



**CLASSICAL**  
CHARTER SCHOOLS

# **FAMILY HANDBOOK**

[www.classicalcharterschools.org](http://www.classicalcharterschools.org)

Classical Charter Schools, Inc. prepares K – 8<sup>th</sup> grade students in the South Bronx to excel in college-preparatory high schools. Through a classical curriculum and highly structured setting, students become liberated scholars and citizens of impeccable character who achieve proficiency in and advanced mastery of New York State Performance Standards.

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# CLASSICAL

CHARTER SCHOOLS

## LEADERSHIP

LESTER LONG  
FOUNDER & EXECUTIVE DIRECTOR  
SCHOOL DIRECTOR, SBCCS

LEENA GYFTOPOULOS  
SCHOOL DIRECTOR, SBCCS II

REBECCA GEARY  
SCHOOL DIRECTOR, SBCCS III

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Dear Classical Charter Schools Parents,

Welcome to Classical Charter Schools! Our staff has been working hard to create a world-class program for your scholar. We continue to improve each year, and this year will be no exception. Together, we will ensure that every scholar develops the academic skills and personal character that will lead them to success in high school, college, and thereafter.

This Family Handbook will give you a good understanding of our schools' mission, philosophy, policies, procedures, schedules, and expectations for everyone involved in your scholar's success. Classical Charter Schools is a challenging place for scholars, parents, and staff. It is also a place of respect, structure, and support – designed to ensure that your scholar has the opportunity to excel at the highest levels.

For more information about Classical Charter Schools Charter Schools, visit our website, [www.classicalcharterschools.org](http://www.classicalcharterschools.org).

We look forward to the work ahead!

Sincerely,

Lester Long  
Executive Director

## LOCATIONS

SOUTH BRONX CLASSICAL  
977 FOX STREET  
BRONX, NY 10459  
718.860.4340

SOUTH BRONX CLASSICAL II  
333 E. 135TH STREET  
BRONX, NY 10454  
718.292.9526

SOUTH BRONX CLASSICAL III  
3458 THIRD AVENUE  
BRONX, NY 10456  
929.285.3025

SOUTH BRONX CLASSICAL IV  
3458 THIRD AVENUE  
BRONX, NY 10456  
929.285.3025

[CLASSICALCHARTERSCHOOLS.ORG](http://CLASSICALCHARTERSCHOOLS.ORG)

## **MISSION**

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Classical Charter Schools (“CCS”) prepares K–8th grade students in the South Bronx to excel in college-preparatory high schools. Through a classical curriculum and highly structured setting, students become liberated scholars and citizens of impeccable character who achieve proficiency in and advanced mastery of New York State Performance Standards.

## **VISION**

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We believe that by focusing on excellence in every classroom – every day, with every scholar – we will best prepare our scholars for the future.

We believe that a respectful and highly disciplined structure, built on lessons in reading, writing, mathematics and the other core subjects, will best support the learning and success of every scholar.

We believe that by guiding students through a daily curriculum of character education, they will become liberated scholars and citizens of impeccable character who will be future leaders in their community.

## **PRINCIPLES OF PRACTICE**

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To achieve our mission, we are guided by our Principles of Practice:

### **Rigorous, Classical Curriculum:**

We believe that great instruction requires a great curriculum. Classical Charter Schools developed standards-based scopes and sequences, cohesive and interrelated unit plans, and detailed and flexible lesson plans, all in an organized and modular format, for all subjects and grades. Our curriculum is sequential, systematic, and rigorous. Latin instruction begins in 3rd grade, to improve vocabulary. Debate classes begin in 4th grade, to develop critical thinking skills and emotional maturity. Scholars in all grades receive Character Education, as the development of respectful, compassionate, and productive citizens is core to our mission.

### **Data Driven Instruction:**

We regularly, and rigorously, assess our scholars and use the data collected to powerfully inform further instruction. Strong test results stem from effective instruction and effective instruction stems from effective data analysis. To that end, our teachers meet weekly to discuss scholar data and create actionable steps for future instruction.

### **A Structured Environment:**

Good organizations organize well. Structure profoundly impacts the choreography of our entire organization. For example, we have an extended school day, and year, which aggregates to an extra 1.6 years of instruction over the six years they attend a Classical Charter School. Additionally, a clear code of conduct, within a disciplined environment, allows teachers to teach and scholars to learn. Positive behavior is modeled by all staff and taught explicitly through weekly Character Education classes. We strictly enforce discipline through transparent expectations shared with families and scholars throughout the year.

