

Classical Academy Charter School

Student & Parent Handbook 2020-2021



**Classical Academy Charter School
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Clifton New Jersey, 07011**

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Administration

Dr. Paul E. Semegran, Lead Person
Hector Berrios, School Business Administrator
Bernadette Pinto, ABA/ Human Resources

Board of Trustees

Alok Shah, President
Rosa Santana, Vice President
Shamira Drakeford
Christine Saliba
Saunak Pandya
Hector Berrios, Board Secretary



Classical Academy Parent/Guardian and Student Signature Sheet

Classical Academy asks that you review the School-Parent Compact on pages 4-5 and the contents of this Student & Parent Handbook with your child(ren)

Please print this page, sign the form below, and return to your child's school.

I have reviewed and understand the School-Parent Compact and the Student & Parent Handbook for the 2020- 2021 school year.

Classical Academy

September 2020

Parent(s)

Date

Student

Grade

Date



The information that follows is what was current at the time of publication of this Student & Parent handbook. The information in this handbook is subject to change. Parents, students, and staff will be notified of any changes.

SCHOOL – PARENT COMPACT

Classical Academy, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during school year 2020-2021.

School Responsibilities

Classical Academy Charter School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement by: employing highly qualified teachers who instruct using student-centered teaching strategies, continually assessing curriculum and learning, providing additional reading and math instruction through tutoring, and providing a supportive environment that promotes academic success.
2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.
3. Provide parents with frequent reports on their children's progress as follows: access to REAL-TIME online (student information system), marking period progress reports, end of marking period report cards, and other communications requested in consultation with parent/guardians.
4. Provide parents reasonable access to staff. Parents will be provided information regarding school hours and times in which teachers can meet with parents. Parents may call the office to schedule a consultation with any teacher. Teachers can also be contacted via our email system, which can be found on our web site.

5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities such as participating in PTA activities, attending school events, taking an active role on field trips and excursions, and being actively involved in committee meetings. Newsletters, inviting and informing parents of these opportunities, will be sent to all parents.

Parent Responsibilities

We, as parents, will support our children's learning by:

- Monitoring attendance
- Establishing a time to complete homework
- Monitoring amount of television children watch
- Volunteering in the classroom or attending school activities
- Staying informed about the child's education and communicating with the school

Student Responsibilities

We, as students, will do our best to:

- Come to class on time, ready to learn
- Be responsible for our own actions Listen and follow directions
- Do our homework every day
- Ask for help when we need to
- Read in school and at home
- Practice math facts
- Give to our parents all information received from our school every day

WELCOME TO CLASSICAL ACADEMY

STUDENT & PARENT HANDBOOK

This handbook is distributed to all families at the beginning of the school year. Whenever you find a parent reference in the handbook it in no way implies that legal guardians are excluded from receiving information from the school. Legal guardians assume the responsibility and role of parenting a child. Unless otherwise stated, use of the term “parent” includes a student’s parent, legal guardian, or the adult responsible for the student.

If you do not understand the information presented to you in this handbook, please contact the main office of your child’s school. Interpreter services can be provided for you.

Spanish – *Si no comprende la información presentada en este aviso, haga el favor de ponerse en contacto la oficina principal de la escuela de su hijo/a. Servicios de intérpretes le serán facilitados.*

PURPOSE OF HANDBOOK

This handbook was prepared to give the parents of children attending school at Classical Academy a handy reference for the operational procedures which affect you and your child(ren). If you do not find the answer to your question in this booklet, please feel free to call the administrative team.

Due to changing State mandates and/or Board policies, information in this handbook may be changed without prior notice.

MISSION

The educational mission of Classical Academy is to provide students with a classically based, highly academic curriculum emphasizing the Humanities/Liberal Arts and enriched by a full program of Mathematics and Science. By placing students in an educational climate that fosters scholastic achievement and critical inquiry in every subject, students are prepared to take on the challenges of higher education and the work place. To this end, Classical Academy aims to deliver a progressive learning

environment while maintaining core-based standards of traditional learning using innovative instructional models of educational excellence.

Our mission stems from a commitment by teachers and parents to develop a true partnership in their child's education. We sincerely seek to involve the entire school community in a collaborative effort to give families of this district a valuable public educational choice. Our vision is to solidify a firm foundation through an academically challenging classical educational program in order to secure a formidable promising future for our students.

ABSENCE REPORTING AND ARRIVAL/DISMISSAL PROCEDURES

Absence Reporting

NJ State Law requires parents to call each day their child is absent and allows students to be absent with valid cause 5% of the school year (10 days). Daily school attendance is essential for academic success and required by law.

Students with fever or vomiting should not attend school. Children should be without fever or vomiting for 24 hours before returning to school. Any student with an undiagnosed rash or communicable disease must have a note from his/her physician releasing him/her to return to school. Any student absent for five or more consecutive school days must provide a note from his/her physician.

A physician's note may also be requested if a student is absent without valid cause for more than 10 of the regular attendance days.

Absence(s) will be considered "unexcused" and without valid cause if they do not meet the requirements of Board policy, or if any required documentation is not provided. When a student is absent without valid cause, he/she can be considered truant or chronically truant.

Please contact the school office by 8:30 a.m. to report an absence. All students arriving late must first report to the school office. All students who report to class after 8:00 a.m. are marked "tardy."

Arrival, Breakfast, Lunch & Dismissal Times and Procedures

- It is the legal responsibility of the parent to ensure that his/her child or children attend school DAILY AND ON TIME. Classical Academy will follow all state rules and regulations regarding student attendance reporting.
- Please adhere to the established traffic flow as designated by the Lead. Please use the designated drop off site in the morning, and for safety reasons, do not enter the bus lane or the staff parking lot
- Students must ride only on their assigned bus/route.
- Unforeseen variations in school hours may occur. The school will notify parents/guardians of such changes as quickly as possible.
- Students **SHOULD NOT ARRIVE AT SCHOOL BEFORE 7:35 A.M.** Schools cannot provide supervision for students who arrive before 7:35 A.M. or remain later than 3:15 p.m. Students participating in the breakfast program may arrive at school by 7:35 A.M. All students may participate in the breakfast program.

