



NIL SINE MAGNO LABORE

Parent and Student Handbook

TABLE OF CONTENTS

<u>INTRODUCTION</u>	4
<u>EDUCATION SEQUENCE</u>	4
<u>THE EDUCATION “TRIANGLE”</u>	4
<u>OUR HISTORY</u>	5
<u>SCHOOL MASCOT</u>	5
<u>SCHOOL COLORS</u>	5
<u>SCHOOL MOTTO</u>	5
<u>VIRTUES</u>	5
<u>BOARD OF TRUSTEES</u>	6
<u>PARENT RESPONSIBILITY</u>	6
<u>COMMUNICATION</u>	6
<u>POLICIES, RULES, AND PROCEDURES</u>	7
ACADEMIC CALENDAR.....	7
ATTENDANCE.....	7
HOURS, ARRIVAL AND DISMISSAL.....	7
ABSENCES.....	8
MAKE-UP WORK.....	9
ILLNESS.....	9
CAR LINE (MORNING DROP-OFF AND AFTERNOON PICK-UP).....	9
PARKING	11
BEFORE AND AFTER-SCHOOL CARE PROGRAM.....	11
CLUBS.....	11
MEDICATIONS	13
UNIFORMS AND DRESS CODE.....	13
LOST AND FOUND.....	13
MEALS AND TREATS.....	14
VISITORS	15
VOLUNTEERS.....	15
<u>ACADEMIC REQUIREMENTS</u>	16
GRADING	16
PROGRESS UPDATES.....	16
PROMOTION.....	17
HONOR ROLL.....	17
HOMEWORK.....	17
FORGOTTEN ITEMS	17
TESTS AND QUIZZES.....	18
PROJECTS.....	18
ACADEMIC HONESTY.....	18
BOOKS.....	18
BINDERS	19
BOOK BAGS, BACK PACKS, SACHELS.....	19

LOCKERS	19
SCHOOL SUPPLIES	20
FIELD TRIPS	20
PHONES/ELECTRONIC DEVICES/TOYS.....	20
PARENT/TEACHER CONFERENCES.....	20
PARENT GRIEVANCES.....	20
BEHAVIOR AND DISCIPLINE.....	21
PROGRESSIVE DISCIPLINE PLAN.....	22
<u>RULES</u>	23
<u>APPENDIX A – STUDENT DRESS CODE</u>	1

FREDERICK CLASSICAL CHARTER SCHOOL

INTRODUCTION

The mission of the Frederick Classical Charter School is to provide elementary and middle school-aged children in Frederick County with a well-rounded, college-focused instructional program that develops students’ knowledge, reason, and self-expression. The Frederick Classical Charter School believes that children have a natural desire to learn and a great capacity for scholarship. In an effort to encourage a lifelong love of learning, Frederick Classical Charter School provides a creative, challenging, and carefully constructed curriculum in an expectation-based, disciplined classroom environment that emphasizes thorough mastery of subject, high standards of achievement, good study habits, and personal responsibility. While creating a strong sense of community, Frederick Classical Charter School aims to nurture the individual within an atmosphere of mutual respect, kindness, and recognition of achievement for everyone.

EDUCATION SEQUENCE

The classical approach to education follows the trivium, which divides the twelve years of education into three phases: grammar, logic, and rhetoric.

The “grammar” phase is from kindergarten through fourth grade, and emphasizes not just grammar, as its name suggests, but the knowledge and skills that are the building blocks of all subjects.

The “logic” phase is from fifth through eighth grade, and develops students’ ability to reason, using the knowledge and skills from the previous phase as the starting point.

The “rhetoric” (sometimes called “poetic” phase) is from ninth grade through twelfth grade, and develops students’ ability to marshal their knowledge, skills, and logic to persuade others and engage in self-expression.

	Phase	Emphasis
Our School	Grammar (Grades K-4)	Fundamental knowledge and skills (or “grammar”) of all subjects—not just English grammar.
	Logic (Grades 5-8)	Building on existing knowledge and skills, use reasoning to learn more and to understand previous learning more deeply.
High School	Rhetoric (Grades 9-12)	Marshal knowledge and reason to persuade others and express student’s own views.

THE EDUCATION “TRIANGLE”

Frederick Classical Charter School represents a partnership among the students, parents, and faculty. Each of the three partners in this “triangle” is united in their commitment to the common objectives outlined in the mission statement. Students and parents respect Frederick Classical Charter School’s teachers as role models and instructors, and appreciate their commitment to learning and their genuine concern for children. Intelligence, creativity, responsibility, loyalty, and enthusiasm are characteristics of the faculty. The Head of School, under the authority of the Board of Trustees of Frederick Classical Charter School, Inc., oversees the implementation of the Mission Statement in the school. In their capacities as policymakers and community leaders, school administrators advance the School’s role as an institution dedicated to providing the best education for children. Frederick Classical Charter School recognizes each child as a person who, by virtue of his or her

humanity, is in a community with all the other children in the school, regardless of age. By providing moral and ethical standards, the school prepares its students to accept the privileges and responsibilities of citizenship in a democratic society.

Every child is capable of achieving his potential to the fullest extent when afforded respect, fairness, kindness, discipline and appropriate instruction.

OUR HISTORY

Origins: In late 2009, a group of parents concerned about the educational approach in the public schools began meeting to discuss starting a charter school that would emphasize traditional content that was taught using research-based curricula. Our group continued to meet for the remainder of the year, and then in early 2010 we announced our intention to create the Frederick Classical Charter School. The application for the charter school was submitted to the Frederick County Board of Education in the summer of 2010. After several years of hurdles, in April 2012 the Board of Education approved our school to open in August 2013. The exhausting years of effort and the many sacrifices made by our founding families inspired our motto—*Nil Sine Magno Labore*—nothing without great labor.

Facility: Our facility is located at 8445 Spires Way, Suite CC, Frederick, MD.

Legal Status: The Frederick Classical Charter School, Inc. is a 501(c) 3 non-profit organization registered in Maryland and with the United States Internal Revenue. Donations to the non-profit are tax-deductible to the extent allowed by law.

Charter: The Frederick Classical Charter School is authorized by the Frederick County Board of Education to operate as a Frederick County Public School. The current charter contract authorizes operation through June 30, 2025.

SCHOOL MASCOT

The mascot of Frederick Classical Charter School is the griffin. The griffin is a legendary creature with the body, tail, and back legs of a lion; the head and wings of an eagle; and an eagle's talons as its front feet. The griffin was thought to be an especially powerful and majestic creature because the lion was traditionally considered the king of the beasts and the eagle, the king of the birds. Griffins are known for guarding treasure and priceless possessions.

SCHOOL COLORS

The school colors are navy blue, dark green and silver and are reflected in our school uniforms.

SCHOOL MOTTO

The school motto is, "Nil Sine Magno Labore" – meaning, "Nothing without Great Labor".

For students – we will encompass the classical ideology of seeking the true, the good and the beautiful in all things by reciting a school-wide philosophical statement each morning. "I will learn the true. I will do the good. I will see the beautiful."

VIRTUES

Virtue, by definition, is the moral excellence of a person. A morally excellent person has a character made-up of virtues valued as good. He/she is honest, respectful, courageous, forgiving, and kind, for example. Because of these virtues or positive character traits, he or she is committed to doing the right thing no matter what the personal cost, and does not bend to impulses, urges or desires, but acts according to values and principles. Virtues need to be cultivated to become more prevalent and habitual in daily life. With the habit of being more virtuous, we take the helm of our own life, redirecting its course towards greater fulfillment, peace and joy. Virtues are universal and recognized by all cultures as basic qualities necessary for our well-being and happiness. They are necessary because when we practice virtues and build the "character muscle," we will attract what may have been missing in our life such as fulfilling relationships, achievement of meaningful goals, and happiness. The moment we declare, "I am persevering to achieve this goal in spite of all obstacles, self-doubt and fear," a shift occurs where we naturally become more focused, determined, and courageous, leading us to success.

