

2022-2023 ResponsiveEd® Arkansas

**Founders Classical Academy of
Arkansas**

Campus Handbook

and Student Code of Conduct

Founders Classical Academies of Arkansas Campus Handbook

Founders Classical Academies of Arkansas MISSION STATEMENT

Founders Classical Academies of Arkansas seeks to provide an excellent and distinctive classical education that pursues knowledge, promotes virtue, and prepares students for prosperous lives in a free society.

Program Overview

Founders Classical Academy provides the most time-tested methods of educating students, and at the same time delivers the most cutting-edge education in America. At FoundersClassical Academy, today's students receive a "classical" education. The entire curriculum at FoundersClassical Academy is based in the Classical Liberal Arts and Sciences with a strong emphasis on civic education.

A classical education aims to recover lost tools of learning in order to cultivate wise and virtuous men and women who will be able to live as responsible citizens of our republic.

Program Distinctives:

- The curriculum is knowledge-rich and built around the belief that there is a common body of knowledge all members of our society should master in the core subjects and in the arts.
- Classical virtues, as well as principles in self-government and civility, are identified and clearly taught in a seamless manner through course content.
- Emphasis is placed on *minds-on learning* and on fostering a spirit of inquiry in students.
- Standardized tests do not drive the curriculum.
- Literacy is taught through explicit phonics and traditional grammar and composition in the elementary grades.
- Greek and Latin root words are taught in upper elementary grades.
- Latin studies are an integral part of the upper school curriculum.
- Math is taught conceptually.
- Science instruction is grounded in a historical context.
- Logic, classical composition, and rhetoric are emphasized in the upper school grades.
- Literature and history instruction are rooted in primary sources and in great books.
- Instruction in the arts includes theory, history, and performance.
- Students are trained in study skills, planning and organization, close reading of text, and note-taking.

- Importance is placed on bodily fitness and physical education in concert with fit minds.

Academic Standards

Founders Classical Academy upholds high academic standards for all students regardless of background, socio-economic status, and ability. The curriculum is content-rich, following a Classical, traditional education model, with provisions to challenge all students to achieve academic excellence.

- Promotion and graduation requirements meet or exceed state requirements.
- Students experience the defined curriculum and must earn promotion and graduation.
- All students are given the opportunity to acquire mastery of study skills, which make learning possible and encourage self-motivation.
- Students are assessed formatively and summatively through class-work, regular assignments, research projects, and periodic tests, the levels of which will be measured against district, state, and national norms.
- Interventions are provided for students struggling to acquire essential knowledge and skills.

Graduation Requirements

To graduate from Founders Classical Academy, a student must earn a minimum of twenty-seven (27) credits and have a minimum cumulative grade point average of 2.0000 (GPA is carried out four places). Credits are earned at the rate of 0.5 credit per class per semester. All students at Founders Classical Academy are expected to participate in the Smart Core Curriculum. Beginning with the entering 9th grade class of 2014–2015 school year, each high school student shall be required to take at least one digital learning course for credit to graduate.

Graduation Requirements:

Students must earn at least a total of 27 credits, have a 2.0 or higher GPA, and complete the Senior Thesis to graduate.

Distinguished Diplomas:

Cum Laude Graduates must have 27 credits, 3.5 GPA, Latin II or higher

Magna Cum Laude Graduates must have 27 credits, 3.75 GPA, Latin III or higher

Summa Cum Laude Graduates must have 27 credits, 4.0 GPA, Latin III or higher, Advanced Science Course

GRADUATION REQUIREMENTS

Subject	FoundersClassical Academy Requirements	Smart Core Requirements
English	4 Total Credits (1 credit) English I (1 credit) English II (1 credit) English III (1 credit) English IV	4 Total Credits (1 credit) English I (1 credit) English II (1 credit) English III (1 credit) English IV
Math	4 Total Credits in grades 9-12 (1 credit) Algebra I (1 credit) Geometry (1 credit) Algebra II (1 credit) math higher than Algebra II	4 Total Credits (1 credit) Algebra I (1 credit) Geometry (1 credit) Algebra II (1 credit) math higher than Algebra II
Science	3 Total Credits in grades 9-12 (1 credit) Biology (1 credit) Chemistry (1 credit) Physics or Physical Science	3 Total Credits (1 credit) Biology (2 credits) Physical Sciences: Physical Science, Chemistry and/or Physics)
Social Studies	5.5 Total Credits (1 credit) Western Civilizations I (1 credit) Western Civilizations II (1 credit) U.S. (American) History (1 credit) World History (0.5 credit) Civics (0.5 credit) American Government (0.5 credit) Economics	3 Total Credits (1 credit) U.S. (American) History (1 credit) World History (0.5 credit) Civics or Government (0.5 credit) Economics
Physical Education	0.5 Credit	0.5 Credit
Health	0.5 Credit	0.5 Credit
Oral Communications	0.5 Credit (0.5 credit) Senior Thesis	0.5 Credit
Fine Arts	0.5 Credit (visual, theatrical, or musical arts)	0.5 Credit (visual, theatrical, or musical arts)
World Languages	2.0 Total Credits (1 credit) Latin I (1 credit) Latin II <i>Note:</i> Additional requirements for Distinguished Diplomas	Not required, but recommended
Moral Philosophy	0.5 Credit	Not required
Total Credits	Additional electives (6 credits) to equal a total of at least 27 credits. (One credit can be a Computer Science* course.)	Additional electives to equal a total of at least 22 credits.

* **Computer Science (flex unit)** – A unit of Computer Science and Mathematics, Essentials of Computer Programming, AP Computer Science, or IB Computer Science may replace the 4th math unit requirement or the 3rd Natural Science Requirement. Two distinct units of the computer science courses listed above may replace the 4th math unit requirement and the 3rd Natural Science Requirement. If the 4th Math requirement and the 3rd Natural Science requirement have been met through other coursework, any of the computer science courses listed above may be used for career focus credit. Beginning with the entering 9th grade class of 2014–2015 school year, each high school student shall be required to take at least one digital learning course for credit to graduate. (Act 1280 of 2013)

Character Education: Promoting Virtue

The environment and curriculum at Founders Classical Academy are designed to promote and build strength of character in students by promoting good habits, by teaching precepts, and by providing examples of virtue.

- Administrators and faculty encourage and model habits of honesty, respect, individual responsibility, and self-discipline to promote these traits.
- The Philosophical Virtues, *courage, justice, wisdom, and moderation*, as well as American principles in self-government and civility, are identified and clearly taught in a seamless manner through course content.

Virtues and Student Discipline

School Motto

Respice, Adspice, Prospice

By studying the past and analyzing the present, students will be ready to contribute to the future.

Student Motto

Honor: *I will honor those things which are good, true, and beautiful.*

Respect: *I will show respect to others at all times.*

Service: *I will do good things for others without being asked.*

Excellence: *I will strive for excellence in all things.*

Perseverance: *I will fulfill commitments and not give up or act on discouragement.*

Student Cultural Protocol

The expectation at Founders Classical Academy is that students will act according to specific standards:

- *that promote learning,*
- *where good citizenship is integrated into and evident in the school culture, and*
- *where behavior is aligned with honor, respect, service, excellence, and perseverance.*

The following list, though not exhaustive, outlines some basic rules and standards for students at Founders Classical Academy. Refer to the RES Student/Parent Handbook for detailed code of conduct information.

1. When engaged in conversation, students should maintain eye contact and speak clearly.
2. When greeting or being greeted by another, students should offer a "Hello," "Good morning/afternoon," or something similar.
3. When indoors, students should speak only at moderate volumes; when in the halls, they should speak in conversational tones.
4. Students should never use inappropriate phrases or words.
5. Students should not interrupt others in conversation; if necessary, students may interrupt by saying "excuse me."
6. Students should not walk between others engaged in conversation unless necessary, and then only by excusing themselves.
7. Students should address adults by their titles; answer them using "sir" or "ma'am."
8. Boys should hold the door for girls and ladies whenever they meet at an entry.
9. Students should sit correctly in their seats, feet and chairs level with the floor.
10. Students should pick up trash if they see it, even if they didn't put it there.

11. Students should be helpful. If an adult or fellow student needs help carrying something or finding something, etc., help him or her.
12. If a teacher needs a job done, volunteer to do it.
13. Students are expected to maintain a proper decorum at all times and in all places.

Guidelines for Speech

Before you speak, THINK.

T – *Is it True?*

H – *Is it Helpful?*

I – *Is it Inspiring?*

N – *Is it Necessary?*

K – *Is it Kind?*

Grades K-4

At the grammar level, teachers will provide logical consequences that will allow a student to experience the results of a poor choice, enabling him or her to make better choices for the future. Teachers will use Character cards to communicate to families the character traits from the school motto their child exhibits both positive and negative. Repeated Level I offenses and Level II, III or IV are handled by administration. Refer to the RES Parent/Student Handbook for lists of Level I, II, and III, IV offenses and consequences.

Grades 5-12

Demerits

Demerits are earned by any violation of a school rule (Level I offense). Demerits are also earned for missing homework. Teachers will give a warning for the first occurrence, and a demerit for each subsequent missing assignment. Demerits may result in Detentions and Suspensions.

Any student who would like to discuss a demerit, ask questions, or present additional information respectfully, should do so before the end of the next school day. After this time, demerits may not be reconsidered. Demerits may carry with them other obligations (i.e., lines, letter of apology, verbal apology, etc.). Three demerits lead to a detention.

Detentions

Detentions are earned by repeated offenses, or more serious infractions. Detentions may be assigned as lunch detentions, morning detentions, afternoon detentions, as assigned by teachers or school administration, or Saturday detentions, as assigned by the school administration.

Suspensions

Suspensions are earned by accumulating three Detentions or a single weightier offense in accordance with Responsive Education Solutions policy as outlined in the ResponsiveEd Parent/Student Handbook.

Three demerits lead to a detention. **Three detentions within a 45 day period** lead to a suspension. **Three suspensions** may lead to an expulsion.

*Note: some Level II, III, or IV offenses result in immediate suspension or expulsion. Refer to the RES Parent/Student Handbook for lists of Level I, II, and III, IV offenses and consequences.

Learning Environment

Founders Classical Academy promotes an environment that fosters learning and character development.

- There is a defined standard of appearance and a structured campus.
- Positive student-parent-teacher relationships are fostered.
- The faculty consists of a collaborative group of professionals focused on student achievement and character development.
- Success in our rigorous academic program is dependent upon consistent student effort and completion of assignments.
- Students must maintain high standards of behavior in order to remain in good standing at Founders Classical Academy.
- Extra-curricular activities are offered and encouraged.

Please review Section IV, the Student Code of Conduct, p. 31.

