

Classical Academy Of Practical Education



**2021-2022 Student &
Parent Handbook**

Classical Academy Of Practical Education

2021-2022 Student & Parent Handbook

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Classical Academy School Day Office Hours

7:30 a.m. to 3:00 p.m.

Property of:	
Address:	
Phone #:	Email:
In case of an emergency, please notify:	
Name:	Phone:

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Mission and Philosophy

Mission Statement:

The mission of Classical Academy is threefold: First and foremost, the mission of Classical Academy is to assist in the moral and ethical development of its students according to high standards of conduct and virtue. Second, the mission of Classical Academy is to provide its students with a liberal arts education designed to teach both core and peripheral subjects and how they are related to one another. This gives students a truly well-rounded education, helping them to master the fundamentals of every subject and to hone their ability to properly integrate their knowledge across a range of disciplines. Lastly, the mission of Classical Academy is to prepare its students for independent living, careers, and higher education through practical programs and curriculums. The goal is to prepare students for independent living by developing their financial, written, communication, collaboration, critical thinking, and leadership skills. Classical Academy prepares students for careers by offering them a wide variety of opportunities to gain hands-on skills, to earn professional certifications, to participate in internship programs, and to engage in entrepreneurial projects. Finally, for those students who wish to pursue post-secondary education, Classical Academy offers a number of honors courses with opportunities to earn college credit.

Vision Statement:

Classical Academy's vision is to form young men and women of virtue who possess the skills needed to engage the world from a variety of perspectives, the capacity to properly assess and adapt to different situations, and the ability to argue for, and in defense of, their basic moral and philosophical principles.

Educational Philosophy:

It is a fundamental belief of Classical Academy that every child is made in the image and likeness of God. Consequently, Classical Academy recognizes the intrinsic value inherent in every child, as well as their unique individuality. It is for this reason that all students of Classical Academy will always be treated with honor and respect by faculty members and administrators. At the same time, each student operates within a school community among peers and instructors. Therefore, just as students are expected to be treated with dignity by their peers and instructors, so too will they be expected to treat their peers and their instructors with the respect owed to them. And so, to ensure that proper civility and order are at all times maintained, Classical Academy holds students and faculty to a high standard of conduct and discipline.

Classical Academy's curriculum is centered on understanding subject matter rather than merely memorizing it. The curriculum thus incorporates three teaching models into its program: Socratic methodology, lecturing, and project-based learning. The Socratic Method involves teaching through dialogue, just as Socrates did with his pupils. The lecture method consists of monologues and presentations with opportunities for questions. Lastly, the project-based method

provides students with the opportunity to learn through real experiences and creative engagement with the subject matter.

Finally, Classical Academy focuses on the individual needs of its students. Classical Academy has a very small student-teacher ratio so that teachers can adapt their curriculums and teaching methods to the needs of their students on a weekly and even daily basis. Moreover, to accommodate the diverse interests of its students, Classical Academy offers courses across a wide range of subjects, from the Industrial Arts to Music, from Honors English to Physics, from Philosophy to Fine Arts.

Statement of Religious Instruction:

The subjects offered at Classical Academy are taught within a Judeo-Christian framework. The values stemming from this tradition are those which undergird the Academy's standards of conduct and which guide the students' moral formation. The Academy does not belong to any single denomination, but does draw upon early Christian writings and beliefs in the defense of basic Christian principles. Prayers are said at the beginning and conclusion of each day, as well as before lunch. Once a week, prayers, bible readings, meditation, and other activities are performed for the duration of one class period. This is the only time religious instruction is required for students at Classical Academy. However, additional theological classes are offered every year for those students who desire to increase their understanding of Holy Scripture, the Patristics, the spiritual life, and other theological material.

