

**SEACOAST CLASSICAL ACADEMY
CHARTERED PUBLIC SCHOOL**

FAMILY HANDBOOK

SY25-26



**ACADEMIC EXCELLENCE
& FAMILY RIGHTS**

V2.0
Updated Aug 17, 2025

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INTRODUCTION

I.1 Welcome

Welcome to the new academic year! Choosing how and where to educate your child is a significant decision. Out of many possible options, you have chosen Seacoast Classical: an Academy that believes in an American classical education via a rigorous curriculum rooted in the Western liberal arts tradition. The significance of this decision is worth a moment of reflection. What is the purpose of education? The answer can be found in the two different Latin roots of the word education: *educare* which means to train or to mold, and *educere* meaning to lead out. We believe that training in how to think critically leads us out of the self to strive for what is good, true, and beautiful. This therefore leads to true freedom and human flourishing.

We wish to share our joy and gratitude with you as we embark on this journey together. We are inspired by a shared commitment to the virtues that define our community: **wisdom, truth, fortitude, and excellence**. These principles guide our mission to nurture each student's intellectual, moral, and personal growth. We view this endeavor as a partnership between our staff and your family. Parents are, and will always remain, the primary decision-makers for their children. We honor your rights and privacy, and we are committed to fostering a culture where open communication, mutual respect, and a shared love of learning thrive. Our goal is to support you in guiding your child toward a life of purpose, grounded in truth and strengthened by fortitude.

This year, we pledge to strive for excellence in all we do - in the classroom, in the community, and in our interactions with one another. Together, we will cultivate wisdom in our scholars, encouraging them to seek truth with courage and to pursue excellence with humility. We are grateful for your trust and partnership. Please feel free to reach out with any questions, ideas, or concerns as we work together to make this a year of growth and fulfillment for your sons and daughters.

Excelsior!

Robert Chase

Chairman & Acting Executive Director



I.2 Vision, Mission & Virtues

Vision

Our vision is academic excellence through education that is classical in its curriculum and proven in its pedagogy. We view academics broadly to include literacy, numeracy, humanities, sciences and arts. We recognize the primacy of the family in the upbringing of the child and focus our role on academics.

Mission

Our mission is providing academically excellent instruction and opportunities for creative exercise of learning to young scholars, while upholding family rights.

- We impart knowledge and develop understanding through the examination and synthesis of that knowledge. Ultimately, we teach our scholars how to think critically, not what to think.
- We educate our scholars in traditions of moral and civic virtue with a central and recurring emphasis on Western and foundational American principles.
- We recognize and reinforce the role of parents as the primary decision makers and moral authority in the life of the child.

Virtues

Seacoast Classical Academy will carry out its mission in ways that exemplify the Academy Virtues, which guide our curricular choices and everyday actions.

<i>Sapientia</i>	Wisdom	We exercise understanding and good judgment.
<i>Veritas</i>	Truth	We uphold objective standards of knowledge and thought.
<i>Fortitudo</i>	Fortitude	We do what we believe is right though difficult.
<i>Excellentia</i>	Excellence	We strive persistently to surpass our former selves.

I.3 Legal Status and Notice

Legal Status

Seacoast Classical Academy Chartered Public School (“SCA”, “Seacoast Classical”, or “the Academy”) is chartered by the New Hampshire State Board of Education and governed by the SCA Board of Trustees. The charter must be renewed every five years by the NH State Board of Education. SCA is a Hillsdale College Curriculum School. The charter states that the Academy shall license and use the Hillsdale College K-12 curriculum as its core curriculum. The charter, bylaws, and policies of Seacoast Classical are available for download at seacoastclassical.org/policies/.

Legal Notice

While the Academy reserves the right to amend, suspend, or repeal any procedure or policy in the Family Handbook, or to adopt a new procedure or policy, at any time without prior notice, we will make reasonable efforts to communicate any such changes in a timely, responsible and respectful manner.

SECTION 1: ACADEMY LIFE

1.1 Contact Information & Academy Hours

Seacoast Classical Academy
53 Carlton E. Sockwell Way
Newton, NH 03858
Phone: 603-691-5429
Email: admin@seacoastclassical.org

Academic Instruction Hours:	Monday-Friday	8:20am - 2:45pm
Academic Year Office Hours :	Monday-Friday	7:30am – 4:00pm
Summer Office Hours:	Monday-Thursday	9:00am – 3:00pm

Closed weekends and school holidays.

1.2 Scholar Drop-Off and Arrival Procedures

Families are welcome to drop their scholars at the Academy between 8:00am and 8:20am. Faculty, staff and volunteers will supervise scholars in the front playground, or inside the schoolhouse in the event of inclement weather until they report to their classroom teacher. Scholars arriving after 8:20am must be escorted inside the schoolhouse by a parent or guardian and signed in at the front office.

Car Drop Off

Scholars arriving by car will proceed in their vehicles around the driveway loop at the front of the schoolhouse and be dropped off near the fenced play area. Faculty, staff and volunteers will assist scholars exiting vehicles. Scholars should exit their vehicles via the passenger side of the car.

Buses

Scholars riding SAU17 buses to Seacoast Classical Academy will ride their assigned bus to the neighboring Memorial School each morning where a Seacoast Classical Academy staff member(s) will meet the scholars. Scholars will then be walked to the SCA campus to join their classmates on the playground, or inside the schoolhouse in the event of inclement weather, until they report to their classroom teacher. *NOTE: please see SAU17 Bus Policy below.*

Walkers/Bicyclists

Scholars may walk or ride their bikes to the schoolhouse. For safety, those walking or biking should use the grass once they reach the SCA parking area. Bicycles may be securely locked to the bike rack located near the fenced in play area. In accordance with NH RSA 265:144,X, a helmet is required for bike riders under 16 years of age.

Before Care Program

A Before Care Program, provided by the Plaistow Community YMCA (“YMCA”), is available on-site at the SCA schoolhouse beginning at 7:00am. Enrolled families should escort their scholar(s) to the front door of the schoolhouse, where a YMCA staff member will meet them and sign the scholar(s) into the program each morning. This program will take place in the multipurpose room under the supervision of the YMCA staff member until 8:00am, at which time scholars will join their classmates on the playground, or in the schoolhouse in the event of inclement weather, until they report to their classroom teacher. For additional information about the Before and Aftercare Programs, please contact Meghan Woodworth, the School Age Director for the Plaistow YMCA at woodworthm@northshoreymca.org.

1.3 Scholar Pick-Up and Dismissal Procedures

SCA begins the scholar dismissal process each day at 2:45pm. In each classroom, a display board or the teacher’s computer will alert teachers and scholars of the dismissal order.

Car Pickup

Families picking up their scholar(s) by car will be provided with family placards to display in the front windshield during dismissal (see sample below). Families who have informed the Office of a carpooling arrangement will also receive placards listing the participating family names and numbers. Only SCA-issued placards may be used. If additional placards are needed, please contact the front office.