Academic Program

The K–12 curriculum follows the *Core Knowledge* sequence. Our curriculum is a knowledge-rich curriculum sequence that effectively builds in students the grammar of each subject area preparing them for more advanced studies in later grades. Core Knowledge is built upon the following ideas:

1. there is a common body of knowledge all students should learn, i.e., cultural literacy that enables societal cohesion,
2. reading comprehension is dependent upon solid academic background knowledge, and
3. students must be better prepared to become more informed and responsible citizens of our republic.

Enhancements in elementary grades include additional novels in some grades and the study of Latin and Greek root words in grades 3–5. Methods and resources from *Access Literacy* are used to teach explicit phonics, spelling, writing, and English grammar. *Singapore Math's Dimension* program is used in grades K-8 to teach math concepts. Instruction in Latin begins in seventh grade and continues into high school, and Logic instruction begins in seventh grade.

While the Core Knowledge sequence ends with 8th grade, the knowledge-rich spirit of CK will continue in the high school curriculum at Founders Classical Academy through the FoundersScope and Sequence. One difference is the instruction will be more dialectical in both the middle and high school grades, and the process of learning rhetoric that begins in the early grades will reach advanced stages in high school. The high school grades will feature an advanced arts and sciences curriculum. Students will learn content in a more in-depth manner, and the focus will be decidedly more coordinated to Western Civilization. In the humanities, priority will be given to original sources and great books as opposed to textbooks. Math and science will offer rigorous training in fundamentals and theories in these disciplines, including both logical methods of inquiry and the scientific method. Fine arts are promoted from the start with CK and will continue through high school with both in-school and extra-curricular opportunities in art, chorus, drama, and orchestra.

Progress Reports

Progress Reports are posted to the Home Access Center (HAC) mid-way through each marking period. Parents, however, are expected to regularly monitor student planners, notebooks, and grades. Grades may be checked throughout the year through the HAC. Generally speaking, Progress Report grades should not come as a surprise to parents.

Report Cards and Grading Policy

A student may be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade-level. To earn credit, a student must demonstrate mastery on grade-level standards and meet school requirements for attendance. In addition, students at certain grade levels will be required to pass the state-mandated assessment test as a further requirement for promotion.

Report Cards are issued every nine weeks.

One of the main purposes of grading is to determine levels of student academic mastery. Grades will be assigned in all classroom subjects. The grading scale below is used for all grades except kindergarten and first grade. Incompletes will only be given under special circumstances as determined by a classroom teacher in coordination with the headmaster.

- A** – Mastery
- B** – Proficiency
- C** – Sufficiency (Competence)
- D** – Insufficiency
- F** – Failing

In addition to these general parameters, we will be using a 4.0 grading scale. For all academic classes in grades 1–12, the following Arkansas Uniform Grading Scale and numeric values will be used for assigning grades and for computing student grade point averages (GPAs):

Grade	Regular/Honors/Pre-AP	AP
90–100	A – 4 Points	A – 5 Points
80–89	B – 3 Points	B – 4 Points
70–79	C – 2 Points	C – 3 Points
60–69	D – 1 Point	D – 2 Points
50–59	F – 0 Points	F – 0 Points

In order for students to be awarded the quality points for AP courses, the student must complete the full-year course and sit for the AP exam. (Grading policy includes educational objectives only.)

Class Rank, Valedictorian, Salutatorian

Class rank will be determined at the end of the third nine weeks of the senior year.

The following is the selection method to determine the Founders valedictorian and salutatorian:

1. The student who is selected as the highest-ranking graduate eligible to receive the Honor Graduate Certificate will serve as valedictorian, with the second highest ranking graduate serving as salutatorian.
2. Both the valedictorian and salutatorian must have been enrolled in the school for no less than three calendar semesters.
 - a. By the date of graduation, both the valedictorian and salutatorian must have met all Arkansas State Graduation Requirements applicable to him or her, including meeting all state assessment requirements.
 - b. The student with the highest cumulative grade point average will be selected as valedictorian, with the second ranking student serving as salutatorian. All calculations for this honor will be conducted at the end of the spring semester (before graduation) each school year.

To account for different levels of rigor at other schools, the following system is put into place so more accurate head-to-head comparisons can be made.

1. Students who attend Founders Classical Academy full time for four years will have their cumulative GPAs compared.
2. Students who attend Founders Classical Academy full time for three years will have their cumulative GPAs compared to the three-year averages (sophomore to senior) of the above students.

Students who attend Founders Classical Academy full time for two years will have their cumulative GPAs compared to the two-year averages (junior and senior) of the above students.

End of the Year Awards

Students receive End of the Year Awards to recognize academic achievement, attendance, and character. The following awards are given each year:

K-6

All A Honor Roll – students must earn all As in every class each 9 weeks (on all four report cards)

A-B Honor Roll – Students must earn all As and Bs in every class each 9 weeks (on all four report cards)

Perfect Attendance – Students must be present for the full day each day of school.

Character Awards – In grades K-4, five students in each homeroom class are recognized for demonstrating our Student Honor Code of Honor, Respect, Service, Excellence, Perseverance. In grades 5-8, five students are recognized in each grade level.

7-12

All A Honor Roll – High School students must earn all As each semester (4.0 for the year)

A-B Honor Roll – High School students must earn all As and Bs each semester.

Perfect Attendance – High School students must be present for each class period each day of school.

Lamp of Knowledge – Available to Juniors and Seniors, the Lamp of Knowledge Award recognizes students who have earned at least a 3.5 for three consecutive semesters at Classical Academy.

Academic Honesty

Students are responsible for academic behaviors and are expected to produce their own work at all times. Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties (refer to school club and athletic policies for additional consequences). Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher and headmaster, taking into consideration written materials, observation, or information from students. Members of National Junior Honor Society and National Honor Society will also be subject to a review by the society honor review board.

Academic Textbooks and Supplies

Founders Classical Academy desires the best in learning resources for its students. Books and other resources loaned or given to students are to be treated appropriately. Students are responsible for these materials. If resources given to a student are lost, the student must pay for any necessary replacement. If loaned resources are lost or damaged, the student must also pay for its replacement.

Homework

The majority of class time should be spent in instruction and dialogue. Homework is reserved mainly for reading and meaningful independent activities that provide for practice of content learned in class, preparation for upcoming lessons, or work on long-term assignments such as essays, reports, presentations, etc. Students at Founders Classical Academy will be assigned homework on a regular basis. It is an integral part of the school program and aids students in advancing their studies. We ask parents to help communicate to students the importance of establishing a silent and distraction-free environment for completing all homework.

Students are expected to complete the homework assigned and parents are expected to monitor their child's homework activity. If a student does not complete homework as assigned, he or she may receive a consequence and/or loss of credit for the assignment. Most importantly, the learning process will have been hindered. Parents will be required to meet with the teacher and headmaster if a student is consistently failing to complete assigned homework.

Homework Guidelines			
Guidelines are a general expectation but may fluctuate depending on student pacing and/or long term projects			
Grade	Independent Homework	Independent Reading (Minimum required)	Listening to Reading (Minimum required)
Kindergarten		5-10 minutes	15 minutes
First	10 minutes	10 minutes	10 minutes
Second	20 minutes	10 minutes	10 minutes
Third	30 minutes	20 minutes	<i>Listening to reading is encouraged for students of all ages, but not required for students in 3rd grade and beyond</i>
Fourth	40 minutes	25 minutes	
Fifth	50 minutes	25 minutes	
Sixth	60 minutes	25 minutes	
Seventh-Twelfth**	Amounts may vary according to subject, approximately 1.5-2 hours per night		

**One consideration with homework duration, especially at the beginning of the year, pertains to the students themselves. Some students work faster than others. All students, however, will “get in shape,” so to speak (or better shape). Once they learn teacher expectations and gain more experience in reading, writing, etc., they will complete homework at faster rates.

Upper Grades and Study Hall / Advisory

It is important for students to take full advantage of Study Hall / Advisory time each day. Not only can students complete homework during this time, but they can also gain much needed assistance from teachers. **Students must get study hall passes from their teachers.**

Make-Up Work

It is the responsibility of the student to make up missed classwork and homework after any absence, planned or due to illness, in a timely manner. A student, or parent in the case of young children, may contact the teacher or contact a classmate. Do not contact the school office. Missed work due to absence must be made up within the same number of days missed, not to exceed 5 days. For example, if a student is absent 1 day, then

he or she has 1 school day in which to make up the work; a two 2 day absence would mean 2 school days in which to make up the work, etc.

- An absence on the due date of a major assignment (essay, lab report, etc.) or exam may not extend the due date of that assignment. The student should expect to submit the work and/or make-up the exam on the day of his or her return. Absences during the preparation time of a major assignment may not extend the due date.
- Assignments taken home before or during an absence are due the day the student returns to class; this includes assignments given to a student to complete while on a trip.
- Grade penalties will affect assignments turned in late.
- It is wise for students to coordinate with a friend (perhaps one who lives close by) early on in the year so handouts might also be collected for the absent student. If a student is unable to coordinate with another student, it is the student's responsibility to seek the guidance of teachers regarding missed work as soon as he or she returns, so as to be ready for upcoming assessments.

Note: make-up work policies refer to "documented" absences (illness, verified with a parent or doctor's note, field trip, family vacation, or other documented absences as described on page 2 of this Handbook).

Semester Tests & Exemptions

Semester tests are given the last week of the fall and spring semesters in grades 7-12 in all academic core courses (performance based classes do not give a semester exam). The following guidelines apply to semester exams:

- Exams will NOT be given before the scheduled testing date and time.
- Prior approval from the Headmaster's Office must be obtained before make up of any semester tests at the scheduled make-up date. Prior notification or a medical excuse is required to make up semester tests.
- Students who do not show up for a final exam at the scheduled time without prior notification will be considered truant. In this case the student will receive a zero on the exam.
- Seniors may receive semester exam exemptions if they have an A in the class, no unexcused absences, and fewer than 4 excused absences. All three conditions apply in order for the student to be exempt.
- A senior must be enrolled by 9/1 to earn test exemptions for the first semester and by 1/13 for the second semester.

Attendance Policy

Regular school attendance is essential for the student to make the most of his or her education—to benefit from lessons, to build each day's learning on that of the previous day, and to grow as an individual. In short, there is no substitute for being in class. Absences from class may result in a serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences.

Minimum Days of Attendance

State law requires compulsory school attendance of children between the ages of 5-17, inclusive. After a 9th-12th grade student has exceeded ten (10) absences per semester, a determination will be made as to whether to deny credit. Factors to be considered will include reasons for the excessive absenteeism, previous attendance habits, input from the student's classroom teachers, and academic performance at school. Students in grades 9-12 who exceed five (5) absences parents will receive a letter and those who exceed ten (10) absences per semester may be turned over to the proper authorities

- For grades 9-12, the Attendance Committee may deny academic credit on the basis of ten (10) absences per class per semester.