ADDRESS AND TELEPHONE NUMBER CHANGES

Current home, work, and emergency telephone numbers and contacts are essential. Accurate telephone numbers must be provided for the purpose of notifying a parent of any unexcused absences or in the case your child is ill or injured during the school day. Please notify the school office promptly if you have any changes.

MAIN OFFICE

The Administrative Office is open from 7:35 AM to 3:30 PM daily when school is in session. The main office is open during the summer, and the hours are Monday through Friday from 9AM- 2 PM

Main office telephone number: 973-278-7707.

Main office fax number: 973-278-7720.

ASSESSMENT PROGRAMS

In complying with mandates, our students in grades six through eight will take the New Jersey Student Learning Assessments (NJSLA) tests in the Spring.

Diagnostic and Benchmark assessments are given by content area teachers to create SGO's and to focus on student needs.

Parents can help their children prepare to do their best on these tests by:

- making certain that your child attends school on the days of testing
- making certain that your child gets a good night's sleep the evening before testing
- making certain that your child has a hearty breakfast on the morning of testing
- reminding your child to ask the teacher questions
- encouraging your child to do his/her very best

ATTENDANCE REPORTING – STATE OF NEW JERSEY GUIDELINES

It is the legal responsibility of the parent to ensure that their child(ren) attend school daily and on time. Daily school attendance is essential for academic success.

- Students must be in school to receive credit for a full day of attendance:
A minimum of 4 Clock Hours (not including lunch)
- Students must be in school to receive credit for a half-day of attendance:
A minimum of 2-1/2 Clock Hours

BOARD OF TRUSTEES MEETING

Classical Academy Charter School is governed under state law by a Board of Trustees consisting of seven elected members. The Board of Trustees is responsible for establishing policies. The Lead Person implements the policies and oversees the day-to-day operation of the school system. The Board of Trustees has one regular monthly meeting which is open to the public. Meetings are scheduled for the third Thursday of the month at 6:30 p.m. at the school (pending weather and national emergencies, whereas meetings will be held on a public forum and notice made to all). Meeting dates, agendas, and approved meeting minutes are posted on the district website.

BUS TRANSPORTATION

Bus Routes

Information on the bus routes and schedules will be available prior to the opening of school. Parents will receive information directly from the bus company. However, if you are not registered prior to the opening of school, you will not receive this information. If you have questions about bus routes, please contact the school main office.

Bus Safety

Proper Covid-19 sanitizing procedures are adhered to by the bus company. A copy of these protocols is available in the main office.

Certain types of clothing can create a hazard as your child gets on or off the school bus:

- Long, dangling jackets or sweatshirt drawstrings
- Long backpack straps
- Long scarves or other loose clothing

Parents should discuss the following bus safety rules with your child:

- Stay away from the Danger Zones around the bus
- Do not try to pick up something dropped near the bus – the bus driver might not see you.
- Remember that other motorists don't always stop for a stopped school bus – use extreme caution whenever getting on or off the bus.

Student Conduct on Bus

All students transported in a school bus are expected to observe good bus safety habits. All students shall follow the directions given by the bus driver. Some school buses have the capability of video- taping students as they ride to and from school. Video tapes may be used to provide additional documentation of student misconduct on the buses.

Student Conduct on Bus (continued)

Any student who violates good safety habits while being transported to or from school will be subject to the following consequences:

1. At the first occurrence of minor misbehavior the Lead/Principal will warn the student and issue either documented verbal or written notice to the student's parents.
2. Additional reported occurrences of minor misbehavior will result in disciplinary action, which may include but would not be limited to, after-school detention and/or suspension from bus privileges up to a limit of seven (7) days for each occurrence.
3. Serious misbehavior may result in suspension from the bus up to a limit of seven (7) days. Examples of serious misbehavior may include but would not be limited to fighting, vandalizing property, throwing of objects, endangering the lives of others, bringing dangerous articles on the bus, or refusing to remain seated and buckled.

Any student may be subject to further disciplinary action if they continue to exhibit inappropriate behavior on the bus after the aforementioned measures have been taken. Suspension from the bus does not relieve parents of their responsibility to see that their child attends school.

CELLULAR COMMUNICATION AND OTHER ELECTRONIC DEVICES

The possession and use of cellular phones and other electronic devices, are subject to the following rules:

- They must be kept out of sight and in an inconspicuous location, such as a backpack, purse, or locker (when available).
- They must be turned off during the regular school day unless the supervising teacher grants permission for them to be used or if needed during an emergency.
- They may not be used in a manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.

Electronic study aids may be used during the school day if:

- Use of the device is provided in the student's IEP, or
- Permission is received from the student's teacher.

Classical Academy is not responsible for the loss or theft of any electronic device brought to school or a school- related activity.

SEXTING

Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images through electronic devices or other means, commonly known as "sexting," is prohibited.

CHILD ABUSE/NEGLECT PROCEDURES

The Abused and Neglected Child Reporting Act requires that school personnel must report all suspected cases of abuse and/or neglect to the Department of Children and Families. Any person filing a report is generally immune from all civil or criminal liabilities, regardless of whether or not the report is confirmed or not confirmed. Classical Academy is not required to release the name of the individual who makes a report.

CONDUCT

Classical Academy Charter School establishes clear expectations for students' behavior in the classroom, on the school bus, during lunch, on the playground and at all school-related activities. Parents/guardians will be notified by the teacher, lead or other staff members for repeated or serious misconduct by a student and the disciplinary action required. All students will follow the student code of conduct which is given out at the beginning of each school

year.

Classical Academy has adopted Love and Logic as the official intervention tool in addressing disciplinary concerns. The goal is to provide students with corrective learning experiences during such incidences and to move away from traditional punitive methods of addressing behavioral concerns. Any referral for detention must be submitted to the Lead Person for approval before assigning to the students. Please utilize the Student Detention Referral Form and submit to the Lead Person via electronic means.