### **Faculty Development:**

The professional development of our faculty ensures we can consistently and effectively improve at serving our scholars. Classical Charter Schools provides staff with over 100 hours of professional development per year in such areas as curriculum, classroom management, execution, data analysis, and leadership.

### **Family Engagement:**

As vigorous proponents of school choice, we support our scholars and families, and we expect our families to support us. We ask them to communicate frequently with staff and adhere to our non-negotiable, which are: scholars are in school on time every day and ready to learn; scholars are in a complete and clean uniform every day; parents provide a quiet area for their scholars to complete homework; and parents ensure that their scholars get a good night’s

sleep. Additionally, Classical Charter Schools has an active Family Advisory Council, which is comprised of a group of dedicated parents who support the school's mission.

## VALUES

At Classical Charter Schools, every day we guide and encourage scholars to embrace the school's Character Education pillars as a tool for achieving personal excellence.

### Our values are supported by our Six Pillars of Character

Trustworthiness

Respect

Responsibility

Fairness

Caring

Citizenship



## NON-NEGOTIABLES

We believe that there are five non-negotiable rules that parents and scholars must follow in order to ensure their academic success at Classical Charter Schools. They are:

- Scholars are in school on time every day and ready to learn.
- Scholars are in a complete and clean uniform every day.
- Parents provide a quiet area for their scholars to complete homework.
- Parents ensure that their scholars get a good night's sleep.
- Parents support the school they chose!

## ATTENDANCE AND LATENESS

Classical Charter Schools' attendance policy is based on the belief that we cannot provide the world-class education your scholar deserves if they do not arrive **every day, on time**. We are very strict on attendance because our experience and data show that scholars with great attendance do well in school, and scholars with poor attendance often do poorly in school. Therefore, the following policy is in place: **If your child accumulates 15 unexcused absences (without a Doctor's note), they are subject to retention**. We will call home every day your scholar is absent, and we will send a letter home when the scholar accumulates 5 unexcused absences. At 10 unexcused absences, we will phone home and require you to attend a meeting with the Dean of Students and School Director.

Likewise, lateness is treated **strictly**. All scholars should arrive by 7:45am. However, any scholar entering the school at 8:01am or later is considered "Late". **Your child will be given an absence when they accumulate seven (7) tardies**.

**By law, the school is to call the Administration for Children's Services if a scholar is absent ten (10) consecutive school days.**

### **EXCUSED ABSENCE**

Absences are only excused if the scholar brings a note from a Doctor. Only the dates written on the excuse note will be excused. Handwritten notes by parents are not acceptable. Suspension, without alternative education, is an unexcused absence. Classical Charter Schools reserves the right to verify that excuse notes are officially authorized.

## UNIFORMS

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Classical Charter Schools are uniform schools. All scholars MUST be in uniform at all times while at the school. If a scholar is not wearing a **complete** uniform, they will not be permitted in class and will serve in detention and a meeting with the Dean that may require the parent's presence.

The uniform is a white button-down shirt (long sleeve or short sleeve), a navy blue tie, navy blue dress pants, navy blue sweater, and black shoes (sneakers must be all black, no logos or color). Girls may wear a white shirt, navy blue jumper, skirt, or long pants, navy blue sweater, navy blue or white tights and black shoes (sneakers must be all black, no logos or color).

**Black shoes are mandatory and do not consists of boots of any kind. Polo shirts are not allowed.**

### BOYS



### GIRLS



We recommend that you purchase 3 full uniforms. Parents should write the scholar's name on all ties, sweater tags, and even inside the shoes with permanent marker. Doing so will reduce the risk that your scholar loses parts of the mandatory uniform. Also, often young children have accidents or vomit during school. **To ensure that your scholar does not have to wear soiled clothes, please bring an extra uniform to your child's classroom teacher, with his or her name on the tag, just in case.**

**Uniforms must be purchased from Cookies Department Stores. Please tell Cookies that your child goes to Classical Charter Schools to ensure the proper uniform.**

1534 Westchester Ave, Bronx, NY, 10472 Tel. (718) 991-9500  
567 Melrose Ave, Bronx, NY, 10455 Tel. (718) 585-0800

## CODE OF CONDUCT AND DISCIPLINE

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### PHILOSOPHY

Classical Charter Schools is characterized by a culture that is orderly, supportive, and focused on academic excellence and character development. Discipline and order exist in a school when scholars are known and cared for by all of the faculty and staff.

Classical Charter Schools has created a contract between the school, the parents/guardians, and the scholars, which ensures everyone's commitment to the values and culture of the school.