- For grades K–8, students must attend a minimum of 168 days, or 90 percent (no more than 9 absences per semester).

If any student's Individual Education Program (IEP) or 504 Plan conflicts with this policy, the requirements of the student's IEP or 504 Plan take precedence.

When students know ahead of time that they will be absent, the parent should notify the office either in writing or by telephone regarding the absence and contact the teacher(s) for any make-up work (see Make-up Work Policy above).

Definition of Absence

"Absence" means a student was not present at a roll call or during some portion of the school day.

Extended Absence Policy

State law mandates that a student is dropped from the enrollment after 10 consecutive days of absence. As a result, that enrollment spot is open and our charter requires that if we have a wait list, we will fill that opening. Therefore, once you have been dropped from the roll, you must re-enroll. If there is an opening available, you could enroll, otherwise you would go on a wait list.

Hours of Operation - Rogers

The School day for grades K-12 are as follows:

- **K-2** begins at 7:45a.m. and ends at 2:50 p.m.
- **3-6** begins at 7:45 a.m. and ends at 3:15 p.m.
- **7-12** begins at 8:00 a.m. and ends at 3:25 p.m.

Students may arrive on campus no earlier than 7:15 a.m. and must leave school no later than 3:40 p.m. (unless they are participating in an afterschool activity with a school staff member).

Picking Up Your Child Early

In order for a student to leave school during normal school hours, a parent must sign the child out in the school office. The school secretary or aide will call the classroom to get the student and take him or her to the parent in the school office. No child will be released to any adult at the classroom door other than a school designated employee or school appointed volunteer.

We ask that you refrain from picking up your child before the end of the school day when possible. Please schedule your doctor, dentist, or any other appointments before or after school or on a scheduled day off. If not possible, the office must have a written note by 10:00 a.m. letting the office know your student will be leaving early. Students will not be permitted to be picked up before the end of the school day if the office has not been notified in writing that the student has an appointment. Faxed or emailed notes will not be accepted after 10:00 a.m. *In order to protect the carline time, we ask that you do not come to the office to pick up your child after 2:00 p.m.*

If a parent or guardian comes to the office to pick up a student before the end of that student's school day and the office has not been notified of an appointment, those seeking to pick up the student will be directed to the car line.

If you arrive early to pick up your child, please enter the car line and wait for the children to be brought outside. We understand that from time to time it may be necessary for families to leave early for an out-of-town trip or for another important reason. In those cases, the office must have a written note by 10:00 a.m. letting the office know he or she will be leaving early. Students will not be permitted to be picked up before the end of the school day if the office has not been notified in writing that the student will be leaving early. Faxed or emailed notes will not be accepted after 10:00 a.m. Planned absences will be documented only if arrangements are made a week in advance with the teacher(s) and the headmaster. When the absence is planned, all work will be expected to be completed and turned in the same day the student returns to school. (see Make-up Work Policy).

Drop-Off/Pick-Up

Volunteers and staff will supervise the drop off and pick-up areas. (Please follow signs and directions given by Founders Classical Academy staff members or volunteers.)

Students Walking or Riding a Bike

Please see the “*Walker/Biker Permission*” on our website

Drop Off

Please wait until the car is approached by a teacher before letting students leave the car. **PLEASE DO NOT WALK STUDENTS TO THE BUILDING.** There will be staff greeting students every morning.

After-School Pick Up

It is our desire that after-school pick up be done in a safe and timely manner. In order to accomplish this, please abide by these simple guidelines:

1. Display the car rider sign, *provided by the school*, in the front windshield. Please use **only** the signs provided by the school. Homemade signs will be considered no sign. This ensures that we know the right person is picking up your child as anyone could make a sign and claim to be authorized to pick up a child. **AGAIN** for security purposes, if you do not have a school-issued sign you will be asked to park and come inside. **AFTER** all cars with signs have picked up their students, we will have you sign out the students you are here to pick up.

Please let us know if you need more signs or a new sign, and we will get them to you ASAP!

2. *Please* remain in your car and wait for your student to be brought to the car. **Please do not park and walk up or send someone inside the building to pick up a student.** This may seem quicker but actually slows down the entire process. It is not safe to have anyone walking across the parking lot during this busy time. Also, we want to be sure the right student goes with the right person, and that cannot always be done if parents are walking in and picking up a student randomly.

It really is safer and faster if parents or designated people stay in their cars during this time!

3. If for some reason there will be a change with regard to who will be picking up your child, please notify the office so we can be sure your child goes home with the right person! **PLEASE BE SURE THERE IS A “WHO CAN PICK ME UP?” FORM ON FILE IN THE OFFICE.** Your child will only be released from school to persons whose names are on the completed card titled “Who Can Pick Me Up?” When parents plan for a Classical Academy student to leave school with someone not on this card, the school office must be notified no later than 2:00 p.m. the day of this change. For emergencies, a person not on your card but authorized by parent/guardian will be required to know your own personal code word written by parent/guardian on the card. We will ask for I.D. and call you to confirm that the correct person is picking up your child.

At 3:40, all students who have not been picked up will be escorted to the After School Program. Parents will be required to meet with the headmaster if a child is picked up late more than three times in a nine-week grading period.

School Tardies

Students are expected to be with their class by campus start time (please see campus hours of operation) Students arriving after campus start time are considered tardy. All tardies are unexcused, except for instances when children have written doctors’ notes. Tardy students **must be escorted by a parent or guardian to the school office** to sign-in and receive a tardy slip before going to class. If the weather is inclement (e.g., raining)

when you wake up, please plan to leave 5 or 10 minutes early to avoid being late. Excessive tardies, which disrupt the classroom, will result in a parent conference.

7-12 Students

- A student is tardy if not in his/her assigned chair in the classroom at the start of class.
- A student who is tardy to class in excess of ten (10) minutes will be charged with an absence for that period.
- The student needs an admittance slip from the school office if arriving to school after 8:00 a.m.

Excused Tardies

The only excused tardy to the first class of the day is when a student has a doctor's note documenting that he/she was at an appointment that caused the student to be late to the beginning of school. Students with doctor's documentation may check into the front office to receive an excused tardy. All other tardies are unexcused. Exceptions may be handled individually by a school administrator for extenuating circumstances such as medical issues or other emergencies. Students tardy to class because they have been detained by office personnel, must have a tardy slip or pass signed by that person. Oversleeping is considered an unexcused tardy or absence.

A STUDENT MAY BE EXCUSED BY A TEACHER FROM ANOTHER TEACHER'S CLASS ONLY WITH PRIOR APPROVAL FROM THE RECEIVING TEACHER.

Unexcused Tardies

For all unexcused tardies, the student will receive discipline. Student tardies will be recorded for each class and will be cumulative for each semester.

1. First unexcused tardy—Detention (Demerits) will be assigned by the teacher.
2. Second unexcused tardy—Detention will be assigned by the teacher
3. Third unexcused tardy—Detention will be assigned by the teacher and parent/guardian contacted.
4. Fourth unexcused tardy—Disciplinary referral to assistant headmaster
5. Fifth and all additional unexcused tardies—two days of In School Suspension

Field Trips

Students will have the opportunity to participate in field trips during the school year. Volunteer parents will be needed to help chaperone. Childcare arrangements must be made for younger siblings of parents going on field trips; ***siblings cannot be brought on field trips***. All volunteers will need to have a background check on file in the school office prior to chaperoning students. Please see our school website for the link to get your background check.

(Note: Background checks can take 2 to 3 weeks before completion.)

This application will also have to be completed each new school year for any volunteer.

Parents wanting to transport students to and from field trips or any other school related event, must complete the Volunteer Driving Application, it will only take a few minutes. Please see our school website for the link to complete the Volunteer Driving Application.

As with the volunteer application, **this application will also have to be completed each new school year for any volunteer responsible for driving students.**

Students must have a signed permission slip to attend a field trip. Portable audio devices, head/earphones, hand-held video games, etc., are not allowed to, from, or during a field trip.

Parents chaperoning students are responsible for the behavior of the students in their care:

- No inappropriate conversation, words, or other inappropriate behavior should be allowed (Student Protocol will be expected at all times).

- If a child's behavior becomes an issue it should be brought to the attention of a school employee immediately.
- Chaperones are expected to help the teacher maintain respectful student behavior for the duration of the field trip.
- Chaperones should always follow the rules set forth by the teacher and/or school. If the students are asked to bring a sack lunch, then the chaperone needs to bring a sack lunch.
- The chaperone should not make any extra stops for refreshments not scheduled by the teacher.
- Chaperones should always stay with the students for whom they are responsible and never leave them unattended.
- If an emergency occurs, please find another adult who can take responsibility for your students while you handle the emergency.
- If the students have been instructed by the teacher to be at a certain place at a certain time, it is the responsibility of the chaperone to see that they are there.
- Chaperones must participate in all the activities of their group. For the safety of the students, if you are not willing or physically able to keep up with the students assigned to you, please do not volunteer.

Unless arrangements are made through the administration, students must wear the Classical Academy school uniform clothing on field trips.

Video Viewing Policy

Videos may be used in class from time to time to support a lesson. In order to be used in class, videos must meet specific curricular objectives and will not have profane language or sensual content.

Teachers must receive prior approval from the headmaster or designee in order to show a video. Teachers are responsible for previewing videos to ensure they are appropriate. In grades K-3 only G-rated videos may be shown. In grades 4-8 G and PG videos may be shown; if a PG-13 video is approved for showing, a parent permission slip must be sent home with students.

Cell Phone/Electronic Devices Policy

- There are no cell phones, smart watches, or electronic devices allowed on campus.*
- If a student is seen with a cell phone or electronic device, or the phone/device is seen or heard, the phone/device will be taken, and the device will be given to the headmaster. It will be the student's responsibility to notify their parent or guardian that the device will need to be picked up by the parent or guardian from the headmaster, at the headmaster's convenience. A \$25.00 fee will apply.
- A second offense will result in a \$50.00 fee and a parent conference will be required to regain possession of the phone/device.
- A third offense will result in permanent loss of the phone/device and possible suspension from school.
- Any student refusing to give the phone/device to school staff shall be subject to disciplinary penalties in accordance with the Student Code of Conduct.

*If there is a legitimate need for a student to have a cell phone for after-school use, then a student may bring a phone to school; however, the cell phone MUST remain turned off during school hours and in car line.

ANY phone, smart watches, or electronic device seen or heard during the school day will be collected and given to the headmaster.

School and Classroom Newsletters

Good, open communication is vital to a healthy relationship between parents, teachers and administration. Founders Classical Academy has chosen to maintain direct email to parents and to publish a journal/newsletter that will be available on the school website. Parents are asked to watch for and review the

email updates, as they will be an accurate update on all events affecting you and your children at school. Dates of up-coming events will be published, and notification of important happenings on campus will be announced. Grade-level teachers will send out a paper copy and/or an electronic copy of their class/grade-level newsletter in grades K-4. Grades 5-12 teachers will communicate regularly with parents regarding up-coming units and tests.