Offenses, Consequences, and Interventions

Student Offenses:	Disciplinary OPTIONS (not limited to)
<p style="text-align: center;"><i>Category 1 Offenses (not limited to)</i></p> <ul style="list-style-type: none"> - Use of personal Electronic Devices - Cutting Class or excessive lateness - Eating/ drinking at inappropriate time/ place - Profanity or Defiant/ Insub ordinate behavior - Disrespect to Adults and Peers - Refusal to Work - No ID: Failure to produce ID upon request - Dress code violations - Disorderly conduct: use of the elevator, bringing inappropriate items into school such as a skateboard, failure to comply with policies, disrupting class or assemblies, misuse of school property, defiance of authority, yelling, and all similar conduct. 	<p style="text-align: center;"><i>Possible Category 1 Consequences</i></p> <ul style="list-style-type: none"> - Loss of Points in your Generals Account - Parent Notification - Written Parental Notification - Behavioral Agreement - Cool down / Real Talk/ Ladies Group Session - Anger Management Session - Meditation or Music Therapy Session - Peer Mediation - Lunchroom Clean up - Loss of Lunch Privilege - Administrative Errands - Administrative Conference - 1 to 4-Day Suspension - Possible Expulsion
<p style="text-align: center;"><i>Category 2 Offenses (not limited to)</i></p> <ul style="list-style-type: none"> - 3 category 1 Offenses - Inappropriate Contact: A scholar touches another in an inappropriate way including excessive PDA/ play fighting. - Violent disorderly conduct: Being disobedient/ disruptive and causing physical harm or destruction of property. - Gambling/card playing: Illegal betting. - Video Recording without permission: including posting on the Internet or on any of the social media. - Fighting or smoking - Plagiarism/academic dishonesty/ Forgery - Inciting a riot/fight: Verbally instigating - Profanity and/or obscenity toward staff - Stealing or Defacing/destroying property - Breaking and entering/ Trespassing - Leaving school grounds without permission 	<p style="text-align: center;"><i>Possible Category 2 Consequences</i></p> <ul style="list-style-type: none"> - Loss of Points in your Generals Account - Parent Notification - Written Parental Notification - Behavioral Agreement - Cool down / Real Talk/ Ladies Group Session - Anger Management Session - Meditation/ Music Therapy Session - Peer Mediation - After School Teacher Conference - Parent Conference - Lunchroom Clean up - Loss of Lunch Privilege - Administrative Errands - 1 to 10-Day Suspension - Possible Expulsion - Board of Trustees Notification
<p style="text-align: center;"><i>Category 3 Offenses (not limited to)</i></p> <ul style="list-style-type: none"> - Alcohol and/or drug usage or distribution - Weapons: Bringing or using any instrument that is intended to or can cause bodily harm. - Sexual harassment or misconduct: Exhibition or touching one's sexual body parts or those of another, or unwelcome verbal or physical sexual advances or requests. - Sexual Assault: Use of threat and/or force for the purpose of sexual interaction. - Robbery via violence or threat of violence - Physical assault - False fire alarm or bomb threat - Extortion - Arson - Fireworks/explosives 	<p style="text-align: center;"><i>Possible Category 3 Consequences</i></p> <ul style="list-style-type: none"> - Loss of Points in your Generals Account - Parent Notification and/ or conference - Written Parental Notification - Referral to Counselor - Referral to Drug or Alcohol Program - Suspension or possible Expulsion - Police Notification - Nurse Referral - Dep t. of Child/Families Referral (D.Y.F.S) - Suspension of 10 Days or more - Board of Trustees Notification - Recommendation for Expulsion - Zero Tolerance for Weapons/all illegal activity, Mandatory police referral/ Possible Expulsion

DISCIPLINE:

PROHIBITED STUDENT CONDUCT

1. Using, possessing, distributing, purchasing, or selling tobacco materials or electronic cigarettes
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
 - b. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance:
 - (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or
 - (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

- f. “Look-alike” or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

- 4. Using, possessing, controlling, or transferring a weapon.
- 5. Using a cell phone, video recording device, or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Lead, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) use of the device is provided in a student’s individualized education program (IEP); or (b) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 6. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
- 7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member’s request to stop, present school identification, or submit to a search.
- 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully

- giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
 10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
 11. Being absent without a recognized excuse; State law and policy regarding truancy control will be used with chronic and habitual truants.
 12. Being involved with any public-school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
 13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
 14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
 15. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
 16. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is:

- (a) on the student’s person;
- (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile;
- (c) in a school’s student’s desk, or other school property; or
- (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Administrative team shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or expulsion, for such behavior.

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to:

- a. On, or within sight of, school grounds before, during, or after school hours or at any time;
- b. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- c. Traveling to or from school or a school activity, function, or event; or
- d. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to:
 - (a) be a threat or an attempted intimidation of a staff member; or
 - (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures

Level 1 - Acts of Misconduct

Level 1 Acts of Misconduct are minor misbehaviors that disrupt the orderly operation of the classroom, school, playground, and/or bus. Such misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel.

Level 1 misbehaviors include the following:

- a. Not coming to class prepared to learn – student should have supplies
- b. Classroom disturbances
- c. Dishonesty
- d. Failure to complete daily assignments or follow directions
- e. Tardiness
- f. Other behaviors that distract from the classroom/school environment
- g. Disrespectful behavior and improper language
- h. Improper School Uniform

Level 1 Disciplinary Response

Disciplinary Procedures may be as follows:

1. There is an immediate intervention by staff member who is supervising the student or who observes the misbehavior.
2. If the violation occurs in the classroom setting, the teacher will take an appropriate action sometimes in conjunction with the Lead or his/her designated appointee.
3. Repeated misbehavior may require a parent/teacher conference or a parent conference with a social worker and/or administrator.
4. The staff member shall maintain an accurate record of the offense and disciplinary action.

Level 1 Disciplinary Options may be as follows:

- i. Conference with parents (by phone or in person)
- ii. Conference with student
- iii. Consequences as assigned by the teacher and/or the Lead
- iv. Verbal Reprimand
- v. Behavioral Contract
- vi. Social Work Services

Level 2 – Acts of Misconduct

Level 2 involves misbehaviors whose frequency or seriousness may disrupt the learning climate of the school. Level 2 also involves those infractions that result from the continuation of Level 1 misbehaviors and require further intervention because the execution of Level 1 disciplinary options has failed to correct the situation. Included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action. These may include, but not be limited to, the following:

- a. Continuation of unmodified Level 1 Acts of Misconduct while no specific number is given, any consistent continuation of Level 1 Misconduct will result in a Level 2 consequence.
- b. Truancy
- c. Forgery or the use of forged notes or excuses/cheating
- d. Disrespect/insubordination
- e. Misrepresentation/untruthfulness
- f. Misbehavior with a substitute teacher
- g. Bus misconduct/playground misconduct
- h. Verbal abuse towards another student
- i. Failure to abide by corrective measures for misconduct
- j. Intimidation
- k. Other behavior that distracts from the classroom/school environment
- l. Sexual harassment
- m. Unauthorized use of cell phone or another electronic device