Frederick Classical Charter School works to cultivate virtues in our students. We focus on seven virtues and students will not only hear about them, but also see the virtues related to course content. As we learn about history and read various pieces of literature, we will identify the virtues that the historical figures and characters displayed and the many ways of how those virtues helped them. We encourage families to become familiar with the guiding virtues that we focus on and integrate conversations and daily life around them at home. As adults, it is imperative that we model our expectations of students and strive to display virtuous behavior every day, in every way.

The focused virtues for FCCS include:

- Love - The bestowing of unconditional love and having a positive impact on the lives of others, showing a genuine concern for the good of others, with unselfish acts of kindness such as compassion, caring, thoughtfulness, service, and other humanitarian and noble actions.
- Humility - The quality or condition of being humble; modest opinion or estimate of one's own importance, rank, etc.; never bragging or boastful (especially to make others feel poorly of themselves).
- Courage - Bravery in the face of fear or uncertainty, doing the right thing even when it is hard or scary, trying new things, and admitting mistakes.
- Temperance - The practice of moderation, self-control, and self-discipline in all things.
- Constancy - The state of being fixed, unchangeable, steadfast, stable, persevering, faithful; is staying power; not giving up, but keeping on
- Diligence - Working hard and doing your absolute best; taking special care by doing things step by step.
- Patience - Waiting without complaint, ability to wait for something without getting angry or upset, enduring discomfort without complaint, taking turns without complaint.

BOARD OF TRUSTEES

A Board of Trustees (Board) is responsible for the overall vision of the school. The Board controls school policies, programs, and curriculum specific to FCCS and oversees the facility and financial practices/expenditures. The Board meets at least monthly to hear public comment, accept reports from school administrator and various operating committees, and to conduct the business of the organization. Parents, faculty and community members are invited to attend meetings, or may contact the Board directly at bot@frederickclassicalcharterschool.org.

PARENT RESPONSIBILITY

Your application to secure a lottery slot for your child at Frederick Classical Charter School demonstrates your wish to provide the best possible education for your child. It is our desire to enjoy the support of parents in the areas of student success, discipline, volunteer time, school functions and fundraising events.

COMMUNICATION

Contact information for specific staff can be found on our school website or by calling the school office. In order to keep families informed of the many events taking place at FCCS, we utilize a variety of communication methods. Please be certain that you watch out for newsletters and be sure to sign up for FindOutFirst and the Board of Trustee distribution list, all of which will have information about upcoming events, announcements and reminders. Information on signing up for FindOutFirst and for the Board list can be found on our website, www.FrederickClassicalCharterSchool.org, under 'Communications.' The school maintains an online calendar to share school day and school event information as a resource to families.

POLICIES, RULES, AND PROCEDURES

The policies, rules, and procedures of Frederick Classical Charter School have been developed as practical manifestations of a Classical Education program. Every policy, rule, and procedure is carefully considered in light of its concurrence with Classical Education, the School mission, and philosophy of and respect for all members of the school community, as well as fair and equitable implementation. Additionally, applicable Local, State and Federal mandates are part of our policies.

ACADEMIC CALENDAR

The academic year spans the period of time from Opening Day through the Last Day of School, as published in the FCPS School Calendar. The FCPS School Calendar, which includes the dates for Opening Day, Last Day of School, and all scheduled school closures, is issued at the beginning of the academic year.

Note: In the highly unlikely event of a prolonged, forced school closing (due to weather-related destruction, pandemic or precautionary ruling by a local or regional Board of Health, terrorist activity, or other similarly catastrophic event) the school year may be adjusted in accordance with current practices among all FCPS schools.

Frederick Classical Charter School follows the FCPS School Calendar for all system-wide events addressed in the calendar.

ATTENDANCE

Due to Frederick Classical Charter School's accelerated program, daily attendance at school and prompt arrival for each class is very important. Daily attendance is taken by the homeroom teacher at 8:30 a.m. Teachers also record attendance in each class throughout the school day.

Exemplary Attendance

Exemplary attendance is achieved by accruing no more than three (3) cumulative lawful absences and zero (0) unlawful absences over the course of the school year. Students that have excessive unexcused tardiness to school or early dismissals from school will not be eligible for the Exemplary Attendance Award. Those students who have achieved Exemplary Attendance may be recognized at an end of school year awards assembly.

HOURS, ARRIVAL AND DISMISSAL

Our front office is open from 8:00 am to 4:00 pm each school day. Our school building is open to students entering for school at 8:15 am each school day. Students are not to be dropped off at or around school earlier than 8:15 am, as there is no supervision before this time and it is unsafe.

When students arrive, they report directly to their homerooms. Student preparation for class takes place from 8:15 am - 8:30 am, with the morning announcements starting at 8:35 am.

Dismissal is at 3:10 pm, with Car Line operations beginning promptly at 3:10 pm. Students picked up after 3:45 will be considered as late pick-up and will be documented. Students that are habitually picked up late may be recommended to return to their home schools.

Late Arrival

A student who arrives in homeroom **after 8:30 am** is counted as tardy. If a student arrives tardy to school, a parent or guardian must accompany the student to the school office and sign him/her in. The office attendant will complete a tardy slip, which the student must submit to the teacher upon entering the classroom. Unless a doctor's note or similar is provided – tardies to school are coded as unexcused. Please be mindful that when a student arrives tardy to school, they are entering a classroom after instruction has begun – missing instruction for themselves and disrupting instruction for all other students in the classroom.

Early Departure

When there are plans for a student to leave before the end of the school day, he/she should bring a note from the parent to submit to the homeroom teacher. At the appropriate time, the student will be called to be dismissed to pack up and report to the office. The parent must come to the office to sign the student out of school. All early dismissals are coded as unexcused early dismissals. If a note from a doctor's or dental office is provided, indicating that the student was seen for an appointment at the specified time, the early dismissal will be recoded as excused.

Weather-Related Delays, Cancellations, and Early Closures

Delayed openings and school day cancellations are generally announced by 5:30 a.m. on local radio and television stations. Parents who have signed up for the FIND OUT FIRST service will be notified by email and/or text. Frederick Classical Charter School follows the FCPS school system's inclement weather announcements.

2 hour delay	4 hour delay	2 hour early dismissal	3 ½ hour early dismissal
Arrival time 10:15 AM	Arrival time 12:15 PM	Dismissal at 1:10 PM	Dismissal at 11:40 AM

ABSENCES

Parents are encouraged to notify the school on the day their child is absent. An email or written note to the front office Administrative Secretary and homeroom teacher stating the reason for absence or lateness is required **within** two school days of the student's return, or the absence is automatically classified as unlawful. Students who were absent from school have the responsibility to request make-up work upon their return.

Absences considered lawful and therefore excused, as described in the Public School Laws and Code of Bylaws of the Maryland State Board of Education, are:

- Illness of the **student** (doctor's verification may be required)
- Death in the immediate family (an obituary may be requested to include with the parent note)
- Court summons for the **student**
- Hazardous weather condition
- Work or activity accepted by the school authorities
- Observance of religious holiday
- State emergency
- Suspension
- Health exclusion
- Other emergency (judgment of Superintendent or designee)

Students who take trips with their parents may be excused no more than twice during a year for a combined maximum of five days.

Absences other than those cited as lawful, including "playing hooky," are presumed to be unlawful and may constitute truancy. **Unlawful absences and trips during the school year are strongly discouraged. The accelerated curriculum makes it very difficult for a student to retrieve the learning that is lost through absence. We encourage families to plan trips that do not fall on school days. Missing class can cause students to fall behind on work and may cause excess anxiety for some students. Remember that there is no substitution for being present for the teacher's instruction on a given day.**

At the elementary level, unlawful absences in excess of five (5) days in any one nine (9)-week grading period shall result in an unsatisfactory mark in grades 1-3 and a failing grade in grades 4-5 in the affected class or classes.