Parent Communication With Administration, Faculty, and Staff

Parents may use any of the following means of communication with administrators, faculty, and staff:

- E-mail,
- A note dropped off to the school office, or
- Face-to-face meeting by submitting a completed *Parent/Teacher Pre-Conference Form* and scheduled in advance using one of the methods above.
- Parent Square Notifications

Guidelines regarding return communication:

- Headmaster and other administrators – due to the large volume of day-to-day responsibilities facing them, they will have to prioritize requests; you can expect to be contacted within 3 business days.
- Faculty – will make every effort to respond within 1 full business day, and no more than 2 full business days.
- Office Staff – will provide a response within 1 business day.

Note: Please keep in mind that email does not always make it to intended recipients. If you do not receive a response via email, please try one of the other means of communication.

Chain of Command when communicating about your student:

- Initial communication should be expressed to your child's teacher.
- If additional communication is warranted, parents should consult the appropriate administrator according to whether the matter concerns discipline or academics.
- If further communication is needed after meeting the headmaster, the parents should seek a meeting with the Regional Operations Director.

Parent Teacher Conferences

Teachers shall communicate with the parent(s) or guardian(s) of each student during the school year to discuss the student's academic progress. Frequent communication should occur with the parent(s) or guardian(s) of students not performing at the level expected for their grade.

Teachers shall meet with parent(s) or guardian(s) of each student at least once a semester through a parent-teacher conference or telephone conference.

All grade level conferences with parent(s) or guardians(s) shall be scheduled at a time and place to best accommodate those participating in the conference. The school shall document participation or nonparticipation in required conferences. If a student is to be retained at any grade level, notice of retention and the reasons for retention shall be communicated promptly in a personal conference.

A parent/teacher conference may be scheduled at any time a parent or the teacher feels one is necessary. To schedule a conference with a teacher, please contact your teacher, obtain and complete a *Parent/Teacher Pre-Conference Form* (These forms are available from the teacher, in the front office, and in the appendices of this Handbook.), then schedule an appointment during the teacher's conference time. This will allow for the most productive meeting.

Parent Grievances

Should a parent have a grievance concerning a particular class or the administration of the school, the grievance should be resolved using the following protocols. Issues that arise in a particular classroom should

always be addressed to the teacher first, since the teacher always has more direct knowledge of the student than anyone else.

1. **The Teacher:** Parents should schedule a meeting with the teacher outlining the nature of the meeting in advance by completing the *Parent/Teacher Pre-Conference Form* (Form A). Depending on the seriousness of the issue, a school administrator may be present. Under no circumstances is it acceptable for a parent to confront a teacher about an issue with students present, including his own.
2. **Assistant Headmaster/Dean:** If the grievance cannot be resolved with the teacher and the matter regards discipline, the parent should schedule a meeting with the assistant Headmaster. A completed *Parent/Administration Pre-Conference Form* (Form B) will need to be submitted prior to setting an appointment.
3. **The Headmaster:** If the grievance cannot be resolved with the teacher and the matter regards academics, the parent should schedule a meeting with the headmaster. A completed *Parent/Administration Pre-Conference Form* (Form C) will need to be submitted prior to setting an appointment.
4. **The Regional Director of Operations:** If the grievance cannot be resolved after meeting with school administration, then a parent should submit his grievance to the Regional Director of Operations for ResponsiveEd.

Note: Civil communication is expected at all times. Rude communication or behavior toward faculty or staff will not be tolerated. In the case of a grievance, face-to-face meetings may be preferable to e-mail communication.

Parental Involvement Policy

Parental/Community Involvement: District

The Founders Classical Academy School District understands the importance of involving parents and the community as a whole in promoting higher student achievement and general good will between the district and those it serves. Therefore, the district shall strive to develop and maintain the capacity for meaningful and productive parental and community involvement that will result in partnerships that are mutually beneficial to the school, students, parents, and the community.

To achieve such ends, the district shall work to:

1. Involve parents and the community in the development of the long-range planning of the district;
2. Give the schools in the district the support necessary to enable them to plan and implement effective parental involvement activities;
3. Have a coordinated involvement program where the involvement activities of the district enhance the involvement strategies of other programs such as Parents as Partners, Parents as Teachers, Donuts for Dads, Muffins for Mom, and Grandparents Day.
4. Explain to parents and the community the State's content and achievement standards, state and local student assessments, how the district's curriculum is aligned with the assessments, and how parents can work with the district to improve their child's academic achievement;
5. Provide parents with the materials and training they need to be better able to help their child achieve. The district may use parent resource centers or other community-based organizations to foster parental involvement and provide literacy and technology training to parents.
6. Educate district staff, with the assistance of parents, in ways to work and communicate with parents and to know how to implement parent involvement programs that will promote positive partnerships between the school and parents;

7. Keep parents informed about parental involvement programs, meetings, and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents can understand;
8. Find ways to eliminate barriers that work to keep parents from being involved in their child's education. This could include providing transportation and child care to enable parents to participate, arranging meetings at a variety of times, and being creative with parent/teacher conferences;
9. Find and modify other successful parent and community-involvement programs to suit the needs of our district;
10. Train parents to enhance and promote the involvement of other parents;
11. Provide reasonable support for other parental-involvement activities as parents may reasonably request.

To ensure the continued improvement of the district's parental/community involvement program, the district will conduct an annual review of its parental-involvement policies to examine their effect on promoting higher student achievement. The review shall be done by a committee consisting of parents and other community members, certified and classified staff, and member(s) of the administration.

This policy shall be part of the school's Title I plan and shall be distributed to parents of the district's students and provided, to the extent practicable, in a language the parents can understand.

Date Adopted: 08/18/2014

Parental/Community Involvement: School

Founders Classical Academy understands the importance of involving parents and the community as a whole in promoting higher student achievement and general good will between the school and those it serves. Therefore, Founders Classical Academy shall strive to develop and maintain the capacity for meaningful and productive parental and community involvement that will result in partnerships that are mutually beneficial to the school, students, parents, and the community.

To achieve such ends, the school shall work to:

1. Involve parents and the community in the development and improvement of Title I programs for the school;
2. Have a coordinated involvement program where the involvement activities of the school enhance the involvement strategies of other programs such as Parents as Partners, Parents as Teachers, and Project Graduation.
3. Explain to parents and the community the State's content and achievement standards, state and local student assessments, how the school's curriculum is aligned with the assessments, and how parents can work with the school to improve their child's academic achievement;
4. Provide parents with the materials and training they need to be better able to help their child achieve. The school may use parent resource centers or other community-based organizations to foster parental involvement and provide literacy and technology training to parents.
5. Educate school staff, with the assistance of parents, in ways to work and communicate with parents and to know how to implement parent involvement programs that will promote positive partnerships between the school and parents;
6. Keep parents informed about parental involvement programs, meetings, and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents can understand;
7. Find ways to eliminate barriers that work to keep parents from being involved in their child's education. This may include providing transportation and child care to enable parents to participate, arranging meetings at a variety of times, and being creative with parent/teacher conferences;
8. Find and modify other successful parent and community-involvement programs to suit the needs of our school;
9. Train parents to enhance and promote the involvement of other parents;

10. Provide reasonable support for other parental-involvement activities as parents may reasonably request.

To help promote an understanding of each party's role in improving student learning, Founders Classical Academy shall develop a compact that outlines the responsibilities of parents, students, and the school staff in raising student academic achievement and in building the partnerships that will enable students to meet the State's academic standards.

Founders Classical Academy shall convene an annual meeting or several meetings at varying times, if necessary, to adequately reach parents of participating students, to inform parents of the school's participation in Title I, its requirements regarding parental involvement, and the parent's right to be involved in the education of their child. Founders Classical Academy shall, at least annually, involve parents in reviewing the school's Title I program and parental involvement policy in order to help ensure their continued improvement. This policy shall be part of the school's Title I plan and shall be distributed to parents of the district's students and provided, to the extent practicable, in a language the parents can understand.

Rules for Founders Classical Academy Extracurricular Activities

Clubs and Sports

Founders Classical Academy will promote virtue, both in academic and athletic arenas, which is at the heart of what we stand for at the academy. Therefore, if a student is suspended from school for any reason, the student will also be suspended from extracurricular participation for a time of at least one week and will be subject to the termination of rights of participation for a more substantial length of time depending upon the severity of the offense and the discretion of the Headmaster.

Students are responsible for the specific expectations and rules set forth in extra-curricular club, society, and athletic team documents, including, but not limited to, those of the National Honor Society and Student Council.

Parent Responsibilities

Until such time as the programs at the Classical Academy develop and funds are raised, the Classical Academy will not provide transportation to away games or competitions in academics or athletics. While parents may choose to carpool with one another, Founders Classical Academy is not responsible for the transportation of students to and from contests.

Parents with children playing sports will also be asked to pay a small fee for participation that will help defray the cost of uniforms and coaches. This will differ from sport to sport or activity to activity depending upon the associated expenses.

There will normally be a small ticket charge at the gate of home and away athletic contests. Therefore, you should be prepared to pay for admission into contests at the various venues.

Practices and contests will be scheduled by Founders Classical Academy. Participants are expected to attend all practices and games unless excused by the head coach prior to the date. Transportation to and from practice will be the responsibility of the parents.

Parents should strive to be active in the VIP Organization and in volunteer efforts related to the needs for home events and various presentations. Parents may be asked to volunteer with taking tickets, concessions, clock operation, dress rehearsals, and other important activities associated with running a good extracurricular program. Your assistance with your time and resources will help the Classical Academy to move the programs to a high level for your children and others in the coming years.

Founders Classical Academy Student School Dress Code

The purpose of a dress code is to prevent unnecessary distractions in the classroom and create a positive learning environment. Students should arrive at school each day wearing official Founders Classical Academy uniforms with the school logo. These must be purchased from Lands' End:

- Rogers School Code: **900197617**

Allowance of clothing, accessories and issues not addressed in this Code will be determined by the Headmaster.