Level 2 Disciplinary Response

Disciplinary Procedures may be as follows:

1. The teacher may initiate appropriate disciplinary action.
2. The student may be referred to the administrator for appropriate disciplinary action.
3. The administrator meets with the student and/or teacher and effects the most appropriate disciplinary action.
4. The administrator will maintain an accurate record of the offense and disciplinary action.
5. Level 2 Disciplinary Options may be as follows:
 - Conference with parents (by phone or in person)
 - Conference with student
 - Detention
 - Withdrawal of Privileges
 - School district support services (i.e., Lead/Principal & Social Worker)
 - In-School Suspension
 - Out-of-School Suspension
 - Peer Mediation
 - Other disciplinary action deemed appropriate by the Administration.

Level 3 – Acts of Misconduct

Level 3 Acts of Misconduct involve acts whose consequences endanger the health and safety of others in the school. Level 3 Acts of Misconduct can usually be handled by the disciplinary procedures in the school. The corrective measures, which the school or District uses, will be determined by the extent of the resources available for remediating the situation in the best interest of all students. These acts may include, but not be limited, to the following:

- a. Continuation of unmodified Level 1 or 2 Acts of Misconduct
- b. Fighting
- c. Vandalism
- d. Extortion
- e. Trespassing
- f. Stealing

- g. Verbal abuse/threats towards a teacher or any adult supervisor
- h. Other behaviors that distract from the classroom/school environment
- i. Student involvement in gangs or gang related activities, fraternities, sororities, or secret societies
- j. Use of unauthorized electronic devices
- k. Tampering with school property, i.e., defibrillator.

Level 3 Disciplinary Response

Disciplinary procedures may be as follows:

1. The administrator initiates disciplinary action by investigating the infraction and may confer with the staff, the student, and the student's parents about the misconduct, and subsequent disciplinary actions to be taken.
 - a. The administrator maintains an accurate record of the offenses, and disciplinary actions. Level 3 Disciplinary Options may be as follows:
 - Detention
 - Temporary removal from class
 - Financial Restitution (in cases where damage or loss is incurred)
 - In-school Suspension
 - Out-of-school Suspension
 - Suspension of bus privileges
 - Withdrawal of privileges or activities (i.e., assemblies, field trips, dances, etc.)
 - Other disciplinary action deemed appropriate by the administration

The failure of any student to follow the terms of the Authorization for Electronic Access will result in the following disciplinary measures:

- a. First Offense – Verbal warning followed by written letter.
- b. Second Offense – Minimum 1 day school suspension. No access for the remainder of the school year.
- c. Subsequent Offense – Up to 10 days suspension or expulsion.

Level 4 – Acts of Misconduct

Level 4 Acts involve actions that are serious, and require administrative actions that may result in at least temporary removal of the student from the school. Level 4 Acts of Misconduct may involve the intervention of law enforcement authorities and action by

the Board of Trustees. These may include, but not be limited to:

- b. Continuation of unmodified Level 1, 2, or 3 Acts of Misconduct
- c. Possession, use, distribution, or being under the influence of any drug, alcohol, tobacco, controlled substance or any substance represented to be a drug or a controlled substance
- d. Possession or use of weapons or other common objects used as weapons
- e. Bomb threats
- f. Setting fires
- g. Setting false fire alarms
- h. Physical/assault or attack upon staff or other students
- i. Other acts of misconduct which are seriously disruptive and/or create a safety hazard to students, staff, and/or school property

Level 4 Disciplinary Response

Disciplinary procedures may be as follows:

1. The administrator verifies the offense, confers with the staff member(s) involved and meets with the students.
2. Parents are notified immediately, and the student is removed from the school environment.
3. School officials contact law enforcement officials, if and when appropriate.
 - a. The administrator maintains an accurate record of the offense and disciplinary actions. Level 4 Disciplinary Options may include one or more of the consequences listed below:
 - Out-of-School Suspension
 - Referral to Law Enforcement Officials or other disciplinary action deemed necessary by the administration
 - Loss of Graduation Ceremony Privileges
 - Expulsion Hearing

Level 4 Alternative Programs

- a. Homebound instruction
- b. Other appropriate district alternatives

In addition, we recognize that any list of misbehaviors and consequences cannot be all inclusive. Therefore, the certified staff will deal with any misbehaviors or consequences not included in this guideline appropriately.

Corporal Punishment

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

School staff members shall not use physical restraints to discipline or punish a student.

DRUG AWARENESS PROGRAMS

Students will participate in on-going educational drug-awareness programs. Unlawful manufacturing, distribution, dispersal, possession or use of a controlled substance, tobacco or alcohol is prohibited in the school. In the event a student is found in possession of such substance, the substance will be turned over to the local law enforcement agency for analysis and the student's parents will be notified. The parent of a student caught in possession of and/or use of drugs, tobacco, or alcohol shall be notified of this infraction of the school rules. The student will be subject to disciplinary action including the possibility of suspension and/or expulsion from school in accordance with Board Policy.

EARLY RELEASE

At times throughout the school year, there are half days of attendance for students. Parents and students will be notified when half day sessions are scheduled.

EDUCATION OF CHILDREN WITH DISABILITIES

It is the intent of Classical Academy to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services. The school provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education

services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

EMERGENCY CONTACT INFORMATION

Each year you must complete an Emergency Information Card and return it to your child's school. Parents must fill in all the information requested. When information changes during the school year, it is the parent's responsibility to contact the schools to update the emergency information card.

EMERGENCY SCHOOL CLOSINGS/EARLY RELEASE

The Administration will make the decision if it is necessary to close schools or release students early due to an emergency or weather situation. School officials will notify parents and staff by at least one of the following: the automated telephone calling system, local television, or radio media. It is important for the parent to make advance arrangements for a specific place for his/her child to go should these emergencies arise.