Statement of Religious Beliefs:

Classical Academy is nondenominational. However, the Academy does align itself with five fundamental Christian beliefs:

1. Classical Academy recognizes God to be the Creator and Lord of all things.
2. Classical Academy recognizes the concept of the Holy Trinity, namely, that there exists one God in Three Divine Persons: God the Father, God the Son, and God the Holy Spirit.
3. Classical Academy recognizes that Jesus Christ is the Son of God the Father and is the Second Person of the Blessed Trinity.
4. Classical Academy recognizes the hypostatic union of Jesus Christ, namely, that He possess both a human and a divine nature.
5. Classical Academy recognizes the Canon of Scripture to be divinely inspired.

Statement on marriage, gender, and sexuality:

“And God created man to his own image: to the image of God he created him: male and female he created them. And God blessed them, saying: Increase and multiply, and fill the earth, and subdue it, and rule over the fishes of the sea, and the fowls of the air, and all living creatures that move upon the earth.” “Wherefore a man shall leave his father and mother, and shall cleave to his wife: and they shall be two in one flesh.” These three verses, taken from the first two chapters of Genesis, express the proper role of men and women in God's creation. In the words, “God created man to his own image,” we understand that God has endowed mankind with the faculties

of reason and free will. In the words, “male and female he created them,” we understand that God creates every human being as either male or female and that the gender and sexuality of a person cannot be changed without violating the natural order established by God. In the words, “and subdue it [the earth], and rule over the fishes of the sea, and the fowls of the air, and all living creatures that move upon the earth,” we understand that God has given mankind a unique place among creation over which he has a certain degree of dominion and authority. Finally, in the words, “Wherefore a man shall leave father and mother, and shall cleave to his wife,” we understand that God has recognizes the bond of marriage and that it may only properly take place between a man and a woman.

Consequently, from these scriptural verses and others, Classical Academy considers the following to be forms of sexual immorality:

- Adultery
- Fornication
- Transgenderism (including crossdressing)
- Homosexual behavior
- Bisexual conduct
- Bestiality
- Incest
- Use of pornography

Nevertheless, any form of harassment or bullying directed toward those who engage in, or who have engaged in, the above mentioned activities is denounced by Classical Academy.

Admissions and Enrollment

Enrollment is open to students grades 6-12. Parents who wish to enroll their children in Classical Academy should submit a completed application provided by the Academy, along with a copy of the student's official transcripts and any letters of recommendation. Once an application is submitted, the student and his/her parents will be scheduled for an interview. Following the interview, a decision of whether to accept or deny the request for admission will be made by the Board. Admission will be determined based on the following criteria:

1. Whether the student demonstrates potential academic success based upon his/her interview, previous records, and recommendations.
2. Whether during his/her interview the student is able to show good social behavior and emotional stability.
3. Whether the student is able to demonstrate a good work ethic and a strong moral character.

Please note the following:

- Classical Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of educational policies, admissions policies, tuition assistance programs, and other school-administered programs.
- Classical Academy does not provide enrollment to students whose educational, social, and physical needs cannot be met by its existing programs, services, or staff.
- Grade and class placement is determined by the Board.
- The Board shall retain its authority to expel any student whose continued presence seriously impairs the development of Christian education or who does not meet the educational goals of Classical Academy.

Tuition and Fees:

Annual tuition for Classical Academy is \$3,748 with an additional \$100 annual registration fee. The following table shows the standard annual payment plans accepted by Classical Academy:

Payment Plan	Cost	Number of Payments
Semester Payment Plan	\$1,874.00	2
Monthly Payment Plan	\$312.33	12
* Special payment plans are those which are not included in the list above. Any special payment plan must be approved by the Board. ** A \$5 administration fee will be applied to payments scheduled monthly. *** Additional fees may be applied to payments that are late.		

The first monthly payment will be due by the first day of school, while all subsequent payments will be due by the last calendar day of each month beginning in September of 2021 and ending in

July of 2022. If the payment plan extends to after a given semester, that semester's transcripts may indicate an "Incomplete" on all courses until all payments are received. If the payment plan extends to after graduation, the student's diploma may be held until all payments are received.

