

The New Classical Academy Parent/Student Handbook

Mission Statement

The mission of The New Classical Academy is to provide a classical education in a nurturing, individualized learning environment that uses a balance of rigorous academics, creative hands-on projects, and child-directed play to create independent, self-motivated critical thinkers who truly enjoy coming to school every day.

Philosophy and Curriculum

The New Classical Academy graduates polite, enthusiastic, thoughtful young men and women who are strong readers, adept mathematicians, skilled writers, and leaders with an extensive working knowledge of history, science, geography, Latin, and the arts.

Our philosophy encompasses cooperative, multi-age learning, as well as independent, self-directed study. The school is alive with real science experiments, dramatic presentations, debates, art projects, music, classic literature, and manipulative math. As our educational philosophy recognizes that children need time for both work and play, child-directed imaginative play and outdoor play are a substantial part of every day at our school.

The New Classical Academy curriculum combines individualized progression through the basics --reading, arithmetic and mathematics, and handwriting--with a rotating school-wide course of study in the sciences, history, and literature. As students gain mastery of the more mechanical aspects of scholarship, they are able to manage increasingly advanced presentation and exploration of the material.

The classical concept of the trivium guides our presentation of the material we teach, giving students first the knowledge, then the understanding, and finally the creativity to approach each subject in the fullest way. In this way, we make knowledge attainable to all students, regardless of their learning differences. The New Classical Academy graduates thinkers with the tools required for meaningful participation in their community, their lives, and their world.

History and Structure/Organization of School

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

Arrival and Departure From School

School Hours

All Grades: 9:00 – 3:00

After School: 3:00 – 5:30, except Fridays 3:00 – 4:00

Arrival at School

Students can be dropped off at school in front of the Middle School building beginning at 8:30 in the morning. If the weather is nice, students will be able to play on the playground until 9:00 when they will enter their classrooms. There will be a staff member outside of the Middle School building checking students in.

K4 and K: All students in this program must be walked to K4/K classroom via the walkway from the parking lot by a parent or guardian. The parent must check their child in with the classroom teacher at the door.

Grades 1 - 8: Students in these grades must be dropped off in the carline, or a parent may walk a student through the Lower School building to the teacher on check-in duty. Students may not be dropped in the parking lot or outside of the school in any place other than in the carline, and students may not walk unaccompanied into school.

Tardies

Please help us start our day on time by having your child at school no later than 9:00 in the morning. Late arrivals are extremely disruptive to students and teachers. If you are going to be late, please call ahead so we as a school can plan accordingly. Parents must sign in late students on the clipboard located on the first floor of the Lower School. Students are not allowed to enter the school late without a parent signing them in.

Leaving School During the School Day

When a child needs to leave early from school, a parent must sign the child out on the clipboard located on the first floor of the Lower School. No child will be able to leave without a parent first signing them out while school is in session.

Dismissal

Dismissal for all students is between 2:50 and 3:10. Students in 1st-8th grade must be picked up from the carline. K4 and K students must be picked up from the blacktop outside of the K4/K classroom.

Carpooling /After School Playdates

If your child is going home with another family after school, the school must be notified in person, via teacher's email, or by a phone call to the school before dismissal that day. We will not allow a child to leave with another adult unless we have written or verbal permission from both parties.

Before-School Care

Before-School care is available Monday through Friday, beginning at 7:45 am. Drop off for Before School is in front of the Middle School building. The cost is \$5 per child per day. **Any child being dropped off at school before 8:30 am will be enrolled in the before-school program and you will be charged \$5.** Students will play quietly and independently during this time. Early enrollment is encouraged, but daily drop off is allowed. Students will not be allowed to go into classrooms or enter the main school building. You will be billed monthly for Before-School care.

After-School Care

Program Overview

A recreation/club/academic-based after school program at The New Classical Academy will serve students in K4 through 8th grade.

The program will

- Provide a fun and safe place for students during after school hours
- Provide positive interaction with caring adult role models
- Encourage and develop life skills, respect for others, and positive social interaction
- Introduce and engage youth in positive, potentially life-long recreational pursuits

CLUBS/Homework Club/After-School Activities

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

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

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

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

Homework Club

Homework Club is available for middle-school students Mon-Thurs from 3-4 p.m.. It provides a structured quiet space to study, complete homework, or read. Parent pick up for CLUBS and Homework Club is 4:00 p.m.

There is NO Homework Club on Fridays. All Regular After School participants on Fridays go to Fun Friday Club from 3-4pm with no extra fees.

Activity Schedule

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

Food

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

Pick-up

Parent pick-up is 4:00 p.m. for CLUBS and Homework Club, and 5:30 p.m. (latest) for regular After-School. A \$10 per child late fee is due upon late pick-up for CLUBS and Homework Club students after 4:05 p.m. or After School students after 5:35 p.m.