The school has adopted the following uniform policy for students:

Dress Code:

General Guidelines for *Girls*:

- Skirt length should not be shorter than 2 inches from the crease of the back of the knee
- Appropriate undergarments and modesty shorts are to be worn under skirts at all times (solid navy)
- Belts must be worn with pants at all times; pants must fit well (not too tight)
- Hair accessories must match uniform (white/gold/navy/gray or combination thereof)
- Highlighting and coloring of hair are permitted as long as the highlights and color are a natural hair color; no wigs except for medical reasons
- Jewelry must be minimal and non-distracting, and necklaces must be worn inside of shirt, hidden from view and only single ear piercings are allowed
- Tongue rings and other visible body piercings, including nose and eyebrow rings, are not allowed. No gauges may be worn in pierced ears, and students may not wear grills on teeth. Girls may wear earrings that are simple studs or hanging earrings, provided that they hang no lower than 1/2 inch below the earlobe. Girls may wear no more than two earrings per ear
- Visible tattoos or body art are not allowed
- Shirts must be tucked in at all times
- No rolling backpacks allowed

Girls' Uniform options are as follows:

- Plaid, Gray, khaki or navy jumper - no shorter than 2 inches above the knee
- Gray, khaki or navy skirt (K-12) - no shorter than 2 inches above the knee
- Box plaid skirt (4-12) - no shorter than 2 inches above the knee
- Gray, khaki, navy Ponte Dress, Ponte Pleat Jumper
- Mesh polo dress (long or short sleeve, gray, with logo) **This option only available to K – 3rd grade*
- Gray, khaki or navy pants or mid-thigh length shorts with a belt. Pants must fit well and not be too tight.
 - NO cargo, skinny pants, khaki jeans, or carpenter styles with large outer pockets. Pants must be worn at the waist and may not be overly tight or baggy. No boxers or undergarments may be visible. Slacks must reach the shoe but not dragging on the ground.
- Variety of long and short sleeve, gray, white, light blue or navy polo with logo
- Modesty bike shorts in navy must be worn under skirts and jumpers and should not show when standing
- Solid white or navy tights or leggings (no embellishments)
 - Leggings must reach the ankle bone

***NEW* Optional Items for Girls:** (These items are NOT required):

All Girls: button down white oxford cloth shirt

Girls Grades 7-8: Navy crossover tie

Girls Grades 9-12: Navy crossover tie, navy hopsack blazer

Indoor Sweater Options (no hoods or sweatshirts)

- Gray, navy, white knitted crew neck pullover vest or sweater with logo (must be worn with a collared shirt underneath)
- Gray, navy, or white cardigan with optional logo

Required Footwear must be solid colored, closed toed, closed heel:

- Solid white, navy, bobby or ankle socks (must be visible) or white or navy knee socks
- Navy or Black Mary Jane's with white or black soles (Formal Dress Day K-3)
- Majority of shoe color should be white, black, light brown, or dark brown dress shoes
- Sneakers/ tennis shoes must be low or mid tops (no high tops) and the majority of the shoe should be solid-colored black, navy, gray, white, brown (primary colors and earth tones are preferred)

Only other outerwear item to be worn in classroom besides sweater:

- Lightweight fleece half-zip pullover (classic navy, with logo)
- Quarter-zip pullover (classic navy, with logo)
- Fleece lined rain jacket (classic navy, with logo)
- Thermo plume jacket (classic navy, with logo)

General Guidelines for *Boys*:

- Only solid white t-shirts (no writing) may be worn under uniform shirts
- Belts must be worn with shorts and pants at all times
- Boys hair must be neatly cut , combed and may not cover the eyes. Sideburns should be neatly trimmed and extend no longer than the bottom of the earlobe. Hair must be natural color.
- Boys may not wear hair bands or put their hair into a bun or ponytail.
- No facial hair is permitted
- Abnormal or excessive hairstyles are not allowed (eg. tails, mohawks, haircut designs)
- Shirts must be tucked in at all times
- No piercings are allowed
- Visible tattoos or body art are not allowed
- No rolling backpacks allowed

Boys uniform options are as follows:

- Gray, khaki or navy pants or mid-thigh length shorts with a belt
- Gray, white or navy polo with required logo

***NEW* Optional Items for Boys** (These items are NOT required):

All Boys: button down white oxford cloth shirt

Boys Grades 7-8: Plaid tie

Boys Grades 9-12: Plaid tie, navy hopsack blazer

Indoor Sweater Options (no hoods or sweatshirts)

- Gray, navy, white knitted crew neck pullover vest or sweater with logo (must be worn with a collared shirt underneath)
- Gray, navy, or white cardigan with optional logo

Required Footwear:

- Solid white, black or navy ankle or crew length socks (must be visible)
- Solid white, black, light brown, or dark brown dress shoes. Majority of shoe color should be white, black, light brown, or dark brown dress shoes (Formal Dress Day)
- Sneakers/ tennis shoes must be low or mid tops (no high tops) and the majority of the shoe should be solid-colored black, navy, grey, white, brown (primary colors and earth tones are preferred)

Only other outerwear item to be worn in classroom besides sweater:

- Lightweight fleece half-zip pullover (classic navy, with logo)
- Quarter-zip pullover (classic navy, with logo)
- Fleece lined rain jacket (classic navy, with logo)
- Thermo plume jacket (classic navy, with logo)

FCA Rogers ONLY PE Uniforms (7th-12th)

Students in grades K-5 will not change clothes for PE. Students in grades 7-12 must wear official FCA P.E. uniform apparel (order via the school website) in good repair (no holes, torn sleeves, etc.). During cold weather

seasons students may wear solid black sweat pants without logos or designs. Boxers or undergarments may not be visible. P.E. shirts must be worn either tucked in or well over the waist of the shorts, if not tucked in. No midriffs may be shown. Athletic shoes must be worn for P.E. (refer to the notes about shoes).

PE shoes should be court or cross-training shoes that meet dress code. Running shoes may be worn but are not recommended.

Exemption

Parents may provide a written request to the Campus Director at the school office, stating a bona fide religious or philosophical objection to the requirements above.

Spirit Day (All Grades)

The first Friday of each month is designated as Spirit Day. Students may wear Blue Jeans without holes, without slits, and must be free of decorations or embellishments; students may not wear skinny or baggy jeans, or joggers. Students may wear any approved spirit wear t-shirts, including shirts approved for extra-curricular activities or uniform shirts. There may be other pre-approved, designated days where spirit wear may be worn. If students are not wearing spirit wear, they must be in uniform.

Students are required to wear a gym uniform. The gym uniform must remain modest and in good repair (no holes, torn sleeves, etc.). Athletic shorts, or pants during cold weather should be worn at the waist, should be

no shorter than two inches above the knee, and no-longer than just below the knee. No short shorts or long baggy shorts may be worn. No boxers or undergarments may be visible. Shirts must be tucked in or well over the waist of the pants/shorts. No midriffs may be shown.

Students are required to wear the Gym Uniform for every gym class. If the student is out of dress code, he or she will not be able to participate that day and will receive a zero.

Athletic Warm-Ups

All students may purchase the Athletic Warm-ups approved on the Lands' End website. Students participating in sports may choose to wear them during the practice/game. Students in 7th-12th grades may choose to purchase the warm-up to wear during gym class. The approved warm-up jackets with logo may also be worn during the school day over a required uniform shirt; however, the warm up bottoms may not be worn during the school day.

Trends

Each year there are a few new trends that show up at school. These, of course, cannot be listed nor a regulation devised to specifically cover them. When a new trend interferes with the appropriate learning atmosphere, becomes a nuisance, or violates the spirit of the dress code, then it will not be permitted. The Headmaster will make this decision.

Quality

Torn, cut, or ripped clothing may not be worn.

Expense

The purpose of the dress code is to create and maintain an orderly, positive learning environment. The dress code requirements should not keep your student from attending Founders Classical Academy. Financial assistance is available to qualifying families. Please inquire with the school for more information.

Enforcement Policies If a student's dress or grooming is inappropriate or objectionable under these provisions, faculty shall request the student to make appropriate corrections. If the student is unable to meet the dress code or refuses to make the necessary corrections, the Headmaster or Assistant Headmaster shall notify the student's parent and request that the parent make the necessary correction. If both the student and parent refuse, the Headmaster shall take disciplinary action.

Appropriate disciplinary procedures shall be followed, including removal from school until the student is in compliance with the dress code. Decisions of the Headmaster or designee regarding dress and grooming are considered final. Failure to comply with the dress code will result in disciplinary action.

Navigating Lands' End

1. Go to the Lands' End main site at www.landsend.com.
2. Click on "school uniform."
3. Click on "Find My School."
4. Enter your information or "Or find my school using my preferred school number." The preferred school number for Founders Bentonville is 900155722 and for Founders West Little Rock is _____.

It is recommended that you create your own account in order to learn about Lands' End uniform and logo sales.

Additional Clothing for Grades K and 1 Students

All FCA Kindergarten and 1st grade students are required to have an extra change of clothing at school (This does not have to be a school uniform, but it is recommended.). Please include socks and underwear.

Visitors on Campus

Founders Classical Academy has a mandatory sign-in procedure for all visitors on campus, including parents. We ask that you not go to your child's classroom, the lunchroom, the gym, or any other place on campus without stopping in the office, signing in, and getting permission. Office staff or school administrators will be glad to assist you. **Students from other schools are not allowed to visit our campus unless they are scheduled for an official shadow day.**

Every classroom interruption sets back learning time. Teachers are distracted and some students are unable to refocus on their lesson once interrupted. This procedure is in place to ensure your child receives the ultimate academic time available without distraction, as well as for their safety, by knowing who is on campus at all times. The procedure also applies to student drop off and pick up. When teachers arrive in the morning, they have certain preparations that must be completed before receiving the students. After school, they have lesson plans to wrap up, tutoring to conduct, papers to grade, calls to return, etc., and still leave the school early enough to spend time with their families in the evening.

All of our teachers welcome parent/teacher conferences, as long as they are scheduled in advance and on their calendar. Please complete the *Parent/Teacher Pre-Conference Form*, then call the school office or e-mail your child's teacher to schedule a conference.

Inclement Weather

When the weather turns cold, and snow and ice threaten a school closing, you may tune into TV and/or radio to find out if Founders Classical Academy will be closing. We will follow the Bentonville Public Schools (BPS) or Little Rock School District (LRSD) when making our decision. If you see that BPS is closed or delayed, then so are we. Please stay informed of the weather conditions and do not bring your child to school unnecessarily. If the school is closed, there will not be a school employee on campus.

If there is dangerous weather during car line, the following protocol will take place: Safety will be priority

- If lightning is striking within 10 miles we move students inside and pause car line
- We will let you know if car line is suspended temporarily immediately through ParentSquare
- If a tornado warning is issued during car line, we will suspend car line until the warning is over. Parents should come in for shelter. Students will be moved to their tornado shelter location.

Parent Contact Information on File

If for some reason any of your contact information changes during the school year, such as your home, cell, or work phone numbers, please contact the office immediately and let us update the information in your child's records. **It is extremely important that we have current contact information at all times so we can reach you during the school day. This is for the safety of your child.** We must be able to contact you in the event of a medical emergency. If you receive a call from the school asking you to pick up your child and you are not available, it is your responsibility to make arrangements for someone else to pick up your child. Please inform the person picking up your child that he or she is required to show a state-issued picture ID before your child can be released.