* Please note that if a student is withdrawn or expelled from Classical Academy, his/her parents are still obliged to pay the tuition for that semester.

Sibling Discounts:

Discounts are given to siblings attending Classical Academy. For a pair of siblings entering Classical Academy, a 10% discount is applied to each of their tuition statements. For each successive sibling, an additional 5% discount is applied to each of their tuition statements. Thus, two siblings would each receive a 10% discount, three siblings 15%, four siblings 20%, and so on. The following table shows the total annual tuition with sibling discounts:

Number of Siblings	Annual Tuition per Sibling	Total Tuition for All Siblings
Individual (no siblings)	\$3,748.00	\$3,748.00
Two siblings	\$3,373.20	\$6,746.40
Three siblings	\$3,185.80	\$9,557.40
Four siblings	\$2,998.40	\$11,993.60

Fundraising a Student's Tuition

Classical Academy puts on multiple fundraisers throughout the year in which students are expected to participate. But as an incentive, and in order to assist parents in covering the cost of tuition, Classical Academy allows a percentage of a student's fundraising profits to go toward the cost of their tuition. Students may fundraise up to 25% of their total annual tuition.

Volunteering for a 25% Tuition Discount

Classical Academy allows parents to reduce their child's tuition rate by 25% if they volunteer 120 hours throughout the year. These volunteer hours may be fulfilled by either the student or their parents, or both. Volunteer activities may include school projects, indoor and outdoor chores, data entry, organizing, cleaning, etc. The 120 hours of volunteer work must be completed by March 1, 2022 for the 25% discount to be applied.

Part-Time Enrollment:

Classical Academy does allow students who are homeschooled or attending PSEO to enroll on a part-time basis. Students who are enrolled part-time may choose to enroll in any of Classical Academy's courses. Tuition will be based on the number of credits a student takes per semester. Tuition for part-time enrollment is \$275 per credit.

Discounts on G.A.L.S. Technology's and Flight Expo's Programs/Services:

Classical Academy operates as a D.B.A. under the broader nonprofit organization Guidance And Learning Services (G.A.L.S.) Technology. Thus, all students enrolled in Classical Academy are given special discounts on all of the various educational programs, activities, and services offered by G.A.L.S. Technology. These include ACT prep classes, screen-printing classes, embroidery classes, fitness programs, tutoring services, and business/entrepreneurship activities.

Flight Expo, Inc., a local non-profit who has been working closely with G.A.L.S. Technology, has also generously decided to offer special prices and discounts on all of their educational programs to students enrolled in Classical Academy. These include their Build-A-Plane program, Flying Club, Aircraft & Power Plant (A&P) program, and numerous shop classes.

Please note that discounts given by G.A.L.S. Technology and Flight Expo do not apply to students enrolled in Classical Academy part-time.

Financial Aid:

Scholarship funds are available for those families who can demonstrate financial need. Scholarship amounts will be based on available funds and financial need as determined by the Board. Application forms are available at the Academy and at www.classical-academy.org. Applications should be submitted as soon as possible. The Board may request an interview with the families seeking financial aid before extending a scholarship offer.

Books & Other Resources:

Books are provided to students free of charge. However, students are expected to take proper care of all books and other materials and resources provided by the Academy. Lost or damaged books and other items will result in a fine.

Schedule Information

Monday-Friday	
Period	Time
Pledge of Allegiance Opening Prayer	7:45-7:47
1	7:50-8:37
2	8:40-9:27
Break	9:27-9:40
3	9:40-10:27
4	10:30-11:17
Lunch Recess	11:20-11:57
5	12:00-12:47
6	12:50-1:37
7	1:40-2:27
Announcements Concluding Prayer	2:27-2:30

Arrival & Dismissal:

School day starts at 7:45 a.m. and ends at 2:30 p.m. Students may arrive no earlier than 7:30 a.m. and must be picked up no later than 3:00 p.m. unless a prior arrangement is made.