At the secondary level, unlawful absences in excess of five (5) days in any one nine (9)-week grading period shall result in a failing grade in the affected class or classes.

A student is counted present for a full day if the student is in attendance four hours or more of the school day. A student is counted present for a half day if in attendance for at least two hours of the school day, but less than four hours. A student scheduled for less than a full day is to be counted present based on the amount of time he/she is scheduled. Please refer to FCPS regulation 500-25 for more specific information related to student attendance.

MAKE-UP WORK

As a courtesy to students who are absent for two or more days of school due to illness, it is school policy that on the second day of absence, upon request of the parent, teachers will gather all homework assignments and materials for pickup by the parents at the end of following day after the request was given in the main office. **Please be informed that students will not be provided assignments in advance to take with them on trips.** Textbooks are not to be taken on trips because of the risk of loss and the difficulty in arranging for replacements.

All assignments, including homework, tests, quizzes, and projects, must be made up within the following time schedule:

Length of Absence (School Days)	Time Limit for Make Up (School Days)
1	2
2	4
3	6
4	8
5	10

Arrangements for making up work for absences of six days or longer should be coordinated with the teacher of each subject. Work, including tests and quizzes, not made up within the time allowed will be penalized at the rate of 10% per day for each additional day that it is late.

ILLNESS

Students are encouraged to attend school and remain in school throughout the day whenever they are well enough to do so; however, in the event your child shows signs of illness, we ask that they be kept at home in order to ensure the health of the staff and classmates.

Parents are requested to keep their child at home under the following conditions:

- 1) has a fever of 100.0 or above without medication, or has had a fever of 100.0 or above within the past 24 hours without medication;
- 2) is significantly nauseous, has had diarrhea or has vomited within the past 24 hours; or
- 3) has active lice. Students returning to school from home lice treatment must be cleared by the health room staff before being permitted into the classroom.

CAR LINE (Morning Drop-off and Afternoon Pick-up)

Each FCCS family registers for Car Line and is assigned a family number. This family Car Line number is displayed on the visor of the passenger side of the car for easy view. Families may decide to carpool together. In such cases, all family numbers will be displayed in the car. (This may take up the area of both the passenger and driver's side visor). Car Line is a busy time, please remain attentive and refrain from utilizing your cell phone during this time. It is imperative for the safety of our students that Car Line remains orderly and free of outside interference. Students may not be dismissed as 'walkers' from the building. Please be certain to display carline numbers for morning drop-off and afternoon pick-up.

Morning Car Line Drop-Off (8:15 am):

Morning Car Line will end each day at 8:30 am. Parents will arrive each morning at the front of the school to follow a set of orange cones and guiding faculty marking the specific stopping locations for student drop off. Five to ten cars will stop and

drop off per Car Line segment. Students are to remain in their vehicles until 8:15 am, as there is no supervision available for students until that time. Additionally, parents should refrain from entering the lot at the opposite end of FCCS to park and dismiss their children. FCCS may not interfere with or utilize spaces designated for other businesses in the building. Once coordinated, upper grade students acting as Safety Patrols will open car doors and assist students out of each car. Students will enter through the Student Entrance.

In the event that it is necessary for you to come into the building with your child, parents must enter through the main office door. It is advisable that should you need to escort your child inside, you park in a marked parking spot in the rear of the building and walk around to the front. Do not park in front of the school or in front of a neighboring business.

Afternoon Dismissal Car Line (3:10 pm):

Faculty will release students at the end of each school day when the child's car line number is called. Students attending the After School Care program report immediately at 3:10 pm when car rider dismissal begins. Parents will follow the orange cones and guiding faculty/volunteers as they pull up to the front of the school to retrieve their child/children. Five to ten cars will be directed by faculty and volunteers to stop and pick up per Car Line segment. Upper grade Safety Patrols will be on hand to assist students with their belongings into the car. After 3:45 pm, remaining students will be sent to the front office for pick up. All students must be picked up before 3:45 pm. Students being picked up after 3:45 pm must have a parent/guardian come into the front office to sign the student out as a late pick-up. Students that are habitually late being picked up may be recommended to return to their home school. The office cannot provide child care for students that are regularly picked up after 3:45 pm. It is recommended that families have the required forms completed with Clubhouse Kids, our aftercare program, to use in the event that your child cannot be picked up on time.

Car Line Safety & Best Practices

1. Help ensure your child knows his/her family Car Line number.
2. Display the number in the requested location in your car and keep it visible until you have vacated school property.
3. The recommended times to begin lining up is 8:05 am for morning drop off and 3:00 pm for afternoon pick up.
4. Cutting in line is not allowed– your number will not be called. You may be required to drive through the lot and go through carline for your number to be called.
5. Please do not block entrances to businesses or cross streets.
6. Only get out of your car to assist your child if no other adult or safety patrol student is there to do so.
7. When directed to do so by a staff member or volunteer, park to wait for your child, if he/she does not come when your number is called. Your number will be called again. Please be sure to park in the section closest to our neighboring tenant.
8. Passing in carline or driving out of line or around cars that are still loading or unloading is very dangerous and not permitted– students may run in front of your car accidentally.
9. Refrain from texting your child that you are approaching – this takes his/her attention away from hearing the number being called, thus slowing down car line.
10. Allow 10 feet of space between vehicles to ensure safety of students, volunteers and staff while loading and unloading students and their belongings.
11. Students should keep head, hands and arms inside the vehicle at all times.
12. Refrain from talking on the phone or texting while in line; please be attentive to ensure safety.
13. For families with young students, please ensure that they can buckle and unbuckle seatbelts independently. When possible, please place car seats of FCCS students on the passenger side of the vehicle. Students should exit vehicles on this side, closest to the building and where supervision/assistance is available.
14. In the event that your family pet is with you during drop off or pick-up, please ensure that he/she is properly restrained to ensure the safety of the pet and the staff, safety patrol, and volunteers that assist with carline.
15. Abide by car safety laws, including the speed limit.

Safety Patrols

In recognition of their increasing maturity, and to encourage community service, students in the 6th-8th grades are encouraged to apply for a safety patrol role. The safety patrols assist the teachers and administration by performing valuable

duties during car line, at assemblies, when visitors come to the school, and on field trips. The safety patrols are trained and overseen by a faculty sponsor and parent volunteers, and outstanding patrols are recognized at year's end.

The safety patrols are to be treated with respect, and students are to observe directions and instructions given by safety patrols in the performance of their duties.

PARKING

Parking is limited to those spaces located in the front parking area of our school. Parking spaces directly in front of our school adjacent to the sidewalk are closed off each day to accommodate Car Line. Car Line equipment will often be set up through the day.

The front of the building has three main sections. The first section is in front of the main office and is for staff and visitor parking. Please refrain from parking closest to the building, as this blocks the field of view for carline. The second section is the student entrance and staff parking facing Spires Way. We ask that you refrain from parking closest to the building for the safety of arrival and dismissal. The third section is for staff parking facing the building and facing Spires Way.

On days/evenings when an event is taking place at school, it may be necessary for parents/visitors to park in vacant areas of the lot across Spires Way. We ask that you please be considerate of all the other businesses in our complex in any of these cases and seek spaces in front of vacant businesses only.

For the sake of efficiency in addressing any issues regarding parent/visitor parking, it is strongly suggested that parents display their car line cards when parking in front of or near school.

BEFORE AND AFTER-SCHOOL CARE PROGRAM

An approved, independently owned and operated state-licensed, on-site Before and After-School Care Program is available to students in all grades. Enrollment is limited and current enrollees in the program are given enrollment priority for the upcoming year. New applicants are admitted on a first-come, first-served basis.

Contact information for the Before and After Care program operator may be obtained from our front office staff.

