

The New Classical Academy Parent/Student Handbook 2016/2017

Mission Statement:

The mission of The New Classical Academy is to provide a classical education in a hands-on environment where students master concepts as well as content, develop the internal motivation to become lifelong learners, discover the value of intellectual and social collaboration, and enjoy coming to school every day.

Philosophy and Curriculum:

The New Classical Academy offers a classical education in a hands-on environment. Our students will become strong readers, adept mathematicians, and persuasive writers with an extensive working knowledge of history and science. Latin is integral to our program, and the arts are part of every topic we study. Our methods of instruction are active, cooperative, multi-age and self-directed learning, access to quietude and the outdoors, individual assessment, and interaction with the environment.

Each year the entire school focuses on a period of history, covering the span of time every four years. The study of literature is tied to the historic period. The classical concept of the trivium guides our presentation of the material, giving students first the knowledge, then the understanding, and finally the creativity to approach each subject in the fullest way.

History and Structure/Organization of School:

Kate Hyde and Kelly Homolka founded the New Classical Academy in 2006. Andy Cross is the Executive Director of the school. The school is a non-profit corporation and is governed by an active volunteer Board of Directors who meets on a monthly basis.

Arrival and Departure From School

School Hours

All Grades: 9:00 – 3:00

After School: 3:00 – 6:00, except Fridays 3:00 – 4:00

Arrival at School

Students can be dropped off at school beginning at 8:30 in the morning. If the weather is nice students will be able to play on the playground until 9:00 when they will enter their classrooms. There will be a staff member outside checking students in. In case of inclement weather, please drop off by the lower door.

K4: All students in this program will need to be walked into the school by a parent or guardian. The parent is to sign their child in with their classroom teacher.

Grades K – 8: Students in these grades can be dropped off at the check-in/check-out circle where a teacher will record them as being present.

Tardies

Please help us start our day on time by having your child at school no later than 9:00 in the morning. Late arrivals are extremely disruptive to students and teachers. If you are going to be late please call ahead so we as a school can plan accordingly. Parents and students who arrive late will need to come into the office and sign their child in at the bookshelf and escort them to their classroom. Students are not allowed to enter the school late without a parent signing them in.

Leaving School During the School Day

When a child needs to leave early from school a parent needs to enter the building and sign their child out in the office. Please make sure to also notify their teacher that they are leaving school. No child will be able to leave without a parent first signing them out while school is in session.

Dismissal

Dismissal for all students is between 2:50 and 3:15. Students K-8 should be picked up on the front playground. In case of inclement weather, please pick up by the lower entrance. K4 students must be signed out in their classroom.

Carpooling, parking and car flow for pick up and drop off: We encourage carpooling and will work with you to find families to carpool with. Please see the attached parking diagram.

Before-School Care

Before-school care is available Monday through Friday, beginning at 7:45 am. Parents need to escort their child into the building, and sign them in for before-school care. The cost is \$5 per child per day. **Any child being dropped off at school before 8:30 am will be enrolled in the before-school program and you will be charged \$5.** Students will work quietly and independently during this time. Early enrollment is encouraged, but daily drop-off is allowed.

After-School Care

Program Overview

A recreation/club/academic-based after school program at The New Classical Academy will serve students in K4 through 8th grade. The program directors are Andy Cross and Katherine Daven.

The program will

- Provide a fun and safe place for students during after school hours
- Provide positive interaction with caring adult role models
- Encourage and develop life skills, respect for others, and positive social interaction
- Introduce and engage youth in positive, potentially life-long recreational pursuits
- Provide an academic focus with time to complete homework, read, and receive assistance/tutoring

CLUBS/Homework Club/After-School Activities

The program's theme-based **CLUBS** will run from 3-4pm each day, and activities will be planned and scheduled on a monthly calendar. Pre-registration is required. Activities will include a variety of recreation options such as:

- Outdoor Skills and Environmental Education • Fitness and Exercise • Sports • Field Games • Dance, Music, & Theatre • Art and Crafts • Cooking • Leadership Development and Community Service • Special Guests and Teachers.

Program directors and recreation leaders will present activities, provide equipment and supplies, and lead activities. Students will have opportunities to provide input and help plan activities. As appropriate and when available, outside experts will be included in program activities to introduce areas of expertise, or lead discussions or activity groups.

*Students who are enrolled in TNCA After-School will receive a 50% discount on CLUBS they want to attend on their regular After-School attendance days. Club fees are in addition to regular monthly After-School fees.