Our approach to discipline is rooted in the belief that the learning environment is sacred. We will do whatever it takes to make sure that every scholar is safe (physically, mentally, and emotionally), providing every scholar the right to

learn without needless interruptions. Our goal is to create a school culture which prepares scholars to become engaged citizens who respect the rules of our communities.

## **RESPECTFUL ENVIRONMENT**

Respect is a core value at Classical Charter Schools, and scholars are expected to demonstrate the following elements of respect each day:

### **Respect for self**

- Carrying themselves with a sense of dignity every day – in their behavior, language, and their school uniform dress

### **Respect for fellow scholars**

- Showing support, encouragement, and kindness to all scholars
- Refraining from insulting, teasing, bullying, or physically harming others

### **Respect for faculty, staff, and all adults**

- Listening and following instructions
- Using appropriate language, gestures, and tone of voice in all interactions with adults

### **Respect for the classroom**

- Following the rules of the classroom
- Working hard and dedicating themselves to excellence
- Participating in class activities and completing all homework
- Attending class each day, arriving on time, with all materials necessary for school

### **Respect for property**

- Respecting their personal property and the property of other scholars
- Maintaining their textbooks and other materials
- Caring for school grounds/property and pitching in to keep them clean and neat

Our Dean of Students is responsible for disciplinary concerns. The Dean collaborates with teachers, families and scholars to help create a safe and orderly learning environment. The Dean is given the authority to decide on the appropriate consequences for scholar behavior.

Classical Charter Schools must provide a safe and secure environment, from the moment the scholars leaves his/her home to the moment they return, where they can focus solely on mastering their skills in reading, writing, math, science and social studies. Classical Charter Schools must promise parents that their children are in safe and capable hands throughout the extended day, and year, that scholars attend the school.

To this end, Classical Charter Schools has set forth policies that support our mission, ensure a culture of achievement, and which are consistent with the requirements of due process and with federal laws and regulations governing the placement and disciplining of students with disabilities.

Classical Charter Schools has created a Code of Conduct in order to:

- ensure that our school is a respectful space for learning where all feel comfortable,
- allow scholars to focus on their learning, and
- prepare scholars to become engaged citizens who follow rules set by our communities.

The Code of Conduct describes behaviors that the school considers inappropriate or unacceptable (“behavioral infractions”) and the consequences of those behaviors. Scholars who do not to meet the school community’s

clearly defined standards for reasonable and acceptable behavior are not permitted to disrupt the education of others. Without a firm and consistent discipline policy, none of what we envision for the school can happen. This is the basis of our student Code of Conduct. It is important to note that since Classical Charter Schools will provide a highly structured setting, in which expectations are clearly explained and consistently modeled, we anticipate that such infractions as are described below will be minimal. We believe that scholars rise to the level of behavioral expectations we set for them, and that within a disciplined environment, along with positive and consistent modeling, scholars will behave very well.

## **BEHAVIORAL INFRACTIONS**

The following list of behavioral infractions is not comprehensive; it offers examples of inappropriate or unacceptable behaviors. While we have stated possible consequences for certain behavioral infractions, Classical Charter Schools' staff has sole discretion to determine the consequence of each behavioral infraction.

A school-related behavioral infraction refers to the violation of this code occurring:

- while the scholar is on school grounds or school-related transportation,
- during school-sponsored activities and trips, and
- during all other school-related events.

Scholars are expected to always respond respectfully to the authority and direction of school staff. Behaviors that are considered disrespectful include but are not limited to: rolling of the eyes, making inappropriate remarks or sounds in response to a request, or questioning a staff person's action or authority in a disrespectful manner. Such disrespect will not be tolerated.

## **RESPECTFUL BEHAVIOR**

At Classical Charter Schools we help our scholars grow into mature young people. To that end, while we will not tolerate disrespect, we do allow for scholars to disagree respectfully with each other and with adults. We have developed routines and procedures that enable scholars to do so.