ENROLLMENT AND RESIDENCY DOCUMENTATION

REQUIREMENTS:

Basic School document residency to be provided by the parent for student enrollment are as follows:

1. Official birth certificate
2. Current physical and immunization form
3. School District transfer form

Basic documents for residency verification:

1. One of the following documents: mortgage papers, real estate tax bill, property title, copy of signed lease, letter from landlord with phone number if the landlord does not provide a current lease; AND
2. one of the following documents: driver's license or state ID card, current gas or electric bill, current automobile registration, current automobile insurance, current homeowner's or renter's insurance, current voter's registration card.

School enrollment and residency documentation is required when you are:

- Enrolling in Classical Academy for the first time
- Transferring into Classical Academy

Non-Compliance with the Annual Residency Verification

Children will not be enrolled until residency verification has been completed.

What You Are Required to Do If You Move

Should you move before the start of the next school year you must notify the school office and submit a letter verifying your child is transferring out of Classical Academy.

Physical Examinations/Immunization Records/Dental Examinations

Students enrolling at Classical Academy for the first time must present a copy of a current physical examination and immunization record prior to beginning school. The School Code requires students to submit a report of physical examination and the dates that immunizations were received in order to attend school. Immunization requirements are subject to change. You can contact the school nurse at should you have questions about the physical examinations and immunization requirements.

FIELD TRIPS

Properly supervised and planned educational field trips are an important part of the instructional program. All information on student field trip cost, if any, will be sent home to the parent. A signed permission form from a parent is required for all field trips. Parents often accompany classroom groups on field trips to assist in supervising students. The recommended supervision ratio is 1:10. It is important that a parent of a student who has severe allergies or other medical conditions consult with the student's teacher when field trips are scheduled. Parents are encouraged to attend field trips when possible. Please reference the critical policy manual for more information.

FIRE EVACUATION AND SECURITY DRILLS

Fire, bus evacuation, school evacuation, active shooter and other emergency drills are conducted in compliance with state recommendations. Everyone will move in an orderly and silent manner to points directed by their teachers. Drills are mandatory and all personnel and visitors in the school are required to adhere to all safety guidelines.

FOOD ALLERGIES

Procedural guidelines are in place for students with food allergies. Please contact the school nurse to prepare an Emergency Care Plan and alert the administration if your child has a food allergy.

FOOD AND BEVERAGES AT SCHOOL

Food or drink is not permitted in the classroom unless authorized. Food or drink is not permitted outside of the lunchroom, in the classrooms, or halls at Classical Academy unless authorized by the administration. All food items served to students must meet Federal and State nutritional guidelines.

Classroom Party Guidelines

From birthday parties to holiday celebrations, children and teachers have many reasons to celebrate throughout the school year. However, foods served in class parties are, many times, low in nutrients and high in calories. In an effort to promote student wellness, good nutrition and a safe environment for students with allergies or other medical conditions, it is requested that Parents plan with the homeroom teacher and/or main office before bringing in food to share with the students.

FREE/REDUCED BREAKFAST AND LUNCH PROGRAM

Each family with children enrolled at Classical Academy will receive the eligibility guidelines and application form at the beginning of the school year. Questions regarding the Free/Reduced Breakfast/ Lunch Program should be directed to the main office. Application procedure:

- ✓ Your child may qualify for the free/reduced breakfast/lunch program if your household income falls within the limits established by the Federal Income Chart.
- ✓ Free and Reduced-Price School Meals Application Forms must be completed annually.
- ✓ Foster children are eligible upon completion of the Free and Reduced-Price School Meals quarterly.

GRADING:

Each student's academic progress is graded. Students receive a marking period grade in each subject. The marking period grade reflects an average of tests, quizzes, oral and written reports, group work, projects, classwork and homework. During the **2020-2021** school year, a grade of **60** or better is required for promotion to the next grade level. Any grade at below a 60 is a failing grade.

HALL PASS

Students are not permitted in the halls without a valid signed pass unless a teacher accompanies them. The Hall Pass is a privilege and should not be abused.

HONOR ROLL

An honor roll is published at the end of each marking period for all students in grades 6, 7 and 8. For a student to be included on the Honor Roll, a student must have a grade point average of the following:

94% - 100% High Honor Roll

90% - 93% Honor Roll

85% - 89% Honorable Mention

HOMEWORK

Classical Academy believes that it is essential for a student to be well-rounded and enjoy a healthy balance between work and leisure time activity. Homework is an integral part of the instructional program at CACS as it serves to reinforce learning, clarify and review material presented in class, and provide opportunity for growth and success through in-depth study and supplementary reading.

Homework assignments should be well planned and reflect the following criteria:

- Appropriate in terms of the time needed for completion.
- Interesting and within the ability of the students (not busy work).
- Related to class work.
- Individualized to meet the needs of the students.

In addition, it is expected that each teacher devises a consistent and effective procedure for setting, checking, and grading homework assignments, and returning homework with constructive feedback in a timely manner. Parents should be informed at the beginning of the school year of the teacher's expectations regarding homework. All homework assignments should be neat, legible, and complete.

Homework will be provided on a daily basis in the following academic areas: English, Language Arts and Math. Assignments in Social Studies, Latin, and Science may also be assigned as well as projects in each of those subject areas. Project assignments in any class will be provided with a sufficient amount of time for completion (2 weeks or more).

Homework assignments are reviewed with students on a daily basis and each marking

period students are given an overall grade based on their rate of submitting assignments in an efficient and thorough manner. Students will receive a Homework grade each marking period contingent upon the teacher’s syllabus.

The following guidelines are used in determining the minimum length of nightly homework assignments.

Grade Level	Suggested Time	Suggested Assignments
6	30 minutes	Independent Reading/Writing Project Based Learning Activities Math Exercises
7	60 minutes	Independent Reading/Writing Project Based Learning Activities Math Exercises
8	90 minutes	Independent Reading/Writing Project Based Learning Activities Math Exercises

Studying and preparation for quizzes and exams are also part of the student’s homework responsibility. Teachers are expected to take study time into account when assigning homework for their respective class. For instance, if a teacher has scheduled a test the next day, he/she will not assign a homework assignment in addition to studying for that test. Due dates for projects are considered exclusive of study time as the teacher will provision sufficient time for the assignment. Students are expected to practice time management and maintain an appropriate pace in completing long-term assignments. Test Corrections: Students will be allowed to make test corrections at the discretion of the teacher.