Homework Club, which takes place every afternoon from 3-4 p.m., provides a structured quiet space to study, complete homework, read, or engage in other quiet activities. Regular After-School students will take part in Homework

Club. Students who need extra time or teacher support can also sign up to join Homework Club. Parent pick up for CLUBS and Homework Club is 4:00 p.m. ** There is NO Homework Club on Fridays. *All Regular After School participants on Fridays go to Fun Friday Club from 3-4pm with no extra fees.*

Activity Schedule

Schedules and calendars will be available the last week of each month for the upcoming month. CLUBS and After-School programs must be paid-in-full by the deadline or drop-in rates will apply for that month.

Food

A small snack is provided for After-School participants at 4:30 p.m. However, parents should pack extra snacks in lunchboxes if children will be staying in After-School. Some snacks may be part of cooking and nutrition activities.

Pick-up

Parent pick-up is 4:00 p.m. for CLUBS and Homework Club, and 6:00 p.m. (latest) for regular After-School. A \$10 per child late fee is due upon late pick-up for CLUBS and Homework Club students after 4:15 p.m. or After School students after 6:00 p.m.

Drop-in After-School

Daily drop-in is available for last-minute childcare but NOT available for CLUBS. The drop-in rate for Homework Club (3-4pm) or for regular After-School care from 4-6pm (if already enrolled in a CLUB on that day) is \$10/child/day. The drop-in rate for regular After-School from 3-6 pm (includes Homework Club) is \$20/child/day. Notification must be given for drop-in care by 2:30 p.m. on the day it is needed. Last-minute emergencies will be an exception but the drop-in rate still applies. Any TNCA students who have not enrolled in After School and have not been picked-up from TNCA by 3:30 p.m. will be placed in After School and parents will be charged the drop-in rate.

Emergency & First Aid

Parents are required to keep Emergency Information current. If medical attention is needed, staff will make every effort to contact parents.

Enrollment & Attendance

Parents who want their child to sign up for CLUBS, HW Club, or After-School must enroll and pay monthly, in advance and by the deadline. *Drop-in requires early notification and payment on the day of service.*

With advance notice to the After-School teachers, enrolled Homework Club or regular After-School Program days can be switched within the same week but not another week in the same month. Missed days due to school absence, illness, snow days, or vacations cannot be carried into another month. Program participants are expected to adhere to the rules in force during the school day. This includes any rules regarding dress codes, language, respect for authority, and being in the appropriate area of the school facility.

Hours of Operation & Daily Schedule

The After-School Program will follow the TNCA School-Year calendar, with operating hours Monday through Thursday, 3:00 to 6:00 p.m, and 3:00 to 4:00 p.m. on Friday. The program will be closed on holidays, school closings, and school breaks.

Absence Policy

All students are expected to be at school ready to learn every day of the school year. As a school we fully understand that illness and family commitments arise, but we strongly encourage school attendance to be a priority.

If a student is going to be absent for any reason please call or email the school ahead of time so we can plan accordingly.

As a school we strongly prefer students to not be absent any more than 18 days during the school year (10 percent).

Extended Absences Policy

If your child will be absent from school for one week or more, please contact their teacher in advance to make arrangements for making up missed work or for work to be sent home. Students are responsible for completing their work whether they are in class or not. Special arrangements may be made for absences of one month or more for travel or extended illness. In this instance, please contact the Executive Director.

Lunch and Food Policies

Disallowed foods: In keeping with our commitment to supporting healthy children, we do not allow students to bring the following foods: soda (including “natural” sodas) and other sweetened drinks (including chocolate milk and drinkable yogurt), caffeinated beverages, candy, and gum. The only drinks you should send with your child are water, milk, or 100% juice. We will have cold filtered water available, and the students can refill their water bottles as needed.

Water bottle: Children are REQUIRED to have a water bottle labeled with their name every day at school. The water bottle is only to be used for water. Students may not bring water bottles filled with anything else. The bottle may be left at school during the week but should be taken home on Fridays for washing.

Lunch and Snacks: Please send a healthy lunch and snack with your child. Students are also expected to bring utensils to use at lunch if they need them. Lunch will be from 12:30-1:30 p.m. There is not a refrigerator or microwave available for students. On Fridays, students may purchase a slice of cheese or pepperoni pizza for \$2.50.

Birthdays: If you wish to bring a snack for your child's birthday, you are welcome to do so. Please bring enough for your child's class or the whole school, any napkins or other serving utensils needed, and a list of ingredients so that we may respect others' food preferences. We will serve this during lunch from 1:00-1:30pm.

