other school pupil or school employee in a school or classroom.
- D. conspiring to riot or to engage in any school campus or school function disruption or disturbance that interferes with the educational processes or with the orderly conduct of a school campus, school, or school board function or activity on school board property.

This statute applies to all educational institutions, school boards, and functions or activities on school board property; however, nothing herein shall deny public employees the opportunity to exercise their rights pursuant to part II of chapter 447.

Any person who violates the provisions of this section is guilty of a misdemeanor of the second degree, punishable as provided in F.S. [775.082](#) or F.S. [775.083](#).

|       |                                  |
|-------|----------------------------------|
| Legal | F.S. 1001.41(2), 1006.145        |
|       | 20 U.S.C. 1681 et seq.           |
|       | 29 U.S.C. 621 et seq.            |
|       | 29 U.S.C. 794 et seq.            |
|       | 41 U.S.C. 1983, Civil Rights Act |
|       | 42 U.S.C. 2000 et seq.           |
|       | 42 U.S.C. 12101 et seq.          |

## 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.

## Scholar Welfare Policy

**PURPOSE.** This is the Scholar Welfare Policy of Classical Preparatory, Inc. (the "School"). In compliance with HB 443 (2025), §1002.33(16)(b)(17), F.S. and Rule 6A-6.0791, Florida Administrative Code, this policy reflects the rights of parents and the obligations of the School relating to scholar welfare

**TYPES OF CONCERNS COVERED.** The "Parental Rights in Education" law, also known as House Bill 1557 (2022), set forth specific procedures for complaints or disputes falling into those categories detailed in Section 1001.42(8)(c)1.-7, Florida Statutes, and on the "Parental Request for Appointment of a Special Magistrate" form published by the Florida Department of Education and available [here](#).

### PARENTAL NOTIFICATION

- a) The School will notify a scholar's parent in writing if there is a change in the scholar's services or monitoring related to the scholar's mental, emotional, or physical health or well-being and the school's ability to provide a safe and supportive learning environment for the scholar. The School acknowledges the fundamental right of parents to make decisions regarding the upbringing and control of their children. School personnel will encourage a scholar to discuss issues relating to his or her well-being with his or her parent or to facilitate discussion of the issue with the parent.
- b) School personnel are prohibited from discouraging or prohibiting parental notification of and involvement in critical decisions affecting a scholar's mental, emotional, or physical health or well-being. School personnel may only withhold such information from a parent if a reasonably prudent person would believe that disclosure would result in abuse, abandonment, or neglect, as those terms are defined in section 39.01 Florida Statutes.
- c) At the beginning of the school year, the School will notify parents of each health care service offered at the School and the option to withhold consent or decline any specific service in accordance with section 1014.06 Florida Statutes. Parental consent to a health care service does not waive the parent's right to access his or her scholar's educational or health records or to be

notified about a change in his or her scholar's services or monitoring as provided by this paragraph.

- d) Before administering a scholar well-being questionnaire or health screening form to a scholar in kindergarten through grade 3, the School will provide the questionnaire or health screening form to the parent and obtain the permission of the parent.

#### INSTRUCTION AND TRAINING

- a) Classroom instruction by School personnel or third parties on sexual orientation or gender identity will not occur in prekindergarten through grade 8, except when required by sections 1003.42(2)(o)3. and 1003.46 Florida Statutes. If such instruction is provided in grades 9 through 12, the instruction must be age-appropriate or developmentally appropriate for scholars in accordance with state standards.
- b) Student support services training developed or provided by the School will adhere to scholar services guidelines, standards, and frameworks established by the Department of Education.

#### CONFLICT RESOLUTION

A parent shall use the following procedure to notify the Head of School, or his or her designee, regarding concerns regarding scholar welfare instruction and training list in this policy:

- a) The parent shall send the Head of School a written complaint. The parent's concern must describe the nature of the dispute and describe the resolution or relief sought with the School. The complaint shall be delivered to the Head of School via hand delivery, U.S. Mail, or email. The Head of School (or designee) shall provide a written response to the parent within seven (7) days of receiving the complaint. For the purposes of this policy, "days" shall mean business days and exclude state, federal, and school holidays.
- b) If the parent remains aggrieved after receiving the response from the School, the parent has a right to seek relief from the local school district.
- c) Within thirty (30) days after notification by the parent that the concern remains unresolved, the school district must either resolve the concern or provide a statement of the reasons for not resolving the concern. The School shall fully cooperate in the resolution procedures of the school district, and shall comply with the school district's decision for resolution of the complaint.
- d) If a concern is not resolved by the school district, the parent may:
  - i. Request the Commissioner of Education to appoint a special magistrate who is a member of The Florida Bar in good standing and who has at least 5 years' experience in administrative law. The parent shall use the Parental Request for Appointment of a Special Magistrate for Charter School Students, Form CSSM-1 6A-6.0791, which the School shall provide to the parent upon request (or available at the link in Section I of this policy). The special magistrate will determine facts relating to the dispute over the School procedure or practice, consider information provided by the School, and render a recommended decision for resolution to the State Board of Education within 30 days after receipt of the request by the parent. The State Board of Education will approve or reject the recommended decision at its next regularly scheduled meeting that is more than 7 calendar days and no more than 30 days after the date the recommended decision is transmitted.
  - ii. Bring an action against the School or school district to obtain a declaratory judgment that the School procedure or practice violates sections 1002.20 and 1014.04 Florida Statutes, and seek injunctive relief. A court may award damages and shall award

reasonable attorney fees and court costs to a parent who receives declaratory or injunctive relief.

- e) The School shall include this policy in its Student Handbook and shall post it on the School's website to notify parents of the conflict resolution procedures.
- f) The School shall designate at least one person responsible for responding to inquiries from the Florida Department of Education regarding a request for appointment of a Special Magistrate and shall notify the Department of Education of the name and email address of the individual.
- g) Nothing contained within this policy shall be construed to abridge or alter rights of action or remedies in equity already existing under the common law or general law.

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

Because we take our responsibility to supervise and protect our scholars seriously, Classical Prep understands the importance of an appropriate campus leave and visitor policy. Scholars' 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 and/or added them as an approved pickup person in your child's PikMyKid portal and assigned them pickup days. All changes can be made in the parent portal in myStudent and PikMyKid by the parent/guardian.

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. Scholars are not allowed to leave school grounds unless accompanied by a supervising adult. Scholars 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. 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.

Parents are encouraged to volunteer on campus. At the teacher's request, 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, or help in the school offices.

Families of enrolled scholars at Classical Prep are required to serve a **minimum of 10 service hours per family per year**. School personnel will track volunteer hours. Service hours for the current school year must be completed by the last day of school. Please contact the Student Life Coordinator with questions at 813-803-7903 or by email at [info@classicalprep.org](mailto:info@classicalprep.org).