Drivers should line up along the right side of the schoolhouse driveway. Please do not block the entrance or exit lanes of the Seacoast Learning Collaborative parking lot. A SCA staff member will walk along the carpool line and radio the front office with the name(s) and number(s) displayed on the placard. These numbers will appear on classroom display boards and teacher computers to inform scholars of their driver’s arrival. Scholars will proceed to the front entrance and queue for dismissal. Faculty and staff will direct and assist scholars boarding via the passenger side of their vehicle.



Buses

Scholars riding SAU17 buses home will be called to assemble at the front entrance of the schoolhouse at the start of the dismissal process. A SCA staff member(s) will then walk the scholars to the neighboring Memorial School to board their assigned bus.

NOTE: please see SAU17 Bus Policy below.

Walkers/Bicyclists

Scholars who are walking or bicycling home will be dismissed from their classrooms each day by Administration.

Aftercare Program

An Aftercare Program, provided by the Plaistow YMCA, is available on-site at the SCA schoolhouse. Scholars enrolled in the program will be dismissed to the multipurpose room at the conclusion of the Academy's regular dismissal process. A YMCA staff member will sign each scholar into the program and care will be provided until 6:00pm.

Parents and guardians should pick up their scholar(s) at the front entrance by contacting the YMCA staff member using the phone number provided on the front door and signing their scholar(s) out. For additional information about the Before and Aftercare Programs, please contact Meghan Woodworth, the School Age Director for the Plaistow YMCA at woodworthm@northshoreymca.org.

1.4 Early Drop-off and Late Pick-up

For reasons of staffing and safety, scholars may not be dropped off before 8:00am and must be picked up by 3:15pm unless they are enrolled in the YMCA Before Care or Aftercare program or participating in an Enrichment Activity. Scholars with siblings participating in extracurricular activities must be picked up or wait outside with a parent. Scholars who are still on campus and not participating in an extracurricular activity at 3:15pm must wait for a parent in the front office.

SAU17 School Bus Policy (*Newton and Kingston K-5 scholars only*)

Scholars in grades K-5 who reside in Newton and Kingston are eligible for bus transportation in accordance with NH State regulations and SAU17 policies. Riding an SAU17 bus is a privilege, and scholars are expected to adhere to all SAU17 transportation guidelines. We kindly ask parents and scholars to review the complete policy at the link provided below.

Sanborn Regional School District School Bus Conduct Rules

<https://resources.finalsite.net/images/v1718383553/sau17org/hbznqjo5fkmleqxesx6d/jicc-r-schoolbusconductrules.pdf>

1.5 Attendance

Seacoast Classical Academy follows the Hillsdale College K-12 Classical Curriculum—a content-rich, well-balanced program that emphasizes academic excellence across all disciplines. This curriculum is delivered through traditional, teacher-led instruction. Due to its rigorous and sequential nature, parents are strongly encouraged to make every reasonable effort to ensure their scholar attends all daily classes without interruption. Regular and punctual attendance supports academic achievement and the development of personal responsibility and strong character.

As an organization dedicated to family rights with parents as the primary decision maker in the life of the child, we seek honest partnership with families in following this policy.

1.5.1 Attendance Requirements

Attendance is mandatory for all scholars when school is in session. The Principal or Executive Director may excuse a scholar's temporary absence upon receiving satisfactory evidence of valid circumstances. Absences, late arrivals and early releases are classified as either excused or unexcused.

The Board recognizes the following as excused absences*:

1. Illness or other health-related conditions;
2. Medical or dental appointments;
3. Death in the family;
4. Observation or celebration of a religious holiday;
5. Required court appearances;
6. Disciplinary actions or short-term suspensions;
7. Participation in sports or extracurricular activities;
8. Participation in authorized school activities (with prior written administrative approval);
9. College visitations (with prior written administrative approval);
10. Other reasons at the discretion of the Principal or Executive Director.

*At the discretion of the Principal or Executive director, documentation may be required.

Unexcused absences fall into two categories:

1. Submitting a written or telephonic excuse which does not constitute an excused absence as defined previously; or
2. Failing to submit any type of written or telephone excuse by a parent or guardian.

1.5.2 Reporting Absences

- For illness or other unexpected absences, a parent shall call the school as soon as possible to report the absence and its reason.
- For planned absences, written notice stating the reason shall be submitted in advance. The Principal or Executive Director may request additional documentation to support the request.

- If an absence does not fall under the excused categories listed above, a written explanation detailing the reason and expected duration shall be submitted. The Principal or Executive Director will determine whether the absence qualifies as an excused absence.

Contacting the Academy Office to Report an Absence

Parents must notify the Office prior to 9:00am for every day a child is to be away from school either by email attendance@seacoastclassical.org or by phone 603 691 5429. Please include your child's name and the reason for his or her absence in your message. When sending an email to attendance@seacoastclassical.org, it is encouraged to cc your scholar's teacher(s) when possible. Failure to notify the Office of a scholar's absence will result in the absence being recorded as unexcused.

1.5.3 Late Arrivals

A scholar arriving after the official start of the school day, 8:20am, will be marked as a Late Arrival. Scholars leaving before the official end of the school day, 2:45pm, will be marked with an Early Release. Late Arrivals and Early Releases are classified as either excused or unexcused. Five unexcused late arrivals will be counted as one half-day absence. Excessive excused late arrivals or early releases (10 per quarter) may result in a meeting between the parents or guardian and the Principal or Executive Director.

1.5.4 Make-up Work

Scholars are responsible for completing all academic work missed due to absences, late arrivals, or early dismissals. If a scholar is absent for a full day, the time allowed to make up the work will be equal to the amount of time missed, unless otherwise determined by the teacher. Assignments given prior to an absence are expected to be submitted on the day the scholar returns to school.

If a scholar arrives late or is dismissed early, for any reason other than illness, on the day an assignment is due, the assignment must still be submitted that day. It is the scholar's responsibility to make arrangements to turn the work in to the teacher. Assignments submitted the day after a late arrival or early dismissal will be marked late.

An absence on the date of a major assignment, such as a test or major paper, will not extend the deadline of that assignment if the scholar is absent only on that day. In cases of a single-day excused absence, the scholar must complete the assignment the day of his or her return. In cases of a multi-day absence, teachers will work with scholars to determine an appropriate deadline for major projects and a makeup time for tests. In cases of planned absence, any major assignments that are due during that planned absence ought to be submitted in advance or late work consequences will apply.

1.6 Truancy

Truancy is defined as any unexcused absence from class or school. Any absence not excused for one of the reasons listed above will be considered unexcused.

- A scholar is considered habitually truant after ten (10) half-days of unexcused absences during a school year. (*per NH RSA 189:35-a, Truancy Defined*)
- A half-day absence is defined as missing more than three hours but fewer than four hours of instructional time.
- An absence of more than four hours of instructional time will be considered a full-day absence (equivalent to two half-days).
- The Principal or Executive Director is designated as the staff member responsible for overseeing attendance and truancy issues.