It is the student's responsibility to complete all homework assignments. For students who are ill, parents should request homework assignments at the time they report an absence. Parents will be able to pick up requested homework assignments in the school office. Teachers may also post homework assignments on school notes, and REAL TIME.

CACS GIFTED AND TALENTED PROGRAM

The Classical Academy Charter School of Clifton offers to its students a Gifted and Talented program as per State Regulations. The State regulations (N.J.A.C. 6A:8-3.1) define gifted and talented students as follows:

Those students who possess or demonstrate high levels of ability, in one or more content areas, when compared to their chronological peers in the local district and who require modification of their educational program if they are to achieve in accordance with their capabilities.

Eligibility and Requirements are posted on the CACS website with additional detailed instructions.

ILLNESS

A doctor's note is required for any illness requiring five or more consecutive days of absence, any prolonged absence, or if the child's activity is to be restricted in any way. A DOCTOR'S NOTE INDICATING A STUDENT'S FITNESS TO RETURN TO SCHOOL MUST BE SUBMITTED FOR ANY CHILD WHO HAD BEEN DIAGNOSED WITH A COMMUNICABLE DISEASE.

INTERNET ACCESS POLICY

Access to Electronic Networks including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The Administrative team shall develop an implementation plan for this policy and appoint system administrator(s). The School is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Curriculum

The use of the school's electronic networks shall: (1) be consistent with the curriculum adopted by the school as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. Staff members may, consistent with the administration's implementation plan, use the Internet throughout the

curriculum. The school's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Use

All use of the school's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Internet Safety

Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the school. Classical Academy shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator.

Classical Academy shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

Authorization for Electronic Network Access

Each staff member must sign the Classical Academy's REQUIRED USE AND INTERNET SAFETY AGREEMENT (RUA) as a condition for using the school's

electronic network. Each student and his or her parent(s)/guardian(s) must sign the Agreement before being granted unsupervised use. All users of the school's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network. The failure of any student or staff member to follow the terms of the REQUIRED USE AND INTERNET SAFETY AGREEMENT (RUA), or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Network Etiquette:

Students are expected to abide by the generally accepted rules of network etiquette.

These include but are not limited to the following:

- Have good manners. Be polite.
- Always obey copyright laws.
- Never knowingly post or forward information that is not true.
- Ask for help when you need it.
- Do not reveal personal addresses or telephone numbers without permission.
- Do not use the network in any way that would disrupt its use by others.
- Treat people you meet on the Internet as if they were honored guests at your school.

Security:

Network security is a high priority. If you can identify a security problem on the Internet you must notify your teacher and/or school administrator. Any user identified as a security risk may be denied access to the network. Classical Academy has installed both a firewall and filtering system to our network. The filtering system is designed to avoid student access to inappropriate web sites. While the filtering system is not 100% fail proof, it is our attempt to control student access to inappropriate material.

Vandalism:

Vandalism will result in cancellation of privileges and other disciplinary action.

Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet or any other network or any hardware. This includes but is not limited to the uploading or creation of computer viruses.

LEAVING SCHOOL EARLY

A parent or legal guardian must come to the school office to sign out his/her son/daughter should they need to leave school during school hours. Children will be dismissed only from the office, not from their classroom.

LOST AND FOUND

Any found items are deposited in the Lost and Found box located in the school office.

MEDICATIONS

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the School's procedures on dispensing medication.

No School employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Sex Equity

No student shall, based on sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Harassment of Students Prohibited

No person, including a school employee or agent, or student, shall harass, intimidate or bully another student based upon a student's sex, color, race, religion or religious beliefs, creed, ancestry, national origin, physical or mental disability, sexual orientation, actual or potential marital or parental status, including pregnancy or other protected group status. The school will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited

conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment, intimidation or bullying are handled according to the provisions on sexual harassment below. The Administrative team shall use reasonable measures to inform staff members and students that the school will not tolerate harassment, intimidation or bullying by including this policy in the appropriate handbooks.

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the HIB Coordinator. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

OBSERVANCE OF RELIGIOUS HOLIDAYS/TAKE YOUR CHILD TO WORK DAY

A student unable to attend school because of the observance of a religious holiday and/or take your child to work day will have an excused absence. Parents/guardians must contact the school and explain the reason for the absence prior to and again on the day of the excused absence. On such observances the student will be excused from exams and work assignments, but will be given the opportunity to make up the exams or work assignment upon his/her return to school.

PARENT/GUARDIAN CONCERNS

From time-to-time misunderstandings, concerns or problems may occur between parents and the school over some phase of the education programs, policies, grades, activities, disciplinary procedures, etc. It is our intent to resolve problems or concerns directly with the staff involved. Therefore, parents are required to set up a conference meeting with the involved staff member to discuss school or student related concerns.

Step 1: We direct all parents to discuss the complaint directly with the involved staff member to seek a resolution.

At the conclusion of the conference meeting, if the parent or staff member is not satisfied with the results of the conference meeting or if the parent refuses to have a conference, the following sequence of conferences shall be followed as needed to seek resolution of the problem:

Step 2: Parent - Staff Member - Administrative Team

Step 3: Parent - Staff Member - Administrative Team - Board of Trustees

Nothing shall prevent the administration from hearing a complaint. However, the administration may take no action without following the procedures set forth above.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are held each year. Any time you have concerns about your child, please contact your child's teacher.

PARENT/TEACHER ORGANIZATIONS

Please contact your child's school for information regarding parent teacher organizations

PARENTAL INVOLVEMENT

In order to assure collaborative relationships between students' families and the school and to enable parents to become active partners in their children's education, Classical Academy shall develop administrative procedures to:

- Keep parents thoroughly informed about their child's school and education.
- Encourage parents to be involved in their child's school and education.

- Establish effective two-way communication between parents and the school.
- Seek input from parents on significant school-related issues.
- Inform parents on how they can assist their children’s learning.

PHYSICAL EDUCATION/RECESS ACTIVITY RESTRICTIONS

If your child is unable to participate in physical education or recess due to an injury or illness, you must provide the school with a note detailing the reason for the restriction. Activity restrictions lasting longer than three calendar days will require a note from a physician.

PHYSICAL EDUCATION & UNIFORM REQUIREMENTS

Physical Education classes are an integral part of the curriculum at Classical Academy. All students are required to participate except those excused for bona fide medical or religious reasons.