CLUBS

The Frederick Classical Charter School, Inc. School Clubs program is designed to provide enriching experiences for FCCS students in a familiar environment before or after school. A variety of clubs are offered throughout the school year and are taught and/or facilitated by talented volunteers or paid professionals, including members of the FCCS faculty. The FCCS, Inc. School Clubs program is organized and administered by Frederick Classical Charter School Inc. volunteers, and is not affiliated with the Frederick County Public Schools.

Participation and Meeting Times

FCCS, Inc. School Clubs are open to students currently attending FCCS, subject to the club's participation requirements.

Clubs meet once or more per week from approximately 7:30 am to 8:20 am for before school clubs and 3:10 pm to 4:10 pm or from 4:15 pm to 5:15 pm for after school clubs. The club schedules may vary in order to accommodate the FCPS calendar for delays and closings, so please visit the calendar section of the school's web site to verify club meeting dates.

Students attending clubs that begin at 3:10 pm will be dismissed directly from class to the club and will be supervised by the FCCS, Inc. identified Club Instructor and chaperones. Students in Grades 2 through Grade 7 must travel to their clubs by themselves. For clubs that are geared towards kindergarten and first graders, a FCCS, Inc. chaperone may pick up these students at their classroom or dismissal location and take them to their club, or they may be escorted to the club by FCPS staff.

Students attending clubs that begin at 4:15 pm, but are not attending a 3:10 pm club are required to participate in the routine school dismissal process and return to the school at 4:15 pm for his/her club. Child care outside of Clubhouse Kids is not available and students are not permitted on school grounds unsupervised.

Written parent/guardian consent is required for all students participating in all clubs.

Club Attendance

Club Instructors take attendance to ensure that all children who were in school that day arrive at their assigned clubs. If your child attends school but will not be going to his/her club that day, please notify the school office and the Club Instructor so that the Club Instructor and Club volunteers will be aware of the dismissal change. If your child is not in attendance in school on the day or his/her club, he or she may not attend the club, except in the event the absence was due to a school based field trip or school sponsored absence.

Club Pick Up

Students must be picked up promptly at the conclusion of the club. At the conclusion of the club session, the Club Advisor will escort all students to the student exit for pick-up. Failure to be on time for pick-up may result in fees and/or removal from club participation without a refund.

Weather-related or other Cancellations

Clubs are not held if school is cancelled due to inclement weather. In the event of an unforeseen cancellation of a specific club due to instructor illness or other unexpected circumstances, every effort will be made to contact families. If necessary, FCCS, Inc. chaperones will supervise children until they are picked up.

Registration and Payment

In general, the FCCS, Inc. intends for clubs to be cost-free. In some cases, the nature of the club may require the purchasing of materials and/or services that necessitate requiring participants to help fund the club's expenses by paying a fee. The costs of a club to parents may be partially or completely offset by FCCS, Inc. in some cases.

Financial Assistance

In the event that payment is an issue for a parent, scholarships will be available for those in need. Parents may discuss scholarship assistance with the club advisor.

Club Oversubscription

Each club will have a maximum capacity designated prior to club registration. Information regarding how students will be selected if club interest exceeds the club capacity will be included when registration information is disseminated. In order to address club interest that exceeds capacity limitations, club advisors may choose to limit the participants based on the time in which they signed up, or run multiple sessions of the club, subject to ensuring adequate space and resolving all logistical issues with doing so. The children of the Club Instructors are automatically accepted into a club even if enrollment must be limited.

Club Undersubscription

If a club is cancelled due to low enrollment, parents will receive an email at the address provided during the registration process. At that time, you will be offered the choice between receiving a refund (if applicable) or enrolling in one of the other open available clubs.

Disruptive Behavior

For the safety and enjoyment of all students in the clubs, appropriate behavior is required, consistent with behavioral expectations in any classroom at FCCS. You will be notified if your child engages in disruptive behavior. If the disruptive behavior continues, your child may be removed from all future sessions of the club and no refund will be given.

Proposing a Club

Parents, staff, and community members may propose a club. Parents and community members that wish to start a club should submit a proposal to the Board of Trustees. Staff members that wish to start a club should submit a proposal to the Head of School. The proposal should include the following items:

- Name of the club
- Contact Information of Club Leaders
- Description
- Student Eligibility (grade levels or other prerequisites)
- Minimum and Maximum number of students
- Staff and Parent Support Needed
- Corporate and Grant Support (optional)
- Schedule of Meetings
- Logistical Information
- Location
- Needed Equipment and Supplies
- Cost
- Other Logistical Considerations
- Benefits of the club to the students and/or the school
- Additional information to assist in evaluating the proposal

For parent and community proposed clubs, the Board will consult with the Head of School about the logistics and schedule of the club prior to making a decision. If the Board approves the club, the leaders of the club will then ask parents to register their children to determine if there is sufficient interest. If the number of interested students and adults is sufficient to start the club, it will begin operation.

In order to participate in most extracurricular activities, including clubs, students must be in good standing with the school as it relates to attendance, academics and behavior.

MEDICATIONS

All medicine (including inhalers and over the counter medications) brought to school by students or parents for students to take during the school day must be left in the schools nurse's office, accompanied by a form completed by the student's doctor outlining the instructions for dispensation and dosage. Student health forms can be found at <http://www.fcps.org/student-services/Forms.cfm>.

UNIFORMS AND DRESS CODE

Frederick Classical Charter School scholars are expected to comply with the Student Dress Code at all times (see Appendix A). A teacher or administrator will appropriately notify the student and/or parent when a student's clothing or appearance is not in compliance with this policy.

LOST AND FOUND

Clothing and unmarked personal items found on school property will be placed inside the student entrance/exit of the school building. All unclaimed, unmarked items will occasionally be displayed for reclaiming. Periodically, the unclaimed items will be made available for resale or they will be discarded.

MEALS AND TREATS

Breakfast

Students may purchase breakfast from the serving line in the cafeteria and eat it at the cafeteria table near the serving line. Students are expected to use their manners and clean up their mess before they leave. Students eating breakfast need to be dropped off at school as close to 8:15 am as possible, to ensure enough time to eat and still prepare for the day.

Lunch

Students may bring lunch from home or purchase a school lunch from the serving line in the cafeteria (aka The Griffin Galley). Students are expected to maintain good manners, neatness, and appropriate social interaction. Since there will be up to three grade levels dining in the cafeteria at once, indoor voices are expected and significant effort should be made to maintain a low collective noise level. Students will receive directions as to when to dispose of their garbage and when they are dismissed by class.

All lunch bags or boxes should have the student's name printed clearly on them. **Carbonated sodas and drinks in glass containers are not permitted.** Drinks containing large amounts of sugar are highly discouraged. It is recommended that students drink water or milk.

Forgotten lunches may be delivered to the school but must arrive before the student's lunch time. If lunch time arrives and a student is without his/her lunch, the teacher will send the student to the office to check on lunch delivery.

Note: Fast-food breakfast or lunch may not be delivered to a student during the school day. Food from Subway restaurant is permitted, as it is a quick, close alternative when a packed lunch from home isn't available.

Parent Lunch Visits

Parents and grandparents that desire to come eat lunch with their child/grandchild may do so with advanced notice. We ask that parents provide at least 2 school days' notice prior to the day you wish to eat with your child. Please remember that 'fast food' is prohibited in the cafeteria and soda is discouraged. Lunch guests are welcome to pack a lunch from home or order a school lunch when you provide your advanced notice. The cost of an adult lunch purchased through the cafeteria is \$3.95.

Due to fire code capacity restrictions, it may be necessary to limit the number of guests attending a lunch shift. In the event that our guest count for a day exceeds capacity, we will provide alternative days that we would be able to accommodate you.

To ensure the safety of our students and guests and to minimize disruption to the school environment, we are only able to accommodate adult visitors during lunch or class time. Please remember to sign in at the front desk to receive a visitor's pass when visiting your child.