## **TRAFFIC LIGHT BEHAVIOR SYSTEM**

If a scholar disrupts learning for himself or others, there is a consequence to that behavior. If a scholar commits any of the following minor infractions, the scholar will move down levels on our traffic light behavior system. In addition to moving up and down levels on the traffic light, the scholar may receive additional targeted, corrective consequences and/or lose other school privileges. Behavioral infractions include, but are not limited to:

- Chewing gum
- Being out of uniform
- Bringing a cell phone to school
- Unexcused lateness to school or class
- Poor posture
- Making inappropriate noises or speaking out of turn during class
- Not paying attention or following directions or procedures of the class or school
- Littering
- Not completing in-class assignments or homework
- Other behaviors deemed inappropriate by school staff

## **DETENTION**

If a scholar endangers himself or others physically or verbally, and thus commits any of the following major infractions, the scholar may receive a detention. Behavioral infractions which warrant a detention include, but are not limited to:

- Moving down from green to yellow to red on the traffic light
- Disrespecting a fellow scholar

- Disrespecting faculty, staff, or other member of the school community
- Disrespecting school property
- Deliberately disrupting class
- Engaging in disruptive conduct, or makes other scholars feel uncomfortable/excluded
- Failing to return a signed progress report or report card the day after distribution
- Chronic tardiness

## **PROCEDURES FOR TRAFFIC LIGHT MOVEMENTS AND DETENTIONS**

If a scholar commits an infraction and the consequence called for is any other than suspension or expulsion, staff members are authorized to address the infraction and invoke the consequence according to their professional judgment. The School Director and Dean of Students will be responsible for ensuring, through professional development, that teachers are modeling positive and appropriate behaviors consistently, and applying the Code of Conduct in a uniform and equitable way.

Teachers will notify school leaders of any significant or repeated discipline concerns and seek support from school leaders in finding ways to modify scholar behavior where needed. If the consequence imposed is not effective, staff members may ask school leaders to intervene. If repeated interventions by school leaders are not effective, parents will be expected to come to school to discuss the issue and design further interventions. The school will reserve the right to insist upon parent involvement in resolving the disruptions before the student will be allowed to return to class.

Detention may be served during lunch, Enrichment, choice time, or with a buddy teacher on day the detention is earned. Such decisions are at the discretion of the teacher and/or Dean of Students. There may be some days when a scholar is required to stay in another classroom for detention.

### **LUNCH TIME OUT**

Scholars who have not completed work, are out of uniform, or are not following cafeteria rules may be sent to 'time out' for the duration of lunch. Time out consists of eating silently at the time out table.

## **IN-SCHOOL AND OUT-OF-SCHOOL SUSPENSION**

If a scholar endangers the school community, and commits any of the following gross infractions, the scholar may receive an in-school or out-of-school suspension, as determined by the Dean of Students and School Director. Behavioral infractions which warrant a suspension include, but are not limited to:

- Gross disrespect of a fellow student, faculty member, or school transportation provider
- Damaging, destroying, or stealing property or attempting to do so (including graffiti)
- Using or possessing tobacco products
- Cutting school or class or leaving school grounds
- Skipping detention
- Inappropriate sexually or racially motivated conduct
- Using abusive, vulgar or profane language
- Fighting, or any form of harassment or intimidation
- Making verbal or physical threats, empty or otherwise
- Setting off false alarms
- Gambling, forging, plagiarizing, or cheating
- Use of a cell phone, pager, or other electronic communication device during school
- Being charged with a felony

## **PROCEDURES FOR IN-SCHOOL AND OUT-OF-SCHOOL SUSPENSION**

If a scholar commits an infraction that calls for a consequence of short-term suspension (ten days or fewer), such action will be recommended by the Dean and possibly approved by the School Director. In such cases, the school will adhere to the following procedure, consistent with applicable law:

- The scholar shall be informed of the charges against them as well as the evidence of those charges; the scholar will have the opportunity to explain their side of the events.
- The Principal will immediately and personally notify the parent and will call or send written confirmation by personal delivery or mail within 24 hours of the decision to suspend a scholar.
- The parent will have the opportunity to discuss the suspension with the Principal.
- The Principal may require a meeting with the parents before the scholar may return to classes.
- If the scholar is out-of-school suspended, alternative education will be an option. If the scholar does not attend alternative education, the scholar's suspension will be an unexcused absence.

### **ALTERNATIVE EDUCATION**

Alternative Educational Services are in school, instructional services provided to all scholars who have received an out-of-school suspension for one to five consecutive school days. These services are provided every day from 2:30pm to 4:30pm. Parents/Guardians must check the appropriate box, located at the bottom of the suspension letter, or contact the school's Dean of Students, to request Alternative Educational Services.

### **EXPULSION**

Expulsion is defined as the exclusion from Classical Charter Schools on either a long-term or permanent basis at the discretion of the Executive Director or his/her designee. Behavioral infractions that can lead to expulsion include:

- Possessing a dangerous or illegal weapon or anything intended to be used as a weapon including, but not limited to, a knife or a gun
- Possessing a controlled substance including, but not limited to, illegal drugs or alcohol
- Repeated suspensions
- Assault (i.e. threatening assault, hitting, kicking, punching, slapping, pushing) against fellow students or other members of the school community
- Theft or destruction (attempted or actual) of personal or school property, including arson
- Consistent and continuous behavioral infractions as noted above.