Before volunteering on campus, all volunteers must complete a Raptor Volunteer Application (yearly) and Level 2 Background Check (every five (5) years) through Pasco County Schools before they are permitted to volunteer.

When arriving on campus, all volunteers must sign in through the Raptor system with their drivers license in the front office. Upon sign-in, each volunteer will be given a name badge before heading to his/her destination on campus.

### **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 scholars' 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.

All Pasco County School volunteers are required to complete the Raptor Volunteer Application yearly, starting on July 1st. Volunteers must also complete a Level 2 Background Check every five (5) years. Volunteer applications must be approved by the district before volunteering. Please keep in mind that it can take up to 30 days for the background check to be processed. 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 the next year.

Please click [HERE](#) to fill out the application on the Pasco County Schools website. This site also includes information on how to schedule your required Level 2 background check. For best results, please submit your application on a computer.

## Volunteer Opportunities

Classical Prep uses signup.com to post upcoming volunteer opportunities. Please click [HERE](#) to set up your signup.com account and view all the available volunteer opportunities in one location.

Information regarding volunteer opportunities will be communicated regularly throughout the school year via the myStudent app. If you have any questions about volunteering, please contact the Student Life Coordinator.

## 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 child 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 or via the communication system being utilized by the school. The teacher will return communication promptly (usually 24 to 48 business hours), but will not respond to emails or calls during the teaching day unless a planning time allows. If you do not receive a response after 48 business hours, or do not believe your concerns were addressed, you may contact the school at [info@classicalprep.org](mailto:info@classicalprep.org). In the case of an emergency, please call the front office.

## Digital Communication & Social Media Policy

Classical Prep recognizes the importance of digital tools but requires responsible and respectful use by scholars, staff, and families.

**Scholar Use** - Scholars may not create or participate in class-related social media groups. Cyberbullying, online harassment, or posting inappropriate content related to school will result in disciplinary action.

**Parent/Guardian Use** - Families may not post images of scholars other than their own without consent. Concerns about staff or school policies should be addressed through official communication channels, not social media.

**Staff Use** - Staff may not "friend" or follow current scholars on personal social media accounts. Communication with scholars or families must occur through school platforms (email, myStudent).

## 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. For scholars in grades 6-12, the academic leadership team may request a conference during the year if the scholar's grades merit a

meeting with parents. Classical Prep hosts two Parent-Teacher Conference events each year, one in the fall and one in the spring.

Parents and/or teachers may request additional conferences during the year. Scholars do not need to attend these conferences. Parents and teachers should not 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, myStudent or by calling Classical Prep.

### **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 and monitoring homework completion.
3. Regularly monitoring their child’s grades, assignments, and attendance in the parent portal.
4. Regularly engaging with schoolwide communication through myStudent 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.
4. Striving to fulfill the ten habits of a classical prep scholar, especially by showing courtesy, attention, and order while in class and on campus.
5. Scholars in grades 6-12 are strongly encouraged to communicate directly with their teachers regarding their assignments and grades.

## **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-policy-procedures/> 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. Scholars 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, and medical conditions. All changes must be made on the parent portal in myStudent. Medical records can be submitted on our website <https://classicalprep.org/medical-forms/>. If a change of address is required, you will be asked to provide updated proof of residency (ie. lease agreement, utility bill, mortgage statement, etc.) before it can be changed in the school system.

For more information about the protection of scholar records, please see appendix A, "Policy on the Protection of Student Information."

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

### **Medication Policy**

Parents must fill out a Medical Information Form that will remain on file in the school office each school year. Forms can be found on our website <https://classicalprep.org/medical-forms/>. If a scholar must take a 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. Scholars 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 as well as a completed medical management form. Each instance of administration of a prescription drug shall be documented by the administering office staff.

Scholars 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 places 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 assist scholars. However, we do understand that accidents happen, in which case we ask parents to pack a change of clothing in their child's backpack. In the event of frequent accidents, please see the policy listed below for the occurrence sequences.

### **Sequence 1):**

If a student has one or more accidents within three consecutive days, a phone conference with the teacher and/or dean will be required in order for the student to return to school the fourth day. The conference will be scheduled according to the availability of the teacher and/or director. The student will have a probationary period upon returning to school. Probation details will be discussed during the conference/or at early pick-up time that day. A probation agreement must be signed by parent or guardian when the student returns to school.

### **Sequence 2):**

If a student has five or more accidents within a week, then a mandatory conference will be scheduled with the teacher and leadership present. The student will have a probationary period upon returning to school. Probation details will be discussed during the conference. A probation agreement must be signed during the conference.

### **Sequence 3):**

If a student shows no improvement in his/her toileting or is having regular accidents on a daily basis, this confirms that the student is not toilet-trained, which will result in a dismissal from the school.

## **Attendance**

Classical Prep follows the District School Board of Pasco County's Attendance Policy as stated in the Student Code of Conduct pages 7-9, which can be found on their website:

<http://www.pasco.k12.fl.us/ssps/page/conduct>.

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 <https://classicalprep.org/reporting-absences/> within three days of the scholar's absence. Scholars 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 appropriate form, please visit the link above and scroll down to the pre-arranged absence section and click on the appropriate link (Grammar School or Logic & Rhetoric School).

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 a minimum of one week prior to the absence.

The Parent Portal provides attendance reports. Contact the Student Culture Advisors if you have any questions or concerns.

### **Policy On Chronic Student Absenteeism**

Good attendance and punctuality are critical to student success and achievement. Classical Preparatory, Inc. (the "School") therefore expects that students will be absent only when:

- a) There is a pre-arranged absence such as:
  - Religious holidays or instruction (with prior approval)
  - Legal appointments (court, subpoenas)
  - Pre-approved trips (requested at least one week in advance)
  - Military family leave (at the principal's discretion)
- b) The student is ill
- c) Family emergencies.

Parents who fail to ensure their child regularly attends school are in violation of Florida law. When a student is absent or tardy, the parent must send a written note within one day of the absence. Absences and tardies are either considered excused or unexcused. Approval of an excused absence or tardy is at the discretion of administration. Students who are repeatedly tardy may be asked to wait in the front lobby until the next class begins so as not to disrupt classes already in progress. An attendance contract may be implemented as needed. A student may also be dismissed for repeated violations of the Attendance Policy. Please see the School Dismissal Policy on the school website.