Classroom Interruptions

It is extremely important that parents do not interrupt the classes during the school day by going directly to the classroom and drawing the attention of the teacher away from his or her responsibilities for a "quick question." An e-mail or note should provide parents with a means of quick communication.

When you go to the school office, the secretary or aide will assist you in delivering lunches, supplies, or other forgotten messages or items. Medicine should be taken to the school nurse office. It is less disruptive for school personnel to deliver these items, and school personnel are glad to serve you.

Lost Items at School

Please make sure your child's name is on items he or she brings to school. This will help us identify the items when they are misplaced. As the weather changes from hot to cold, there will be many coats and sweatshirts, etc., that look alike. Be sure to write your child's name on lunchboxes and containers inside the lunchboxes. Anything you want to keep should be labeled.

Meals at School

Breakfast and Hot Lunch

Every parent will have the opportunity to apply for the free and reduced meal program. The applications are sent home with students the first week of school. Once the application is returned to the school, your approval or denial letter should come home in a few days. Parents are responsible for the full price of student's meal until the free or reduced priced meal application is approved and starting date begins.

Meal charge guidelines for Founders Classical Academy are as follows:

All students may charge meals only on occasions when money is unavailable and the student would have to miss meal service. This is a courtesy extended to the student and should not occur on a regular basis. Students whose accounts show a deficit amount will be informed by the cashier as they go through the line. Students will be allowed to charge up to 5 meals. After 5 meals charged to an account, parents will be contacted.

Staff and other adults will not be allowed to charge meals.

Sack Lunches

When preparing your child's sack lunch, please make every effort to send a nutritious meal. The children are not allowed to share their food for safety reasons. Be sure to send a drink. Please help us support these rules from home. It is important to pack an eating utensil in your child's lunch box, as utensils are not available at school. Due to safety concerns, only those students in Third Grade and above will be allowed to use the microwave ovens.

Snacks

Students should bring small, healthy, snacks that can be consumed in a couple of minutes. Examples include peanut butter crackers, animal crackers, nutri-grain bars, granola bars, pretzels, grapes, etc. No snack should require the use of a utensil. Students attending after-school care will need to bring a snack for after school.

Note: Food and drink (except bottled water with lids) are not permitted in the classrooms. There are water fountains available on the campus. During seasons of very hot weather, students are encouraged to bring water bottles to school. They may refill them from any of the drinking fountains on campus. As a precaution against sickness, students should not share or drink from the same bottles. Help keep our campus clean and please **do not send colored drinks in water bottles.**

Food Safety and Security

To help ensure health and safety of the students and staff in our schools the following procedures shall be implemented:

- All foods made available on school campus or through school sponsored activities on school campus shall comply with state and local food, safety, and sanitation regulations.
- Individually packaged or commercially prepared items are required to minimize opportunities for food borne illnesses.
- Home-made foods for parties, etc. are PROHIBITED – Given concerns regarding food allergies and food safety, home-made foods are not allowed in ResponsiveEd schools for consumption by students during the school day.

- Ice machines must be secured and handled only by authorized personnel to prevent cross contamination or risk of tampering.

Exemption Days

Nine days will be exempt from the normal Child Nutrition Policy; all students must have a choice to eat a breakfast and/or hot lunch meal during the selected exemption days. Foods may not be made available during meal times in the areas where school meals are being served and/or consumed.

The designated days will include, but are not limited to:

- The last day before Christmas Holidays
- Valentine's Day or the Friday before, if it falls on a weekend
- The last day of school

Other days will be communicated by administration.

Celebration/Fundraiser Days (Included in the 9 exemption days)

Parents/sponsors are able to provide store-bought, individually packaged food items or commercially prepared food items for celebrations, approved instructional activities (i.e., folklore festivals), or after school fundraisers to reduce the risk of food contamination. Home-made foods are PROHIBITED.

Birthday Parties/Treats

Birthday parties are prohibited due to the loss of instructional time. Birthday treats are prohibited due to state guidelines as set forth in ACT 1220 of 2003. Parents may provide non-food goodie bags to be distributed at the end of the day.

Volunteers

Founders Classical Academy welcomes parent volunteers. Volunteers are vital to making our school the best it can be, and we appreciate every minute volunteers provide. However, as with anything, there must be guidelines. We ask that our volunteers not arrive before 8:00 a.m. if they are coming to help in the office. Our teachers need this time to make phone calls, copy confidential files, have conversations with the other staff, etc., and before and after school is often their only available time. For the same reasons, we ask that our office volunteers plan to leave the office when their child is dismissed at the end of the day.

Volunteers are asked not to interrupt a classroom for any reason other than an emergency. If you are working on something a teacher has left for a volunteer and you do not understand the instructions or you need to ask a question, please wait until they have a break. Classroom disruptions (no matter how quiet you are) detract from the education process.

Office volunteers may occasionally overhear confidential school or student information. Any information overheard in the office must be kept in the strictest of confidence. You may only discuss information that has been shared with the school body. Failure to keep confidences may result in your inability to continue as a volunteer.

PTO-Parent Teacher Organization

Want to get involved? Make sure to join the PTO-Parent Teacher Organization. You can sign up and read more about this important program on our website.

APPENDIX

Annual Notice of Parent and Student Rights (Annual FERPA Confidentiality Notice)

The Family Educational Rights and Privacy Act (“FERPA”) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s educational records. These rights are:

The Right to Inspect and Review

Parents or eligible students have the right to inspect and review the student’s educational records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the Campus Director/Headmaster a written request that identifies the record(s) they wish to inspect. The school will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the student’s educational records, the school shall provide the parent or eligible student with a copy of the records requested or make arrangements for the parent or eligible student to inspect and review the requested records.

The school shall not destroy any educational records if there is an outstanding request to inspect and review the records under this section. The school may charge a fee for a copy of an education record that is made for the parent or eligible student, unless the imposition of a fee effectively prevents a parent or eligible student from exercising the right to inspect and review the student’s education records. The school will not charge a fee to search for or to retrieve the student’s educational records.

If the student’s educational records contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information about that student.

The Right to Seek Amendment of the Student’s Educational Records

Parents or eligible students may ask the school to amend a record that they believe is inaccurate, misleading, or in violation of the student’s privacy rights. Parents or eligible students should submit to the Campus Director/Headmaster a written request that clearly identifies the part of the record they want changed, and specifies why it is inaccurate, misleading, or in violation of the student’s privacy rights. The school will decide whether to amend the record as requested within a reasonable time after the school receives the request. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing to challenge the content of the student’s education records on the grounds that the information contained in the educational records is inaccurate, misleading, or in violation of the student’s privacy rights.

If, as a result of the hearing, the school decides that the information is inaccurate, misleading, or otherwise in violation of the student’s privacy rights, it shall amend the record accordingly and inform the parent or eligible student of the amendment in writing. If, as a result of the hearing, the school decides that the information in the educational record is not inaccurate, misleading, or in violation of the student’s privacy rights, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school, or both. If the school places an amended statement in the student’s educational records, the school is obligated to maintain the amended statement with the contested part of the record for as long as the record is maintained and disclose the statement whenever it discloses the portion of the record to which the statement relates.

The Right to Consent Prior to Disclosure

Parents or eligible students have the right to consent to disclosures of Personally Identifiable Information (“PII”) contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent.

Disclosure without Consent

Officials with Legitimate Educational Interests

The school may disclose PII contained in the student’s educational records without obtaining prior written consent of the parent or eligible student if the disclosure is to school officials with legitimate educational interests. A school official is:

1. a person employed by the school as a Campus Director/Headmaster, teacher, teacher aide/paraprofessional, or support staff member (including health or medical staff and law enforcement unit personnel);
2. a person serving on the Board of Trustees;
3. a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (e.g., attorney, auditor, medical consultant, therapist, etc.);
4. a parent or student serving on an official committee (e.g., disciplinary committee, grievance committee, etc.), or
5. a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Officials of Another School

The school may disclose—and does so upon request—PII contained in the student’s educational records without obtaining prior written consent of the parent or eligible student if the disclosure is to officials of another school, school system, or institution of post-secondary education where the student seeks or intends to enroll, or where the student is already enrolled, if the disclosure is for purposes related to the student’s enrollment or transfer.

Federal and State Program Purposes

The school may disclose PII contained in the student’s educational records without obtaining prior written consent of the parent or eligible student if the disclosure is to authorized representatives of:

1. the U.S. Comptroller General,
2. the U.S. Attorney General,
3. the U.S. Secretary of Education, or
4. State and local educational authorities.

Disclosures under this provision may be made in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

Financial Aid

The school may disclose PII contained in the student’s educational records without obtaining prior written consent of the parent or eligible student if the disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.

State and Local Officials

The school may disclose PII contained in the student's educational records without obtaining prior written consent of the parent or eligible student if the disclosure is to State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released.

Certain Studies

The school may disclose PII contained in the student's educational records without obtaining prior written consent of the parent or eligible student if the disclosure is to organizations conducting studies for, or on behalf of, the school, in order to:

1. develop, validate, or administer predictive tests;
2. administer student aid programs; or
3. improve instruction.

Accrediting Organizations

The school may disclose PII contained in the student's educational records without obtaining prior written consent of the parent or eligible student if the disclosure is to accrediting organizations to carry out their accrediting functions.

Tax Purposes

The school may disclose PII contained in the student's educational records without obtaining prior written consent of the parent or eligible student if the disclosure is to parents of an eligible student, if the student is a dependent for IRS tax purposes.

Judicial Order or Subpoena

The school may disclose PII contained in the student's educational records without obtaining prior written consent of the parent or eligible student if the disclosure is to comply with a judicial order or lawfully issued subpoena.

Health and Safety Emergency

The school may disclose PII contained in the student's educational records without obtaining prior written consent of the parent or eligible student if the disclosure is to appropriate officials in connection with a health or safety emergency.

Directory Information

The school may disclose PII contained in the student's educational records without obtaining prior written consent of the parent or eligible student if the school has designated the information as "directory information."

The school has designated the following categories of information as directory information for the purpose of disclosure relating to school-sponsored/school-affiliated purposes:

1. student's name;
2. address;
3. telephone listing;
4. electronic mail address;
5. photographs (including video images);
6. date and place of birth
7. major field of study
8. dates of attendance;
9. grade level;
10. participation in officially recognized activities and sports;
11. weight and height of members of athletic teams
12. degrees, honors, and awards received

13. the most recent educational agency or institution attended; and
14. student identification (“ID”) number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. A student’s SSN, in whole or in part, cannot be used for this purpose.

School-sponsored/school-affiliated purposes are those events/activities which the school conducts and/or sponsors to support the school’s educational mission. Examples include, but are not limited to:

1. extracurricular programs or events (e.g., plays, sporting events, graduation ceremony, etc.),
2. publications (e.g., newsletters, yearbook, etc.)
3. honor roll and other recognition lists,
4. marketing (e.g., videos, print media, website, newspaper, etc.)