Drop-in After-School

Daily drop-in is available for last-minute childcare but NOT available for CLUBS. The drop-in rate for Homework Club (3-4pm) or for regular After-School care from 4-5:30pm (if already enrolled in a CLUB on that day) is \$15/child/day. The drop-in rate for regular After-School from 3-5:30 pm (includes Homework Club) is \$30/child/day. Notification must be given for drop-in care by 2:30 p.m. on the day it is needed. Last-minute emergencies will be an exception but the drop-in rate still applies. Any TNCA students who have not enrolled in After School and have not been picked-up from TNCA by 3:15 p.m. will be placed in After School and parents will be charged the drop-in rate.

Emergency & First Aid

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

Enrollment & Attendance

Parents must enroll and pay monthly, in advance and by the deadline, for CLUBS, HW Club, or After-School. **Drop-in requires early notification. You will be billed monthly for drop-in After-School.**

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

Hours of Operation & Daily Schedule

The After-School Program will follow the TNCA School-Year calendar, with operating hours Monday through Thursday, 3:00 to 5:30 p.m., and 3:00 to 4:00

p.m. on Friday. The program will be closed on holidays, school closings, and school breaks.

Absence Policy

All students are expected to be at school ready to learn every day of the school year. As a school we fully understand that illness and family commitments arise, but we strongly encourage school attendance to be a priority. If a student is going to be absent for any reason please call or email the school ahead of time so we can plan accordingly.

Students may not miss more than 10 days during the school year. If a student exceeds 10 days a conference with the family and director will be called.

Extended Absences Policy

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

Lunch and Food Policies

Disallowed foods

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

Water bottle

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

Lunch and Snacks

Please send a healthy lunch and snack with your child. Students are also expected to bring utensils to use at lunch if they need them. Lunch will be from 12:00-12:30 p.m. There is not a refrigerator or microwave available for students. On Fridays, students may purchase a slice of cheese or pepperoni pizza for \$2.50.

Birthdays

If you wish to bring a snack for your child's birthday, you are welcome to do so. Please bring enough for your child's class or the whole school, any napkins or

other serving utensils needed, and a list of ingredients so that we may respect others' food preferences. We will serve this during lunch from 1:00-1:30pm.

Allergies

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

Medication

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

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

Student Illness Policy

Please report all illnesses, symptoms, and timing of the onset of an illness to the school director. This information is invaluable in caring for your child, and in protecting the other children in the school community. Please do not bring your child to school if they have had a fever of 100 or greater or have been vomiting in the past 24 hours. A cold without fever does not necessitate a child staying home.

An ill child should be kept at home. Please call the school by 8:30 a.m. on days your child will be absent. If a child becomes ill while at the school, parents will be contacted to pick up their child. TNCA does not have facilities or staff to care for children who are too ill to remain in class. At the beginning of the school year, please secure two or three support people who are willing to care for your child in the event that you are unable to stay home.

Children should remain at home for 24 hours after a fever breaks. Any child who contracts a contagious illness such as measles, mumps, chicken pox or strep throat must be kept at home until the illness is no longer in the contagious state. Please inform the teacher of the illness, so that other parents can be alerted. A note from your health care provider stating the date your child may return to class is required. Any child who contracts a communicable disease such as head lice, pink eye, impetigo or pinworms must be receiving medical treatment before returning to class. In the case of head lice, all lice and eggs must be removed from the child's hair before the child returns to school.

Procedure for School Cancellation

The director of the school will determine by 8:00 a.m. whether or not school will be open due to weather conditions or other circumstances. Once this decision is made, the director will email every family in the school to inform them. The decision will also be listed on WLOS-Ch 13. We will not always follow the city and county school systems.

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

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

Tutoring Policy

Employees of The New Classical Academy are not permitted to tutor any currently enrolled students outside of school unless it is a specialized subject that is not regularly taught while at school. If you feel that your child's educational needs are not being met during the school day, please call the director.

The school can assist families with finding a private tutor if a family is seeking outside help for their child. Please contact the director for more information regarding these services.

Field Trip Policy and Procedures

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

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

In the event that you are asked to transport children on a field trip, you will be required to drive to the field trip and back to school with the same students. If you need to go home directly from the field trip, you will not be allowed to drive

students other than your own. During field trips students are not allowed to switch cars at any point.

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

All School Policies

Toys or electronics

We do not allow students to bring toys to school. Cell phones, tablets, Apple watches or smart watches that connect to Wifi or have games on them are also not allowed at school. Students who type their assignments may bring their computers to use for class purposes only. Student cellphones must remain out of sight and turned off. Any toy or electronic device found being used will be confiscated immediately.

Communicating with the school

Please consult the staff page on the school website for staff emails. We will make every effort to reply to emails promptly. If there is an emergency, please call the school at (828) 225-1993.