Birthday Treats

In compliance with the FCPS Regulation regarding Wellness [400-82], food use for incentive and promotional activities are required to follow these criteria:

- Students are only permitted to bring in food for personal consumption.
- Parents/Guardians are only permitted to bring in food for the consumption of their individual student.
- School-based celebrations involving foods that do not meet Maryland Nutrition Standards for All Foods Sold in Schools (Smart Snacks) are limited to two (2) per school year.
- Schools will notify parents in advance of such celebrations so that parents/guardians may alert their child's teacher of food allergies.
- Schools will designate food items needed for these celebrations.

In order to remain in compliance with the aforementioned regulation, we are unable to have food (cupcakes, cookies, etc.) brought in for birthdays and shared with classmates.

We recognize that birthdays are a special day in the lives of our students and their families. Although we are unable to celebrate birthdays with treats, we encourage parents to read a book to your child's class in honor of the birthday or eat lunch with your child on his or her birthday. Additionally, items such as a pencil or bookmark could be provided for the homeroom class in celebration of the birthday. Please note that 'goody bags' of trinket items are not permitted.

In the event your child wishes to invite classmates to a birthday celebration outside of school, the invitations may be distributed at school only if all students in the homeroom are included. Invitations to only certain students within the homeroom will not be distributed and will be returned home with the student.

VISITORS

All visitors must report to the front office to sign in and receive a visitor badge before proceeding anywhere else on campus. At times, it may be necessary for an FCCS employee to escort visitors to their destination. In such cases, visitors will be asked to wait until an FCCS employee is available to escort them.

VOLUNTEERS

At the Frederick Classical Charter School, we aim to create an atmosphere that feels more like a family than an institution. As such, we highly encourage parents to be involved in the life of the school through volunteering. There are a variety of opportunities to volunteer for the betterment of FCCS. Adult family members may wish to chaperone a field trip, volunteer in your child's class or assist during lunch or recess. For those parents that are unable to provide time during the weekday to volunteer due to career or family obligations, you may choose to volunteer for a committee that meets once a month in the evening or assist teachers by typing correspondence, forms or cutting out laminated items for classroom use. We ask that families plan to volunteer a minimum of 15 hours per school year for one student and 20 hours per school year for two or more students. Parent volunteers are vital to the success of our program and we look forward to seeing you!

To ensure that our classroom volunteering efforts are coordinated in the best possible manner, please follow the protocols outlined below:

- Prior to volunteering, all adults who wish to volunteer inside the school or chaperone a field trip must attend a volunteer training session offered in the first few weeks of the school year and acknowledge training on various FCPS/FCCS regulations. To set up training outside of the yearly scheduled volunteer training, contact the Volunteer Coordinator at volunteer@frederickclassicalcharterschool.org.
- Adult family members are welcome to volunteer in the classroom if a teacher requests that volunteer(s) are needed. The classroom teacher will work with the parent(s) to schedule the volunteer days(s) and time(s). Teachers who have a need for an in-classroom volunteer on a daily or near-daily basis may accept unscheduled volunteer help at their discretion, and should inform the volunteer coordinator of this request.
- Parents are welcome to volunteer in their own child's classroom or any other classroom; however, in the circumstance where a parent's presence becomes a distraction to his or her child or causes other issues for the class, the teacher and/or the Head of School will consult with the parent to resolve the issue. If the issue cannot be resolved, staff will work with the parent to find a different volunteering opportunity.
- Parents of students in kindergarten should consult with their child's kindergarten teacher to schedule an appropriate start date for volunteering. Since part of growing up is developing the ability to attend school without one's parents, parents of kindergarteners are encouraged to refrain from volunteering in their own child's classroom until their child has become adjusted to the school environment.
- All volunteers must sign in in the front office prior to going into the classrooms or any other school area.
- All volunteers are requested to dress appropriately, refraining from wearing items that would violate the staff or student dress code. It is our request that in most instances, volunteers wear business casual attire, as it is important that the adults our students see model the expectations we have set forth for them.
- Volunteers who have been working at school and wish to pick up their child or children at the end of the school day should report outside to the FCCS employee at the student exit to have their carline number called. **We ask that**

volunteers **not** report to your child's classroom to retrieve your child or have the child called to the front office.

- Please remember to log your volunteer hours into the computer in the front office. This can be done each day you volunteer or can be done periodically if you primarily volunteer outside of the school day or building.

ACADEMIC REQUIREMENTS

Frederick Classical Charter School holds high expectations of students and provides structure to support and nurture them as they progress towards success. The Griffin Education Triangle will be the cornerstone of success.

GRADING

Students receive letter grades on their report cards evaluating success in meeting curriculum standards and requirements. Letter grades may also be used for class assignments and/or tests, quizzes and projects.

Letter Grades

The percentages for each letter grade are as follows:

A – 90% - 100%

B – 80% - 89%

C – 70% - 79%

D – 60% - 69%

F – 59% - lower

Grades are based on the student's accomplishment of what he/she has been asked to do, rather than his/her accomplishment in relation to that of others. In other words, there is no grading "on the curve."

Teachers are using an FCPS provided online grade book and reporting system. Parents can access this system from home. Directions for access are provided on the FCPS website and by FCCS teachers.

Note: Failure to complete homework may result in a 'zero' for the assignment, which may have a significant impact on grades. It is imperative that students complete their homework in order to reinforce and practice the material presented in class.

Grading Standards for Writing

Students will be required to maintain high and consistent standards for writing in all disciplines in order to comprehensively execute the type of critical thinking and analytical essays that will be required of them as they move through their academic program. As a result, specific writing grading standards have been established.

Individual content teachers will provide students with their applicable writing grading standards for assignments and will address areas such as:

- Basic punctuation, mechanics, and grammar;
- Spelling of simple, common words, subject-related vocabulary and vocabulary words that have been taught or are reasonable expectations for the grade level
- Spelling of words that are included in the text of the quiz/test/assignment
- Neatness and legibility

PROGRESS UPDATES

Report Cards

Evaluation of progress is issued regularly following the FCPS distribution and grading term calendar for all students.

Interims

Progress Reports (Interims) are reports which are sent home halfway through each grading period. Interims are sent for students in Grades K – 8 who are earning a D or an F. Some teachers may send a report home for those students earning a C.

PROMOTION

In Grades K – 2, the decision to promote to the next grade is based on the student’s social/emotional maturity, developmental skills, academic performance, and the likelihood of success in the upcoming grade, as assessed by the teaching team and administration. Parents of students who are being considered for retention recommendation will be notified well before the end of the academic year.

For Grades 3-8, please see FCPS Regulation 500-10.

HONOR ROLL

It is part of the Frederick Classical Charter School program to encourage a strong work ethic, perseverance, and striving for excellence. In recognition of outstanding achievers, an event with honorees’ parents and the Head of School is held at the end of the school year to honor those students in Grades 2-8 who have earned either straight A’s in all Core (Math, English, Science, and History) subjects and all Special Area subjects or students that have earned all A’s and B’s in all Core and Special Area subjects. Certificates are issued to those students who have qualified for the Honor Roll at the end of each marking term.

HOMEWORK

Homework is a very important and valued component of learning in Classical Education and at FCCS. Homework creates connection between teacher, school, student and parents. It helps to bring parents into the academic equation for success. Classical Education is home centered because education starts in the home.

Homework is intended to reinforce material presented in the classroom and give students the opportunity to practice skills important to the subject under study, as well as, general scholarship. Additional goals are to encourage resourcefulness in the student and confidence in his/her own thinking process. Students in all grades are assigned homework in an amount and degree of difficulty appropriate to their age and academic level. Some homework is given in the form of long-term assignments, such as book reports, research reports, creative writing assignments, science experiments, and projects.