Allergies: We will make every effort to accommodate any allergies. We will develop a specific policy for food allergies if needed with a doctor's note. Please make sure to note any allergies on the emergency medical card.

Illness and Medication

Over-the-counter medications are kept in the office, and may be given to students if a parent has signed a written consent form that is on-file in the office. If a student requires any other type of medication the parent needs to bring the medication into the office with written directions on how and when to administer. **No prescription medicine should ever be kept by students while at school.** If your child potentially needs any emergency medications, such as an epinephrine pen for allergies, parents are responsible for supplying the school with a current filled prescription to keep on hand.

A parent will need to come into school on or before the first day to fill out an emergency medical form for each child.

If a child becomes ill at school they will be sent to the office to rest. If it is determined that the child needs to go home for medical care the parents will be contacted at home or at work. If a parent is unable to be reached the office staff will then start contacting the emergency contacts that have been provided by each family.

Students should be kept at home if they are showing any signs of illness (vomiting, fever, or diarrhea). Our school is not equipped to provide health care for an ill child while attempting to educate the school community. Once the child has been free of their illness for 24 hours they may return to school. When a child is home sick please try and keep the school informed on their progress.

Please have your child keep extra sunscreen in their backpack so they can reapply as needed throughout the day.

Procedure for School Cancellation

The Director of the school will determine by 8:00 a.m. whether or not school will be open due to weather conditions or other circumstances. Once this decision is made the Director will email every family in the school to inform them. The

decision will also be listed on WLOS-Ch 13. We will not always follow the city and county school systems.

We do not make up days during the school year. Our schedule has been crafted to allow for cancelled school days.

There is potential for classes to be dismissed in the middle of the school day. If this happens, parents will be contacted by email and phone to arrange for pick-up of their children.

Tutoring Policy

Employees of The New Classical Academy are not permitted to tutor any currently enrolled students outside of school. If you feel that your child's educational needs are not being met during the school day, please call the Director.

The school can work with families to arrange a private tutor if a family is seeking outside help for their child. Please contact the Director for more information regarding these services.

Field Trip Policy and Procedures

A student must have a signed permission form to attend any field trip that the school takes. The field trip form will be handed to each parent with enough time for them to review, sign, and return it to school before the field trip. Most of our field trips require parent involvement in transportation. We strongly encourage as many families as possible to attend.

Children under the age of 8 are required to ride in a car seat. Please make sure that if you have a child under the age of 8 you provide a car seat for your child to ride in to the field trip. We will not permit any student that is not currently in middle school to ride in the front seat of a car on a field trip. The state of North Carolina recommends no child under the age of 12 to ride in the front seat of a car.

In the event that you are asked to transport children on a field trip, you will be required to drive to the field trip and back to school with the same students. If you need to go home directly from the field trip you will not be allowed to drive students other than your own. During field trips students are not allowed to switch cars at any point.

Before departing on the field trip, each parent-driver will be given a list of phone numbers and car assignments of everyone on the field trip. The Director (or lead teacher if it is a class-based field trip) will have all of the Emergency Cards with them in case of an Emergency. Please make sure that you have your cell phone on during a field trip in case the school needs to contact you

All School Policies

No toys or electronics are allowed at schools. This includes cell phones, tablets, MP3 players, etc.

Communicating with the school: See attached sheet for the list of staff and teacher's emails. We will make every effort to reply to email promptly. If there is an emergency please call the school at (828) 225-1993.

Confidential records: All student records will be kept in a secure filing cabinet in the director's office. No personal information will be shared, except on the family phone list.

Family contact list: To assist families in connecting with one another and their children's friends, we will create a school wide family contact list with each family's most reliable contact number and email address. This will be distributed to enrolled families for private use only. If you do not wish to be included in this, please let us know.

Immunizations: We are required by state law to keep a copy of each child's vaccination record or a valid exemption form on file. Your child cannot be admitted to school if we do not have this.

Valuables: Students should not bring any valuables or cash (except for money to be spent that day such as on ordered lunch or field trips) to school, as we cannot be held responsible for them.

Visiting and Observing: Parents, siblings, relatives, and family friends are always welcome to visit and observe students at any time with prior notice to the school.

Volunteer Opportunities: The school always encourages families to volunteer. Parents can present something they are passionate about, or just come in to volunteer their time. Please check with your child's teacher for volunteer opportunities.

Visitor check-in: All visitors must check-in with the Director or your child's teacher when they arrive on campus.

