



NIL SINE MAGNO LABORE

Parent and Student Handbook
2021-2022

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FREDERICK CLASSICAL CHARTER SCHOOL

The mission of the Frederick Classical Charter School is to present a Classical Curriculum that meets the learning needs of all students. Through our classical virtues, differentiated instructional practices, critical questioning, small groups, targeted technology integration and direct instruction, students will learn the Truth, do the Good, and see the Beautiful. The long-term vision of the Frederick Classical Charter School is to be nationally recognized as a replicable model for providing a traditional, rigorous liberal arts education using well-researched instructional approaches. The school will provide teachers with professional development in classical pedagogy, subject matter content, cognitive science, and research-based strategies. The principal, staff, and school improvement team will look first to data and evidence to better school performance.

CLASSICAL PEDAGOGY: Here at Frederick Classical Charter School we adhere to the following tenets of Classical Pedagogy as follows:

- Festina Lente - Make haste slowly
- Multum non Multa - Much; not many
- Repetitio Mater Memoriae - Repetition, the mother of memory
- Songs, Chants & Jingles - Use of chants and songs to make connections
- Wonder & Curiosity - Inspire a sense of wonder for truth, goodness and beauty
- Educational Virtues - Cultivate virtues of love, humility, diligence, constancy, courage, temperance
- Embodied Education - Enjoyment for studying; appealing the senses
- Scholé - Contemplation and restful engagement
- Docendo Discimus - By teaching we learn
- Optimus Magister Bonus Liber Est - The best teacher is a good book

VIRTUES

Frederick Classical Charter School works to cultivate virtues in our students. Virtues are universal and recognized by all cultures as basic qualities necessary for our well-being and happiness. We focus on explicitly teaching and modeling the seven virtues. 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 of our school by integrating them in daily life. 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.

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.

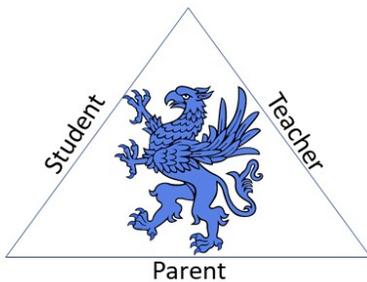
The “logic” phase is from fifth through eighth grade, and develops students’ ability to reason, using the knowledge and skills from the previous phase as the starting point.

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.

Grammar will be taught in some form in all grades (K-12) but receives special emphasis and attention in grades K-4. The same is true of logic and rhetoric. The assumption here is that these subjects are always operating in some form, but that they are suited to be explicitly taught at certain stages in a child’s development.

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

THE GRIFFIN “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. A griffin triangle consisting of parent, teacher, and student is our foundation for your child’s success. Respectful and open communication between the three members of this triangle is necessary for trust to develop. Students will succeed in an environment that fosters trust. 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, with the Board of Trustees of Frederick Classical Charter School, Inc., implements the Mission Statement in the School. In their capacities as policymakers and community leaders, these 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 their potential to the fullest extent when afforded respect, fairness, kindness, discipline and appropriate instruction. It is our desire to enjoy the support of parents in the areas of discipline, volunteertime, school functions and fundraising events.

OUR HISTORY

Origins: In late 2009, a group of parents interested in providing a classical 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. In April 2012 the Board of Education approved our school to open in August 2013. The years of effort and diligence 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.

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 each morning the following statement. “I will learn the true. I will do the good. I will see the beautiful.”

BOARD OF TRUSTEES

The Board meets monthly to share information in a community forum setting; inviting parents, faculty and community members who wish to attend. In collaboration with the Head of School, they communicate decisions and support the mission and vision of the school.

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 SMORE newsletters (Friday afternoon published) and be sure to sign up for FindOutFirst through the FCPS website. Additionally the Board of Trustee communication group, sends out items specific to FCCS containing information about upcoming events, announcements and reminders. Information on signing up for FindOutFirst and for the Board communication group can be found on our website, www.FrederickClassicalCharterSchool.org, under 'Communications.'

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.

ATTENDANCE

FCCS follows the [FCPS attendance policy and regulations](#). The building opens at 8:15 for arrival and dismissal begins at 3:15. All scholars are expected to be in the building and present for attendance at 8:35. Any late arriving students should report to the front office. If your scholar is absent, please send a note with them to school explaining their absence upon their return.

CLASSROOM GREETING

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.

ACADEMIC YEAR

FCCS follows the [FCPS academic calendar](#). The calendar may be adjusted based on inclement weather. Any system wide changes will be announced via Find Out First.