Teachers carefully design homework assignments for each class to require a certain amount of time for completion. In grades where team teaching takes place, teachers coordinate with one another regarding the amount of work in each subject. Students may also be assigned homework for PE, Art, Music and Foreign Language. Failure to complete homework may result in a ‘zero’ for the assignment. It is imperative that students complete their homework as assigned in order to reinforce and practice the material presented in class. The amount of time expected for completion of all homework per day is as follows, keeping in mind that these times are for the average student; *some students may take less time and others may take longer.*

- Kindergarten: 15 to 25 minutes
- Grades 1 and 2: 20 to 35 minutes
- Grades 3 and 4: 30 to 45 minutes
- Grades 5 and 6: 40 to 60 minutes
- Grades 7 and 8: 60 to 90 minutes

FORGOTTEN ITEMS

It is part of our school’s carefully structured program to teach children that they are responsible for bringing to school all of the materials that they will need for the day and for taking home all of the materials that they will need to complete their homework or study. Teachers review all homework and cue students on what books are needed every day during afternoon pack-up time. The following practices support this important aspect of the program, and parents are requested to review them carefully:

- The staff workday ends at 3:45 pm. Students will not be permitted to reenter the building to retrieve forgotten items after 3:45 pm.

- Parents are discouraged from bringing items that a student has forgotten at home; with the exception of eyeglasses, medicines or medical equipment, lunches, and uniform components.

TESTS AND QUIZZES

A student's knowledge of the material covered in any class is measured, to a degree, by tests and quizzes. Advance notice will be given for all quizzes and tests. Occasionally, pop quizzes, based on the previous night's homework, may be given.

Students should develop the technique of studying and reviewing for short time periods every day in anticipation of a test or quiz. This practice is more efficient and effective than "cramming."

Frederick Classical follows State and Local requirements for standardized testing. Testing windows will be announced. All students and parents are asked to plan and prepare for announced test days to ensure students are prepared to perform at their best ability and standards. Please refer to FCPS Regulation 400-62, Section G regarding the invalidation of state test scores for specific infractions.

PROJECTS

Student projects are intended to be a challenging and relevant adjunct to the learning process that takes place in the classroom. Students should be encouraged to work independently on projects, with parental involvement limited to assisting the child in organizing the concept and procuring materials for the assignment. The learning that results from a less-than-perfect product created by the student is far greater than that derived from a near-perfect project executed by the parent.

ACADEMIC HONESTY

Cheating and plagiarism is considered a serious offense. Our teachers devote considerable time to preventative education regarding cheating in any form, including, but not limited to plagiarizing reports or term papers, copying another student's homework, bringing notes to tests, quizzes, or exams, or passing information in any manner during such times.

First offense for cheating or plagiarism:

- The student receives a zero for the test, quiz, exam or assignment;
- The student receives counseling from the administration or guidance counselor;
- The parents are notified.

Subsequent offenses of cheating or plagiarism:

- The student receives a zero for the test, quiz, exam or assignment;
- A conference is held in person with the student, his/her parents, and the administration; and further disciplinary action may be issued.

BOOKS

All books are to be treated with respect and are not to be defaced or mishandled in any way.

Assignment Notebooks/Student Planner

Regulation assignment notebooks are issued to students in grades 3-8 on the first day of school. The assignment notebook is to be kept in the student's three-ring binder.

Note: Assignments for homework are written on the white board before the end of each class. Test dates and due dates for long-term assignments are also written on the white board and are not erased until after the due date. Students, at the direction of their teachers, are expected to write this information in their assignment books.

- Homework assignments for Kindergarten students will be sent home in writing by the teacher.
- Grade 1 students will begin to write their homework on a homework template by the end of Term 3.
- Grade 2 students write their homework on a homework template beginning on the first day of school; by Term 3, students will work to write assignments in their planner.

- Students in Grades 3-8 write all daily assignments and due dates in their planner on their own.

Each night, parents should review the student planner with their child.

Library Books

Library books are loaned under the conditions and rules set forth by FCPS. Fines are imposed for overdue books, and books reported as lost must be paid for according to the cost set forth by the school.

Textbooks

Textbooks are issued on a loan basis. Each textbook bears the student's name, grade, and book number.

Textbooks with a hard back must be covered with a paper cover and must be neatly labeled with the book's title and the student's full name. Tacky or sticky backed book covers are not permitted, as they leave a residue on the books when removed. Additionally, fabric book covers cause damage to the spines of the books and often bleed color through to the book. Please use only paper covers on textbooks.

Periodic book inspections are held by the teachers, and any damages inflicted by students are subject to a fine.

Lost or Damaged Textbooks

If a textbook is misplaced and assumed to be lost, this information must be reported in writing to the teacher. The request for a replacement book must be made in writing by a parent, addressed to the teacher. The parent is responsible for the replacement cost. Students will not be provided a replacement textbook until the fine for the lost or damaged one has been paid.

Workbooks

Workbooks become the property of the student. However, workbooks are to be kept neat and clean and are not to be defaced. If lost or damaged in a way that renders it unusable, it will need to be replaced in the same manner as a textbook.

BINDERS

Three-ring binders are used in many grades. Binder organization is a key to good study and work habits and students' academic success; students must learn to keep notes, course guidelines, and homework in their binders in an orderly manner. Dividers are used to separate subjects within the binder. Lined paper is required for grades 3 – 8. It is the student's responsibility in all grade levels to keep their binders neat and orderly. We ask that parents provide guidance for those students in younger grades or students that struggle to remain organized; however, it is important for students to organize the items and papers themselves.

BOOK BAGS, BACK PACKS, SATCHELS

All students are to carry their books to and from school in book bags. The color and design of the book bag are matters of personal choice. Wheeled book bags are permitted **ONLY** if they fit within the dimensions of the locker or cubby.

Cubby dimensions: 9" wide, 10 " deep.

Locker dimensions: 13 ¼" deep, 14 ½" wide, 34" high

LOCKERS

Students in Grades 5-8 will utilize lockers to store their belongings during the school day. Students are provided a Master Lock from the school for use on his/her locker. The lock assigned in Grade 5 will remain with that student through the end of Grade 8. Students will turn in their locks at the end of the school year and locks will be returned to students on the first day of school. Lockers without a lock could be subject to theft. The school will not investigate theft of items from a locker that does not have a locked lock on it. Only a school provided lock may be placed on a locker. Students may choose to decorate the inside of their lockers with magnetic items only. Stickers or other décor that leave behind a residue or are difficult to remove

will not be permitted. In the event a student loses or damages the school provided lock, a replacement cost of \$6.00 will be assessed as a fine.

SCHOOL SUPPLIES

Each year, students are responsible for bringing certain supplies to school for use in their classes. A list of required supplies is provided to families prior to the beginning of the school year and is available on the school website.

FIELD TRIPS

Field trips comprise an important aspect of the learning program at Frederick Classical Charter School. They are curriculum-related or cultural in nature. Unless otherwise specified, the dress uniform is required for all field trips. All FCPS and FCCS rules and policies, including electronic device guidelines, apply for all school sponsored events and trips. Please remember that cell phones are not permitted on field trips. If a student wishes to take pictures on the trip, they are permitted to bring a camera.

PHONES/ELECTRONIC DEVICES/TOYS

Cell phones, other electronic devices and toys are not permitted during the school day. In the event that a student must bring a cell phone, other electronic device or toy to school, it must be turned off and in the student's book bag upon entering the building and remain there until after the student has exited the building or reported to his/her after-care program or club. Students who violate this rule will have the item confiscated and the parent will be required to retrieve the item from administration. This policy also applies to field trips. If a student wishes to take pictures on a field trip, they may do so with a camera. Cell phones will not be permitted on any field trips.

PARENT/TEACHER CONFERENCES

During days and times designated by FCPS, Parent/Teacher Conferences are held. Conference dates are published in the FCPS School Calendar.

At conference times, parents sign up to meet with their child's academic teachers. Sign-up information will be provided as conference times approach. In addition, parents or teachers may request a conference at any time.