### **PROCEDURES FOR LONG-TERM SUSPENSION OR EXPULSION**

Long-term suspension indicates the removal of a scholar from the school building for disciplinary reasons for more than ten days. Expulsion refers to the permanent removal of a student for disciplinary reasons. The following procedures which comply with applicable law are followed:

- The scholar is immediately removed from class/school as needed.
- The scholar is informed of the charges against them as well as the evidence of those charges; where applicable, the scholar has the opportunity to explain their side of the events.
- The Executive Director immediately notifies a guardian of the child in person or on the phone and sends written confirmation by personal delivery or express mail within 24 hours of the decision to suspend or expel, and sets a date for a formal hearing and notifies guardians in writing of the date, time, and place of the hearing, as well as:
  - The charges against the scholar
  - A summary of the supporting evidence
  - Their right to be represented (at their own expense) by an attorney at the hearing, present evidence, and question witnesses.
- The Executive Director will preside at the hearing and makes a decision as to the scholar's status and issues a written decision which is sent to the scholar's guardians, the Board of Trustees, and put in the scholar's permanent file. If the Executive Director finds that long-term suspension or expulsion is indicated, the

guardians of the scholar may appeal this decision to the Board of Trustees within ten days of the decision to suspend or expel.

- Such appeal is heard at the discretion of the Chair; in such cases the guardians are once again notified in writing of the date, time, and place of the hearing, as well as:
  - The charges against the scholar
  - A summary of the supporting evidence
  - Their right to be represented (at their own expense) by an attorney at the hearing, present evidence, and question witnesses.

### **PROVISION OF INSTRUCTION DURING REMOVAL**

In order to ensure academic progress, alternative instruction is provided to scholars who have been suspended or removed. The method and form of this alternative instruction is determined on a case-by-case basis. In all situations, the method and form is selected with the goal of maximizing the scholar's academic progress. It enables the scholar to master material, complete assignments, and participate in assessments. Instruction commences within two days of a scholar being removed or suspended. In such cases, instruction occurs either: within the school facility, at the scholar's home, or at a contracted facility which is reasonably accessible to the scholar. It occurs either during the school day, before school hours, or after school hours. Instruction is provided by teachers, teaching aides, trained volunteers, and individuals within a contracted facility, or tutors hired for the purpose.

### **POLICY FOR INFRACTIONS WHICH CONSTITUTE A VIOLATION OF THE LAW**

Infractions which are violations of municipal, state, and federal law (such as weapons possessions, assaults, thefts, and possession of controlled substances) are reported to the appropriate law enforcement authorities (e.g., the New York City Police Department).

### **STUDENT SEARCHES**

In order to maintain the security of all its scholars, Classical Charter Schools reserves the right to conduct searches of its scholars and their property. If searches are conducted, the school ensures that the privacy of the scholars is respected to the extent possible, and that scholars and their families are informed of the circumstances surrounding and results of the search. School cubbies and desks, which are assigned to scholars for their use, remain the property of Classical Charter Schools, and scholars should, therefore, have no expectation of privacy in these areas. Such areas are subject to searches by school officials at any time.

### **STUDENT RESTRAINTS**

Classical Charter Schools maintains a strict Code of Conduct and clear disciplinary procedures. These procedures do not allow for corporal punishment but rather include a clear set of consequences including the traffic light movements, detentions, loss of privileges, suspensions, and expulsions. Corporal punishment of pupils is prohibited. School personnel can use reasonable force as is necessary to protect pupils, other persons, and themselves from an assault by a pupil. When such an assault has occurred, the School Director will file a detailed report of such with the board.

### **DISCIPLINE OF STUDENTS WITH SPECIAL NEEDS**

Classical Charter Schools will comply with all Federal and State law that provide certain procedural rights and protections relating to discipline of scholars who have been identified under such laws as having special needs based upon a disability.

### **FIELD TRIPS, COMMUNITY GATHERINGS, AND END-OF-YEAR EVENTS**

A scholar may be considered ineligible for a trip or school event for reasons including but not limited to: not returning the school-sponsored trip permission form, involvement in a disciplinary incident on a prior trip, misbehavior in school in the days prior to the trip or event, etc. Scholars who are considered ineligible for attending a trip or event are required to attend school that day.

