



**CLASSICAL**  
CHARTER SCHOOLS

**FAMILY HANDBOOK**

**2019-2020**

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# I. MISSION, PRINCIPLES OF PRACTICE, AND VALUES

## 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

We believe that:

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

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

### RIGOROUS, CLASSICAL CURRICULUM

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 3<sup>rd</sup> grade to improve vocabulary. Debate classes begin in 4<sup>th</sup> 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 2.4 years of instruction over the nine years they attend our schools. 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

Our faculty's professional development 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

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## II. CODE OF CONDUCT AND DISCIPLINE

### NON-NEGOTIABLES

We believe that there are five non-negotiable rules that parents, and scholars must follow 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 at home for their scholars to complete homework.
- Parents ensure that their scholars get a good night's sleep.
- Parents support the school they choose!

### 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 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), he or she will be retained.** 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 before 7:45 a.m., the time breakfast ends. 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 and 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, dentist, or other medical appointment. Doctor notes will be verified. Only the dates written on the excuse note will be excused. Handwritten notes by parents are not accepted. Suspension, without alternative education, is an unexcused absence. Classical Charter Schools reserves the right to verify that excuse notes are officially authorized.

### UNIFORMS

Classical Charter Schools are uniform schools. All scholars **MUST** be in uniform at all times while at school. If a scholar is not wearing a complete uniform, they will not be permitted in class and will serve lunch time-out and attend 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 consist of boots of any kind. Polo shirts are not allowed. Grades 2-8 must wear a black belt with their pants.** Parents should buy at least three (3) full uniforms. **Please 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.

Young children can have accidents or vomit during school, if they are ill. **All Kindergarten and 1<sup>st</sup> Grade scholars are required to keep one complete extra uniform set in their cubby in case of an accident. Please bring extra uniforms to your child's teacher, with his or her name on the tags.**

**Uniforms may 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

**See next page for the Uniform Requirements Guide.**

### III. UNIFORM REQUIREMENTS GUIDE

<b>Boys</b>	
<b>Shoes</b>	<ul style="list-style-type: none"> <li>• All black sneakers or dress shoes, including laces (no logos or color)</li> <li>• Plain white socks (no logos or patterns)</li> <li>• NO boots</li> </ul>
<b>Shirt</b>	<ul style="list-style-type: none"> <li>• Plain white button-down (long- or short-sleeved)</li> <li>• Plain white t-shirt (long- or short-sleeved)</li> <li>• NO long-sleeved t-shirts under sweater (no insignias/logos, or hoods)</li> <li>• Optional solid navy blue or white sweater (no insignias/logos or hoods)</li> <li>• NO polo shirts</li> </ul>
<b>Pants/Skirts/Jumpers</b>	<ul style="list-style-type: none"> <li>• Navy blue skirt, jumper, or dress pants (no cargo, sweats, or drawstrings)</li> <li>• Shorts <b>must</b> be worn under skirts</li> <li>• Navy blue dress pants/slacks (no cargo, sweatpants, or drawstrings)</li> <li>• NO white lining/face on outside of jumpers</li> </ul>
<b>Accessories</b>	<ul style="list-style-type: none"> <li>• Navy blue girls cross tie</li> <li>• Navy blue tie (no bow ties)</li> <li>• Grades 2-8: black belt</li> </ul>



## IV. RESPECT-BASED DISCIPLINE APPROACH

Classical Charter Schools is characterized by an orderly, supportive culture focused on academic excellence and character development. Discipline and order exist in a school when scholars are known and cared for by all faculty and staff. To that end, we abide by 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 physically, mentally, and emotionally safe, 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.

Respect is an important part of Classical Charter Schools. 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, & tone of voice in 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.

*(Respect-based Discipline Approach continued next page.)*



Classical Charter Schools must provide a safe and secure environment, from the moment the scholar 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 promise parents that their children are in safe and capable hands throughout the extended day and academic year that scholars attend the school. To this end, Classical Charter Schools have 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 promise 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 provide a highly structured setting, in which expectations are clearly explained and consistently modeled, we anticipate that such infractions as described below will be minimal. Scholars rise to the level of behavioral expectations set for them, and within a disciplined environment with positive and consistent modeling, scholars will behave exceptionally.