Staff Communication: We try to maintain a school environment in which parents can communicate with staff regularly. This may include having a staff member's personal cell phone number. Please be respectful of the staff by not calling them or texting them about school matters during non-school hours. The best method to contact staff during non-school hours is email. Staff will have their cell phones with them during the school day in case you do need to reach them, and the school phone is busy.

UNIFORM POLICY

Students must at all times wear clothing that is in good repair, fits appropriately, is suitable for physical activity, and is appropriate for the viewing of small children (e.g., not displaying rudeness or profanity). Clothes must not reveal a student's undergarments. No hats may be worn inside the school. Shoes must be suitable for physical activity and worn at all times while your child is outside. Flip-flops or any similar type of sandals are not permitted.

On Fridays, students may wear clothing of their choice, but from Monday through Thursday each student must wear a uniform, as described in detail below. These clothes may be purchased from the vendor of your choice.

Students may wear the belts, socks, tights, and leggings of their respective choice.

Coats worn outdoors may be of any color, but such outerwear may not be worn inside the school, during the school day. If a child tends to feel cold during the day an appropriate sweater or sweatshirt is recommended. Students may leave an additional layer at school (Monday-Friday), but should take home each weekend.

UNIFORM TOPS:

- A white, navy blue, or light blue collared shirt must be worn.
- A collared shirt may be layered over a non-collared white, blue, or light blue shirt.
- Such shirts may be sleeveless, but they may not be tank tops or have spaghetti straps.
- School t-shirts and hoodies may be worn on any day of the week.

UNIFORM BOTTOMS:

- Navy blue pants and shorts in a cotton twill or comparable fabric
- Skirts, skorts, dresses, or Jumpers in navy blue cotton twill or jersey knit

A child's first violation of the uniform policy will result in a reminder from the Director of the school. The second violation will result in an email to their parents, and a third violation will result in a phone call to the parent to bring in a proper uniform.

Academic Policies

Class and Grade Placement: Our classes are mixed age classes that encompass multiple grades. Because our academic work is individualized, there is no need to move a child for academic reasons. We do not follow the public school system's age requirement for entering kindergarten. Please speak with the Executive Director if you have any concerns about your child's class or grade placement.

Units of Study: Our yearly curriculum topics are broken down into five units of study throughout the year. We will send home lists of topics throughout the year for parents who wish to study these topics at home.

Student Evaluations: We send home quarterly written student evaluations. These will be prepared in October, December, March, and May. Students in the sixth grade and older have letter grades assigned.

Parent-Teacher Conferences: We offer two parent-teacher conferences each year during the months of October and March. Your child's classroom teacher will contact you the week before to set these up. Any parent may request a parent-teacher conference at any time. Teachers may also request parent or parent and student conferences throughout the year, as the need arises.

Homework: TNCA recognizes that each child has activities and priorities outside of school, and respects the need for time to engage in those. Children in K4-2nd grade will have very little, if any, homework, though we do recommend reading with them every day.

As for older students, each student will be the greatest determiner of the amount of homework they have. A student should be able to get most or all of their work done at school if they work diligently while at school.

If you suspect that your child is not using their time wisely at school, you should communicate first with the child, and then with their classroom teacher. If you think that the work in any particular subject is excessive, feel free to speak with the relevant teacher.

Standardized Testing: We administer the Iowa Test of Basic Skills in the spring starting in third grade. This test is widely used and accepted by public, private, and charter schools.

Learning Disabled/Physical Disabilities: The New Classical Academy accepts students based on our ability to serve the child. Once a student is accepted the school will work with the parent to create an individualized plan to best meet the child's needs.

Safe School Policies

Social inclusion policy: The New Classical Academy places high priority on creating a harmonious and honest learning environment that emphasizes kindness and respect for everyone and everything. We are committed to teaching and modeling peaceful conflict resolution skills and to providing emotionally and physically safe, socially-inclusive classrooms and playgrounds. Teachers will actively monitor, and be aware of and responsible for the social and emotional atmosphere of their classroom. Any complaint of social cruelty will be taken seriously, and the teacher will take appropriate action. *Children Who Are Not Yet Peaceful: Preventing Exclusion in the Early Elementary Classroom* by Donna Bryant Goertz (2001) is an excellent resource on this topic.

Anti-bias curriculum: Our goal is to provide an educational environment in which all children are able to appreciate, respect, and value the ways in which we are all different. We foster a child's ability to think critically about bias in all of its forms (religion, ethnicity, race, gender, class, abilities, etc) so that each child will be able to stand up for themselves and for others in the face of bias and to act as change makers in society. Anti-bias curriculum is explicitly implemented both as a part of social relationships and as a viewpoint from which other curriculum is examined.