### **Steps Taken to Mitigate Attendance Concerns**

- 1) If a student has had at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period, the student's primary teacher or designated staff member will report to the School administrator or designee that the student may be exhibiting a pattern of nonattendance.
- 2) The administrative staff will, unless there is clear evidence that the absences are not a pattern of nonattendance, convene and then refer the case to the school's Child Study Team (CST) to determine if early patterns of truancy are developing.
- 3) If the CST finds that a pattern of nonattendance is developing, whether the absences are excused or not, a meeting with the parent will be scheduled to identify potential remedies, and the administrative staff will notify the Pasco County School District for the possibility of offering home education programs, or attending the student's home-zoned school, because the referred student is exhibiting a pattern of nonattendance.
- 4) If an initial meeting does not resolve the problem, the child study team will implement the following:
  - a) Frequent attempts at communication between the teacher and the family.

- b) Evaluation for alternative education programs.
  - c) Attendance contracts.
- The CST may, but is not required to, implement other interventions, including referral to other agencies for family services or recommendation for filing a truancy petition pursuant to s. [984.151](#).
- 5) The School will be diligent in facilitating intervention services and will report the case to the Pasco County School District only when all reasonable efforts to resolve the nonattendance behavior are exhausted.
  - 6) If the parent refuses to participate in the remedial strategies because he or she believes that those strategies are unnecessary or inappropriate, the parent may appeal to the Pasco County School Board. The school board may provide a hearing officer, and if so, the hearing officer will make a recommendation for final action to the school board. If the school board's final determination is that the strategies of the School are appropriate, and the parent still refuses to participate or cooperate, the Pasco County School Superintendent may seek criminal prosecution for noncompliance with compulsory school attendance.
  - 7) A student with 15 or more unexcused absences or excessive tardies within a 90-day period may lose their re-enrollment preference with the School for the following school year and will be referred to the Pasco County School District and law enforcement.

### **Illness**

If your child has a fever with a temperature greater than 100 degrees (orally), has been vomiting, or has diarrhea he/she **must** 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

Scholars 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.

### **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 in grades K-5, **please park and walk your child into the school office upon arrival.**

Classical Prep distinguishes 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. Please contact the front office for prior approval. 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 on our website <https://classicalprep.org/withdrawal-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 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**

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.

## **Student Support Services**

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

As a public charter school, Classical Preparatory School complies with all state and federal laws regarding Exceptional Student Education (ESE). Scholars who qualify for ESE services receive individualized support and accommodations based on assessment data and an educational service plan.

In alignment with our charter and applicable law, Classical Prep reserves the right to review each scholar's educational plan upon enrollment to determine whether the school can appropriately meet the student's needs with the services and supports available. The Student Support team will carefully evaluate each case and make placement recommendations based on the best educational setting for the student within our program capacity.

If you believe your child may be eligible for ESE services, please contact our Student Services department to begin the intake and evaluation process.

### **English Language Learners (ELL)**

As a public charter school, Classical Prep complies with state and federal law in providing appropriate services to English Language Learners (ELL). Scholars identified as needing ELL support will receive language instruction accommodations based on assessment data.

Scholars are initially identified from the Home Language Survey filled out at enrollment. Parents who believe their child may qualify should contact the Student Services department for an ELL intake and evaluation.

### **Academic Interventions (Non-ESE)**

Classical Prep is committed to supporting all scholars. Scholars who demonstrate academic difficulty will receive support through our Multi-Tiered System of Supports (MTSS).

#### **Tiers of Support:**

- **Tier 1:** High-quality classroom instruction and universal screenings.
- **Tier 2:** Small group interventions and targeted support.
- **Tier 3:** Intensive, individualized interventions.

Parents will be notified if their child enters Tier 2 or Tier 3 support and will be included in the intervention planning process.

## **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.

Scholars 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 practice of taking someone else's work or ideas and passing them off 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/her 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 Dean or Student Culture Advisor.
3. Either the teacher or the dean will inform the scholar's parent(s) of the plagiarism.
4. The scholar will receive a zero (0) on the assignment and a disciplinary referral will be issued.
5. For a second offense, the scholar will face further disciplinary action.

### **Artificial Intelligence (AI) Use & Detection**

Due to the increased availability and use of AI software, scholars may be required to submit all typed assignments through a plagiarism and AI detector as part of their final grade. Scholars MUST complete typed assignments in the teacher provided document, which provides a fully viewable revision history.

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

Participating teachers shall inform scholars of the consequences of plagiarism and instruct scholars to ethically use and acknowledge the ideas and work of others throughout their course work. The scholar's individual voice should be clearly evident, and the ideas of others must be acknowledged, attributed, and/or cited.

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 (0) on that particular component of the AP Seminar and/or AP Research Performance Task. In AP Seminar, a team of students that fails to properly acknowledge sources or authors on the Team Multimedia Presentation will receive a group score of 0 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 (0) on that particular component of the AP Seminar and/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 (0) for that component of the Team Project and Presentation.

### **AP Capstone Policy on Use of Generative Artificial Intelligence (AI)**

Generative AI tools must be used ethically, responsibly, and intentionally to support scholar learning, not to bypass it. Accordingly, all performance tasks submitted in AP Seminar and AP Research must be the scholar's own work. While scholars are permitted to use generative AI tools consistent with this policy, their use is optional and not mandatory.

Scholars can use generative AI tools as optional aids for exploration of potential topics of inquiry, initial searches for sources of information, confirming their understanding of a complex text, or checking their writing for grammar and tone. However, scholars must read primary and secondary sources directly, perform their own analysis and synthesis of evidence, and make their own choices on how to communicate effectively both in their writing and presentations. It remains the scholar's responsibility to engage deeply with credible, valid sources and integrate diverse perspectives when working on the performance tasks. Scholars must complete interim "checkpoints" with their teacher to demonstrate genuine engagement with the tasks.

## **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 on the school website under the Parents tab, under the Form section.

### **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 (5) school days. Scholars 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/>

- Scholars will be able to take devices home when deemed necessary by school staff.
- Scholars are expected to treat the devices as valuable pieces of equipment.
- Scholars must take all precautions to prevent theft; for example, do not leave the device unattended or in the passenger area of a car.
- Scholars 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. Scholars will be prevented from adding apps to the school-owned device.
- Scholars 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.
- Scholars 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.)
- Scholars 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.
- Scholars 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. They 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, school officials 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.

Scholars 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.

If a scholar spends more time on homework than designated below, 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. If there are extenuating circumstances preventing your child from completing his/her homework, please contact the teacher.

### **Grammar School – Homework Guidelines**

All scholars in grades 2-5 will be required to complete 20 minutes of online learning per week in addition to daily homework.