Appointments to see teachers:

Parents or guardians are encouraged to contact any member of the teaching staff if they have a question or concern about their child's progress. Teachers are often available immediately after school for this purpose. You may contact teachers by e-mail or by phone to set up a conference.

Academic Policies

Graduation Requirements:

Requirements for receiving a diploma include the following:

1. Attendance at Classical Academy for at least one full academic year.
2. An overall grade-point average of C- (1.67) or better.
3. A passing grade in Algebra II.
4. Successful completion of at least 24 high school credits.
5. Successful completion of a senior thesis or project.

High School Credit Requirements:

Students enrolled in Classical Academy's high school for four years must fulfill the following credit requirements:

- 5 Credits of Social Studies
- 4.5 Credits of English Studies
- 3 Credits of Science
- 3 Credits of Mathematics
- 2 Credits of Latin
- 2 Credits of Music and Performing Arts
- 2 Credits of Health and Physical Education
- 1 Credit of Business and Finance
- 1 Credit of Fine Arts

Credit requirements will be determined on a case-by-case basis for students enrolled in Classical Academy's high school for less than four years.

Post-Secondary Education Option (PSEO):

Students are allowed to attend Classical Academy while also taking college classes. Credit requirements will be determined by the Academy on a case-by-case basis.

Academic Honors at Graduation:

There are three levels of academic honors given at graduation: *cum laude*, *magna cum laude*, and *summa cum laude*. These honors are given to students who graduate in excellent academic standing based on their cumulative high school (grades 9-12) grade point average (unweighted).

Honor	English Translation	Grade-Point Average
<i>Cum Laude</i>	"With Honor"	3.60-3.79
<i>Magna Cum Laude</i>	"With Great Honor"	3.80-3.89
<i>Summa Cum Laude</i>	"With the Highest Honor"	3.90-4.0

Grading:

Students and their parents will receive mid-term and semester report cards concerning their child's academic standing. Students in grades 6-12 are assigned letter grades according to the following scale:

Grading Policy		
Grade	Percent	GPA
A	93-100	4.0
A-	90-92.99	3.67
B+	87-89.99	3.33
B	83-86.99	3.0
B-	80-82.99	2.67
C+	77-79.99	2.33
C	73-76.99	2.0
C-	70-72.99	1.67
D+	67-69.99	1.33
D	63-66.99	1.0
D-	60-62.99	0.67
F	0-59.99	0
CR	"Credit"	N/A
I	"Incomplete"	N/A
W	"Withdrawal"	N/A

*Please note that parents may request to know their child's grade at any time. A request can be made to the principal or teacher.

Honors Classes and College Credit Options

Classical Academy offers Honors Classes for students seeking to excel in particular subjects. These classes will follow a curriculum similar to their standard counterparts but with a greater dimension and depth. Honors courses also prepare students to take a corresponding college-level examination for an opportunity to earn college credit. These exams are taken through the College-Level Examination Program (C.L.E.P.).

Independent Study Opportunity

Students have the opportunity to study a subject of their choice not taught in the standard Classical Academy curriculum. Students will follow a program largely designed by them and loosely guided by a supervising instructor. Any independent study course will need to be approved by the Principal.

Honor Roll/Principal's List:

Students who achieve a grade-point average of 3.0 or higher in a given semester are placed on the Honor Roll. Students who achieve a grade-point average of 3.67 or higher in a given semester are placed on the Principal's List.

Academic Warning & Probation:

A student is placed on academic warning for receiving one F or two grades of D+. A student is placed on academic probation for receiving two Fs or three or more grades of D+ or lower. Students on academic probation may not participate in recess or in school-sponsored extracurricular activities until the probation period ends. The probation period ends either at the conclusion of a semester or when the student is no longer receiving two Fs or three or more grades of D+ or lower. Students and parents will be notified when a student is placed on academic warning or probation.