FCCS 2-hour Early Release dates for the 2021-2022 calendar year:

September 3rd and 17th	January 7th and 21st
October 1st and 22nd	February 4th and 25th
November 12th and 19th	March 4th and 18th
December 3rd and 17th	April 1st and 8th
	May 20th

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 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 3:15 pm, with Car Line operations beginning promptly at 3:15 pm. Students picked up after 3:45 will be considered as late pick-up and will be documented.

Late Arrival

If a student is a late arrival 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 late arrival slip, which the student must submit to the teacher upon entering the classroom. Unless a doctor’s note or similar is provided – late arrivals to school are coded as unexcused.

Tardy to Class

A student who is physically in the building but arrives in the homeroom class after 8:35 am is counted as tardy by the classroom teacher. Frequent tardiness will be discussed on a case by case basis by the teacher and or guidance.

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. If a note is provided regarding a doctor’s or dental appointment, the early dismissal will be recorded as excused. Otherwise, the early dismissal will be unexcused.

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.

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 rest of 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 1:15 PM	Dismissal at 11:45 AM

ABSENCES

Parents are encouraged to notify the school on the day their child is absent. A note 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.

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.

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. **In the event of a planned trip, please try to inform the teacher at least 2 weeks in advance.**

Students have two days for each day of absence to make up missed assignments. Please reach out to the teacher(s) to discuss individual circumstances as needed.

Arrangements for making up work for absences of six days or longer should be coordinated with the teacher of each subject. There will be no late penalty for work made up due to absence.

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.

COVID Guidelines and Screening Protocol

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 should be displayed for easy view. If you are picking up 4 or more scholars, you can be assigned an **HOV CarLine Number**. **HOV Carline** occurs at the back of the school.

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 the Car Line remains orderly and free of outside interference. Students may not be dismissed as ‘walkers’ from the building.

Safety Protocols:

- Please do not allow children to place items in the trunk. This is dangerous as the car behind could pin your child to the car in front.
- All children should enter the car from the passenger side and avoid walking around or between cars.
- Parents should only be using a hands free cell phone.
- Cars should be placed in park when no longer in motion.

Morning Car Line Drop-Off :

The **Morning Car Line** will begin each morning at **8:15 am** and 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.

Grammar Students (K-4) will enter through the Student Entrance. Logic Students (5-8) will enter through the Middle School entrance (gym doors at front of schools).

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 or park in one of the neighboring lots that has vacant space.

HOV Carline will drop off at the back of the school and enter through the HOV door.

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.

- Make sure your number is clearly displayed in the window of your car.
- Form a double line while on Spires Way.
- Follow staff guidance to take alternate turns onto Helix Way and form a single line.
- Do not block Helix Way- please only pull up when there is enough room to enter the parking lot.
- Pull down to the student loading area and encourage children to quickly enter the car.
- If your child does not come out quickly, you will be directed to the recall area to park.

Parents will follow the orange cones and guiding faculty as they pull up to the front of the school to retrieve their child or children. Five to ten cars will be directed by faculty and volunteers to stop and pick up per Car Line segment. After 3:45 pm, remaining students will be sent to the front office for pick up. All students must be picked up by 3:45 pm. Students being picked up after 3:45 pm must have a parent/guardian come to the front office to sign the student out as a late pick-up.

The office cannot provide childcare for students that are frequently 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.

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 the Car **Line**. Car Line equipment will often be set up throughout 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 site line 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. If you wish to park in the lot to come into the building, we ask that you park closest to our neighboring tenant.

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

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.

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 all children are in the car.
3. The recommended times to be 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 the carline for your number to be called.
5. Please do not block entrances to businesses or cross streets.
6. Stay in your car at all times and place your car in park.
7. **It is dangerous to have children stand at the trunk of the car and load items in. They could be pinned resulting in serious injury.**
8. **It is dangerous to have children walk around the vehicle to enter on the driver side. Passenger side entrance is preferred.**
9. 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 reserved.
10. Passing in a car line 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.
11. Refrain from texting your child that you are approaching – this takes his/her attention away from hearing the number being called, thus slowing down the car line.
12. Allow space between vehicles to ensure safety of students, volunteers and staff while loading and unloading students and their belongings.
13. Students should keep their head, hands and arms inside the vehicle at all times.
14. Refrain from talking on the phone or texting while in line; please be attentive to ensure safety.
15. For families with young students, please ensure that they can buckle and unbuckle seatbelts on their own.

16. 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 both the pet and the staff and volunteers that assist with carline.
17. Abide by car safety laws, including the speed limit.

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. Students attending the After School Care program (Clubhouse Kids) report immediately at 3:15 pm when car rider dismissal begins. 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.

SAFETY PATROLS

In recognition of their increasing maturity, and to encourage community service, all students in the 6th-8th grades are encouraged to volunteer as safety patrols throughout the school year. 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.