#### 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 the discretion to determine alternate consequences.

A school-related behavioral infraction refers to the violation of the Code of Conduct occurring:

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

Scholars are expected to respond respectfully to the authority and direction of 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. Moreover, Classical Charter School has zero tolerance for bullying.

#### RESPECTFUL BEHAVIOR

Classical Charter Schools help our scholars grow into mature, responsible young people. To that end, while we do 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.

#### ANTI-BULLYING POLICY

Classical has determined that a safe and civil environment in school and community life is necessary for scholars to learn and achieve high academic standards. Therefore, it is the policy of the school to prohibit bullying, harassment, or intimidation of any person on school/property or at school functions or

by the use of electronic technology at the school. The school also prohibits reprisal or retaliation against individuals who report acts of bullying, harassment, or intimidation or who are victims, witnesses, bystanders, or others with reliable information about an act of bullying, harassment, or intimidation.

### DEFINITION OF BULLYING, HARASSMENT, OR INTIMIDATION

As used in this policy, "bullying, harassment, or intimidation" means intentional conduct, including verbal, physical, or written conduct or an intentional electronic communication that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being and is: motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability.. 'Consequences and appropriate remedial actions for a scholar who commits one or more acts of harassment or bullying may range from positive behavioral interventions up to and including suspension or possibly expulsion, in the case of a scholar.

### 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 violates the code of conduct with extreme or repeated behavioral infractions, the scholar may receive a detention. Behavioral infractions which warrant a detention include, but are not limited to:

- 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 anything 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 systematic 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 assist in designing further interventions. The school reserves 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 will 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
- Skipping school or class or leaving school grounds
- Skipping detention
- Bullying
- Sexual or racially-inappropriate conduct
- Using abusive, vulgar or profane language
- Fighting or any form of harassment or intimidation
- Making verbal or physical threats
- Setting off building 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 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 Dean 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 Dean.
- The Dean may require a meeting with the parents before the scholar may return to classes.
- If the scholar is out-of-school suspended, Alternative Education Services 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 8am – 10am. Parents/guardians must check the appropriate box, located at the bottom of the suspension letter, or contact the 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 as followed:

- The scholar is immediately removed from class/school.
- 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 events.
- The Executive Director immediately notifies a guardian of the child and sends written confirmation 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 location 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 decide as to the scholar's status, issuing a written decision which is sent to the scholar's guardians, the Board of Trustees, and saved 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 parents/guardians are once again notified in writing of the date, time, and location of the hearing, as well as:
  - The charges against the scholar, including 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

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 while not permitted in the school community. 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 violate 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

To maintain the security of all its scholars, Classical Charter Schools reserves the right to conduct searches of its scholars and their property while on school property, school buses, or school sponsored trips and events. Upon doing so, we ensure that the privacy of the scholars is respected to the greatest 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 include a clear set of consequences including the traffic light system, time-outs, loss of privileges, suspensions, and expulsions. Corporal punishment of scholars is prohibited. School personnel can use reasonable force as is necessary to protect other scholars, other persons, and themselves from an assault by a scholar. When such an incident has occurred, the School Director will file a detailed report of such with the board.

## DISCIPLINE OF STUDENTS WITH SPECIAL NEEDS

Classical Charter Schools complies with all Federal and State law that provide 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 a 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 school staff. 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: scholars 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.

## V. SCHOOL CALENDAR

Classical Charter Schools begin the 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 School Calendar by the first day of every school year.

## VI. ACADEMIC PROGRAMS AND 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. Scholars read fiction, nonfiction, poems, and biographies in all grades to develop the diverse skills needed to understand and analyze all genres.

Starting in 3<sup>rd</sup> Grade, the language-rich curriculum of a classical education is further supported through the careful study of Latin, helping students improve their English grammar, spelling and vocabulary skills, and ability to learn other languages. Scholars' Latin study will cumulate in sitting for the National Latin Exam in 8<sup>th</sup> Grade. Scholars' ability to express their ideas both in written and oral form is also strengthened through the study of Debate beginning in 4<sup>th</sup> Grade.