Discipline: At The New Classical Academy a democratic and authoritative environment in the classroom encourages students to act in a responsible, respectful, and cooperative manner. We believe that a punitive or permissive environment only promotes unacceptable behavior. Instead we aim to apply immediate, consistent and reasonable consequences. An important part of our discipline policy is the teaching and modeling of personal behavior management and conflict resolution skills.

Discipline Process: Behavior/rules/consequences

Responding to Students' Behavior: Our teachers will primarily utilize communication, internal motivation, mutual respect, and positive relationships to prevent and respond to students' misbehavior. Positive problem solving will be modeled and expected. Our teachers will never utilize corporal punishment. A teacher may utilize the following consequences and resolutions for students' behavioral problems: recovery period, change of location, responsive or remediating writing (e.g., writing an apology note), or physical remediation of problems (e.g., repairing a vandalized cubby). For behavior that continues to be a problem or for very serious infractions, the teacher and principal have at their disposal several discipline options including teacher-student conferences, director-student conferences, parent-teacher conferences, and at-home suspension. If behavioral and discipline issues cannot be resolved, expulsion may result.

General Behavioral Expectations: Students are expected to have an attitude of caring and respect for everyone and everything at the school. It is our goal that each student will be internally motivated to do his or her work. This means respecting the learning environment of fellow students in the classroom, following the teacher's instructions and treating books and materials with care. It also means that absolutely no physical or emotional violence will be tolerated.

Written Referrals:

The following infractions will result in a written referral being sent home to parents:

1. Physical violence towards another person.
2. Verbal violence towards another person.
3. Consistent disrespect of authority figures.

Drugs, alcohol, tobacco, weapons:

Tobacco: There is to be no tobacco use in the school building. There will be no tobacco use on school grounds during school hours or official school events.

Drugs: There is to be no illegal drug use or possession at the school.

Alcohol: There will be no alcohol during school hours or by adults supervising students at any time.

Weapons: We strive to maintain a safe school environment for our entire school community. Bringing firearms, explosives or any other weapons on school property is prohibited. Students are not allowed to carry pocket or other sharp knives at school. No one may use articles designed for other uses (scissors, belts, kitchen knives, etc.) to inflict bodily harm or intimidate. Such use will be treated as the possession and use of a weapon. This policy is not meant to interfere with the instruction or use of appropriate equipment and tools. Nor shall it be a violation of this policy for a licensed police officer to possess a weapon on school property.

Sexual and other harassment policy:

We believe that all members of our school community have the right to an environment of mutual respect and dignity. Harassment based on an individual's sex, race, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated. This policy shall include, but not be limited to, teacher-student harassment as well as student-student harassment.

Prohibited harassment includes, but is not limited to, the following:

- Abusive words, jokes, derogatory or patronizing statements, negative stereotyping, unwanted comments about an individual's sex or physical features, derogatory or offensive pictures, or gestures.
- Physical contact such as blocking normal movement, inappropriate physical contact or assault.
- Threats of adverse actions if harassment is reported.

Students or their parents should report any harassment to the director of the school or, if the director is involved, to a member of the Board of Directors. Any allegations of harassment will be quickly and discreetly investigated. Employees or students found to have violated the harassment policy would be subject to appropriate discipline, which may include termination or expulsion.

Child abuse reporting policy:

North Carolina law requires any person who has cause to suspect child abuse or neglect to file a report with the Director of Social Services of the County. North Carolina recognizes four categories of abuse: 1) physical abuse, including exposing the child to danger, whether or not the child is actually injured; 2) sexual abuse, including pornography, exhibitionism, and obscene phone calls; 3) emotional abuse, evidenced by a juvenile's severe anxiety, depression, withdrawal, or aggressive behavior toward himself or others; and 4) neglect, including withholding food, clothing, or medication.

All employees who have reason to suspect abuse or neglect of a child shall report it immediately to the Director of the school. Upon receipt of the report, the Director will convene a meeting of the school's Abuse and Neglect Task Force, which will determine whether the situation warrants a report to DSS and will document the student's file. NOTE: If the employee believes that the child is in imminent danger, he or she will report directly to DSS, as required by law.

Problem-Solving Procedure

When attempting to solve a problem or if you have a question please follow this flowchart to receive the most complete information we can provide as a school to find a solution as quickly as possible.

Academic/Social Question

Teacher Involved
Or
Classroom Teacher



Director of School

Administrative Question

Director of School



Attend a Board Meeting