Participation and Meeting Times

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

Clubs meet based on the schedule determined by the instructor or faculty member. This will be communicated at the time which permission slips are signed. The club schedules may vary in order to accommodate the FCPS calendar for delays and closings, so please check with the club instructor for changes to the schedule.

Written parent/guardian consent is required for all students participating in all clubs. Students must be picked up promptly at the student entrance at the conclusion of the club session.

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.

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 to pick up students at normal time.

Club Capacity

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 sponsors 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 Sponsors are automatically accepted into a club even if enrollment must be limited.

If a club is cancelled due to low enrollment, parents will receive an email at the address provided during the registration process.

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, like cough drops) brought to school by students or parents for students to take during the school day must be left in the school nurse's office, accompanied by a form completed by the student's doctor outlining the instructions for dispensation and dosage.

ALLERGIES

We are a latex free school. Please check all supplies to ensure that you do not send any with your student. Our school nurse has a confidential list of students with allergies and shares with staff only on a need to know basis.

DRESS CODE

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 1-800-441-4122
1-800-963-4816

Lands' End

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

Parents may choose from two approved local vendors to add an embroidered crest to uniform items:

Custom Imprints
407 North Market Street
Frederick, Md
301-694-0000

Anything Printed
9229 Chippendale Circ.
Hagerstown Md
301-573-4630

AP offers a pickup/drop-off service to/from school during certain times of the year.

General Requirements and Expectations

1. 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.
2. Hats and sunglasses of any kind may not be worn inside the school.
3. Rain boots and snow boots may be worn to and from school. Students will change into appropriate footwear upon entering the classroom.
4. Students will go outside for recess if the 'feel-like' temperature is at or above 30 degrees. Please be sure to bring appropriate winter outerwear.

5. Plaid jumpers, plaid skirts, and ties must be purchased from our uniform supplier FlynnO'Hara Uniforms.

6. Uniform components other than those specifically listed in Item 6 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.

7. 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 439.

Uniform Regulations:

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 31 and again on April 1. 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. K – 2nd grade students are not required to wear a belt.
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 must be all one color (including the outersole of the shoe) and either black or navy (without a pattern or contrasting color logo). Shoes must have an enclosed toe and full back. sandals, and flip flops are not permitted. Non-skid soles and laces, if applicable, must be dark in color. High 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.
10. At least one shirt with the crest is required of all students (except students 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.

Uniform Information for All Students:

1. Uniform socks are required at all times. Socks must be Navy or Black over-the-ankle socks, knee-socks or tights (no patterns).
2. Permitted jewelry includes earrings, necklaces, bracelets, and watches. Any item of a religious nature may also be worn.
3. Make up and nail polish are discouraged.
4. Hair accessories should be modest, and consistent with the uniform colors.
5. Navy or black leggings may be worn under all jumpers and skirts.
6. Students who select to wear the plaid jumper or skirt also have the option to wear navy uniform pants; however, the plaid jumper or skirt should remain the primary dress uniform.

Uniform Details for Students by Grade:

Grades K-2:

1. Navy uniform pants and light heather gray polo shirt (at least one with FCCS crest), long or short sleeves
2. FCCS plaid jumper and white polo shirt or white blouse with Peter Pan collar (no piping or additional decoration), short or long sleeves
3. Navy or black modesty shorts or leggings should be worn with the plaid jumper
4. Belts are recommended when wearing uniform pants/shorts, but not a requirement.
5. Shoes: navy or black (please see #7 in the uniform regulations section of this policy)

Grades 3-4:

1. Navy uniform pants and light heather gray polo shirt (at least one with FCCS crest), long or short sleeves.
2. FCCS plaid pleat skirt and white polo shirt or white blouse with Peter Pan collar (no piping or additional decoration), short or long sleeves
3. Navy or black modesty shorts or leggings should be worn with the plaid skirt.
4. Belts are required when wearing uniform pants
5. Shoes: navy or black (please see #7 in the uniform regulations section of this policy)

Grades 5–8:

1. Navy uniform pants and white oxford shirt (at least one with FCCS crest), long or short sleeves
2. FCCS plaid pleat skirt and white oxford shirt (at least one with FCCS crest), short or long sleeve
3. FCCS traditional style plaid tie or plaid cross tab style tie
4. Navy or black modesty shorts or leggings should be worn with the plaid skirt
5. Belts are required when wearing uniform pants
6. Shoes: navy or black (please see #7 in the uniform regulations section of this policy)

PE Uniform Details for Students in Grades 5-8

1. Solid navy or black sweat pants or knee length athletic shorts, both without striping, pattern or logo. (Shorts are permitted through October 31 and again on April 1.)

2. White or black socks ankle length or longer.

3. Light heather gray polo 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
- Skin tight 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
- All other items noted in FCPS Policy 439

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.