Note: Parents should seek alternative care for any siblings too young to attend the school. Parents may choose to have the child whom the conference is about attend the conference with them.

PARENT GRIEVANCES

In an effort to address concerns as quickly as possible, parental concerns about a student's academic progress or social experience at school should immediately be addressed to the relevant classroom teacher. If a concern remains after contacting the child's teacher, parents should contact administration. The Head of School should be contacted regarding academic or social concerns after the appropriate progression of staff contacts have been made to remedy the issue. In the event that these contacts have not been successful in addressing concerns, please send an email or leave a message for the Head of School. Contact information for all school staff is available on the school website.

BEHAVIOR AND DISCIPLINE

Recognition

Students who demonstrate virtues above and beyond expectations will be recognized with verbal praise and positive referrals. Positive referrals are written by FCCS staff to recognize students that go above and beyond the expectations of an FCCS student. These role models are called to the front office and presented the positive referral by an administrator. These students may also be invited to participate in the Golden Table lunch with the guidance counselor.

Behavior Concerns and Consequences

Occasionally, students may make decisions that do not demonstrate the virtues, as children sometimes do. In the event that situations created by poor decisions occur, FCCS will follow a Progressive Discipline Model for behavior intervention. Students in grades 3-8 may receive a teacher-issued after-school detention for certain infractions. After-school detentions may be issued automatically for dress code/uniform violation, classroom disruption, being unprepared for class and other infractions at the discretion of the classroom teacher. Administrative consequences that are issued will align with FCPS regulation 400-8.

Discipline

At FCCS, our students are expected to:

- **Be ready** for instruction and learning.
- **Be responsible** for their belongings, actions, words and academic success.
- **Be respectful** of all adults, visitors, each other and property.

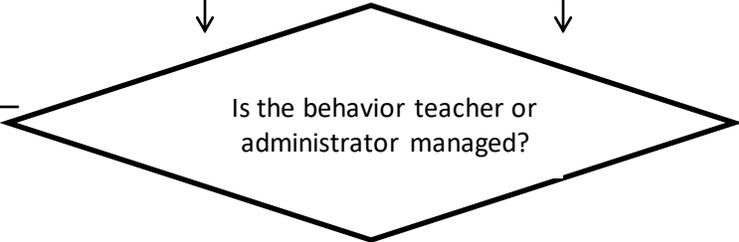
See the Student Behavior Management Process - Progressive Discipline Plan diagram below for more details.

In order to foster respect and professionalism within our students, it is expected that students will conduct themselves appropriately at all times. Additionally, when entering a classroom, students will remain standing behind their assigned desks until they are greeted by the classroom teacher and invited to take a seat in order to begin instruction for the day. When adult guests or visitors enter a classroom, students will stand behind their chairs and appropriately greet the guest. Students will respond with proper affirmative and negative responses, never the slang or abbreviated terms; and are expected to use formal names, as well as, ma'am and sir. These traditions are an important part of the classical standards that we implement here at FCCS.

**Frederick Classical Charter School
Student Behavior Management Process
Progressive Discipline Plan**

Classroom management strategies
Teach behavioral expectations and routines
Reinforce positive behaviors
Problem solve with student(s)
Continue building positive relationships with students
Invite parent/guardian help

Observe and identify negative behavior



Teacher Managed

Office Managed

Redirect student
Reteach behavior

Submit referral and
incident form or email
statement

Remind student of
appropriate behavior & of
potential +/- (warning)

- Teacher Managed Behaviors**
- Inappropriate Language
 - Unprepared for class
 - Calling out
 - Teasing
 - Refusal to do work
 - Non-compliance
 - Running in halls
 - Minor academic dishonesty
 - Uniform violation
 - Minor disruption
 - Minor aggression
 - Horseplay
 - Failure to complete homework
 - Disrespect (property, tone, attitude, body language)

- Office Managed Behaviors**
- Aggressive physical contact
 - Fighting
 - Property destruction
 - Weapons
 - Leaving school property
 - Pattern of aggressive & profane language
 - Credible threats
 - Harassment of students/teachers
 - Major/chronic destruction of property
 - Major/chronic refusal to follow school rules
 - Major academic dishonesty
 - Chronic minor infractions
 - Theft
 - Racial/Ethnic discrimination
 - Major dishonesty, lying

*Teacher managed behaviors can become office managed behaviors depending on severity of behavior or student's response to issue and adult redirection.

Private conference
with student

Classroom interventions,
Loss of
privilege(s)/Reflection

Parent contact via
phone or email/
lunch detention

Phone call home and
request a conference

Detention assigned
to discuss behavior
(after school)



Notice & praise
behaviors

Referral

RULES

Classroom Rules (Teachers may have additional rules based on the course being taught.)

1. Raise your hand and wait to be called on prior to asking a question or offering a comment.
2. Place all books and notebooks neatly in or under the desk, keeping only the items specified by the teacher on the desk.
3. Remain in your seat until given permission to get up.
4. Use words and hands for encouraging and helping, not hurting.
5. Remain quiet when the teacher or other speakers are talking.
6. Value all opinions.

Playground Rules

1. Invite everyone to participate.
2. Be mindful and respectful of others' space.
3. Utilize equipment for the purpose intended.
4. Line up appropriately when signaled to do so.
5. Listen to and be respectful of the adults on duty.
6. Maintain truthful conversations.
7. Follow the correct rules for games.
8. Toys and balls from home are not permitted. Equipment is provided for recess time.
9. Keep control of equipment so it does not interfere with others' play or cause injury.

Cafeteria Rules

1. Keep conversations at an appropriate level.
2. Use your table manners.
3. Say "Please" and "Thank you."
4. Keep your area clean.
5. Dispose of trash properly.
6. Honor your place and others' place in line.
7. Maintain truthful conversations.
8. Include and invite others to join your table.

Bathroom Rules

1. Respect the privacy of others.
2. Keep the facilities clean.
3. Show consideration for other's future use.
4. Be conscious in the use of water and supplies.
5. Use your time wisely.
6. Dispose of trash properly.
7. Report concerns, low or empty supplies or acts of vandalism to the nearest adult.

Assembly Rules

1. Respect the presenter.
2. Listen and watch attentively.
3. Applaud appropriately.
4. Enter and exit orderly and quietly.
5. Leave it clean.

Hallway Rules

1. Stay on the right.
2. Preserve the learning environment for all classes at all times. (Respect other classes receiving instruction.)
3. Move quickly and efficiently.
4. Honor the personal space of others.

Bus Rules

1. Follow the driver's directions the first time they are given.
2. Stay in your seat at all times.
3. Keep hands, arms, feet, legs and property inside the bus and to yourself and keep your voice low.
4. Refrain from eating or drinking.
5. Keep exits and aisles clear.
6. Cell phones and other electronic devices are not permitted.

APPENDIX A – Student Dress Code

Updated August 2017

Frederick Classical Charter School maintains an official standard of dress that includes a school uniform. All students are required to be in uniform whenever they are at school and at most school-related activities.

Rationale

Our school uniform was chosen to achieve an attractive, disciplined appearance for our students while also eliminating the problems associated with fashion trends and peer pressure. Our founders decided to utilize a dress code for several reasons:

1. To highlight the school’s seriousness of purpose by encouraging students to think of their uniform as an aspect of their work.
2. To eliminate the self-consciousness and social competition that fashion tends to promote.
3. To promote a sense of identity with the school and among the students.

It is our hope that parents will see the benefits of limiting their children’s school clothing needs. Through our dress code we are striving to place an emphasis on learning, not clothing.

Uniform Providers and Contact Information

Frederick Classical Charter School lists its uniforms on FlynnO’Hara and Lands’ End websites. Plaid uniform pieces are only available from FlynnO’Hara.