### MATHEMATICS

Classical Charter Schools has developed its own rigorous math curriculum aligned to the New York State Common Core Standards. Scholars are gradually exposed to new topics through using manipulatives and visuals to develop a strong conceptual understanding of math.

Additional math blocks in lower grades, including Calendar Math, Counting Jar, and Daily Math Facts, also help to build a strong foundation in number sense, essential for success in later grades. Through weekly Number Stories math blocks, scholars are exposed to multiple strategies for solving challenging word problems following the Cognitive Guided Instruction model.

### SCIENCE

Our Science program is hands-on, allowing scholars to learn basic physics, chemistry, and biology through experiments and natural observation. The curriculum in Kindergarten through 5<sup>th</sup> Grade follows the Next Generation Science Standards to embed science content in real world applications. Within each unit, scholars are challenged to propose solutions to real word problems and support their ideas using scientific data and observations. The 6<sup>th</sup> through 8<sup>th</sup> Grade curriculum follows the New York Science Standards covering earth science, chemistry, physics and biology topics. In all grades, the study of science also includes nonfiction texts, which strengthens scholars' ability to learn new information through reading.

4<sup>th</sup> Grade scholars take the New York State Science Performance Test each year. 8<sup>th</sup> Grade scholars take the Living Environment Regents exam each June. This is a high school level exam which will give them Regents credit.

### SOCIAL STUDIES

History is taught chronologically and across cultures, relying on 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 and centers around our six Character Pillars. 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.

## HOMEWORK

Homework is a vital part of a scholar's success. It involves the participation of parents/guardians, and strengthens the vital relationship between Classical Charter Schools and a scholar's home life. It is designed to reinforce skills and information 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 1<sup>st</sup> Grade, scholars will be responsible for up to 20 minutes of homework each night.
- In 2<sup>nd</sup> and 3<sup>rd</sup> Grade, scholars will have 30 to 40 minutes of homework per night.
- In 4<sup>th</sup> and 5<sup>th</sup> Grade, scholars will have 45 to 60 minutes of homework per night.
- In 6<sup>th</sup>-8<sup>th</sup> Grade, scholars will have 60-90 minutes of homework per night.
- If homework is not completed as assigned or 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 tests. Supporting your scholar's independent reading at home is the best way to help them improve the speed, accuracy, vocabulary, and comprehension of their reading. It is especially helpful to have your scholar read out loud, stopping them occasionally to summarize what they just read and 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 – at minimum – 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 can identify struggling scholars promptly. We have support systems ready to help them succeed. To prevent scholars from falling behind, Classical Charter Schools provide mandatory tutoring as a part of its educational program every January-May in preparation for the rigorous New York State Assessment in Math and English Language Arts. 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. All scholars in 3<sup>rd</sup> – 8<sup>th</sup> grade receive mandatory afterschool tutoring from January – May in preparation for the rigorous New York State Assessments

## PROGRESS AND REPORT CARDS

At Classical Charter Schools, we believe that parents/guardians 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, after major internal assessments. These means of communication 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 **must** 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, we 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 Director of Special Education demands.

## VII. FOOD, TRANSPORTATION, AND HEALTH

### BREAKFAST AND LUNCH

Breakfast and lunch will be available at Classical Charter Schools each day, free of charge.

- Families must complete one SchoolFood application per household to participate in the school food program.
- To create the best learning environment and enhance the overall health and well-being of our scholars, only send nutritious food and drinks to school. Unhealthy foods, including snacks or drinks (sodas or juices heavy in sugar, full-size candy bars) are highly discouraged.
- If you choose not to participate in the lunch program, all beverages brought from home must be in plastic bottles or containers.

### TRANSPORTATION

The Office of Pupil Transportation provides bus transportation, starting the first day DOE schools open. Please arrive at the bus stop 10 minutes early.