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT

Bullying is contrary to state law and the policy of this school district.

Bullying, intimidation, and harassment diminish a student’s ability to learn and a school’s ability to educate.

Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

Bullying Prevention and Response Plan

The Administrative Team shall develop and maintain a bullying prevention and response

plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. Additional information be found in Classical Academy's HIB policy which is available on the school website.

PROMOTION

All students in grades 6-8 must demonstrate mastery of the adopted curriculum and assessments of the Classical Academy Charter School District. Students who do not meet mastery in the core subjects, as indicated below, will be considered for retention in their current grade placement.

Core Subjects: ELA, Mathematics, Social Studies, Science

Decisions regarding retention of all students will be made as a team recommendation utilizing information from:

- Grade Card Ratings;
- Assessments;
- Parent input,
- Teacher input, and
- Attendance

The I&RS Team will meet to review available information at the end of the regular term. The team will make a recommendation to the Administrative Team with the possibilities of retention, promotion with successful summer school, or promotion. Special Education students will follow the direction of their IEP's. The team will develop a detailed intervention plan for the student designed to assist the student for the next academic year. This plan will be reviewed, and kept on file.

RECORDS REQUESTS

Any person requesting records of Classical Academy, may make a request at the main office during normal business hours. Records requests should be made in writing, specifying the records requested to be disclosed and/or copied, to the Lead. Please allow five business days for requests to be filled.

REPORT CARDS AND PROGRESS REPORTS

Parents of students doing unsatisfactory work during any marking period will receive a progress report notifying them of their son/daughter's performance. In addition, teachers will notify parents/guardians of unsatisfactory work by phone call or e-mail. Students will also receive a report card at the end of each marking period. Classical Academy schedules parent/teacher conferences during the school year and your child's teacher will

discuss his/her progress with you at the conferences. Parents are always encouraged to contact individual teachers concerning their student's progress at any point during the school year.

RESPONSE TO INTERVENTION (RTI)

Response to Intervention is a general education initiative intended to help schools focus on and provide interventions to at-risk students. At-risk student progress is regularly monitored to check the effectiveness of instruction. Data is collected and used to identify which students are most at-risk, design a plan to address deficiencies, and monitor these plans.

REALTIME

REALTIME is the Internet-based student information system that links parents and teachers. Realtime can be accessed through the school web site at Classicalacademy.org. Realtime may be used for calls, texts, and/or emails to parents and staff members with information on emergencies, school closings, reminders, and other important messages. As always, please be sure your child's school has your current contact information.

SEARCH AND SEIZURE

In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and in parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these areas, or of their personal effects left there.

The Administrative team may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the

student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Administrative team and the parent/guardian shall be notified.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Notification Regarding Student Accounts or Profiles on Social Networking Websites

State law requires the District to notify students and their parents/guardians that school officials may request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. This request may be made only if there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy.

SECURITY CAMERAS

For the protection of your children security camera systems are in our schools. Our security camera system allows schools to monitor all door entrances/exits. The security camera systems include motion detection to monitor the hallways and key areas of our schools.

SMOKING PROHIBITION – SMOKE FREE ENVIRONMENT – ALL SCHOOL PROPERTY

State law prohibits, without exception, the use of tobacco on ALL SCHOOL PROPERTY EVERY DAY OF THE YEAR. This includes all school buildings, grounds, sidewalks, parking lots, and is not limited to buildings and grounds just when students are present.

SPECIAL EDUCATION PROGRAMS & SERVICES

Classical Academy offers special education services to students from early childhood who have a disability under the Individual Education Disabilities Act or Section 504 of the Rehabilitation Act. Parents who believe their child may have a physical, mental, or emotional condition that interferes with the child's educational progress in school should discuss their concerns with the classroom teacher. Students suspected of having a disability may be referred for assistance or a case study evaluation by the school referral service team. Case study evaluations are designed to be appropriate to the nature of the problem(s) prompting the referral. Results of case study evaluations and program eligibility criteria are used to determine whether or not a student requires additional supportive assistance to receive benefit from instruction in the regular education program.

For information regarding the rules and regulations governing special education or the district's special education programs/procedures, please contact our social worker.

STUDENT & PARENT HANDBOOK

Classical Academy will distribute via email a student & parent handbook to all families at the beginning of the school year. The handbook contains only a summary of critical policies and procedures. It is the responsibility of the parents/guardians to read the handbook. Critical policies are available at the district office and on the district website. Information contained in this handbook is subject to change. Every effort will be made to notify students, parents, and staff if and when changes are made.

TELEPHONE CALLS TO PARENTS

A student may forget to bring homework, lunch or other items required for the school day. A student may ask to use the phone in the main office to call home; however, we do encourage the parent to remind his/ her child to gather all necessary items before leaving for school.

TEXTBOOKS/SUPPORT MATERIALS

Textbooks/support materials are furnished to your son/daughter by the school on a loan basis and should be treated as borrowed property. Students who damage or lose textbooks will be required to pay for replacement of the book based on current replacement costs.

TITLE I

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children. All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools.

Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency

TITLE IX

Title IX of the U.S. Elementary and Secondary Education Act (ESEA) guarantees educational equity regardless of gender. Any student has the right to a hearing if he/she feels his/her right to fair treatment has been violated because of discrimination. Parents should contact the Lead if they have any concerns related to suspected Title IX violations.

UNIFORM DRESS REQUIREMENTS

No students shall be denied attendance at school, penalized, or otherwise subject to compliance measures for failing to wear a uniform because of insufficient time in which to comply with this policy.

In addition to the School Uniform Dress Requirement, students are NEVER to wear any of the following at school or school related functions: hats, sweatbands, head scarves, *outdoor coats or jackets, gloves, other forms of outdoor apparel* (health conditions permitting) inside school buildings; spandex, clothes with holes, tank tops, crop tops, or any other article of clothing that would distract students from learning, such as immodest clothing; any style of undergarment is not to be worn as an outer garment, or exposed; no sunglasses, studded glasses or chain belts.

Students are NEVER to wear any jewelry, emblem, symbol, or clothing with language or pictures which convey, express or imply obscenities, sexual vulgarities, promotion of the use of tobacco, alcohol, illegal drugs, firearms, weapons, violence or other illegal acts.