Incomplete, Missing or Late Work/Assignments:

All assignments must be completed by the start of the class period for the class period for which it is due (except in cases of an excused absence). Exceptions resulting from extenuating circumstances must be approved by the teacher. Missing assignments will be given an F (0%) as their grade until replaced with a completed grade. Students turning in assignments one day late will receive a 10% deduction. A 5% deduction will be given for each successive day the assignment is late. Teachers will consider extreme circumstances beyond the student's control on an individual basis.

Extra Credit Policy:

Extra credit may be given at the discretion of the teacher to students who complete extra work outside of the required curriculum. Nonetheless, teachers reserve the right not to offer any extra credit assignments to their students.

Conferences:

Classical Academy hosts parent-teacher conferences twice a year at semester mid-terms. Parent-teacher conferences are designated for discussing the student's academic achievement, progress, and character. And while these conferences are optional, they are strongly encouraged, especially if the student is on academic warning or probation.

General Rules for Students

The following is a set of general rules that students must follow during the school day. These rules are not exclusive, and additional classroom rules may be established by each instructor.

1. Students are expected to use the restroom during transition periods, breaks, and lunch, and not during classroom instruction so as not to cause disruptions.
2. Food and beverages (other than water) are allowed only during break and at lunch. A water bottle containing water is allowed in class.
3. Students are not allowed to use the microwave, hot plate, or any other culinary items owned by the Academy without express permission from a staff member.
4. Students are expected to use polite speech and body language at all times. Student behavior and attitude should manifest a respect for administrators, faculty, and peers.
5. Students are expected to speak during class only when they are permitted to by an instructor. Students who have questions should raise their hands and politely wait to be called on by their instructor.
6. Students are expected to follow all directions given by an instructor unless they are confused in which case they will ask their instructor for further clarification.
7. Students are expected to obey disciplinary commands promptly and without complaint. Failure to do so may result in further disciplinary action.
8. Students are expected to sit up straight and pay attention to their instructor during class.
9. When permitted to speak, students are expected to speak clearly and audibly.
10. Students are expected to write legibly when completing their assignments.

Actions which are prohibited at Classical Academy include:

- Swearing
- Use of profanity and other offensive language
- Overaggressive behavior
- Unsportsmanlike conduct
- Disruptions during in teaching and learning
- Teasing, ridiculing, and insulting others
- Gossiping
- Defiance of administration and faculty
- Threatening others with violence
- Making fun of other's political or religious beliefs

Conduct and Discipline

The role of discipline at Classical Academy is to foster a civil environment conducive to learn and the moral formation of its students. Thus, students are required to show a proper respect toward the staff, faculty, and administration of Classical Academy, as well as toward their peers and toward school property. Failure to adhere to the general rules of the school or particular rules established by a teacher within his or her classroom will result in disciplinary action.

Disciplinary Action:

Disciplinary action usually proceeds as follows:

1. Reprimand or Policy Reminder
2. Demerit
3. Detention (during lunch or after school)
4. Suspension (out of school)
5. Expulsion

Other forms of discipline include:

- Being sent out of the classroom.
- Chores – Examples include cleaning bathrooms, shoveling snow, cleaning windows, etc.
- Letter or phone call to parents
- Parent Meeting

Demerits may be issued when a student displays conduct deemed by the teacher or principal to be unbecoming of a Classical Academy student. A student serves a detention when a third demerit is issued in a given semester or when a student's behavior is deemed particularly inexcusable. Student detention may include extra school work, sitting quietly, or doing chores, or a combination of any of these things. The Academy notifies parents when an after school detention is required, and a day during the next three-day period is selected for the student to serve the detention after school. Any student who is subject to a fourth detention during a semester serves, instead, a one-day suspension. Suspended students are required to submit all missed academic work on the day they return. The principal or Board may suspend any student when, in their judgement, circumstances necessitate it. Any student who demonstrates a general unwillingness or inability to abide by classroom or Classical Academy rules is subject to expulsion. After meeting with parents, the student and involved faculty, the Board will decide if expulsion is warranted.