- Scholars who live between ½ mile and 5 miles from the school are eligible to receive transportation.
- Scholars will receive a school bus transportation schedule at the beginning of the school year.
- Students not eligible for busing may receive a Student MetroCard.

### BUS BEHAVIOR

The school bus is an extension of our school. Parents are required to sign a busing contract outlining bus rules and procedures prior to starting bus service. Our bus contract is in place to ensure scholars have a safe trip and that parents pick up scholars on-time. Bus drivers must focus on the road to ensure that all students remain safe. We attempt to have Bus Escorts on each bus on both the morning and afternoon routes. Bus Escorts are employed by the school. However, the majority of New York City 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 directions from the driver.
- 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 provide alternate transportation.

### MEDICAL RECORDS AND HEALTH SERVICES

The schools will either have health services provided by Montefiore Health Center (SBC I) or a Department of Education registered school nurse (SBC II, III, and IV). 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 legally given or stored without completion of the Medical Administration Form (MAF) required by the State. This policy applies to all medicine, including aspirin, Tylenol, ADHD medication, asthma pumps, and any 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.

**For your child's safety, please notify the Main Office of any changes in your child's contact information.**

### SCHOOL VISITOR POLICY

Classical Charter Schools welcome parents/guardians as volunteers, observers, and partners in the education of our scholars. To minimize any disruption in learning, we ask visitors to do the following:

- Upon arrival, all visitors must sign in at the Main Office and obtain a Visitor's Badge.
- Unannounced classroom visits are not permitted, as it disrupts the teacher and valuable instruction time.
- 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. Volunteers are required to sign our Volunteer Code of Conduct.

### LOST AND FOUND

Parents/guardians may visit between 8:00 a.m. and 5:00 p.m. 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 closes school **only** when instructed by the New York City Department of Education. Parents should watch any major news, call the school, and check their email and the school website to find out if school is closed.

## VIII. FAMILY ADVISORY COUNCIL

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 and involvement among Classical Charter Schools' families and the school staff and administration. The FAC is a network for parents to obtain relevant information and support 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, Community Gatherings and other special events, and more.

## IX. GENERAL SCHOOL INFORMATION

### CONTACT INFORMATION

Classical Charter Schools is open from 8:00 a.m. to 5:00 p.m. on all weekdays.

#### South Bronx Classical Charter School I

977 Fox Street, Bronx, NY 10459

**Main Office phone:** 718 860 4340

**Fax:** 718 860 4125

#### South Bronx Classical Charter School II

333 E 135th Street, Bronx, NY 10454

**Main Office phone:** 718 292 9526

**Fax:** 718 732 2945

**General Email:** [ops2@southbronxclassical.org](mailto:ops2@southbronxclassical.org)

#### South Bronx Classical Charter School III

3458 Third Avenue, Bronx, NY 10456

**Main Office phone:** 929 285 3025

**Fax:** 929 232 2025

#### South Bronx Classical Charter School IV

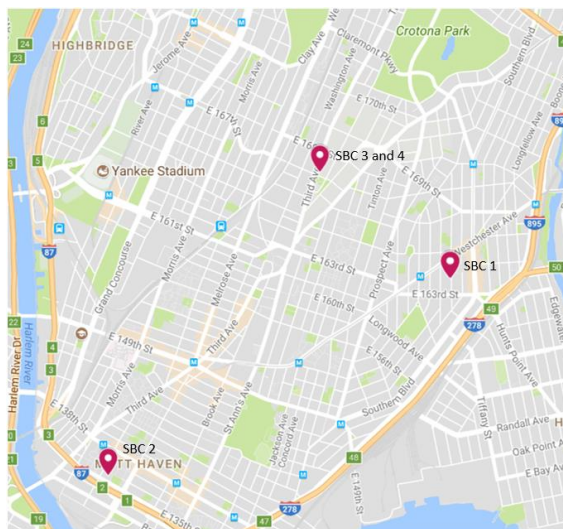
**Temporary location:** 3458 Third Avenue, Bronx, NY 10456.