1.6.1 Parental Involvement in Truancy Prevention

If a scholar is in danger of becoming habitually truant or has already met the threshold for habitual truancy, the Principal or Executive Director will notify the parent in writing. This communication may include one or more of the following:

1. A statement that the scholar is in danger of becoming, or is, habitually truant;
2. A copy of the Academy's Policy JH;
3. A reminder of the parent's responsibility to ensure daily school attendance;
4. A request for a meeting with the Principal or Executive Director to discuss the issue and develop an action plan.

1.6.2 Truancy Intervention Process

Once a scholar has been identified as being in danger of or confirmed as habitually truant, the Principal or Executive Director will initiate an intervention meeting with the scholar, their parents and relevant staff. The process will include:

1. An investigation into the underlying causes of the absences;
2. Collaboration with the parent to develop a plan aimed at improving attendance;
3. Consideration of modifications to the scholar's educational program, when appropriate, to address the causes of the absences;
4. Evaluation of alternative disciplinary options, while maintaining the right to apply discipline consistent with the school's behavior policies;
5. A referral to outside resources as may be required.

1.7 Academy Uniform and Personal Appearance

A school uniform is essential to the success of a classical school. Seacoast Classical Academy believes that scholars should express their individuality through creativity, meaningful interactions, and independent thought rather than through consumer goods like clothing. A school uniform minimizes clothing-related decisions, reduces peer pressure, and fosters a shared school culture.

When questions arise regarding specific attire, scholars are expected to uphold the spirit of this policy: to minimize distractions, demonstrate respect and contribute to the elevated tone of the Academy.

Seacoast Classical Academy scholars are expected to be in uniform during school hours and at all Academy-related activities and events, unless otherwise directed. Attire should be clean, in good condition, appropriately sized, and present a professional, business-like appearance. Scholars are required to follow the uniform policy, including mandatory and optional items outlined in the dress code specifications for boys and girls. (attach link here). The Academy office will maintain a limited collection of basic uniform items that may be loaned to a scholar who arrives out of uniform. Loaned items will be carefully tracked and must be returned in clean, like-new condition. If appropriate uniform items are not available, the scholar will be required to contact a parent or guardian to bring the correct attire.

Violations of the uniform policy may result in consequences in accordance with the Academy's code of conduct.

Additional Uniform Information

- Scholars may wear their own outerwear (coats, sweaters, vests) to school and on the playground. If a scholar is cold in the classroom, he or she should wear one of the long sleeve uniform items or one of the uniform outerwear items.
- All scholars must be in uniform at all times. No clothing other than uniform tops and bottoms are permitted. No outside tops, jeans, or bottoms are permitted in the building.
- All shirts must be tucked in.
- Skirts and shorts will fall no higher than two inches above the knee as measured when the scholar is standing.
- Leggings or tights may be worn underneath clothing but must be ankle length or footed in a solid color—gray, navy, white, or black. Leggings are not to be worn without other uniform-appropriate bottoms worn over the leggings.
- Girls may wear gym shorts or compression shorts underneath their skirt, so long as these are not visible when the scholar is standing.
- Scholars may use any backpack as long as it is clean and tasteful.
- Hair must be clean, neat, natural color, traditionally styled, and out of the face.
- Hair accessories must be uniform in color, either brown, black, light or dark blue, khaki, or white.
- All polo shirts must be fully buttoned, except the top button.
- Modest jewelry is allowed. An object that has a purpose other than jewelry, for example chains, may not be worn as jewelry.
- Scholars may wear no more than two necklaces at one time.
- Girls are permitted a maximum of two earrings per ear. Earrings must be on the earlobe and smaller than a quarter. Stretched (gauge) earrings are not allowed. Boys may not wear earrings.

- Tattoos, permanent and temporary, must be covered. Scholars are not permitted to write on themselves in any manner, and such behavior may result in consequences in accordance with the Academy's code of conduct.
- Makeup and nail polish must look natural.
- Hats and sunglasses are not to be worn in the building. Hats include visors and bandanas.
- Religious headgear is permitted when worn for religious purposes.
- On designated PE days, scholars should arrive at school dressed in the approved PE attire.
- Non-marking sneakers are required for PE class..
- Shoes, sneakers, socks, and shoelaces should be mostly white, black, blue, brown, or gray. Boots, sandals, moccasins, Crocs and slippers are not permitted. Shoes and sneakers must be closed-toed and closed-heeled.
- Good personal hygiene is required at all times. This includes wearing neat, unwrinkled, clean clothing. Clothes may not be ripped or torn.
- Boys should be clean-shaven and sideburns should not extend lower than the earlobe.
- The use of perfumes, oils, and body sprays by scholars should not inhibit the learning environment and smells should not be detectable in the course of a normal school routine. Smells of this nature that saturate a room often cause headaches, exacerbate allergies, and cause a disruption to the learning environment. No sprays are to be brought to or applied at school.
- Should a scholar require reasonable uniform alterations based on religion, disability, or medical condition, please contact the administration.
- All Academy-sponsored events, including after school and weekends, are subject to school uniform policy unless otherwise notified.

Uniform Assistance

A school uniform should never be a barrier to enrollment or attendance. To support families the Academy's Parent Council maintains a Uniform Closet of gently used uniform clothes available for swap or discounted purchase. Due to space limitations at the schoolhouse, these clothing items are stored off campus. Families interested in swapping, purchasing or donating items are encouraged to contact the Parent Council directly.

Additionally, the Academy offers a uniform package to scholars whose families qualify for Title-funded support. Please contact the Office for more details.

Lost and Found

The Lost and Found is located in the hallway outside of the Nurse's Office. Scholars are responsible for retrieving their misplaced items. Best efforts will be made to return clearly labeled items to their owners, so we strongly encourage families to label all personal belongings. Due to limited space, unclaimed items will be donated at the end of each marking term to the Academy's uniform collection or a local charitable organization.

Toileting

All scholars of Seacoast Classical Academy Chartered Public School must be independent in toileting. On occasion scholars may have accidents. When an accident occurs, staff will handle the situation to the best of our ability, contact a parent, and perhaps request a change of clothes to be brought to the schoolhouse. If needed, the Principal will call a meeting with the parents and the Nurse to evaluate frequent accidents. Appropriate action will be taken based on what is in the best interest of all scholars and staff.

1.8 Behavioral Expectations and Disciplinary Procedures

SCA scholars are expected to demonstrate respect for others. In order to allow for a rigorous academic environment, the behavior of one scholar can not repeatedly interfere with others efforts to learn and grow. Our approach is to teach virtuous behavior reinforced by disciplinary actions and procedures if and when necessary.

1.8.1 Virtues and General Behavioral Expectations

At Seacoast Classical Academy, we seek virtue in all its forms. We focus specifically on the classically inspired virtues of wisdom, truth, fortitude, and excellence. Scholars are introduced to a monthly rotating set of broader virtues through Hillsdale's Core Virtues program. Please visit corevirtues.hillsdale.edu or corevirtues.net for more information. Regular reference to these and other virtues in our learning, social interactions, along with disciplinary measures, if and when necessary, will help scholars develop self-governance and strive toward goodness in all areas of life. The emphasis on virtue at SCA is not intended as a discipline policy. We aspire to virtue for its own sake.