The school has designated the following categories of information as directory information for the purpose of disclosure to military recruiters and institutions of higher education, but only for secondary students:

1. student’s name,
2. address, and
3. telephone listing.

The school shall not release directory information except for the purpose indicated above, namely:

1. disclosure relating to school-sponsored/school-affiliated purposes; and
2. disclosure to military recruiters and institutions of higher education, but only for secondary students.

A parent or eligible student may opt out of the release of directory information for either or both of these purposes by submitting a written objection to the school office within 15 school days after receiving this “Annual Notice of Parent and Student Rights (Annual FERPA Confidentiality Notice).”

Records

Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, FERPA requires the school to record the disclosure. Parents or eligible students have a right to inspect and review the record of disclosures.

The Right to File a Complaint

Parents or eligible students have the right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education (“Office”) concerning alleged failures by the school to comply with the requirements of FERPA. The name, address, and phone number of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW.
Washington, D.C. 20202
Phone: 1 (800) 872-5327

A complaint must contain specific allegations of fact giving reasonable cause to believe that a FERPA violation has occurred. A complaint does not have to allege that a violation is based on the school’s policy or practice.

The Office investigates a timely complaint filed by a parent or eligible student, or conducts its own investigation when no complaint has been filed or a complaint has been withdrawn, to determine whether the school has failed to comply with FERPA. If the Office determines that the school has failed to comply with FERPA, it may also determine whether the failure to comply is based on the school’s policy or practice.

A timely complaint is defined as an allegation of a FERPA violation that is submitted to the Office within 180 days of the date of the alleged violation or of the date that the complainant knew or reasonably should have known of the alleged violation. The Office may extend the time limit for good cause shown.

Access to Medical Records

Parents are entitled to access their student's medical records.

Computer Resources, Web Learning Tools, and Network Services Acceptable Use Guidelines

Computer Resources

To prepare students for an increasingly computerized society, the school has made a substantial investment in computer technology for instructional purposes. Use of those resources is restricted to students working under a teacher's supervision and for approved purposes only. Students with access to school computers and their parents agree to follow the following user agreement regarding use of these resources. Violations of this agreement may result in withdrawal of computer privileges and other disciplinary action. Electronic communications such as e-mail using school computers are not private and may be monitored by school staff.

Technology Mission Statement

The school is committed to utilizing the maximum potential of technology to enhance student learning and increase teacher effectiveness by providing students with technology-related experiences. Recognizing the ever-changing influences of technology on all aspects of our lives, the school is dedicated to providing an integrated technological curriculum for all students and staff. Students will have access to the technology necessary to produce, manage, communicate, and retrieve information in an efficient manner for educational use. In the attainment of both present and future goals, the school will provide a continually evolving staff development program oriented toward the integration of technology in areas of curriculum.

Instructional Resource

The school is proud to bring network and Internet access to school staff and students. The school believes the Internet offers many diverse and unique resources to both students and staff. The school's goal in providing this service to staff and students is to promote educational excellence by facilitating resource sharing, innovative teaching, and communication skills.

The Internet is a global electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Services available to our school Internet users include:

1. educational opportunities and electronic field trips,
2. public domain software and shareware,
3. access to university libraries and various museums,
4. online encyclopedias,
5. access to research databases,
6. access to hundreds of reference sources,
7. online subscriptions to educational journals,
8. virtual classrooms and laboratory simulations, and
9. information and news from NASA and other research institutions.

Through the school, students and staff have access to numerous research oriented and instructional resources via the Internet. Online encyclopedias, professional journals, and databases filled with timely information on thousands of topics are just a few of the resources provided. Computers at the school have the technology necessary to support student research and to promote academic achievement.

Student Safety

The school is aware that resources which are inappropriate or not designed for use in the educational setting may be accessed on the Internet. To protect students and staff from such inappropriate material, the school's Internet access is filtered with one of the highest rated Internet filtering systems available. However,

users must recognize that it is impossible for the school to restrict access to all controversial material and individuals must be responsible for their own actions in navigating the network.

Purpose

The purpose of this policy is to ensure school-level compliance with all procedures and regulations regarding the local area network and Internet usage. All students, parents, teachers, administrators, and school staff who obtain their Internet access through the school are expected to use these services appropriately.

User Responsibilities

1. The school is providing Internet resources for educational purposes only. Student/staff use of Internet resources must be related to an expressed educational and/or administrative goal or objective.
2. The use of the school Internet and computer network must be in support of educational goals, research, and class assignments and be consistent with the educational objectives of the school.
3. Users must have a valid, authorized account to access the network, and use only those computer resources that are authorized. Accounts may be used only in accordance with authorized purposes.
4. Individual accounts may be used only by the owner of the account except where specifically authorized by school administrators. In the case of class accounts, all use must be under the supervision of the sponsoring teacher/supervisor.
5. The user is responsible for safeguarding the computer account. Users are expected to protect access to accounts by periodically changing the password and keeping it confidential. They must respect the privacy of others by not tampering with their files, passwords, or accounts.

Policy Terms and Conditions

Acceptable Use

Users are to properly use school network resources for educational and/or administrative purposes. Respectful and responsible network etiquette and behavior should be in keeping with the school's mission statement. Students and staff are expressly prohibited from accessing obscene, profane, vulgar, or pornographic sites or materials.

Privileges

The use of the Internet is a privilege. Abusive conduct will lead to the privilege being revoked.

Warranty

The school makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for loss of data resulting from delays, non-deliveries, missed deliveries, viruses, or service interruptions caused by its own negligence or user errors or omissions. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not the school. The school specifically denies any responsibility for the accuracy or quality of information obtained through the school network services.

Disclaimer of Liability

The school shall not be liable for user's inappropriate use of electronic communication resources or violations of copyright restrictions, user's mistakes or negligence, or costs incurred by users. The school shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information available on the Internet.

Monitored Use

Electronic mail transmissions and other use of the electronic communications system by students and staff shall not be considered confidential and may be monitored at any time by designated school staff to

ensure appropriate use for educational or administrative purposes. Forgery or attempted forgery of electronic mail messages is prohibited. Only authorized school personnel designated by the Director of Technology Services, may read, delete, copy, or modify the electronic mail of other system users. Deliberate interference with the ability of other system users to send/receive electronic mail, or the use of another person's user ID and/or password is prohibited. Forgery or attempted forgery will result in the cancellation of system privileges, as well as other appropriate consequences.

Vandalism

Vandalism is prohibited and will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm, disrupt, or destroy data of another user of the school's network, or any of the agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creating of computer viruses. Any of these actions may be viewed as violations of school policy, administrative regulations and, possibly, as criminal activity under applicable state and federal laws. Users must respect the privacy of other users. Users will not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or represent themselves as another user unless explicitly authorized to do so by that user. Deliberate attempts to degrade or disrupt system performance and/or degrade, disrupt, or bypass system security are violations of school policy and administrative regulations and may constitute criminal activity under applicable state and federal laws.

The school will, in accordance with school policy, cooperate with local, state, or federal officials in any investigation concerning or relating to misuse of the school's network.

Network Etiquette

The user is expected to exhibit the following behavior:

1. Be polite (e.g., an all caps message implies shouting);
2. Use appropriate language;
3. Maintain confidentiality of the user, colleagues, and students;
4. Respect copyright laws; and
5. Be respectful in all aspects of network use.

Consequences

Students found to have violated school policies and procedures concerning use of school computers or networks shall be subject to disciplinary penalties in accordance with the Student Code of Conduct.

Vandalism Prohibited

Any malicious attempt to harm or destroy school equipment or data of another user of the school's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of school policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses. Vandalism as defined above will result in the suspension of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences as allowed by school policy and state and federal law.

Violations of law may result in criminal prosecution as well as disciplinary action by the school.

Electronic Communication Device Commitment Policy

Electronic communications at school and at school-related functions are subject to regulation by the school.

This Electronic Communication Device Commitment policy grants authority and permission to the school to regulate electronic communication devices when these devices are brought to and/or used while on school property or when attending school-related functions and events. Such communication devices include, but are not limited to cell phones, pagers, PDAs, and pocket computers. These regulations are made necessary in light of the unique opportunities these devices create for violations of law, school policies, and to perpetrate conduct disruptive of an educational environment essential to the school's educational program. These

concerns are exacerbated by electronic security protections and the personal size of these devices which are often concealed in pockets and purses.

Therefore, all students who would possess or use such devices on school property or at school-related activities, together with their parent, agree to the following:

1. The possession and use of cell phones, pagers, PDAs, and other electronic communication devices by a student on school property or at school-related events is a privilege and not a right.
2. In consideration for the privilege to possess and use such devices on school property and at school-related events, the school is authorized and has the student's full consent to confiscate, power on or off, manipulate and do all things necessary to search his or her device and recover or intercept communications (including but not limited to text messaging) when reasonable suspicion exists that such device has been used to transmit or receive communications in violation of law, the Student Code of Conduct, school policy, or school regulation.
3. An electronic communication device used or possessed in violation of law, the Student Code of Conduct, school policy, or school regulations is subject to confiscation and may cause the loss of the privilege to possess and use such devices on school property and at school-related events for an indefinite period of time.

Student or Parent Complaints and Concerns

The purpose of this policy is to secure, at the lowest possible administrative level, prompt and equitable resolution of student or parent complaints and/or concerns. Usually, student or parent complaints can be resolved simply by an informal phone call or conference with the teacher or Campus Director/Headmaster who is the subject of the complaint. Generally, should the complaint involve a problem with a teacher, the student or parent is expected to discuss the matter with the teacher before requesting a conference with the Campus Director/Headmaster. For those complaints that cannot be handled informally, the school has adopted the following grievance policy.

Complaints regarding certain topics are addressed by specific policies or other documents that modify this complaint process or require an alternative process.

Definitions

For the purposes of this policy, "days" shall mean calendar days.

For the purposes of this policy, "parent" shall mean a person standing in parental relation, but does not include a person as to whom the parent-child relationship has been terminated or a person not entitled to possession of or access to a child under a court order.

For the purposes of this policy, "Board of Trustees" shall mean either the local school board or the ResponsiveEd board.

Level One

A student or parent who has a complaint that could not be resolved informally shall request a conference with the Campus Director/Headmaster by filing the complaint in writing on a form provided by the school. The form must be filed with the school office within seven days of the time the student or parent knew, or should have known, of the event or series of events about which the student or parent is complaining. Copies of any documents that support the complaint should be attached to the complaint form. If the student or parent does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted unless the student or parent did not know the documents existed before the Level One conference. A complaint form that is incomplete in any material way may be dismissed, but may be re-filed with all the requested information if the re-filing is within the designated time for filing a complaint.