**Kindergarten:** 20 to 25 minutes, plus 20 minutes of daily reading

**Grades 1:** 20 to 25 minutes, plus 20 minutes of daily reading

**Grade 2:** 25 to 30 minutes, plus 20 minutes of daily reading and one required ELA skill per week on IXL with a smart score of 80 OR 15 minutes minimum of practice

**Grades 3:** 30 to 35 minutes, plus assigned daily reading and two (2) required ELA and Math skills per week on IXL with a smart score of 75 on each practiced skill

**Grade 4:** 35 to 40 minutes, plus assigned daily reading and two (2) required ELA and Math skills per week on IXL with a smart score of score of 75 on each practiced skill

**Grade 5:** 40 to 50 minutes, plus assigned daily reading and two (2) required ELA and Math skill per week on IXL with a smart score of score of 75 on each practiced skill

*\*Please note that IXL requirements may change based on identified needs of the scholars over the course of the year.*

## Planners

**Kindergarten–Grade 2:** Scholars learn how to fill out planners, and teachers work closely with parents to ensure they do. Planners are to be signed nightly by parents.

**Grades 3–5:** Planners are to be filled out by the scholars when directed by the teacher and checked and signed nightly by parents.

All homework assignments are to be completed before the beginning of the class for which the work was assigned. Scholars in kindergarten through 2nd grade 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% reduction each day the assignment is late. After five (5) days, the assignment will NOT be accepted. Failure to turn in homework within five (5) days 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.

### **Logic School – Homework Guidelines**

**Grade 6:** 60 to 90 minutes, including assigned daily reading. In addition to daily homework, 60 minutes of online IXL ELA and 60 minutes of online IXL math must be completed each **week**.

**Grades 7 and 8:** 90 to 120 minutes, including assigned daily reading. In addition to daily homework, 60 minutes of online IXL ELA and 60 minutes of online IXL math must be completed each **week**.

All homework assignments are to be completed before 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.

\*Scholars 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. Please note that AP courses are college-level courses and will require more time for homework due to reading, writing, and researching. Scholars at times can expect an addition to the number of minutes needed to properly complete required homework assignments. In addition to daily homework, 60 minutes of online IXL ELA and 60 minutes of online IXL math must be completed each **week**.

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.

## **IXL Homework Guidelines**

Classical Prep uses a program called IXL to remediate and enrich scholars' learning in reading and math. Scholars in grades 2-12 level are required to complete a diagnostic each week as well as specific practice skill codes for math, ELA or SAT/ACT prep. Scholars in grades 3-10 are required to complete a diagnostic each week as well as specific practice skills codes for math and/or reading/language arts. Teachers and academic leaders will use data from state testing and course assessments to determine which skills scholars need to complete each week.

Scholars will earn grades for completing their diagnostic each week and scholars will earn grades for each code that is assigned. The IXL grades reset each Monday morning and go through each Sunday night. Scholars can complete their IXL work at any point during the week but are encouraged to complete at least one code a day.

Parents should monitor their child's usage each week under the "Analytics" tab in IXL to make sure that their child is completing all required assignments each week.

### **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 or MyStudent portal. If further support is needed, the Dean will support the teacher and parent in finding 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. Scholars who struggle often do not systematically employ these strategies, even though they may, in fact, spend a significant amount of time working/studying.

### **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.
3. After providing remediation 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 refer the scholar to the Student Services Team for additional support.

Retention may also be considered as a possible intervention.

- All decisions of retention/promotion will be up to the discretion of the Dean or Head of School (except for required 3rd-grade retention).
- A scholar in 3rd grade that does not pass the FAST state-mandated 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 Dean and Head of School..

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.

Scholar academic progress will be reviewed every two weeks. In an effort to fulfill our vision and mission scholars are assigned to the academic support process if their academic performance meets the following criteria:

- two or more D's
- one or more F's
- a GPA under 2.0 (unweighted)

If a scholar meets this criteria after two weeks, then he/she will be placed on Academic Review. If a scholar still meets this criteria at the end of a quarter, then he/she will be placed on Academic Warning. If a scholar still meets this criteria at the end of a semester, then he/she will be placed on Academic Probation.

Scholars in grades 6-12 who fail both semesters of four or more core classes must repeat the grade. Scholars who fail fewer than four core classes must recuperate the grades through an online recovery option over the summer. Some credits may have to be recovered during the next school year in lieu of electives.

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.

Click [HERE](#) to access the full Retention & Promotion Policy.

## **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 myStudent in advance of the planned trip. Scholars must have fees paid **AND** parents must acknowledge and sign a permission slip electronically in order to attend. Scholars 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 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 a scholar has received an Out of School Suspension (OSS) within 60 days of the trip; the scholar will not be authorized to attend the trip. If the OSS is 60 or more days before the trip, the parent can request approval from the Head of School or designee. Parents can appeal an OSS, in writing, within three days of the disciplinary notification.

Fees paid for field trips are non-refundable.

## **Bus Transportation**

Classical Prep utilizes a charter bus service for field trips only.

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.

Classical Prep scholars must maintain proper behavioral expectations while riding the bus. Failure to do so will result in disciplinary consequences.

### **Field Trip Chaperone Policy**

The following policy applies to 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 myStudent. 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.
  - f. May not leave the venue under any circumstances, even if their own child(ren) becomes ill. In such cases, the chaperone must arrange for another family member to pick up their child(ren).
3. Scholar 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 does not follow your reasonable requests to comply with behavior and safety rules, please notify a school staff member promptly.
4. Scholars 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 in 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, a 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.

### **Arrival, Dismissal, and Parking on Campus**

Parents are responsible for transporting their child(ren) to and from school daily. 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. 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 Pikmykid 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 p.m. the day the change is to occur. For complete details on the Pikmykid app and carline maps and procedures, please visit <https://classicalprep.org/carline-procedures-instructions/>.

### **Drop-Off and Pick-up Procedures**

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 is 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- 7:20-8:00 a.m.
- Grades 6-12- 7:00-7:30 a.m.

#### **Pick-up times for scholars not enrolled in aftercare are as follows:**

- Grades K-5- 2:50-3:45 p.m.
- Grades 6-12- 2:31-3:10 p.m.

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 in the parent portal or to the PikMyKid app.

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. Extenuating circumstances must have prior approval from administration.

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

## Scholar Parking Information and Policy

Scholars are encouraged to ride with parents whenever practical. Scholars may drive to school if they provide Classical Prep written permission from their parent/legal guardian and the vehicle owner.

Please see the website at <https://classicalprep.org/student-driver/> to print and complete this acknowledgment form. Please return it to the Borealis front office staff. The form must be on file with the school prior to the scholar being able to drive to and from school in his/her 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. As soon as scholars arrive at school, they must leave the car and go to the supervised designated area. Scholars 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 [info@classicalprep.org](mailto:info@classicalprep.org) 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.

To read additional information on the driver policy, please refer to the Pasco County Schools Student Code of Conduct, pgs. 17, 17, & 21-22.

## Scholar 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, even if they fall within the age requirements.

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 6th grade or higher may ride their bikes or walk with a permission form that has been signed by the parent and approved by a school administrator. Scholars in Kindergarten through 5th grade will only be permitted to walk or ride their bike to school if they are accompanied by an approved 6th-12th grade scholar and have an approved permission form on file.