If parents or other volunteers assist with such trips or events, scholars must afford these chaperones the same respect they would provide to teachers. Appropriate behavior must be maintained when attending school-sponsored

events, and riding on school-provided transportation. The use of portable electronic devices is prohibited on field trips except in special circumstances. Past inappropriate behavior, or excessive detentions and/or suspensions, may result in loss of privileges in attending or participating in class trips and events, end-of-year or otherwise.

## **PROMOTION**

Classical Charter Schools has rigorous standards for promotion. It is not automatically assumed that scholars will pass from one grade to the next: the scholar must earn promotion by demonstrating mastery of the essential knowledge and skills. Promotion decisions will be based on a scholar's grades, standardized test scores, attendance, and homework completion record.

## **SCHOOL CALENDAR**

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Classical Charter Schools begin its school year earlier than traditional public schools. Our school year begins **Wednesday, August 16, 2017**. DO NOT START THE YEAR OFF WITH AN ABSENCE. If your scholar is absent from Classical Charter Schools for the first five (5) days that school is in session, it will be assumed that he or she has withdrawn from the school, and his or her seat will be relinquished to another scholar from the wait list.

Parents will receive the official 2017 – 2018 Classical Charter Schools Academic Calendar by August 16, 2017.

## **ACADEMIC PROGRAM**

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### **CURRICULUM**

#### English Language Arts

- Language acquisition is phonics-based, rich in grammar and strengthened through a language-rich environment of vocabulary development and reading great books both individually as well as in a carefully crafted guided-reading program. We use the Open Court literacy program, which is proven to raise student literacy levels.
- The language-rich curriculum of a classical education is further supported through the careful study of Latin starting in the third grade, which helps students improve their English grammar, spelling and vocabulary skills, as well as their ability to learn other languages.

#### Mathematics

- Math is taught using the Saxon Math program, with attention to the key steps of skill and knowledge needed to progress to the next level. Math builds on itself, and a strong foundation in math numeracy is absolutely essential for success in later grades. Students highly skilled in the fundamentals of arithmetic, general numeracy and pre-algebra will be prepared for demanding middle and secondary schools as well as for college.
- Advanced learning is promoted with the integration of exercises such as classic puzzles and mathematical problems that excite and motivate students to think creatively using new skills.

#### Science

- Our Science program is hands-on, allowing scholars to learn basic physics, chemistry, and biology through experiments and natural observation, using the FOSS Science Kits.
- The scientific method is discovered by the scholar through repetition, and safety is explicitly taught. Scholars learn the history of science through replicating simple classic experiments.

#### Social Studies

- History is taught chronologically and across cultures, using the Core Knowledge program developed by E.D. Hirsch. Ancient Egypt, Ancient Greece, the Roman Empire, the Chinese Dynasties, and the African tribal cultures are all part of this curriculum.

- This classical curriculum brings the discoveries and wonders of the globe together, recognizing the rich contributions of all peoples.

### Character Education

- Our Character Education program is taught by the Dean of Students. The curriculum, Character Counts, is a highly-regarded program used by thousands of students nationwide.

Additionally, all scholars receive instruction in art, music and fitness. These subjects are also incorporated into the core subjects on a regular basis. Third - Eighth grade scholars receive instruction in Latin. Fourth - Eighth grade scholars receive instruction in Debate.

### **HOMEWORK**

Homework is a vital part of a scholar's success. It involves the participation of parent, and strengthens the vital relationship between Classical Charter Schools and a scholar's home life. It is designed to reinforce skills taught in the classroom. Scholars are expected to complete meaningful and targeted homework nightly, allowing them to move forward academically each day.

- In kindergarten and first grade, scholars will be responsible for up to 20 minutes of homework each night.
- In second and third grade, scholars will have 30 to 40 minutes of homework per night.
- In fourth and fifth grade, scholars will have 45 to 60 minutes of homework per night.
- In sixth grade, scholars will have 60 minutes of homework per night.
- If homework is not completed as assigned and submitted on time, there will be immediate consequences. Scholars not completing homework may lose the opportunity to participate in fitness, art, or music.

### **INDEPENDENT READING**

Research shows that the #1 way to improve a scholar's reading skills is to have them READ, READ, READ. Scholars who read outside of school are the strongest readers and score the highest on reading tests. Supporting your scholar's independent reading at home is the best way to help him or her improve the speed, accuracy, vocabulary and comprehension of his or her reading. It is especially helpful if you ask your scholar to read out loud and stop them occasionally and have the scholar summarize what he or she has just read and to answer simple comprehension questions.