*Please note that corporal punishment is prohibited and is not a form of punishment that will be used in the disciplining of students.

Anti-Bullying/Harassment Policy:

Classical Academy expressly prohibits acts of bullying, harassment, and other forms of aggression and violence. All administrators, faculty, and staff are expected to refuse to tolerate

bullying and harassment and to demonstrate behavior that is respectful and civil. Forms of bullying include the following:

- **Physical Bullying:** A form of bullying which consists of intimidation/harassment involving physical contact, such as kicking, hitting, biting, pinching, hair pulling, etc.
- **Verbal Bullying:** A form of bullying which consists of intimidation/harassment involving words, such as offensive language, name calling, spreading rumors, threats, and persistent teasing.
- **Emotional Bullying:** A form of bullying consisting in the repeated attempt to assert one's power over another. An example is a student who deliberately excludes another student from a group activity.
- **Sexual Bullying:** A form of bullying involving unwanted physical contact or abusive comments.
- **Cyberbullying:** A form of bullying which takes place through the mode of electronic messaging systems, such as email, web sites, chat rooms, instant messaging, texting, etc.

A student who is the target of bullying is encouraged to fill out a bullying incident report form. These forms can be obtained from a teacher or the principal.

Academic Honesty:

Cheating or plagiarism is not tolerated at Classical Academy and will result in disciplinary action. A student found to be deliberately cheating or plagiarizing will receive a grade of F (0%) for the assignment.

Prohibited Items:

Any introduction of a weapon, an illegal drug, tobacco, alcohol, or sexually explicit material by a student may be treated as grounds for immediate suspension or expulsion. All decisions regarding prohibited items are made at the discretion of the principal or Board.

Attendance Policies

School begins promptly at 7:45 a.m. with the Pledge of Allegiance and an opening prayer. The school day ends at 2:30 p.m. following announcements and a concluding prayer. Absences are classified as either excused or unexcused. The Academy should be notified by a parent prior to an excused absence if the absence is scheduled ahead of time (such as family vacations or college visits). Parents should notify the Academy of an excused absence due to sickness the morning of the absence. Unexcused absences are those which are not excused by the parent and/or the Academy. Students who are dismissed from school early must be signed out by a parent if under 18. If the student is 18 years of age, he/she may sign him/herself out if the Academy has been informed of the dismissal via a signed note, a phone call, or an email by his/her parent. Parents wishing to pick up their child during the school day should send a note in the morning with the student requesting to leave.

A student is given an unexcused absence if Classical Academy is not notified in person, by e-mail, mail, or by a written and signed note before or within 24 hours from the start of the school day. An unexcused absence can be changed to an excused absence only at the principal's discretion.

Excused absences include:

- Sickness of a child
- Sickness or death in the family
- Impassable roads or weather making travel unsafe
- Family vacations and college visits arranged with Classical Academy and staff at least one week in advance.
- Emergency medical or dental treatment
- Attendance at the funeral of close friend or relative.
- For participation in a school sporting event.
- Excuses for other absences may be granted at the discretion of the administration.

20 excused absences in any given semester may result in the expulsion of the student from the academy. 10 unexcused absences in any given semester may likewise result in the expulsion of the student from the academy.

Tardy Policy:

Students arriving to school after 7:45 a.m. are considered tardy. Emergencies and inclement weather will be taken into account. Three tardies per semester will result in a detention. A tardy may be excused if the office receives a phone call from the parent with an explanation for the late arrival. Any student coming in late due to illness or an appointment must sign in. Throughout the school day, classroom tardies are to be dealt with at the discretion of each teacher.

Tardiness and absence (excused or unexcused) does not relieve the student from their normally required schoolwork. Students will be expected to make up their school work with deadlines being established at the discretion of the teacher(s) whose class(es) the student missed. However, in certain extreme circumstances, schoolwork may be revised or even lessened with approval from the principal or Board.