#### **Steps for obtaining permission:**

- 1) Parent/Guardian must complete Classical Prep's Walker/Bike Rider permission form located on our website at <https://classicalprep.org/carline-procedures-instructions/> 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 and is safe to walk/ride.
- 3) Administration approves or declines the request. The parent/guardian will be notified in writing of the decision within five (5) business days.

#### **Procedures once request is approved:**

- 6th-12th grade scholars who are walking/biking home will be dismissed from class via a PA announcement. They will check out in the atrium and exit through the Borealis front entrance.
- If they are picking up an approved K-5 walker/bike rider, they will check out in the atrium and then proceed to the Meridian/Aurora building to pick up the scholar. They will then walk together to the Borealis exit gate and proceed to Quail Ridge.
- K-5th grade scholars will only be released to walk/bike ride with an approved 6th-12th grade scholar. Please see the bullet above for the process.
- Once off campus, scholars are expected to walk home and are only allowed to return in the event of an emergency.
- Any changes to a scholar's dismissal MUST be updated in PikMyKid (PMK) by the parent/guardian prior to 1:30 pm each day.

#### **Morning Arrival:**

Walkers and bike riders must arrive on campus during the designated arrival time window for his/her grade level (listed on page 28). 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.
- 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, electric scooters, 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 to make any necessary dismissal changes in PikMyKid by the 1:30 PM cutoff.

**Early and After Care Programs**

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

After Care at Classical Prep will be offered for scholars ages 13 or younger by an independent organization from 2:45 p.m. – 6:00 p.m. Please visit <https://classicalprep.org/after-school-program/> for program costs and registration information.

**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 a.m. to 8:05 a.m. and at dismissal from 1:45 p.m. to 6:30 p.m. 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.

**Behavior Code and Discipline**

The District School Board of Pasco County's [Student Code of Conduct](#) for Elementary scholars and DSBPC's Student Code of Conduct for Secondary and Adult scholars 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.

Scholars 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 - Grades 6–12**

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 Head of School 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. Classical Prep had adopted the FDOE's Policy Against Bullying and Harassment which can be read in its entirety at <https://www.fldoe.org/core/fileparse.php/20086/urlt/10-5.pdf> . "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 Student Advisor, Mental Health Counselor or Upper School Dean are the first people responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the stated staff members. 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 Deans or Head of School 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/equity-policy/>.

## **Uniform and Dress Code Policy**

Uniforms are mandatory for all K-12th grade scholars at Classical Preparatory School. Scholars 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. Scholars 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.

Scholars 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.). Scholars 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.

## **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, student 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. Scholars 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.**

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

# CLASSICAL PREPARATORY SCHOOL

## 2025-26 Grammar School Uniform Guide (Grades K-5)



### Oxford Dress Shirt

**Required For Dress Uniform Mondays**  
**Can be worn Tuesday-Friday with no tie**  
 Short Sleeve or Long Sleeve  
 Feminine Fit Available  
 Color(s): Blue



### Polo Shirt

Short Sleeve or Long Sleeve  
 Pique Polo (Cotton) or Performance Polo  
 Feminine Fit Available  
 Color(s): Blue or Navy



### Jumper

**Optional Item**  
 Must be worn with a polo shirt underneath  
 Grades K-3 Only  
 Color(s): Navy



### Sweater Vest or Cardigan

**Optional Item**  
 Must be worn with a uniform shirt underneath  
 Feminine Fit Available For Cardigan  
 Color(s): Navy



### Shorts or Pants

Boys & Girls Fit Available  
 Color(s): Navy



### Skirts

Skort or Knee-Length Pleated Skirt  
 Color(s): Plaid



Boys Tie

Girls Tie

### Ties

**Required For Dress Uniform Mondays**  
 Color(s): Plaid



### Sneakers

Solid Color Sneakers & Laces  
 Girls are allowed to wear Mary Jane Shoes  
 Color(s): Black



### Belt

**Required To Be Worn with Shorts or Pants**  
 Grades 2-5 only  
 Color(s): Black



### Socks or Tights

Ankle, Mid-Calf, Knee Socks or Tights  
 Color(s): Black

# CLASSICAL PREPARATORY SCHOOL

## 2025-26 Logic & Rhetoric School Uniform Guide (6-12)



### Oxford Dress Shirt

**Required For Dress Uniform Mondays**  
**Can be worn Tuesday-Friday with no tie**  
 Short Sleeve or Long Sleeve  
 Feminine Fit Available  
 Color(s): Blue



### Polo Shirt

Short Sleeve  
 Performance Polo  
 Color(s): Blue or Navy



### Blazer

**Optional Item**  
 Must be worn with a uniform shirt underneath  
 Feminine Fit Available  
 Color(s): Navy



### Sweater Vest or Cardigan

**Optional Item**  
 Must be worn with a uniform shirt underneath  
 Feminine Fit Available For Cardigan  
 Color(s): Navy



### Pants, \*Capris, or Shorts

**\*Capris only allowed for women**  
 Mens & Womens Fit Available  
*(Shorts must come to the top of the knee)*  
 Color(s): Navy



### Skirt

Knee-Length Pleated Skirt  
*(Skirts must come to the top of the knee)*  
 Color(s): Plaid



### Tie

**Required For Dress Uniform Mondays**  
 Color(s): Navy

**\*Capris purchased through Amazon**  
 Amazon Essentials Women's Mid-Rise Slim-Fit  
 Cropped Tapered Leg Pant  
 Color(s): Navy



### Sneakers

Solid Color Sneakers & Laces  
 Girls are allowed to wear Mary Jane Shoes  
 Color(s): Black



### Belt

**Required To Be Worn with Shorts or Pants**  
 Color(s): Black



### Socks or Tights

Ankle, Mid-Calf, Knee Socks or Tights  
 Color(s): Black

# CLASSICAL PREPARATORY SCHOOL

## 2025-26 P.E. Uniform (Grades 4-12)

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P.E. Items  
Purchased  
Through  
French Toast



**Branded Shorts**

Color(s): Navy



**Branded Shirt**

Color(s): Grey



P.E. Items  
Purchased  
Through  
Amazon



**Lands' End or Hanes Mesh Gym Shorts**

Color(s): Navy



**Gildan T-Shirt**

Color(s): Grey



**Sneakers**

Solid Color & Laces  
Color(s): Black



**Fruit of the Loom Relaxed Fit Sweatpants  
or Navy Athletic Pant**

Solid navy sweatpants or athletic pants may  
be worn during P.E. on cold weather days.