This includes any item of clothing or jewelry containing an emblem or symbol of a gang or which, by itself or by its manner of display, constitutes a symbol of a gang.

Administration, teachers and staff may request students remove or appropriately cover

(e.g., with a band aid) nose rings or jewelry related to any other type of body piercing that pose a safety problem or a disruption to the educational process. Hair styles must not be disruptive to the educational setting.

School Uniform Dress Requirements:

Shirts/Tops

White shirts, blouses, tops, or polo shirts. All tops, shirts or blouses must have a folded down collar. No undershirts will be allowed as outerwear.

Pants/Bottoms

Navy blue business casual pants. Examples of pants/bottoms that are not “business casual” include, but are not necessarily limited to, cargo pants, jeans/denim pants, sweatpants, pajamas or pajama pants, parachute pants, warm-ups, or tights/spandex. Pants/bottoms permitted under this policy may have elastic waistbands. Navy blue shorts or skirts must be mid-thigh.

Belts Black or blue belts are suggested with pants that have pant loops.

Socks Required

Shoes

Non-skid, closed toe, brown or black shoes. All shoes worn must be securely fastened.

Sweaters/Vests/Sweatshirts

Navy blue, white, light blue and solid, sweatshirts with appropriate uniformed collared shirt underneath.

Tag Day

On special occasions, as designated by the administration, the above uniform dress requirements may be relaxed and students allowed to attend school without complying with the requirements. Examples of such occasions include, but are not limited to the following:

- School Spirit Day
- Costume Day
- Other themes determined by the Lead

Classical Academy does have a collection of gently used uniforms available free of charge. If you are in need of uniforms or would like to donate, please contact the main office.

VACATIONS DURING THE REGULAR SCHOOL TERM

We encourage parents to consult with the teacher and Lead Person to discuss their child's academic progress and the impact of removing him/her from school prior to planning a family vacation trip during the regular school term. An excused absence shall be granted for personal illness, quarantine, sickness in the family, family bereavement, family emergency situations, religious holiday, medical or dental appointments when necessary during the school day, and including up to five school days absence during any school year for family trips or vacations, if the parents or guardians have given at least seven calendar days prior written notice of such trip/vacation, and in the opinion of the administrator, such absence will not have an undue adverse effect upon the student(s).

VALUABLES AT SCHOOL

Students, not the school, are responsible for personal property. Personal property should be taken home after school and when at school kept in the student's personal book bag. We encourage students to leave all valuable items at home, such as money, cell phones, iPads, cameras, tablets, electronic games, and other such devices. The district/school is not responsible for any loss or theft of, or damage to, any personal property of a student.

VANDALISM

No one should be on the school grounds after hours unless they are part of an approved school or community activity. Please make your child aware of this. Your cooperation is appreciated. The police department will remove any unauthorized persons. Call 911 to report anything suspicious or out of the ordinary activity. The Board will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property.

VOLUNTEERS AND VISITORS

Volunteers are appreciated and we have many programs in place that could use volunteers. If you are interested in volunteering on a regular basis, please call the main office to inquire about volunteer opportunities. All visitors must check in at the school office to get a Visitor ID. All doors to our buildings are kept locked throughout the day. Please use the door buzzer for admittance.

WEAPON FREE SCHOOLS

Students should never attempt to cause bodily harm to any other student or staff member in school, on school grounds, at after school activities, after school

athletic/academic competitions whether on or off-campus, field trips, riding the school bus, or when walking to and from school. Student behavior must follow acceptable standards of conduct as established by the Lead/Principal, teachers, and board policy. If a student attempts or commits bodily harm, he/she may be suspended and/or expelled from school. The Lead will notify the local law enforcement agencies of any suspected weapons violations. The local law enforcement agency determines whether the infraction violates the Criminal Code. All disciplinary consequences will be determined by board policy.

WELLNESS POLICY

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school activities, and meal programs.

2020-2021 OFFICIAL SCHOOL CALENDAR

4 [Independence Day](#)

JULY '20						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY '21						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January (20 days)

- 1 New Year's Day School Closed
- 4 School Begins
- 18 [M.L. King Day](#);
Student ½ Day, Staff PD
- 21 Board Meeting 6:30 p.m.
- 29 **End of 2nd Marking Period**

20 Board Meeting

AUGUST '20						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY '21						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

February (18 days)

- 12-15 Winter Recess: School Closed
- 15 [Presidents' Day](#)
- 18 Board Meeting 6:30 p.m.

September (20 days)

- 1 Teacher In-Service Day
- 2 First Day of School.
- 7 [Labor Day](#): School Closed
- 17 Board Meeting 6:30 p.m.
- 24 Virtual Back to School
Night: 6-8:30 p.m.

SEPTEMBER '20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MARCH '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

March (23 days)

- 4 National Mythology Exam
- 16 6th Grade Nat'l Latin Exam
- 17 7&8th Grade Nat'l Latin Exam
- 18 Board Meeting 6:30 p.m.
- 19 Student ½ Day, Staff PD
- 31 Student ½ Day, NJSLA Faculty In-Service

October (22 days)

- 12 [Columbus Day](#): ½ Day, Picture Day
- 15 Board Meeting 6:30 p.m.
- 30 Fall Harvest Celebration:
Student ½ Day, Staff PD

OCTOBER '20						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL '21						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

April (16 days)

- 1 ½ day, Spring Break Recess
- 2 [Good Friday](#): School Closed
- 5-9 Spring Break School Closed
- 15 Board Meeting 6:30 p.m.
- 16 **End of 3rd Marking Period**
- 26-30 NJSLA Testing

November (17 days)

- 4 Open House 7-8:30 p.m.
End of 1st Marking Period
- 5-6 NJEA Convention-School Closed
- 11 Student ½ Day; Staff PD
- 19 Board Meeting 6:30 p.m.
- 25 ½ Day Students & Staff
- 26-27 [Thanksgiving Day Break](#)
- 30 Picture Make-Up Day

NOVEMBER '20						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY '21						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May (20 days)

- 3 NJSLA Test Make Up Day
- 12-13 NJSLA-Science Test Gr.8
- 13 Board Meeting 6:30 p.m.
- 20 Student ½ Day, Staff PD
- 28 ½ Day Memorial Day Recess
- 31 [Memorial's Day](#): School Closed