Code of Honor

*“We, scholars of Seacoast Classical Academy, strive every day for
Wisdom, Truth, Fortitude, and Excellence.”*

1.8.2 The Purpose of Discipline

The primary purpose of discipline is to teach self-control along with moral and intellectual virtue. Self-control arises from a desire for virtue. This desire guides scholars toward right action when rules and laws are lacking. A secondary purpose of discipline is to foster an orderly and welcoming environment in which all scholars can thrive. Scholars at Seacoast Classical are held to a high standard of behavior and attitude. Scholars shall conduct themselves in age-appropriate accordance with the Academy virtues. Public displays of affection are not allowed on campus or during Academy-related activities and may be subject to disciplinary action.

Disciplinary consequences will be fair and developmentally appropriate considering the circumstances. Not all scholars respond to the same arguments and incentives. Thus, any

discipline policy must be at once equal to all scholars and consistently applied, but also fitted to both the nature of each individual scholar and the circumstances in which any misbehavior occurs.

1.8.3 Levels of Infraction

When a scholar violates the Honor Code, an Academy rule, or directions given by a teacher or Administrator, the Academy can employ several levels of action, as appropriate depending on the severity of the violation or the repetition of a violation:

Faculty and staff will remind scholars of appropriate behavior in the interests of teaching proper scholar behavior. Faculty and staff will check the emotional state of the participants and/or be aware of other factors influencing the situation. Redirection and rule reminders will be given.

Level 1 *Breaking a classroom rule and/or Honor or Dress Code violation.*

Formal verbal redirection given with description of offense. The teacher has a discussion with the scholar, reviewing the rules and clarifying appropriate replacement behaviors. An apology is given if applicable. Teachers can provide reminders and written notes to help the student remember the rule. Staff members will document the incident and administer appropriate consequences.

Level 2 *Repeatedly breaking classroom rules, Dress Code violations, and/or Honor Code violations, exhibiting first time bullying behavior, lying or stealing.*

A Teacher or other staff member has given logical consequences but behavior continues. An Incident Report is filed. The scholar is referred to the Guidance Counselor ("GC") and notification via Discipline Referral Form is sent to the DCI and the Principal. GC will speak to the scholar. The GC and the Teacher or other other staff member involved will, together, make a call home to notify parents regarding the offense, consequences, next steps and resolvment. Resolvment sent to DCI and Principal.

Level 3 *Scholar engages in dishonest, dangerous or destructive activity.*

The Teacher documents details of the incident and immediately notifies GC, DCI, and Principal. GC follows up with an investigation to verify facts then meets with DCI to consider consequences and community service. Possible consequences may include suspension from recess, detention, in-house suspension, out-of-school suspension and, possibly, community service. The DCI decides on the consequences along with a behavioral strategy to be implemented. The Principal reviews details and approves consequences and plans. An Incident Report will be made and kept on file in Alma. Parents will be notified and may be asked to meet with staff as well.

Note:

Academic dishonesty and purposefully impeding the education of another scholar is a Level 3 Offense. Dangerous behaviors include leaving the school grounds without permission or acting violently toward self, staff, or another scholar. Using tools/toys or other items as weapons to harm oneself or another is also considered dangerous. Destructive actions include purposely

breaking or defacing furniture or other Academy property, knowingly breaking or damaging other scholars' property.

Level 4 - Violation of Drug and Smoke Free School Zone, Possessing a Weapon, or breaking Gun Free Zone Policy

Scholar is sent immediately to the DCI, who investigates details and collaborates with the Principal immediately. A decision is made by the Principal. The parents are called to the Academy for a meeting to be presented with details of the incident and the consequences. The principal will refer to the Drug Free and Smoke Free Campus Policy, the Gun Free Zone Policy as well as the Scholar Due Process Procedure for suspension guidelines.

1.8.4 Disciplinary Actions and Procedures

Disciplinary action ranges from verbal correction to suspension, or expulsion in rare and extreme circumstances. Disciplinary actions promote both a scholar's self-discipline and an orderly environment for all. Even when more serious discipline like a suspension is necessary, the purpose is not to punish but to educate. Our goal is to educate and uphold behavioral standards with an eye towards traditional justice, not to tie every offense to a consequence.

Forms of disciplinary action at the Academy include, but are not limited to:

- Verbal correction and redirection
- Removal from a classroom
- Being sent to meet with the Guidance Counselor ("GC"), Special Education Coordinator ("SpEC"), Director of Curriculum & Instruction ("DCI"), or Principal
- Education to promote behavioral growth and personal accountability
- Requiring the scholar to make a formal apology
- Loss of privileges
- Parent conference
- Act of service to the school community
- Lunch/Recess detention
- Before or after school detention
- In-school suspension
- Out-of-school suspension

Detention

Scholars may receive detention as a consequence of misbehavior. Detention will occur after school or during lunch. During lunch, detention scholars will sit and eat their lunches quietly. After school detention is a more serious consequence during which scholars will sit quietly and reflect on their choices. Detention takes precedence over any extracurricular activity. Scholars who miss detention will need to make it up and serve another detention.

Restraint

If a scholar is disruptive to the point where he, she, or others are in danger, Academy faculty and personnel are authorized to use restraint or seclusion pursuant to New Hampshire state laws. The Academy shall contact the parent(s) or legal guardian(s) as soon as possible after physical restraint or seclusion is initiated. The scholar will need to go home for the remainder of the day unless decided otherwise by the Executive Director. Complaints regarding the use of restraint or seclusion should follow the grievance process.

Bullying

The Academy will not abide by bullying, harassment, intimidation, or bodily harm as defined by NH State laws. Bullying is defined as a single significant incident, or a pattern of incidents involving written, verbal or electronic communication, or a physical act or gesture directed at another student which:

- Physically harms a pupil or damages the pupil's property
- Interferes with a pupils educational opportunities
- Causes emotional distress to a pupil
- Creates a hostile educational environment
- Substantially disrupts the orderly operation of the Academy

The term applies to acts that occur on Academy property, on Academy vehicles, or at Academy-related functions or activities or by use of data or software that is accessed through school computers, networks, or other technologies. The term also applies in instances of “cyber-bullying” involving Academy scholars, even if the technology in use does not belong to the Academy.

Parents have been asked to report any repeated behaviors that might be bullying by others towards their child. In helping to distinguish between normal conflict and bullying, remember that bullying behavior is: repeated, intentional, and involves an imbalance of power. If a staff member thinks that one of our scholars has been the victim of bullying or harassment, they should contact the Principal as soon as possible.

Long-Term Suspension and Expulsion

Long-term suspension and expulsion are legal matters. The Academy’s policy will conform to applicable state law, including RSA 194-B:9,III and RSA 193:13, and precedents governing our charter school. Both are disciplinary actions used only as last resorts, after all other attempts at redirecting and improving scholar behavior have failed.