(No leggings or tights allowed)

Color(s): Navy

## CLASSICAL PREPARATORY SCHOOL

### *2025-26 Uniform Jacket (Grades K-12)*

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#### **Outerwear**

Full Zip or Full Button-up Jacket with no hood (no pullovers)  
Free of patterns, decorations & images (small logos allowed)  
No accent colors or large and distracting logos  
Color(s): Solid Navy or Black

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### **2025-26 Non-Approved Uniform Items (Grades K-12):**



**Half-Zip Pullovers**  
(any color)



**Hooded Clothing**  
(any color)



**Any shoe that is not solid black**



**Flip Flops**  
(any color)



**Slide on Shoes**  
(any color)

## **OUTERWEAR**

- Jackets 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.

*Note: Scholars will be allowed to wear certain articles of clothing when the low temperature for the day drops below 50 degrees (see page Extreme Weather Dress Code for guidelines) .*

## **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, white, or navy barrettes, solid black, white, or navy small bows (no larger than two (2) inches), solid black, white, 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 (1) simple ring on each hand is permitted.
- One (1) 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**

- K-5 scholars may not wear makeup of any kind.
- 6-12 scholars may wear makeup, but it 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. Long fake nails are not permitted. Nail decorations should not be offensive or interfere with functionality. (Coaches may require that student athletes have short nails).

- Scholars may wear pimple stickers as needed; however, only clear or skin-toned stickers are permitted. Stickers with bright colors, designs, shapes, or patterns are not allowed.

### **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. Semi-formal events include, but are not limited to, school dances (other than prom), induction ceremonies, Summus Vesper, graduation, 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**

There are specific, formal dress requirements for special events. Formal events include, but are not limited to, prom, baccalaureate, etc.

#### **Formal 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 scholars:**

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.

Scholars 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.

### **Extreme Weather Dress Code**

Scholars will be allowed to wear certain articles of clothing when the low temperature for the day drops below 50 degrees. These items include:

- Solid black, brown, navy, or gray jackets, with or without a hood
- Zippered sweaters, with or without a hood (sweaters need to zip fully, no quarter zip sweaters)
- Gloves and/or mittens in any color
- Beanie hats in any color

Please note that the outerwear listed above should be removed when scholars are in the classroom to maintain a distraction-free and comfortable learning environment. Please label all articles of clothing with your child’s name, as we know Florida weather can go from winter to summer in just a few short hours.

While in the classroom, scholars can still wear navy or black, non-hooded sweaters and full-zippered sweaters without hoods. Please refer to the Jacket Uniform Policy on page 39- 40.

### **Miscellaneous Information**

#### **Scholar-Staff 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. Scholars 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.

Scholars 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.

Scholars may not use a personal social media account to interact with staff members. Scholars must wait a year from graduation to connect with staff members via social media. Scholars shall not use text messaging, instant messaging, or social networking sites to interact with staff members. Scholars should only use email to discuss school-related issues with staff members.

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 Mrs. Tara Szada, Finance Director, at [tszada@classicalprep.org](mailto:tszada@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**

Scholars may bring backpacks to and from school. Rolling backpacks are permitted for scholars in grades 3–12. 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 [myschoolbucks.com](https://myschoolbucks.com) to create an online account for meal payments. Scholars 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. Scholars 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 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. With the exception of lunchtime, only water is allowed in the classrooms.

Scholars are permitted to bring nut-free, healthy snacks into classrooms to be consumed during the designated snack time. Scholars 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)
- Portable music players
- Headphones or earbuds (wired headphones on the school supply list are approved if required for a class)
- Video cameras
- Phones
- Electronic games
- Laser pointers
- Skateboards; roller blades
- Smartwatches/devices (i.e., Apple watch, Fitbit, etc.)
- Pokemon or other similar trading cards
- Other toys that are not part of the academic or extra-curricular program

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

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

Scholar 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. Scholars 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 atrium 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.

## **Emergency Procedures**

### **Safety and Emergency Protocols**

The safety of our scholars and staff is our highest priority. Classical Prep maintains a comprehensive Emergency Operations Plan that is reviewed and updated annually. Staff are trained in emergency protocols, and drills are conducted regularly.

### **Emergency Drills**

- Fire Drills: Conducted monthly.
- Lockdown Drills: Conducted quarterly.
- Tornado/Severe Weather Drills: Conducted twice annually.
- Reunification Drills: Conducted twice annually.

### **Reunification Procedures**

In the event of a school emergency requiring evacuation, families will be notified via myStudent and directed to a reunification site. Scholars will only be released to individuals listed on the emergency contact form with valid photo ID.

## **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. Unauthorized use of Classical Prep's logos are prohibited. 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 videos 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 fill out the media release section of the Parental Rights acknowledgements in the parent portal indicating that you do not give permission for your child to be photographed and/or filmed.

### **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.

## **FERPA**

### **ANNUAL NOTIFICATION TO PARENTS AND ELIGIBLE SCHOLARS 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. Scholars 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>

## **Appendix A**

### **Policy On Protection Of Student Information**

**Adopted and Effective: September 23, 2025**

This is the Policy on Protection of Student Information of Classical Preparatory, Inc. (the "School"). This policy is implemented to comply with the requirements of Rules 6A-1.0955(9) and 6A-1.09550 Florida Administrative Code, the Family Educational Rights and Privacy Act ("FERPA"), the Children's Online Privacy Protection Act ("COPPA") and other applicable laws.

#### **1. Definitions.**

- a. "Applicable Laws" means FERPA, COPPA, 15 U.S.C. §§ 6501-6506, Section 1002.22, applicable Florida Statutes, and all applicable implementing regulations.
- b. "Education records" means records that are directly related to a student and that are maintained by the School as defined in 20 U.S.C. s. 1232g(a)(4).
- c. "Eligible student" means a student who has reached eighteen (18) years of age.
- d. "Institution" means any public school, center, or other entity that is part of Florida's education system under Sections 1000.04(2), (4), and (5), F.S.
- e. "Online educational service" means computer software, mobile applications (apps), and web-based tools that scholars or parents are required to use and access through the internet and as part of a school activity or function. Examples include online services that scholars or parents use to access class readings, assignments, or videos, to view learning progression, or to complete assignments. This does not include online services that scholars or parents may use in their personal capacity nor to online services that the School may use to which scholars or parents do not have access, such as a student information system.
- f. "Parent" includes parents or guardians of scholars who are, or have been, in attendance at the School.
- g. "Personally identifiable information" or "PII" means information that can be used to distinguish or trace a student's identity either directly or indirectly through linkages with other information, as defined in 34 CFR §99.3. PII includes, but is not limited to direct identifiers (such as a student's or other family member's name), indirect identifiers (such as a student's date of birth, place of birth, or mother's maiden name), and other personal identifiers (such as a student's social security number or Florida Education Identifier (FLEID) number). PII also includes information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.
- h. "Student" means any individual who is or has been in attendance at the School and regarding whom the School maintains education records.
- i. "Third-party vendor" or "Third-party service provider" means any entity, whether public or private, that provides services to the School through a contract or agreement. The term does not include the Florida Department of Education, the Department's contractors and subcontractors, or School Boards and School Districts.