Transportation Policy:

If a student in grades 6-8 are going home with a different adult, outside of their regular routine, Classical Academy must have a written note or phone call. Students who have a driver's license are welcome to park their vehicle in the Academy parking lot.

Recess:

Recess is provided every day for exercise, games, and conversation. When playing games, children are encouraged to include everyone who wants to participate. Children are not permitted to leave the designated area during recess.

Dress Code

Classical Academy does not impose a school uniform at this time. Nonetheless, Classical Academy does hold its students and faculty to a dress code reflective of the level of respect owed in a private school and which follow the principles of Christian modesty (the virtue of modesty is one of the fruits of the Holy Spirit and one which properly disposes the soul toward purity of thought, word, and deed). Classical Academy's standard of dress is intended to ensure students come to school in proper attire while at the same time allowing for personal preference. If you have any questions concerning the Academy's dress code, please contact the office. Note also that additional guidelines may be added as new fashions develop.

Standards of Dress:

- General Guidelines:
 - All clothing must be properly sized, modest, and unrevealing in cut, fit, and texture.
 - All students must come to school in attire that is tasteful and neat, and with proper hygiene.
 - Distracting or inappropriate designs, colors, and logos on clothing and jewelry are not permitted (for example: tie dye, neon, etc.)
 - Transparent outerwear is not permitted, nor those with holes or cuts.
 - Students may not dye their hair to a color that is distracting (such as green, purple, pink, etc.).
 - Students enrolled in an industrial arts class may bring more casual clothes to change into. Clothing used for such classes are not in all respects held to the same standards as those listed in this handbook. Clothing worn during industrial arts classes will be determined on a case-by-case basis.
- Shirt Guidelines:
 - Students are permitted to wear sweaters, sweatshirts, ¼ zip, and short/long-sleeved shirts.
 - Low-cut shirts, off-shoulder shirts, or visible midriff are not permitted. Low-cut shirts are those whose necklines which show cleavage.
 - Shirts must have sleeves which completely cover the shoulders (tank tops and camis are not permitted). Bra straps must be covered.
- Pant Guidelines:
 - Students are permitted to wear slacks, dress pants, and capris. Jeans are also permitted provided they do not have slits, holes, tears or frays.
 - Sweatpants, athletic pants, pajama bottoms, yoga pants, and leggings (if not worn under a skirt or dress) are not permitted.
 - Pants must be secured at or above the waistline.
- Shorts Guidelines:

- Shorts are not permitted except for during physical education classes, recess, and extracurricular activities when permitted. During such activities, athletic shorts only are allowed.
- When shorts are permitted, their hemline must not hang above 2” from the top of the knee cap when standing.
- Skirt and Dress Guidelines:
 - Female students are permitted to wear skirts and dresses.
 - Dress and skirt hemlines must not hang above the kneecap when sitting if not wearing leggings. If a student is wearing leggings, dress and skirt hemlines must not fall above 2” from the top of the knee cap when standing.
 - Skirts may not have slits and must be secured at or above the waistline.
 - Dresses must not be low-cut, have a visible midriff, or have slits. Low-cut dresses are those which show cleavage.
 - Dresses must have sleeves which completely cover the shoulders. Bra straps must be covered.
- Jewelry and Tattoo Guidelines:
 - Excessive jewelry is not permitted. However, a single bracelet and neckless, for example, is perfectly acceptable.
 - Visible tattoos, plugs, and body piercings, with the exception of earrings for female students, are not permitted.
- Footwear Guidelines:
 - Platform shoes, flip flops, and sandals are not permitted.
 - When there is snow, slush, or rain on the ground, students are required to bring an indoor pair of shoes to change into when coming to school. Students must also bring an indoor pair of shoes if their outdoor pair of shoes are already dirty with mud or expect to get them dirty with mud during recess.
 - Students are required to change into tennis shoes when they have a physical education class.
 - Students will not be permitted off the blacktop in snowy conditions during recess if they do not have boots.
- Other Guidelines:
 - Hats, hoods, scarves, sunglasses, and visors are not permitted to be worn inside the school building.
 - Hair is to be clean, neat, and well-kept. Hair should not draw undue attention, and extreme styles (such as the mohawk) are not permitted.
 - Makeup and nail polish, if worn, should be neat and simple.
 - Odors from such products as perfume and cologne must be mild and non-distracting.