FlynnO’Hara Uniforms

Loehmann’s Plaza
5210 Randolph Rd, Rockville, MD
20852
www.flynnohara.com
Store Phone 301-838-8958
Phone orders 800-441-4122

Lands’ End

www.landsend.com
Preferred school #900158932
Please use school # since LE donates a small portion of your purchase back to FCCS.
800-963-4816

Parents may choose from two approved local vendors to add a crest to uniform items (prices may vary):

Custom Imprints
407 North Market St.
Frederick, MD
301-694-0000

Anything Printed
Hagerstown, MD
AP offers a pickup/dropoff service to/from school during certain times of the year.
301-573-4630

General Requirements and Expectations

1. All coats and bags are parents'/students' choice. Classical recommendations caution against items that are overly busy or distracting and items that are heavily influenced by pop culture.
2. For student comfort in cooler weather, the uniform cardigan, pullover or sweater vest may be worn inside the school. Non-uniform sweaters or sweatshirts, including Spirit Wear, are not permitted.
3. Hats and sunglasses of any kind may not be worn inside the school.
4. Rain boots and snow boots may be worn to and from school. Students will change into appropriate footwear upon entering the classroom.
5. Students will go outside for recess if the 'feel-like' temperature is at or above 25 degrees. Please be sure to bring appropriate winter outerwear.
6. Neatness, grooming, and proper hair care will be monitored, as well as student dress. Overall health is promoted through general cleanliness and students should demonstrate an understanding of this principle through overall neatness in appearance, good grooming habits, and proper hair care.
7. Plaid jumpers, plaid skirts, and ties (both boys and girls) must be purchased from our supplier, FlynnO'Hara Uniforms.
8. Uniform components other than those specifically listed in Item 7 above can be purchased at any location the parent wishes; however, it will be the responsibility of the parents to ensure that the crest is added to all items as listed in the uniform specifications. Items not purchased through the above vendor should fall closely within the item descriptions. Major differences in uniform appearance will not be allowed. Other vendors that may carry school uniform items include: Lands' End online, JCPenney, Boscov's and Sears (Lands' End). Lands' End online has the FCCS crest on file for embroidery.
9. We strongly encourage parents to label all clothing items with your child's name. Items that are most frequently lost are sweaters and winter accessories.

Note: The Head of School may grant exceptions to the dress code for disabilities or sincerely-held religious beliefs if such accommodations are reasonable and do not pose a hardship for the school, per FCPS policy.

Uniform Details for both Boys and Girls:

In order to achieve our goal of having a uniform which promotes the identity of our school and a distraction-free environment, we ask that the following general guidelines be followed:

1. All uniform pieces should be worn neatly with shirts tucked in and buttons buttoned (top button of polo at student/parent discretion).
2. All skirts/jumpers are to be hemmed to a length at or below the knee at the beginning of the year and no more than two inches above the knee as the year progresses. Waistbands are not to be rolled over.
3. Navy blue dress pants will fit at the hips and will be appropriately hemmed. Black or blue jeans, cargo pants, jeggings, and leggings are not permitted as uniform pants.
4. Navy blue dress shorts are permitted through October 15 and again on April 15. Shorts must be no shorter than 2 inches above the knee, which can be measured by the short side of a credit card.
5. A black or navy belt will be worn with dress pants and dress shorts.
6. Only inconspicuous articles of clothing may be worn under the uniform pieces; please no colors, prints, or designs. Undergarments will not be visible.
7. Uniform shoes should be all one color, either black or navy (without a pattern or contrasting color logo). Shoes must have an enclosed toe and full back. Boots, sandals, and flip flops are not permitted. Non-skid soles and laces, if applicable, must be dark in color. For girls, heels are discouraged and should be no higher than 1 inch.
8. Separate athletic shoes are encouraged for P.E. classes and should be worn to school on the assigned P.E. class days. Sneakers that light up or are overtly distracting are discouraged.
9. Uniform socks should be solid navy or black, without a pattern or logo, and extend over the ankle. White socks and 'no show' socks are not permitted.
10. At least one shirt with the crest is required of all students (except girls wearing a jumper in Grades K-2). Crests

are strongly encouraged for all shirts and sweaters, if possible. Uniforms with crest must be worn on field trips, picture days and for special events as deemed necessary by the staff.

11. Uniform cardigan, pullover or sweater vest may be worn and must be navy in color. A crest is required on any sweater worn with a dress uniform.
12. Students may wear uniform pieces remaining from previous years as long as they are in good condition and fit appropriately. Please do not purchase new items below grade level.
13. Hair should be neatly groomed; unnatural colored hair dyes are discouraged.

Uniform Details for All Boys:

1. No jewelry other than watches and items of a religious nature may be worn. Permitted jewelry should be discreet and simple.
2. No earrings.
3. Uniform socks are required at all times.

Uniform Details for Boys by Grade:

Grades K-4:

1. Navy uniform pants
2. Gray polo shirt (at least one with FCCS crest), long or short sleeves – Grades K-2 may wear white through 2017-2018 school year

Grades 5-8:

1. Navy uniform pants
2. White oxford shirt (at least one with FCCS crest), long or short sleeves
3. Plaid tie

Uniform Details for All Girls:

1. Jewelry (i.e., necklaces, bracelets, watches) should be discreet and simple.
2. Small stud-style earrings that touch the ear and do not dangle or hoop are permitted. No jewelry in other piercings is allowed.
3. Make up and nail polish are discouraged. Lipstick is not permitted for any grade level.
4. Hair accessories should be no wider than 1.5 inches, modest, and consistent with the uniform colors.
5. Girls will wear navy or black over-the-ankle socks, knee-socks or tights (no patterns).
6. Navy or black leggings may be worn under all skirts for extra warmth during colder weather.
7. Girls may choose to wear navy uniform pants in lieu of the jumper or skirt; however, the plaid jumper or skirt should remain the primary dress uniform.

Uniform Details for Girls by Grade:

Grades K-2:

1. FCCS plaid jumper
2. White blouse with Peter Pan collar (no piping or additional decoration), short or long sleeves
3. Navy or black modesty shorts

Grades 3-4

1. FCCS plaid pleat skirt
2. White blouse with Peter Pan collar (no piping or additional decoration; at least one with FCCS crest), short or long sleeves
3. Navy or black modesty shorts

Grades 5-8

1. FCCS plaid pleat skirt
2. White oxford shirt (at least one with FCCS crest), short or long sleeve
3. Tab cross tie or boys tie
4. Navy or black modesty shorts

PE Uniform Details for Girls and Boys, Grades 5-8

1. Solid navy or black sweat pants or knee length mesh-style shorts, both without striping, pattern or logo. (Shorts are permitted through October 15 and again on April 15.)
2. White or black socks ankle length or longer.
3. Gray polo shirts (same as boy's Grades K-4 shirts).
4. Appropriate PE sneakers of the students' choice. Sneakers that light up or are overly distracting are discouraged.
5. Solid gray sweatshirts are permitted during the day inside the school on PE days. They may be embroidered with FCCS crest on top left shoulder.

Please note that PE shirts are not spirit wear t-shirts or sweatshirts. Hoodies and t-shirts are not permitted in school.

Casual Dress Code

Occasionally, a "casual dress code" may be indicated on a particular day as an expression of celebration or for a particular school event or field trip. While this designation allows a wide interpretation, certain items are always prohibited:

- Clothing that is torn or tattered;
- Clothing that does not cover the back, mid-section or stomach;
- Spaghetti strap shirts;
- Skintight clothing;
- Visible or exposed undergarments;
- Shorts measuring more than 5" above the knee;
- Pajamas;
- Offensive slogans or images or references to weapons, drugs, tobacco and alcohol.

LOST AND FOUND

Clothing and unmarked personal items found on school property will be placed inside the student entrance/exit of the school building. All unclaimed, unmarked items will occasionally be displayed for reclaiming. Periodically, the unclaimed items will be made available for resale or they will be discarded.

Questions

Students and parents should first direct all questions and concerns about the dress code to the homeroom teacher. If a question or concern persists, please contact the school principal.