Confidential records

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

Family contact list

To assist families in connecting with one another and their children's friends, we create a school-wide family contact list with each family's contact number and email address. This will be uploaded to the website and password protected. The password will be emailed to enrolled families. If you do not wish to be included in this list, please let us know.

Immunizations

We are required by state law to keep a copy of each child's vaccination record or a valid exemption form on file. Your child cannot be admitted to school if we do not have this. **Please turn in a copy of these forms yearly by the first day of school. You may scan and email a copy to the director, mail a hard copy, or delivery in person before the first day of school.**

Valuables

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

Visiting and Observing

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

Volunteer Opportunities

The school always encourages families to volunteer. Parents can speak as a special guest, run a Friday or afternoon activity, or just come in to volunteer their time. Please check with your child's teacher for volunteer opportunities.

Visitor check-in

All visitors must check-in with the director or the child's teacher when they arrive on campus.

Staff Communication

Please use email to communicate with staff members. They will make every effort to respond within 24 hours, during school hours. Emails received during the evening or on weekends will be addressed during the next school day. Please do not call or text staff members using their personal phone number.

UNIFORM POLICY

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

From Monday to Thursday, students must wear a uniform, as described in detail below. On Fridays, students may wear clothing of their choice, but they must follow the above guidelines for appropriateness. Students will be asked to put on something from the uniform swap if they arrive at school in clothing that does not follow the guidelines.

Coats worn outdoors may be of any color, but such outerwear may not be worn inside the school during the school day. Sweaters, sweatshirts, and hoodies may be worn in the classroom as long as they are white, navy blue, or light blue or have a TNCA logo. Students may leave an additional layer at school during the week, but should take it home each weekend.

Uniform Tops

- Either a TNCA t-shirt or a white, navy blue, or light blue collared shirt must be worn.
- A collared shirt may be layered over a non-collared white, navy blue, or light blue shirt.
- Shirts may be sleeveless, but they may not be crop tops or tank tops.

Uniform Bottoms

- Navy blue pants and shorts in a cotton twill or comparable fabric may be worn.
- Navy blue skirts, skorts, dresses, or jumpers in a cotton twill or jersey knit may be worn.
- Athletic shorts and leggings may not be worn.

A child's first violation of the uniform policy will result in a reminder from a staff member, and the child will find appropriate clothes in the uniform swap to wear that day. The second violation will result in an email to their parents, and the child will find appropriate clothes in the uniform swap to wear that day. A third violation will result in a phone call to the parent to bring in a proper uniform.

Academic Policies

Class and Grade Placement

Our classes are mixed-age classes that encompass multiple grades. Because our academic work is individualized, there is no need to move a child for academic reasons. Children must be 4 years old by the first day of school to qualify for our K4 class. Please speak with the director if you have any concerns about your child's class or grade placement.

Units of Study

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

Student Evaluations

We send home quarterly written student evaluations. These will be prepared in October, December, March, and May. Students in seventh and eighth grade will receive a report card with letter grades.

Parent-Teacher Conferences

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

Homework

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

In the Middle School, each student will be the greatest determiner of the amount of homework they have. A student in 5th or 6th grade should be able to get most of their work done at school if they work diligently during school hours. In 7th

and 8th grade, students should expect between 30 minutes and 1 hour of homework per night.

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

Standardized Testing

We administer the Iowa Test of Basic Skills in the spring starting in 3rd grade. This test is widely used and accepted by public, private, and charter schools.

Learning Disabled/Physical Disabilities

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

In order to help us meet a child's needs, the school must receive a copy of any educational or psychological testing that has been done in a timely fashion

Safe School Policies

Social inclusion policy

The New Classical Academy places high priority on creating a harmonious and honest learning environment that emphasizes kindness and respect for everyone and everything. We are committed to teaching and modeling peaceful conflict resolution skills and to providing emotionally and physically safe, socially-inclusive classrooms and playgrounds. Teachers will actively monitor and be aware of and responsible for the social and emotional atmosphere of their classroom. Any complaint of social cruelty will be taken seriously, and the teacher will take appropriate action.

Anti-bias curriculum

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

Discipline

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

Discipline Process: Behavior/Rules/Consequences

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

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

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

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

Drugs, alcohol, tobacco, weapons

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

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

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

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

Sexual and other harassment policy

We believe that all members of our school community have the right to an environment of mutual respect and dignity. Harassment based on an individual's sex, race, national origin, age, religion, disability, sexual orientation,

or any other legally protected characteristic will not be tolerated. This policy shall include, but not be limited to, teacher-student harassment as well as student-student harassment.

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

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

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

Child abuse reporting policy

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

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

Problem-Solving Procedure

When attempting to solve a problem or address an issue involving your child, please follow this flowchart. It is very important that you speak to the teacher in question before you contact the director.

Academic/Social Question

Teacher Involved
Or
Classroom Teacher



Director of School

Administrative Question

Director of School



Attend a Board Meeting