1.9 Electronic Devices

Seacoast Classical Academy cultivates a positive school culture of virtue, decorum, respect, discipline, and studiousness. Its mission requires that scholars are actively engaged in their education. The Academy will maintain a culture supporting focused learning, lengthening of attention spans, and healthy face-to-face interactions with peers and adults. Personal electronic devices and their applications are too often distracting, disruptive, and socially and emotionally harmful.

The following electronic devices and toys are prohibited at Seacoast Classical Academy: portable music players, earbuds, cameras, electronic games, laser pointers, and other devices and toys that are not part of the Academy's academic or extracurricular programs. Such items may be confiscated from the scholar and returned to a parent. The use of mobile phones, smartwatches, smart eyewear and other personal electronic communication devices during the academic day is prohibited. Seacoast Classical Academy discourages sending such devices to the schoolhouse. The following restrictions and allowances apply to personal electronic communication devices:

1. Scholars may not keep electronic devices on their person during the academic day.
2. Devices must be turned over to the homeroom teacher and stored during the entire academic day.
3. Devices must be stored turned off, not merely silenced.
4. Device use is permitted after dismissal to facilitate transportation.
5. If a scholar needs to communicate with a parent during the academic day, the scholar must come to the Office to use one of the office phones.
6. If a parent needs to get an urgent message to a scholar before the end of the academic day, he or she should call the Academy's main telephone line and ask for the message to be delivered.
7. Violation will result in confiscation of the device which will be returned to a parent.
8. The Academy and its staff are not liable for any theft, loss, or damage of devices.
9. Exceptions will be made for necessary medical devices and at the Administration's discretion.

Any scholar using a cell phone or other personal electronic device during the day will have that device confiscated and held by the administration until a parent makes an appointment to come to the Office to retrieve it. Scholars who break this rule will be subject to disciplinary action. Scholars who want to use a phone to contact their parents during the academic day may request permission to use an Academy phone.

1.10 Lunch and Snacks

School Meals & Lunchtime

Lunchtime provides an opportunity to relax, play, and restore the body and mind. At this time, there are no lunch services at Seacoast Classical Academy. Scholars must bring their own lunch.

Snacks

We understand that young scholars require snacks to keep them going during the day. Teachers will set aside a time in the morning during which scholars can enjoy a quick bite to eat. Parents are responsible for sending scholars to school with a small, healthy snack that can be eaten in a couple of minutes. We ask that scholars bring things that can be eaten without utensils and without creating a mess. With the exception of water bottles and snack-time, food and drink are not permitted in the classrooms or library. Scholars may not chew gum.

Birthday Celebrations

If you would like to bring in birthday treats for your scholar's class, please secure the permission and cooperation of the teacher and conform to the classroom plan for celebrations. These treats will be served at snack time or lunch time. We ask that parents make sure there is enough for each scholar to enjoy.

1.11 Medication and Medical Care

Administration of Medication

Seacoast Classical Academy is committed to the health and safety of its scholars. Medication or medical procedures required by scholars should be administered by a parent at home. Under exceptional circumstances, prescribed medication or medical health-related procedures may be administered by the Principal, his/her designee, the Nurse, or self-administered by the scholar according to written physician's orders and written parent authorization. The parent must complete and sign the Administration of Medication or Medical Procedure form to acknowledge that the Academy assumes no responsibility for medications or procedures that are self-administered. Office staff will make this form available to parents.

School nurses or other employees may administer auto-injectable epinephrine to scholars upon the occurrence of an actual or perceived anaphylactic adverse (allergic) reaction by the scholar, whether or not such scholar has a prescription for epinephrine. Any school employee who, in good faith, administers or chooses not to administer auto-injectable epinephrine to a scholar in such circumstances shall be immune from civil liability, pursuant to New Hampshire statute.

Scholars may not bring ANY medication to school. This includes cough drops, pain medication, etc. The Nurse may dispense over the counter medications, such as tylenol, with parent consent.

Scholar Medical Records

Scholar health records will be maintained in locked or password-protected files to maintain confidentiality. All health records will be managed in accordance with applicable privacy laws and privacy policies within SCA. Any information collected will be released only with written consent of the child's parent(s) or guardian.

Medical Operations

Seacoast Classical Academy will:

- Participate in workshops, in-services or training offered by New Hampshire or the local school district regarding scholar health.
- Use New Hampshire or local school district forms for health services.
- Require part-time nurses to have completed training in CPR, first aid, diabetic education, medication administration, and AED training, as required.

Parents will be informed when a scholar reports to the Office with a fever or has been injured seriously. If a parent cannot be reached, Academy personnel will determine what action needs

to be taken. Any child with a temperature of 100°F or higher will not be allowed to remain in the classroom and must be picked up by a parent or designee. Scholars who are sent home with a fever or vomiting may return to school when they have been fever-free and vomit-free for 24 consecutive hours. If a head injury is sustained, or any injury requiring medical attention, the parent will be asked to come to school and determine what action should be taken. In case of more serious injuries, or in case the parent cannot be contacted, the Academy will immediately call 911 for emergency assistance.

Medical Records and Enrollment

In order to complete the enrollment process, parents are asked to submit all required immunization records and health forms in accordance with applicable state laws and regulations.

Parent Obligations

Parents shall, at all times, ensure that the Academy has updated medical information on file. It is the parent's responsibility to keep this information up to date. It is the parent's responsibility to notify the office if a child has been injured at home and may need special considerations at school.

Food Allergies

Seacoast Classical Academy is not a peanut-free school; however, the Academy will establish designated space for scholars with allergies. To help maintain health and safety; it is Academy policy that scholars not share food with one another. Teachers will reinforce this policy and supervise to the best of their ability during snack and lunch times. We kindly ask families to remind their scholars of this policy and to support our efforts in keeping all scholars safe.

Sick Scholars

Sick children should not be in school. Any child who has a fever, displays any sign of illness, or is contagious—for example with pink eye, strep, or flu—should be kept home. Before a scholar may return to school, he or she must be fever-free without medication for 24 hours.

Guidelines we use in making this decision are as follows:

1. **FEVER:** Scholars cannot be in school with a fever and must be fever free for 24 hours (without fever reducing medication such as ibuprofen or acetaminophen) before they can return to school.
2. **VOMITING / DIARRHEA:** If a scholar has vomited or had diarrhea, they cannot be at school. They must be free of those symptoms for 24 hours before returning.
3. **STREP THROAT:** Scholars with a diagnosis of Strep must be on antibiotics for 24 hours and fever free for 24 hours before being able to return.
4. **PINK EYE:** Scholars with Pink Eye must stay home until three doses of antibiotic eye drops have been administered.