LOST and FOUND

Clothing and unmarked personal items found on school property will be located at the entrance to the cafeteria. All unclaimed, unmarked items will be displayed for reclaiming. Please try to label all items, so they can be returned easily.

FOOD in the BUILDING Regulation [400-06](#)

BREAKFAST

Students may purchase breakfast from the serving line in the cafeteria and eat it at the cafeteria table near the

serving line. 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. Lunch choices routinely are a hot entree or WOW butter sandwich (peanut-free). The FCPS food and nutrition services post a [menu](#) showing the daily hot entree option. Snack and milk only purchase will also be available.

All lunch bags or boxes should have the student's name printed clearly on them. Water bottles can be refilled at any time during the day at the fountains.

Students should not share any food items.

A peanut free table will be provided for all lunch shifts. This table will be cleaned and sanitized using separate supplies that do not contact other tables.

Parent Lunch Visits

Family members that desire to come eat lunch with their scholar may do so at any time.

Please remember to sign in at the front desk to receive a visitor's pass when visiting your child. You will be required to show your driver's license for verification.

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 three (3) 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 edible 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.

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. Parents 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 or assists teachers in various ways.

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

- Prior to volunteering, all parents/guardians who wish to volunteer inside the school must attend a volunteer training session and acknowledge training on various FCPS/FCCS regulations. To set up training outside of the yearly scheduled volunteer training, contact Jenn Tucker at Jennifer.Tucker@FCPS.org.
- Parents 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 day(s) and time(s).
- Parents that are volunteering in their child's classroom but become a distraction to his or her child may be encouraged to volunteer in another location.
- Parents that are causing disruptions to the learning environment will be asked to leave.
- Volunteering in the kindergarten classrooms will begin on or around September 20th.
- All parents must sign into the front office prior to entering classrooms or any other school areas. Please remember to sign out before you leave the building.
- Proper identification (Driver's License or Government ID) is required.
- Volunteers who have been working at school and wish to pick up their child or children at the end of the school day should honor the established FCCS dismissal process. **We ask that volunteers not report to your child's classroom to retrieve your child or have the child called to the front office.**

ACADEMIC REQUIREMENTS

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. We follow the FCPS retention Policy.

BOOKS

Student Agenda

Agendas are issued to students in grades 3-8 on Opening Day. Grade 2 students are issued agendas at the start of the second semester. The agenda is to be kept in the student's three-ring binder.

Note: Assignments for homework are always written on the whiteboard before the end of each class. Test dates and due dates for long-term assignments are also written on the whiteboard 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.

- Grade K and 1 students will be provided with a homework sheet.
- Grade 2 students write their homework on a homework template beginning on the first day of school; at the start of the second semester, students will be given an agenda and will be instructed to write assignments in their agenda.
- Students in Grades 3-8 write all daily assignments and due dates in their agenda on their own.

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

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

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.

Lost or Damaged Materials

If materials are lost or damaged, this information must be reported in writing to the teacher. The parent is responsible for the replacement cost.

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 as appropriate.

Students are discouraged from attempting to return to school to retrieve forgotten books, notebooks, etc. The school will be locked after 4:00pm and staff may not be available to let the student in the building. Students returning to the building must enter through the front office.

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. 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. 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.

ACADEMIC HONESTY

Cheating and plagiarism is considered a serious offense. Our teachers devote considerable time to preventive 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.

HOMEWORK

Homework is a very important and valued component of learning in Classical Education and at FCCS. Homework creates a 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. 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
- Grade 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

If you are finding that your scholar is spending an inordinate amount of time on homework each night or is becoming frustrated, please contact the teacher for that subject.

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.

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.

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.

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 under 'Virtual Backpack.'

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 CONCERNS

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.

GRADING

K-1

Students in grades K-1 receive progress marks on their report cards evaluating success in meeting curriculum standards and requirements.

EE- Exceeds Expectations

ME- Meets Expectations

AE- Approaching Expectations

DE - Does Not Meet Expectation

Classroom assignments, tests and quizzes may be marked with letter grades, percentages or points.

2-8

Students grade 2-8 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

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

Note: It is imperative that students complete their homework as assigned in order to reinforce and practice the material presented in class. Homework may never be more than 10% of the total grade. Failure to complete homework may result in a 'zero' for the assignment. **In an instance of multiple missing assignments a parent- teacher conference will be requested by the teacher.**

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. Any student who also drops two or more letter grades will also be sent an interim. Some teachers may send a report home for those students earning a C. Families are encouraged to contact teachers at any time they are concerned with their student's progress.

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.

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.

Cellular 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 the Head of School. This policy also applies to field trips. Cell phones will not be permitted on any field trips.

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. Administrative consequences that are issued will align with [FCPS regulation 400-8](#).