### **MISSED WORK**

After returning from an absence, scholars are expected to complete any missed assignments. The parent must help the scholar check on missed assignments, and any missed work must be completed. In the event of a planned absence, parents should notify teachers two (2) days prior so that they can prepare a Learning Packet for scholars to complete during the absence.

### **TUTORING AND ENRICHMENT**

Because we assess scholars regularly, we know their academic progress well, and are able to identify struggling scholars promptly. We have support systems ready to help them succeed. In order to prevent scholars from falling behind, Classical Charter Schools provides mandatory tutoring as a part of its educational program. The ability to quickly identify any difficulties rests in our six-week assessments, which evaluate each scholar's grasp of core skills and content knowledge. These will allow teachers to immediately identify and address any deficiencies in learning. Additionally, this system will allow teachers to identify scholars who require additional enrichment opportunities beyond those of the classroom.

### **PROGRESS REPORTS AND REPORT CARDS**

At Classical Charter Schools, we believe that parent(s)/guardian(s) should be notified of their child's progress on a regular basis. Scholars and families receive a Progress Report of the scholar's academic progress three times a year. These are an important means of communication, and can help teachers and families to address any concerns before

the end of the marking period. Scholars and families also receive a formal Report Card three times per year; fall, winter, and spring.

Parents are **required** to come to school for the fall and winter report card conferences with their scholar's teachers.

## **ENGLISH LANGUAGE LEARNERS AND SPECIAL EDUCATION**

Classical Charter Schools believes that all children, regardless of English Language proficiency or special education needs, can learn and achieve at high levels. Therefore, Classical Charter Schools has structured its program to provide resources for special education scholars and to ensure that all scholars with limited English proficiency (ELL) will be proficient readers, writers, and speakers of English by the beginning of the third grade.

Classical Charter Schools is equally committed to those scholars with Individualized Education Plans (IEPs). Scholars who are mandated to receive Speech, Occupational Therapy, Physical Therapy, Special Education Teacher Support Services (SETSS), or counseling will receive all services as our Special Education Coordinator demands.

## **FOOD, TRANSPORTATION, AND HEALTH**

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### **BREAKFAST AND LUNCH**

Breakfast and lunch will be available at Classical Charter Schools each day.

- Families must complete lunch forms in September to participate in the school food program.
- In order to create the best learning environment, and enhance the overall health and well-being of our scholars, we ask you only send nutritious food and drinks to school. Unhealthy food, including snacks or drinks (colas or juices heavy in sugar) will be thrown out!
- If you choose not to participate in the lunch program, all beverages brought from home must be in plastic bottles or containers.

### **TRANSPORTATION**

Bus transportation is provided through the Department of Education. Please arrive at bus stops 10 minutes early.

- Students who live between ½ mile and 5 miles from the school usually receive transportation.
- Parents will receive a school bus transportation schedule at the beginning of the school year.
- Students may be eligible for Metrocard as well

**There will be no bus service for the first 3 weeks of school. Bus transportation will begin in September.**

### **BUS BEHAVIOR**

The school bus is an extension of our school. Parents will be given bus rules prior to starting bus service. Our bus rules are to make sure scholars have a safe trip and that parents pick up scholars on time so that scholars are home on time. Bus drivers must focus on the road to ensure that all students arrive to school and home safely. We attempt to have Bus Escorts on each bus in both directions. Bus Escorts are employed by the school. However, the vast majority of schools do not have such arrangements, and we cannot guarantee that our buses will have Bus Escorts.

- The Code of Conduct applies to riding on the bus and waiting for the bus at bus stops.
- Scholars must remain in their seats, talk quietly, and follow all of the driver's directions.
- Inappropriate conduct on the bus may result in suspension or loss of transportation services.

If your child is suspended from the bus, you are responsible to obtain transportation.

### **MEDICAL RECORDS AND HEALTH SERVICES**

The schools will either have health services provided by Montefiore Health Center or a Department of Education registered school nurse. Parents must complete forms giving the Center and nurse permission to administer health care to their child. The Center checks all health records and ensures that each scholar is properly immunized. If your child requires medication during school hours, we will assist by administering medication. However, medication

may not be given without completion of the Administration of Medication Form required by the State. This policy applies to all medicine, including aspirin, Tylenol and other over-the-counter medicines.