5. HEAD LICE: Scholars with head lice are not permitted to be in class. Scholars may return once a treatment is done, and all live lice have been killed. The student must be “checked in” by the school nurse before returning to class.
6. IMPETIGO/RINGWORM/SKIN RASHES: These conditions are highly contagious. Scholars must be on treatments and have all sores scabbed/covered to return to school.
7. COUGH: A cough following a virus is not necessarily contagious and may be prolonged. However, if the cough is croup, pertussis, pneumonia, or a productive cough, scholars should remain home until symptoms improve.
8. ANY ILLNESS that is requiring medication throughout the day or affecting your child’s ability to stay awake or participate in class should be dealt with at home until symptoms improve.

Please report any communicable diseases such as strep throat, pneumonia, impetigo, pertussis, etc. to the office for the protection of the children attending. If you have any questions about your child’s attendance due to illness, please contact our School Nurse.

1.12 Scholar Fees and Supplies

Textbooks

All non-consumable textbooks belong to the Academy and must be used year after year. Scholars are issued textbooks at the beginning of the year and are expected to keep them in good condition. Textbooks that travel home with the scholar should be carefully covered in paper (not cloth) at the beginning of the year and returned to the teacher when the class has concluded.

Scholars who do not return their textbooks or who return them damaged will be charged for the cost of replacing the textbooks. If you have questions about whether a book is yours to keep after the school year, please ask your child’s teacher.

Fees

From time to time the school may charge fees to its families for the purpose of funding expenses for field trips, extracurricular activities or special events. All charges or fees must be authorized by the Principal or Executive Director. Fees for required academic activities may be requested but not required. Fees for extracurricular activities may be required. Extracurricular groups can conduct their own fundraisers, through the Parent Council or otherwise, to help cover the costs for participants. All financial obligations must be settled prior to the start of the next school year. In cases of financial hardship, parents should inquire with the administration to request a fee waiver.

1.13 Co-Curricular and Extracurricular Activities

Extracurricular activities enrich a scholar’s life. We encourage scholars to participate in as many enrichment activities as they can reasonably manage while prioritizing academics. Scholars are eligible and encouraged to participate in home district co-curricular activities, including but not limited to middle school and high school sports. At SCA, we offer several, after-school enrichment programs.

Home District Co-curricular Activities Participation

Seacoast Classical Academy recognizes the value of co-curricular activities that are offered by a scholar's home district. The term "home district" refers to the school district in which the Seacoast Classical Academy scholar or pupil resides. Understanding that these activities are conducted at home district locations soon after the conclusion of the home districts' school day, Seacoast Classical Academy accommodates participation for scholars in Grades 6 - 9 by scheduling a study hall, or its equivalent, in the final academic block of its school day on at least four of the five days in a typical school week. This accommodation will allow scholars the opportunity to be dismissed early so that they can participate in their home district co-curricular activities with minimal impact to academic instruction.

In order for Seacoast Classical Academy to dismiss individual scholars early for co-curricular activities, the family must inform SCA by submitting the appropriate form reflecting the activity and pick-up times. In the event that early dismissal causes lessons to be missed, it is the responsibility of the scholar and family to make timely arrangements to obtain and complete the materials necessary in order to meet academic expectations. Please see the Academy's extracurricular activities policy JHCA for complete information.

Enrichment Activities

The Academy may sponsor enrichment activities that enhance the curriculum and are consistent with the Charter. The Academy will not sponsor clubs that are open to only part of the scholar body, including clubs for scholars with particular religious or political views. All Enrichment Activities must be presented first to the Parent Council and subsequently approved by the Board of Trustees.

Enrichment activities, including any future sports, may charge a participation fee. Athletic and arts events may charge an attendance fee for spectators to defray costs associated with the activity. Enrichment groups can conduct their own fundraisers, as approved by the Administration, to help cover the costs for participation. Each enrichment activity leader will set rules, consistent with this Handbook, by which each scholar must abide in order to participate.

Eligibility

Participation in Academy-sponsored enrichment activities is a privilege that depends on academic attendance, academic performance, and good behavior. Only enrolled scholars may participate in Academy enrichment activities, though the Administration may grant exceptions in specific circumstances and for specific events.

Scholars participating in any Academy-sponsored event or enrichment activity falling on a regular weekday must have been in attendance at school the day of the event or have had an excused absence. Scholars who are considered truant based on Academy Policy JH may be disallowed from participating in enrichment activities.

Scholars with either two Ds or one F in the most recent report card are ineligible to participate in enrichment activities. Ineligible scholars will not become eligible until the scholar returns to good academic standing. A scholar who receives three discipline infractions in a quarter will be ineligible to participate in extracurricular activities for the remainder of the quarter. A scholar who receives seven discipline infractions in a year will be ineligible for participation in extracurricular activities for the remainder of the year.

Scholars could be determined ineligible, possibly for short periods of time, before the occurrence of automatic ineligibility. The Administration has final discretion regarding eligibility. Scholar athletes may practice, at the discretion of the coach, if they are ineligible to compete.

Special Events

Special events or parties held during a significant part of the school day must be directly tied to the curriculum and add to the instructional environment by conveying knowledge or an experience that supports the curriculum. Any special event or party must be approved by the Board of Trustees or the Administration a minimum of 3 weeks prior to its scheduled date. Approval for one instance of an event does not implicitly permit a subsequent instance of an event.

At any Academy-sponsored social events, scholars are expected to follow Academy rules and the Honor Code and are subject to Academy disciplinary procedures. Eligibility to attend these events is based upon the same guidance given for all extracurricular activities, though the Administration may make specific exceptions.

Sports

All scholar-athletes will need to complete a physical and sign a release form before they will be allowed to participate in any Academy-sanctioned sports activity, including practice. These forms are available in the Office.

Scholar Publications

Scholar publications must uphold the Academy vision, mission, and virtues, and be consistent with the Academy Charter and policies. The purpose of any such publications is to inform the Academy community of Academy-related events, achievements, and business. In addition, scholar publications are a way for scholars to learn and to practice writing and journalism.

Employees of the Academy and parents should not use scholar media to promote their own views on controversial issues. The Administration, in cooperation with the Board of Trustees, is the final editor of all Academy publications.

1.14 Volunteers

Seacoast Classical Academy depends on a partnership between the Academy and families who choose to enroll their scholars. Volunteering is a crucial element in that partnership. The

Academy, through its Parent Council, seeks volunteers for car line duties, lunch and recess monitoring, classroom parents, field trips, and other academy events.

The classical model of education prioritizes the role of the teacher in the classroom, direct instruction, and Socratic conversation. For these reasons, the academy's volunteering needs are primarily in assisting teachers in their administrative and supervisory tasks, assisting in the library, and assisting with enrichment activities and special events. The academy is eager to partner with qualified and interested parents to help with these efforts.

Adults wishing to volunteer in the presence of scholars must complete a volunteer registration form and agree to comply with Seacoast Classical Academy's Mission, Vision and Policies.

Volunteer Background Checks

Volunteers who will work independently with students will undergo a background check. The cost of obtaining a background check will be covered by the academy if the academy has identified the need for the volunteer position. The academy obtains the background check to ensure the individual is clear of any history which would prevent them from working with children.