Dress Code Violations:

Classical Academy understands that it cannot foresee and address every kind of situation and style of dress and that some determinations may need to be made on a case-by-case basis. And so, to avoid any embarrassment on the part of the student, violations of the Academy’s dress

code will be dealt with privately. Furthermore, for small violations of the dress code, students will simply be given a warning and an explanation as to how his or her clothing violates the dress code. However, if there are repeated smaller violations, or if there is an obvious or overt violation, disciplinary action may be taken. Such consequences may include having the student change into more appropriate clothing provided by the Academy and/or having a note sent home to the student's parents indicating what the offense was.

Miscellaneous

Cell Phones & Electronic Devices:

Students do not have permission to use cell phones during the school day. All cell phones, tablets, portable listening or recording devices, smartwatches, headphones, or any other device that can access the internet or communicate with other devices is prohibited during the school day. If any such electronic device is seen or heard during the school day, the device will be confiscated and held until the end of the school day.

Messages between Students and Parents:

Students may obtain permission to use the Academy's telephone. Outgoing calls should be of an urgent nature and should be kept brief. Messages from parents to students can be called in or emailed to the academy at any time during the day and will be delivered to the student.

Emergency Preparedness:

Classical Academy is required by the State of Minnesota to conduct the following drills:

- Lock-Down Drills (5 per year)
- Fire Drills (5 per year)
- Tornado Drills (1 per year)

Emergency Closings, Early Dismissal, and Late Starts:

Classical Academy will cancel school, have an early dismissal, or have a two-hour delay when Princeton Public Schools cancel school, have an early dismissal, or have a two-hour delay.

Property Damage:

Any student who damages school property will be required to reimburse the school for repair or replacement costs.

Health Services:

There is no Registered Nurse available on Classical Academy's campus. Students should notify their supervising teacher if they incur any injuries or take ill during the school day. Parents will be notified if their child ill or injured.

Prescription and nonprescription medication will not be administered by school staff with the exception of an EpiPen by a trained staff member. However, some prescription medications may be stored in a locked cabinet at the school if the board deems the medication necessary and has the written authorization of the student's parent and doctor. All prescription medication must be brought to the school in the original label container prepared by the pharmacy, doctor, or pharmaceutical company. The label should include the following:

- Student's name
- Name of medication
- Dosage of medication
- Frequency of administration
- Route of administration
- Name of physician ordering medication
- Date of prescription
- Expiration date

The students' doctor must include the following instructions with the medication:

- Date of order
- Name of child
- Reason for medication
- Name of medication to be administered
- Dosage
- Time of administration
- Route of administration
- Length of time the medication needs to be given
- Possible side effects
- Special requirements such as "take with food"
- Whether or not medication may be self-administered.

Student and Parent Agreement

By signing, I acknowledge that I have read and understood the policies and procedures set forth in this 2021-22 student and parent handbook and agree to abide by the procedures and policies set forth by Classical Academy of Practical Education. I understand that failure to comply with the guidelines outlined in this handbook will result in school consequences. Should I have any questions or concerns about the policies and procedures, I am responsible for setting up a meeting with the school principal to address them.

Student Signature: _____ Date: _____

Student Name (Printed): _____

Parent/Guardian 1 Signature: _____ Date: _____

Parent/Guardian Name (Printed): _____

Parent/Guardian 2 Signature: _____ Date: _____

Parent/Guardian Name (Printed): _____