The Campus Director/Headmaster shall hold a conference with the student or parent within seven days of the request. The seven-day timeframe for holding the Level One conference may be extended if mutually agreed to by both the student or parent and the Campus Director/Headmaster. An adult may represent a student at this and any level of the complaint.

The Campus Director/Headmaster shall have seven days following the Level One conference within which to respond. Announcement of a decision in the student's or parent's presence shall constitute communication of the decision.

Should the complaint involve a problem with the Campus Director/Headmaster, then the Level One complaint form should be submitted to the Regional Director at the following address:

ResponsiveEd Arkansas
Complaint: Level One
Attn: Human Resources Department
400 Hardin Road, Suite 100
Little Rock, AR 72211

Level Two

If the outcome of the Level One conference with the Campus Director/Headmaster is not to the student's or parent's satisfaction or the time for a response has expired, the student or parent may appeal the Level One decision to the Regional Director by filing the appeal notice in writing on a form provided by the school.

Note: In the event that the Level One conference was held by the Regional Director or designee, the Level Two conference shall be held by another Regional Director or designee.

The appeal notice must include a copy of the Level One complaint, a copy of the Level One decision being appealed (if applicable), and a copy of any documents presented at the Level One conference.

The appeal notice must be postmarked to the following address within seven days following receipt of a response or, if no response is received, within seven days of the response deadline:

ResponsiveEd Arkansas
Complaint: Level Two
Attn: Human Resources Department
400 Hardin Road, Suite 100
Little Rock, AR 72211

The Regional Director or designee shall hold a conference with the student or parent within seven days of the appeal notice. The seven-day timeframe for holding the Level Two conference may be extended if mutually agreed to by both the student or parent and the Regional Director or designee.

The Regional Director or designee shall have seven days following the Level Two conference within which to respond. Announcement of a decision in the student's or parent's presence shall constitute communication of the decision.

Level Three

If the outcome of the Level Two conference with the Regional Director or designee is not to the student's or parent's satisfaction or the time for a response has expired, the student or parent may appeal the Level Two decision to the Superintendent by filing the appeal notice in writing on a form provided by the school. The appeal notice must include a copy of the Level One complaint, a copy of the Level Two appeal notice, a copy of the Level One and Level Two decisions being appealed (if applicable), and a copy of any documents presented at the Level One and Level Two conferences.

The appeal notice must be postmarked to the following address within seven days following receipt of a response or, if no response is received, within seven days of the response deadline:

ResponsiveEd Arkansas
Complaint: Level Three
Attn: Human Resources Department
400 Hardin Road, Suite 100
Little Rock, AR 72211

The Superintendent or designee shall hold a conference with the student or parent within 14 days of the appeal notice. The 14-day timeframe for holding the Level Three conference may be extended if mutually agreed to by both the student or parent and the Superintendent or designee. The Level Three conference may be held via telephone or video conference at the discretion of the Superintendent.

The Superintendent or designee shall have seven days following the Level Three conference within which to respond. Announcement of a decision in the student's or parent's presence shall constitute communication of the decision.

Level Four

If the outcome of the Level Three conference with the Superintendent or designee is not to the student's or parent's satisfaction or the time for a response has expired, the student or parent may appeal the Level Three decision to the Board of Trustees by filing the appeal notice in writing on a form provided by the school. The appeal notice must include a copy of the Level One complaint; a copy of the Level Two and Level Three appeal notices; a copy of the Level One, Level Two, and Level Three decisions being appealed (if applicable); and a copy of any documents presented at the Level One, Level Two, and Level Three conferences.

The appeal notice must be postmarked to the following address within seven days following receipt of a response or, if no response is received, within seven days of the response deadline:

ResponsiveEd Arkansas
Complaint: Level Four
Attn: Human Resources Department
400 Hardin Road, Suite 100
Little Rock, AR 72211

The appeal will then be placed on the agenda of a future Board meeting. The Superintendent or designee shall inform the student or parent of the date, time, and place of the meeting.

The Board of Trustees is not required to consider documentation not previously submitted or issues not previously presented. The presiding officer may set reasonable time limits. The Board of Trustees shall hear the complaint and may request a response from the school. The school shall make an audiotape record of the Level Four proceedings before the Board of Trustees. The Board of Trustees shall then make and communicate its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If for any reason the Board of Trustees fails to reach a decision regarding the complaint by the end of the next regularly scheduled Board meeting, the lack of a response by the Board of Trustees upholds the decision at Level Three.

If the complaint involves concerns or charges regarding an employee, it shall be heard by the Board of Trustees in closed meeting unless the employee to whom the complaint pertains requests that it be heard in public.

Consolidation of Complaints

When the school determines, in its sole discretion, that two or more individual complaints are sufficiently similar in nature and remedy to permit their resolution through one proceeding, the complaints may be consolidated.

Modification of Procedures

The Superintendent may, at their sole discretion, modify this complaint process or require an alternative process, so long as the Board of Trustees retains final authority to hear and decide complaints and concerns brought hereunder.

Form A

Founders Classical Academy

Pre-Conference Form for Teacher

(Please complete this form and submit to the teacher.)

Today's Date:

Student's Name:

Grade: _____

Homeroom Teacher:

Parent's Name:

Parent's Contact Info.:

(best phone number)

(e-mail)

Please list concern(s). Be as specific as possible, giving names, dates, times, etc., as they relate to your situation.

What would you like to see happen in an effort to resolve this issue?

Conference Scheduled:

Date:

Time:

SCHOOL COPY

Form B

Founders Classical Academy

Pre-Conference Form for Assistant Headmaster/Dean

(Please complete this form and submit to the teacher.)

Today's Date:

Student's Name:

Grade: _____

Homeroom Teacher:

Parent's Name:

Parent's Contact Info.:

(best phone number)

(e-mail)

Please list concern(s). Be as specific as possible, giving names, dates, times, etc., as they relate to your situation.

What would you like to see happen in an effort to resolve this issue?

Conference Scheduled:

Date:

Time:

SCHOOL COPY

Form C
Founders Classical Academy

Pre-Conference Form for Headmaster

(Please complete this form and submit to the teacher.)

Today's Date:

Student's Name:

Grade: _____

Homeroom Teacher:

Parent's Name:

Parent's Contact Info.:

(best phone number)

(e-mail)

Please list concern(s). Be as specific as possible, giving names, dates, times, etc., as they relate to your situation.

What would you like to see happen in an effort to resolve this issue?

Conference Scheduled:

Date:

Time:

SCHOOL COPY

Form D

Northwest Arkansas Classical Academy

Walker/Biker Permission

Students riding a bike or walking to school must use the back west-side driveway entrance to the campus (*the drive where the car line vehicles exit*). Walker/riders must wait at the sidewalk by this drive until they are directed to come safely onto the property so they can enter the building through the same door as all other students.

- The Classical Academy students should make every effort to exhibit good citizenship toward neighbors while walking/biking to school by respecting the property of neighboring families.
- Students must use the sidewalks and/or designated crosswalk during arrival and dismissal.
- Parents are strongly encouraged to monitor walkers and bikers until they arrive and as they leave school.
- It is the parent's responsibility to see that walkers and bikers arrive at school on time.
- Staff members will not be provided for monitoring walkers and bikers before arrival to the building, nor will they be provided in the afternoon beyond the school property.
- Students riding bikes must comply with Arkansas law in wearing a helmet and following state traffic laws for bicycle riders.
- Students who walk or ride a bike to school must have an alternate dismissal plan in the event of rain or other inclement weather after arrival, which would prevent them from walking or riding a bicycle home.
- Bicycles will need to remain outside the building and cannot be left at school overnight or on days school is not in session.
- Bicycles will be parked adjacent to the loading dock on the west side of the building.
- Northwest Arkansas Classical Academy will not be responsible for damaged or stolen bicycles.
- Dropping off or picking up your child down the street from the school is not in accordance with this option for students to be considered a walker.
- Students cannot walk or ride without the following form completed and on file in the school office.
- Students cannot walk or ride without a school issued I.D. card showing they have a completed form on file in the school office.

Walker/Biker Permission

(Please complete this form and submit to the teacher.)

My child, _____, has permission to walk or ride a bicycle to school. I am aware of the rules and understand that my child's failure to comply with these rules will result in the termination of this privilege. I am also aware that Northwest Arkansas Classical Academy is not providing supervision for walkers and bikers in the morning until they arrive in the school, nor will the school provide supervision beyond the school property in the afternoon. In the event of rain, inclement weather, or other circumstances in which the administration of the Classical Academy deem unsafe for walking or biking, my child will be a car rider to return home. It will be the family's responsibility to retrieve a bicycle if left at school. Northwest Arkansas Classical will not be responsible for loss or damage of bicycles.

Parent Contact Phone Numbers:

Parent Signature:

Date: _____

SCHOOL COPY
RESPONSIVE EDUCATION SOLUTIONS®
2022-2023 Parent/Student Handbook

**Acknowledgment Form and Agreement
to Abide by the Parent/Student Handbook**

Dear Parent,

The effective schools research tells us that a safe, orderly school is essential to student learning. The importance of that kind of an environment has been a long-standing value of this school. That environment promotes a positive school climate and high expectations for both behavior and learning. This Handbook is published to outline those expectations. We want to assure and protect the rights of all students to a safe, orderly, and educationally efficient environment. If we can free the school from disruptions that result from inappropriate behavior and appearance, we seek to do so. We solicit your support and cooperation in a partnership which provides the best possible learning environment for your student.

This Handbook, including the Student Code of Conduct, has been developed through the cooperative efforts of our school community. It is extremely important that all students are aware of the expectations that the school has for them and that each parent encourages their student to accept and follow the behavioral standards outlined in this Handbook. Your signature is requested to acknowledge your receipt of this Handbook and your commitment to abide by the provisions contained herein.

My signature indicates that I have received and agree to abide by the Parent/Student Handbook, including, *but not limited to*, the following provisions thereof:

- 1. STUDENT CODE OF CONDUCT;**
- 2. COMPUTER RESOURCES, WEB LEARNING TOOLS, AND NETWORK SERVICES ACCEPTABLE USE GUIDELINES; AND**
- 3. ELECTRONIC COMMUNICATION DEVICE COMMITMENT POLICY.**

My signature further indicates that I give Responsive Education Solutions® my permission to video tape, photograph, make a voice recording, or motion picture of myself or my child to be used in connection with a website, newspaper, educational television program, or subsequent visual or audio presentation. These programs and presentations are exclusive property of Responsive Education Solutions and do not entitle a parent or child compensation or remuneration for individual participation.

Student Name

School

Grade Level

Student Signature

Parent Signature

Date

Parent E-mail Address

Please remove/print this page, sign it, and keep it for your records.

Thank you for allowing our staff the opportunity to partner with you in the education of your child.

PARENT/STUDENT COPY

RESPONSIVE EDUCATION SOLUTIONS®

2022-2023 Parent/Student Handbook

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