**Temporary phone:** 929 285 3025

You may access contact information and other up to date information on our website, at

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

### CLOSE PUBLIC TRANSIT



#### SBC 1

2 and 5 Train: to Simpson St.

6 Train: Hunts Point Ave.

Bx4, Bx5, Bx6, and Bx19

#### SBC 2

6 Train: 138<sup>th</sup> St. and Third Ave

Bx1, Bx2, Bx15, Bx21, Bx32, Bx33

#### SBC 3 and 4

B and D Train: 167<sup>th</sup> St.

Bx15, Bx21, Bx35, Bx41, Bx41-SBS

## X. 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 schools' success and the implementation of its mission. 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 SBCCS. 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.
Ben Arabia	Senior Analyst, Maverick Capital. Harvard University.
Allison Fisch	Principal, Pzena Management. Dartmouth College.
Bill Higgins	Founding Trustee of CCS. Retired, United States Naval Reserve.
James Maher	Trustee of CCS. Vice President, BlackRock, Inc. Brown University and NYU Master's in Real Estate Finance and Investment.
Larry Hirsch	Founding Trustee of CCS. Senior Representative, US Dept. of Housing and Urban Development.
Ingrid Bateman	Trustee of CCS. Formerly with Boston Consulting Group, IBM Software Group.







CLASSICAL  
CHARTER SCHOOLS

## FAMILY HANDBOOK & CODE OF CONDUCT CONTRACT

ALL FAMILIES MUST REMOVE AND RETURN THIS CONTRACT

Classical Charter Schools prepare 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 master of New York State Performance Standards.

Education is a collaborative effort among students, parents, teachers, staff, and the community as a whole. We work together as partners to create the best possible education for our students. This contract outlines the rights and responsibilities of families and our staff. Please note that you are not required to sign this contract as a term of our child's admission to South Bronx Classical, but you may do so voluntarily because we believe that education requires all parties to do their best.

### **CLASSICAL CHARTER SCHOOLS AND THEIR STAFF PROMISE TO:**

- ✓ operate in accordance with its mission and its charter from the State of New York.
- ✓ be open each school day from 7:30am to 4:30pm.
- ✓ be fully prepared for each and every lesson taught.
- ✓ permit parents to observe classes and meet with staff at any time, *with an appointment*.
- ✓ assign homework every night that is directly connected to the lessons in the classroom.
- ✓ communicate regularly with parents about their child's progress in person and by phone.
- ✓ return phone calls within 24 hours.
- ✓ enforce our Code of Conduct fairly and consistently.
- ✓ always protect the safety of all individuals in the building.
- ✓ host Report Card Nights and/or Conference Nights during each trimester.

We sign this covenant voluntarily because we believe that the best education is a partnership between parents and the school.

Signed: Samuel Maroste, Operations Manager

Date: 6/7/2018

PLEASE COMPLETE THE BACK PAGE





CLASSICAL  
CHARTER SCHOOLS

After receiving a copy of the SBCCS Family Handbook and reading the Code of Conduct *in its entirety*,

My child, \_\_\_\_\_, and I, their parent/guardian, \_\_\_\_\_, promise to:

- ✓ ensure that our scholar attends school ***every day on time***, except in cases of illness.
- ✓ understand that 15 or more absences without a doctor's note will require that my scholar repeat the grade.
- ✓ understand that all unexcused lateness will be made up during Choice Time, specials time, or other time and may result in detention or more serious consequences.
- ✓ ensure that my scholar wears a ***clean and complete*** Classical Charter Schools uniform every day and understand that my child will not be allowed to start the day unless he or she is wearing the proper uniform.
- ✓ create a quiet home setting and check our scholar's homework each night to ensure that it is complete and accurate.
- ✓ understand that I may lose privileges and have other disciplinary consequences if I break rules or do not live up to the Six Character Pillars (Trustworthiness, Fairness, Citizenship, Responsibility, Caring, Respect)

I sign this covenant voluntarily because we believe that the best education is a partnership between parents and the school.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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ALL FAMILIES MUST REMOVE AND RETURN THIS CONTRACT



CLASSICAL  
CHARTER SCHOOLS

## MANUAL FAMILIAR Y CONTRATO DE CÓDIGO DE CONDUCTA

**TODAS LAS FAMILIAS DEBEN SEPARAR Y DEVOLVER ESTE CONTRATO**

Classical Charter School prepara a niños de K - 8º grado en el Sur del Bronx para sobresalir en la universidad y las escuelas preparatorias. A través de un programa de estudios clásicos y muy estructurada, los estudiantes se convierten en ciudadanos de impecable carácter que logran el dominio y maestro de los exámenes del Estado de Nueva York.