Volunteer Confidentiality

Volunteers often inadvertently have access to sensitive information. In the spirit of our Academy pillar of Privacy, any information about scholars, families, grades, faculty, etc. is to remain confidential. This spirit of maintaining scholar and family privacy also applies to inadvertent observations of sensitive situations. Volunteers will be asked to sign a confidentiality agreement that outlines these details with more specificity. For more information about volunteering, confidentiality, and background check requirements, please contact SCA administration at admin@seacoastclassical.org.

1.15 Visitors

Sign-In

The Academy has a sign-in procedure for all visitors on campus, including parents. Any visitor to campus between the hours of 7:30am and 4:00pm should sign in at the academy office. Depending on circumstances, a request to furnish a U.S. federal or state-issued photo ID may be made. The visitor's information will be stored in an electronic database to document visitors to the Academy. Information stored in the electronic database may be used only for the purpose of Academy security, and may not be sold or otherwise disseminated to a third party for any purpose. Visitors must check in with the Office and provide identification each time they visit the Academy. A visitor badge will be issued to the visitor and displayed throughout the visit.

Parent Visits

Classrooms, instructional areas, lunch and recess areas are kept secure during the academic day. Volunteers or parents who have scheduled a formal observation are always welcome.

During the academic day, it may be necessary for a parent to drop off lunch or a forgotten item. Parents making deliveries should stop by the Office. A staff member will be happy to deliver the item.

Our teachers welcome parent-teacher conferences as long as they are scheduled in advance. To schedule a meeting with a teacher, please contact him or her via email.

Classroom Observations

We encourage parents to visit our classrooms to learn more about classical education and discover ways to contribute to their children's education at home. Classroom visits are available to parents by appointment. Parents may schedule a formal observation of a scholar's class with the Office and check in at the Office before the observation begins. A typical parent observation will last approximately an hour.

1.16 Inclement Weather

When weather necessitates an academy closure, parents will be notified by email or automated phone call. We will consider the decisions of the Sanborn Regional School District ("SRSD") when making our decision. If you see that the SRSD schools are closed or delayed, then it is likely that SCA is closed or delayed. Please stay informed of the weather conditions and do not bring your child to campus unnecessarily. In the event that the Academy is closed, the doors will be locked and there will be no Academy personnel on campus.

1.17 Withdrawals

We ask that parents advise the main office of an intended withdrawal at least a week prior to leaving. A parent is required to meet with the Operations Manager to sign the withdrawal paperwork prior to the scholar's departure. This will provide adequate time for contacting teachers, closing the scholar's records, and preparing transfer documents. Any outstanding charges, fines, and fees must be paid prior to withdrawal, and textbooks must be returned.

SECTION 2: ACADEMIC POLICIES

2.1 Curriculum

Our curriculum is the Hillsdale College K-12 Curriculum. Seacoast Classical Academy is a Hillsdale College Curriculum School and, as such, is licensed to use this curriculum. Our charter includes an alignment of the curriculum with the NH College and Career Ready Standards. Hillsdale College regularly improves the curriculum. The Academy's Board of Trustees may authorize other curriculum adjustments.

The Board of Trustees is committed to uphold the following key academy characteristics:

1. The centrality of the Western tradition in the study of history, literature, philosophy, and fine Arts;
2. A rich and recurring examination of the American literary, moral, philosophical, political, and historical traditions;
3. The use of explicit phonics instruction leading to reading fluency, and the use of explicit grammar instruction leading to English language mastery;
4. The teaching of Latin;
5. The acknowledgment of objective standards of correctness, logic, beauty, and truth intrinsic to the liberal arts;
6. A culture demanding moral virtue, decorum, respect, discipline, and studiousness among the scholars and faculty;
7. A curriculum that is content-rich, balanced and strong across the four core disciplines of math, science, literature, and history;
8. A faculty where well-educated and articulate teachers convey real knowledge using traditional teaching methods rather than "scholar-centered learning" methods;
9. The effective use of technology without diminishing the faculty leadership that is crucial to academic achievement.

2.2 Homework

Homework assignments are given by teachers on an age-appropriate basis.

In Grades K to 2 there is minimal homework, except in limited parent-approved circumstances or in the case of Literacy Essentials assignments. The Academy emphatically recommends reading and playing math-oriented games at home. Our curricular transparency and responsiveness to families will enable parents, if they so choose, to enrich education at home in coordination with the curriculum.

In Grades 3 to 5, limited homework assignments will supplement class time and prepare scholars for future independent work.

In Grades 6 through 9, homework will be purpose-driven and the subject matter must not require parental guidance. Scholars will have regular study-hall time in which they can do some of their assigned work. Scholars are expected to complete all their homework well and timely. For poor, incomplete, or undone homework, teachers may require scholars to redo an assignment. If a scholar fails to complete homework within a reasonable time, it will be reflected in the Scholar Skills grade. Each scholar will receive a grade for Scholar Skills. This Scholar Skills grade will be assigned by each of the instructional employees who work with the scholar.

Scholar Skills

Responsibility: Scholars will take ownership of their decisions, actions, belongings, and assignments.

Respect: Scholars will be truthful. They will show courtesy and kindness for all. Scholars will respect the requests of teachers and adults in the building. They will respect the environment including the academy building, grounds, their belongings and the belongings of others.

Safety: Scholars will act in a manner that keeps oneself and others out of harm's way. They will avoid risk of injury and/or danger to self and others.

Organization: Scholars will strive to maintain neat and orderly workspaces and assignments. They will hand in assignments on time and use age appropriate planners. Scholars will clean up areas around themselves after working, playing, or eating.

Participation: Scholars will engage in learning. They will demonstrate solid listening skills by attending to the speaker, making eye-contact, and following directions. Scholars will be prepared for class, take part in class discussions, and collaborate with classmates.

2.3 Grades and Report Cards

At Seacoast Classical Academy, grades and report cards are tools to advance learning through feedback. Teachers will provide scholars with ongoing feedback on their work in an age-appropriate manner. At the end of each term, teachers will hold parent-teacher conferences, as well as report cards including written progress narratives, grades, and evaluation comments. On a case-by-case basis, there might be additional communications about academic progress to parents. In early grades the Academy will use a symmetrical grading scale, e.g., S-, S, S+. In the following years, teachers will employ the A/B/C/D/F grading system where:

- A+ = 97-100
- A = 93-96
- A- = 90-92
- B+ = 87-89

B	=	83-86
B-	=	80-82
C+	=	77-79
C	=	73-76
C-	=	70-72
D+	=	67-69
D	=	63-66
D-	=	60-62
F	=	0-59

Grading and reporting systems are subject to change by the Administration with approval by the Board of Trustees.