## **STUDENT RECORDS**

The School Director will discuss, and make available to the parents, any records on file. If parents wish to examine their scholar's record, they should submit a request in writing to the Operations Manager. Within 10 days, the parent will be allowed to inspect the file and may request copies. There are two different types of student records, which will be treated differently. Directory Information is demographical information about the student: such as name, address, telephone number, date of birth, participation in activities, awards received, etc. This information may be made available to others for specific use without the consent of the parent/guardian. Confidential Records include grades, evaluations, disciplinary actions, and health records. Confidential records will not be made available to any non-school personnel without written consent from the parent/guardian. **PLEASE NOTIFY THE MAIN OFFICE OF ANY CHANGES IN YOUR CHILD'S CONTACT INFORMATION FOR THEIR SAFETY.**

## **SCHOOL VISITOR POLICY**

Classical Charter Schools welcomes parents/guardians as volunteers, observers and partners in the education of our students. All visitors must sign in at the Main Office and obtain a visitors badge. To minimize any disruption in learning, we ask visitors to do the following:

- Upon arriving, all visitors must sign in at the main office and obtain a visitors badge.
- Unannounced classroom visits are not permitted because it can be disruptive to the class.
- Parents who would like to visit the school's classrooms for an extended time must plan and schedule the event at least one day in advance.
- Parents who would like to volunteer at the school must contact the school.

## **LOST & FOUND**

Parent(s)/guardian(s) may come in any school day between 8:00 am and 5:00 pm to search the Lost and Found. At several times in the school year, unclaimed items left in the box will be donated to a local charity.

## **SCHOOL CLOSURE**

Classical Charter Schools only closes school when instructed by the Department of Education. Parents should watch any major news, call the school or check the school website to find out if school is closed.

## **FAMILY ADVISORY COUNCIL**

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Classical Charter Schools recognizes the immense importance of the parental and familial voice in a scholar's education. To this end, we have an active Family Advisory Council (FAC).

The primary goal of the FAC is to develop and enhance communication among Classical Charter Schools' families and the school. The FAC is a network for parents to obtain relevant information and support in their child's education. Open communication and mutual respect are the foundations of the FAC. Classical Charter Schools strongly believes that through the FAC and the activities of the Board of Directors, it can educate parents and the community about its values and work closely with both groups to attain its goals.

The FAC meets monthly with the Dean of Students. Specifically, the FAC focuses on mentoring projects, providing support for extra-curricular and extended classroom projects, school trips, recruitment of volunteers, the Call Back Program (including emergencies or school cancellations), clothing drives, and help with school assemblies and community meetings.

## GENERAL SCHOOL INFORMATION

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### TO CONTACT US

Classical Charter Schools is open from 8am to 5pm on all school days. You may access contact information, and other up to date information on our website, at [www.classicalcharterschools.org](http://www.classicalcharterschools.org). Our website is free and accessible to all students and parents at any time.

**South Bronx Classical Charter School I** is located at 977 Fox Street, Bronx, NY 10459. The school's phone number is (718) 860-4340.

**South Bronx Classical Charter School II** is located at 333 E 135th Street, Bronx, NY 10454. The school's phone number is (718) 292-9526

**South Bronx Classical Charter School III's** temporary location is 3490 Third Ave, Bronx, NY 10456. The school's phone number is (929) 285-3025.

**South Bronx Classical Charter School IV's** temporary location is 3485 Third Ave, Bronx, NY 10456. The school's temporary phone number is (929) 285-3025.



## BOARD OF TRUSTEES

Classical Charter Schools is governed by a Board of Trustees that brings community, educational, and professional experience and expertise to ensure the success of the school and the implementation of its mission. All Board Meetings are open to the public. Dates, times, and locations can be found on the website and will be posted at the school. Please note that dates are subject to change, so please check prior to attending.

Members of the Board of Directors include:

C. Stephen Baldwin	Founding Board Chair of CCS. Former third grade teacher and attorney at the United Nations.
Kathryn Moore Heleniak	Vice Chair of CCS. Professor, Fordham University.
J. Kevin Murphy	Founding Board Secretary of CCS. Nine years of elementary school teaching experience and over 30 years of financial advisement experience.
Bill Higgins	Current Treasurer and Founding Trustee of CCS. Retired, United States Naval Reserve.
Ingrid Bateman	Trustee of CCS. Formerly with Boston Consulting Group, IBM Software Group.
Louisa Childs	Trustee of CCS. Counsel at the Dwight International School. Dartmouth College and NYU School of Law.
Allison Fisch	Trustee of CCS. Principal & Portfolio Manager, Pzena Investment Management
Larry Hirsch	Founding Trustee of CCS. Senior Representative, US Dept. of Housing and Urban Development.
James Maher	Trustee of CCS. Principal, Harbor Road Holdings.