La educación es un esfuerzo colaborativo entre los estudiantes, padres, maestros, personal, y la comunidad en su conjunto. Trabajamos juntos como socios para crear la mejor educación posible para nuestros estudiantes. Este contrato describe los derechos y las responsabilidades de las familias y de nuestro personal. Tenga en cuenta que no están obligados a firmar este contrato en los términos de la admisión de su hijo/a, pero puede hacerlo voluntariamente, porque creemos que la educación requiere que todas las partes a hacer lo mejor.

### **CLASSICAL CHARTER SCHOOLS LE PROMETE A USTED:**

- ✓ Operar de acuerdo con su misión y sus estatutos por parte del Estado de Nueva York.
- ✓ Abierto cada día de escuela de 7:30 am hasta 4:30 pm.
- ✓ Estar plenamente preparada para todas y cada una de las lecciones que se enseña.
- ✓ Permiso a los padres a observar las clases y cumplir con el personal en cualquier momento, *con una cita*.
- ✓ Asignar la tarea cada noche, que está directamente relacionada con las lecciones en la aula.
- ✓ Comunicarse periódicamente con los padres sobre el progreso de su hijo/a en persona y por teléfono.
- ✓ Regresar llamadas telefónicas dentro de las 24 horas.
- ✓ Hacer cumplir nuestro Código de Conducta de manera justa y consistente.
- ✓ Siempre proteger la seguridad de todos los individuos en el edificio.
- ✓ Tarjeta de Noches de acogida y / o Conferencia Noches en cada trimestre.

Firmamos este pacto voluntariamente, porque creemos que la mejor educación es una asociación entre los padres y la escuela.

Firma: \_\_\_\_\_ Samuel Maroste, Operations Manager \_\_\_\_\_

Fecha: 6/7/2018

**PLEASE COMPLETE THE BACK PAGE**





**CLASSICAL**  
CHARTER SCHOOLS

**Después de recibir una copia del Manual de Familia y leyendo el Código de SBCCS,**

**Mi hijo, \_\_\_\_\_, y yo, su padre/tutor \_\_\_\_\_, prometemos:**

- ✓ Asegurar que nuestros estudiantes asisten a la escuela a tiempo todos los días, menos en los casos de la enfermedad.
- ✓ Entender que 15 o más ausencias sin una nota del doctor resulta en mi hijo/a repitiendo el grado.
- ✓ Entender que todas las tardanzas injustificadas se harán durante el tiempo opcional, tiempo de especiales, o de otros tiempo y puede resultar en la detención o consecuencias más graves.
- ✓ Asegurar que mi hijo/a llegue limpio y en completo uniforme todos los días y entiendo que mi hijo no se le permitirá empezar el día a menos que él o ella este en uniforme completo.
- ✓ Crear un hogar tranquilo y estudioso y verificar la tarea cada noche para garantizar que este completa y exacta.
- ✓ Entiendo que puede perder los privilegios y tienen otras consecuencias disciplinarias si rompo las reglas o no estoy a la altura de los Seis Pilares de caracteres (Confianza, Justicia, Ciudadanía, Responsabilidad, Cuidado, Respeto)

Firmo este pacto voluntariamente, porque creemos que la mejor educación es una asociación entre los padres y la escuela.

**Firma:** \_\_\_\_\_

**Fecha:** \_\_\_\_\_

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**TODAS LAS FAMILIAS DEBEN SEPARAR Y DEVOLVER ESTE CONTRATO**