- j. "Therapeutic treatment plan" means a plan that identifies the mental health diagnosis, or condition, the therapy or intervention goal(s), the type of school-based mental health intervention, and the school-based mental health services provider responsible for providing the mental health intervention or therapy.
- k. "Therapy progress notes" means notes maintained by a school-based mental health services provider that summarize the focus and progress toward treatment goals(s) of each therapy or intervention session.

### **Article I. Education Records**

1. **Records Classification.** Information contained in education records must be classified and retained as provided in Appendix A.
2. **Record Storage.** Category A records are stored in the Admission Coordinators' Office, in locked storage on property and/or digitally in myStudent. Category B records are stored in the Admission Coordinators' Office in locked storage on property and/or digitally in myStudent. The Head of School is responsible for all records.
3. **Consent for Disclosure.** The School may disclose PII without consent only as permitted by law, including to school officials with legitimate educational interests, to another school or school system in which the student seeks or intends to enroll, to state and federal education authorities for audit or evaluation, in connection with financial aid, pursuant to a judicial order or lawfully issued subpoena with required notice, to appropriate parties in a health and safety emergency, to organizations conducting certain studies, to accrediting organizations, and to the juvenile justice system as authorized by state law. Prior to any nonconsensual disclosure, the record custodian will verify the legal basis and document the rationale. A consent form is attached hereto as Exhibit C.
4. **Directory Information.** The School may designate certain categories of information as directory information, for example student name, grade level, participation in officially recognized activities and sports, height and weight of athletes, honors and awards, and photograph. Prior to disclosure of directory information, the School will publish the categories designated and provide a reasonable period for parents or eligible scholars to opt out of disclosure.

Directory information will not be disclosed if an opt-out is on file, if the disclosure would be harmful or an unwarranted invasion of privacy, or if prohibited by law or court order.

5. **Record Challenges.** Parents or eligible scholars may request amendment of information they believe is inaccurate, misleading, or a violation of privacy. The Head of School or records custodian will decide the request within a reasonable time and, if denied, will inform the requester of the right to a hearing. The School will provide a prompt hearing before an official who does not have a direct interest in the outcome. The requester may present evidence and be represented. If the decision after the hearing is to deny the requested amendment, the parent or eligible student may place a written statement of disagreement in the education record, which will be maintained with the contested record and disclosed with it.
6. **Record Retention.** The School shall retain records in accordance with the General Records Schedule for Educational Agencies as provided in Appendix B.
7. **Waiver.** Parents may choose to waive access to confidential letters and statements; however, Parents may not be required to make such waiver pursuant to FERPA and §1002.22(2) F.S.
8. **Cost of Copies.** If copies of records are requested, the School may impose the following fees:

- Up to 15 cents per one-sided copy for duplicated copies of not more than 14 inches by 8 1/2 inches;
  - No more than an additional 5 cents for each two-sided copy; and
  - For all other copies, the actual cost of duplication of the public record.
9. **Inspection of Records.** Upon request, Parents and Guardians shall be permitted to inspect the Education Records, as such records are defined herein. Parents and Guardians wishing to inspect the Education Records of their child must make a written request to the School Head of School. The School Head of School shall respond to such request within a reasonable amount of time, but in no case more than 30 calendar days after the receipt of the request. The School will maintain with each student's record a log of requests for access and disclosures of PII, whether granted or denied, except for disclosures to the parent or eligible student, disclosures of directory information, and disclosures to school officials with legitimate educational interests. The log will include the date, the party requesting or receiving the information, the purpose, the records disclosed, and the legal authority or consent used.
10. **Maintenance, Security, and Retention of Records.**
- **Custodianship.** The Head of School, or designee, is the custodian for school-level records. The superintendent, or designee, is the custodian for School-level records not maintained by a Head of School.
  - **Inventory of Records.** The School will maintain a current list of the types and locations of education records and the titles and addresses of officials responsible for those records. See Appendix A.
  - **Security Controls.** The School will implement administrative, technical, and physical safeguards appropriate to the sensitivity of the records, including access controls, unique user IDs, least-privilege authorization, password standards, encryption in transit and at rest where feasible, secure printing, locked storage, device management, and secure destruction.
  - **Data Classification and Handling.** Records will be classified by sensitivity. PII is confidential and requires heightened protection, restricted transmission, and secure storage.
  - **Retention and Purging.** Records will be retained in accordance with state records schedules. Information that is inaccurate, misleading, or no longer useful will be reviewed periodically and eliminated consistent with law and the applicable retention schedule. See Appendix B for retention references.
  - **Physical Records.** Paper records must be stored in locked rooms or cabinets with controlled access. Keys must be inventoried.
  - **Electronic Systems.** Student information systems will maintain audit logs, timeouts, and session controls. Portable media use must be minimized, encrypted, and tracked.
  - **Party Systems.** Vendors that process or store education records must sign written agreements requiring compliance with this policy and applicable law, including breach notification, data minimization, use limitations, and secure return or destruction at contract end.
  - **Technology and Communication Safeguards.** Emailing PII must be minimized. When necessary, School-approved secure methods must be used, including encryption and secure file transfer. Staff may not store PII on personal devices, at home, or in vehicles. School-issued devices must have device encryption enabled, up-to-date security patches, and remote wipe capability. Use of cloud services for education records

requires prior approval and a vetted data-sharing agreement. Paper and electronic records must be disposed of securely using cross-cut shredding or certified media destruction.

- 11. Threat Management.** All reports of concerning behavior, concerning communications, or threats documented using the Florida Harm Prevention and Threat Management Instrument prescribed by Rule 6A-1.0019, F.A.C., are Category A records and must be permanently maintained in the Florida School Safety and Threat Management Portal. Threat management records include all corresponding documentation and any additional information required by the Florida Model for Harm Prevention and Threat Management related to the reporting, evaluation, intervention, and management of threat assessment evaluations and intervention services.
- 12. Notice.** Annually, the School shall provide parents and guardians with a notice describing their rights as defined in Section 1002.22(2), F.S., and FERPA. Such notice shall be translated on request. A sample notice is attached hereto as Appendix D.

## **Article II. Online Information**

- 1. Personally Identifiable Information.** This policy is intended to protect the personally identifiable information ("PII") of scholars when scholars are required to use online educational services, including to provide protections against potential misuse of PII, data mining, or targeting for marketing and other commercial purposes.
- 2. Review of Online Educational Services.** All online educational services that scholars or their parents are required to use as part of school activities must be reviewed and approved as described herein, regardless of whether the online educational service is free, whether use of the online educational service is unique to specific classes and courses, or whether there is a written agreement governing student use. The Head of School or their designee must review each online educational service's terms of service and privacy policy to ensure compliance with state and federal privacy laws, including the Applicable Laws, and the requirements set forth in this policy. The Head of School or designee must determine whether the online educational service provider will collect PII, how it will be used, when and how it will be destroyed, and the terms of re-disclosure, if any. Under no circumstances may an online educational service be used if such a service will share or sell student PII for commercial purposes, including but not limited to targeted advertising, without providing parents a means to either consent or disapprove.
- 3. Approval of Online Educational Service.** If a teacher or other employee at the School intends to utilize an online educational service as part of a school activity, they must first submit a request to the Head of School or their designee for review and approval. No online educational service may be utilized for any school activity unless it has been reviewed and approved. Following the review described above, the Head of School or their designee must approve or deny the use of the online educational service. The Head of School or designee reserves the right to deny the use of any online educational service for any reason, including if the online educational service is determined to have policies or practices that could lead to the misuse of student PII or violate the Applicable Laws. The Head of School or designee may also approve the use of an online educational service subject to parental consent, as described in more detail below. The Head of School or designee will maintain documentation related to the approval or denial of all online educational services. Nothing herein is intended to supersede the authority of the Governing Board to approve the use of an online educational service to the extent such approval is required by any other policy of the School.

4. **Contracts and Agreements.** All contracts or agreements executed by or on behalf of the School with a third-party vendor or a third-party service provider must protect the privacy of education records and student PII contained therein. Any agreement that provides for the disclosure or use of student PII must:
- a. Require compliance with FERPA, its implementing regulations, and Section 1002.22, F.S.
  - b. Where applicable, require compliance with COPPA, 15 U.S.C. ss. 6501-6506, and its implementing regulations.
  - c. Where applicable, require vendors to ensure compliance with the Student Online Personal Information Protection Act, Section 1006.1494, F.S.
  - d. Ensure that only the PII necessary for the service being provided will be disclosed to the third party; and
  - e. Prohibit disclosure or re-disclosure of student PII unless the disclosure is authorized by FERPA; The disclosure is authorized by the school's directory information policy; The disclosure is authorized by written consent of an eligible student or parent. Consent must include, at a minimum, an explanation of who the PII would be disclosed to, how it would be used, and whether re-disclosure is permitted.
5. **Parental Notification and Consent.** Parents must be notified in writing if student PII will be collected by an online educational service, including what PII will be collected, how it will be used, when and how it will be destroyed, and the terms of re-disclosure, if any. This notification should be sent to parents at the beginning of the school year, or prior to scholars utilizing the online educational service if it is implemented after the start of the school year. If during the review process or at any time thereafter it is determined that an online educational service will share or sell student PII for commercial purposes, school personnel shall be strictly prohibited from allowing scholars to utilize the online educational service in any school activity without having first obtained written parental consent.
6. **Notification.** For any online educational service that a student is required to use, the School will provide notice on its website of PII information that may be collected, how it will be used, when it will be destroyed, and the terms of re-disclosure, if any. This notice will also include a link to the online educational service's terms of service and privacy policy, if publicly available. For online educational services that scholars and parents are referred to as part of a school activity or function, but are not required to use the School must provide notice to parents and eligible scholars if such online services have not been reviewed and approved in accordance

**Board Secretary Certificate**

I hereby certify that the foregoing Policy on Protection of Student Information was adopted by a majority vote of a quorum of the Governing Board of Directors at a duly noticed meeting held on September, 23, 2025.

Signed by:  
  
290EBF36EAB44C1...  
Board Secretary  
Brennan Garcia  
Printed Name

## Appendix A1

**Category A:** Information for each student which must be kept current while the student is enrolled and retained permanently in the manner prescribed by Section 1001.52(2), F.S.

The following information must be maintained for Category A student records:

- (a) Student's full legal name,
- (b) Authenticated birthdate, place of birth, race, ethnicity and sex,
- (c) Last known address of the student,
- (d) Names of the student's parent(s) or guardian(s),
- (e) Name and location of last school attended,
- (f) Number of days present and absent, date enrolled and date withdrawn,
- (g) Courses taken and record of achievement, such as grades, units, or certification of competence,
- (h) Date of graduation or date of program completion, and
- (i) Records of requests for access to and disclosure of personally identifiable information from the education records of the student as required by FERPA, and
- (j) Threat management records).

**Category B:** Information which is subject to periodic review and elimination when the information is no longer useful in the manner prescribed by Section 1001.52(3), F.S.

The following information must be maintained for Category B student records:

- (a) Health information and health care plans,
- (b) Family background data,
- (c) Standardized test scores,
- (d) Educational and career plans,
- (e) Honors and activities,
- (f) Work experience reports,
- (g) Teacher comments,
- (h) Reports of student services or exceptional student staffing committees including all information required by Section 1001.42(13), F.S.,
- (i) Discipline records,
- (j) School Environmental Safety Incident Reports (SESIR) collected under Section 1006.07(9), F.S.,
- (k) Academic and behavioral intervention services,
- (l) Psychological evaluations,
- (m) Therapeutic treatment plans and therapy progress notes,
- (n) Correspondence from community agencies or private professionals,
- (o) Driver education certificate,
- (p) List of schools attended,
- (q) Written agreements of corrections, deletions or expunctions as a result of meetings or hearings to amend educational records, and

(r) Records designated for retention by the Florida Department of State in General Records Schedule GS7 for *Public Schools Pre-K – 12, Adult and Vocational/Technical*.

## Appendix A2

Please find a link for the appropriate record retention schedule [here](#).

## Appendix A3

### Consent To Release Student Information Under Provisions Of Family Educational Rights And Privacy Act (FERPA)

I, \_\_\_\_\_, hereby authorize [LEGAL ENTITY] (the “School”), as well as their employees and representatives to release the School's records of my [son/daughter], \_\_\_\_\_ (Student Name) to [ENTER HERE].

The records that may be disclosed shall be limited [DESCRIBE RECORDS]. I also authorize the release of any such information that may be classified as student health records protected under HIPAA Privacy Rule.

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

STATE OF FLORIDA

COUNTY OF [INSERT]

Sworn to or affirmed and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2025 by \_\_\_\_\_, who is personal known to me or provided the following identification:  
\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

Commission No:

## **Appendix A4**

### **USDOE Model Notification of Rights under FERPA for Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and scholars who are 18 years of age or older ("eligible scholars") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.

Parents or eligible scholars who wish to inspect their child's or their education records should submit to the school Head of School [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible scholars who wish to ask the [School] to amend their child's or their education record should write the school Head of School [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. The school will make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

FERPA permits the disclosure of PII from scholars' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the

FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible scholars have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))