2.4 Scholar Placement

For scholars to thrive, they must master the fundamentals. The grade level placement policy is designed to promote educational excellence and fairness by placing scholars at the most appropriate level for instruction. Seacoast Classical Academy will respect the promotion and retention decisions of the school from which a scholar transfers. If scholars new to the Academy are found to be reading more than one grade level behind their peer group, parents may be asked to enroll the scholar in the grade level deemed appropriate by the teacher and Principal. If the parent chooses a placement against the advice of the teacher and Principal, a signed document of this choice will become part of the scholar's academic record.

2.5 Promotion & Retention

The purpose of promotion and retention is to allow consideration of the long-range welfare of the scholar and to provide an opportunity for each scholar to progress through the curriculum according to his or her own needs and abilities. It is expected that most scholars will be promoted annually from one grade level to another upon completion of satisfactory work. However, a scholar may be retained when his or her academic achievement, or social, emotional, mental, or physical development would not allow satisfactory progress in the next higher grade. In certain cases—especially the academic cases detailed below— administration may recommend or require that a scholar be retained.

Kindergarten to 5th Grade

A scholar will be considered for promotion only if he or she can read at grade level and is competent in the other core subjects—English, Math, History, Science. Scholars in Kindergarten through second grade must achieve minimum levels of mastery with the English phonograms taught in the literacy curriculum.

6th to 9th Grade

A scholar must attain a C- or higher in the core subjects—English, Math, History, Science—to

pass to the next grade. In cases of credit recovery, in consultation with parents the teacher will work with staff and the scholar to make a credit recovery plan which may include an opportunity to redo coursework, retake a course, or take a course through alternative means.

2.6 Academic Honesty

Plagiarism

Plagiarism is the appropriation of another's ideas or words in order to present them as one's own. An instance of plagiarism can be as long as a term paper or as short as a sentence. Simply rephrasing an author's words can also constitute plagiarism. The words of authors can only be used when properly quoted and cited. Teachers will teach the guidelines of acceptable citation. When in doubt, the scholar has the responsibility to ask the teacher how an author's work should be used in an assignment. Plagiarism will not be tolerated by any teacher in any subject. The entire system of assessment rests on the assumption that the work a scholar turns in is his or her own. Plagiarism compromises this system and constitutes a form of theft of others' ideas and labor.

In cases of plagiarism, the following process will be followed.

- The teacher will keep a copy of the scholar's assignment and, whenever possible, a copy of the plagiarized work.
- The teacher will discuss the matter with the scholar.
- The teacher will inform the Administration of the plagiarism.
- A disciplinary referral will be issued.
- The teacher or the Administrator will inform the scholar's parent(s) of the plagiarism.
- Under the teacher's direction, a replacement assessment or learning task will be completed.
- Instances of plagiarism may be placed in the scholar's academic record.
- Habitual plagiarism is grounds for suspension or expulsion.

Cheating

Cheating occurs when a scholar uses someone else's work or a prohibited source of information in order to gain an unfair advantage on a test or an assignment and to avoid doing his own work. Cheating comes in many forms. One scholar copying off another, a scholar using a "cheat sheet" to answer questions on a test, using Artificial Intelligence to create or edit work, and a scholar trying to pass off another scholar's work as his own are examples of cheating. The same process outlined for plagiarism will be followed for instances of cheating. A scholar who allows others to copy his work will also be held accountable in the same fashion. Please refer to the Academy Policy on Academic Honesty.

2.7 Scholar Services - IEPs and 504 Plans

In furtherance of our mission and in order to meet federal guidelines, Seacoast Classical Academy admits all scholars, based on available seats, without knowing the special needs of any scholar before a seat is offered.

Upon enrollment of a scholar with an Individualized Educational Program (“IEP”), SCA will notify the scholar’s Local Education Agency (“LEA”), which is typically the local school district based on residency, to request a meeting to coordinate services. In the meeting, the IEP team will determine how best to meet the requirements of the IEP. The services in the IEP will be provided using any or all of the following methods, starting with the least restrictive environment:

1. The resident district may send staff to the chartered public school; or
2. The resident district may contract with a service provider to provide the services at the chartered public school; or
3. The resident district may provide services at the resident district school; or
4. The resident district may provide services at the service provider’s location; or
5. The resident district may contract with a chartered public school to provide the services.
6. If the scholar requires transportation to or from the chartered public school before, after, or during the school day to receive special education and related services in the IEP, the scholar’s resident district shall provide the transportation for the scholar.

When SCA understands the preferences of the LEA, SCA will coordinate to implement the LEA’s decisions with the interests of the scholar as the primary objective.

SCA will implement 504 Plan services and accommodations as required by Federal and State laws.

2.8 Assessment Testing

New Hampshire State Assessment System (SAS) Testing

To measure achievement of the New Hampshire College and Career Ready Standards as required by the state of New Hampshire, the Academy will annually administer SAS testing in mathematics and English language arts in grades 3 through 8, and science in grades 5, 8, and 11. A testing schedule for annual NH SAS dates will be sent to all parents as much in advance as possible.

SCA is required to participate in NH SAS testing and will take these assessments seriously when they happen in the Spring. However, our classical education approach differs from New Hampshire public schools and deserves further explanation. Our curriculum is not designed around NH state assessments and our teachers do not “teach to the test.” Our math curriculum, for example, follows a rational order that deepens and broadens student knowledge but not in an order that aligns perfectly with the math subjects in the state exams. We believe that, over time, the richness and depth of our classical curriculum will naturally lead to success on various standardized assessments.

The Classical Learning Test

Beginning in the Fall of 2025, SCA will administer the Classical Learning Test (CLT) twice annually to scholars in grades 3 through 8: once in the Fall as a benchmark assessment and once in the Spring as a summative assessment. The CLT exams “assess language arts and mathematics with content designed to engage students’ imaginations and problem-solving skills. These standardized exams equip educators with in-depth analytics to better understand how to

meet students' needs and maximize their potential." More information about the CLT suite of assessments can be found at <https://www.cltexam.com/tests/clt3-8/>. Any scholar data collected by the CLT is not shared or sold to any third party data brokers. Scores are reported electronically to SCA, to then be shared with families.

Other Assessments Used at SCA

The expeditious development of literacy and numeracy is mission-critical to SCA. Both SAS and CLT measure academic achievement of scholars in third grade and later, after potential academic-development problems might have become chronic. To measure growth and achievement in literacy and numeracy from the earliest grades, SCA may employ *Literacy Essentials* and *Singapore Math* scholar inventories, and other short in-class assessments compatible with the curriculum.

Privacy and Family Rights: Opting Out of Assessments and Testing

New Hampshire RSA 193-C:6 acknowledges the parental right to opt out of state assessment tests. This state level regulation requires parents to fill out an opt out form each year indicating their decision to opt out of NH SAS testing. The full text of the law can be found here: https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/parent_exemption.pdf. SCA fully supports parent or guardian decisions to opt in or opt out of any state assessment. Opt out forms will be provided to families annually when NH SAS assessment dates are announced.

In keeping with the SCA mission of recognizing parents as the primary authority in the life of their child, parents may also choose to opt out of the Classical Learning Test. An opt out form for the CLT will be made available to families when CLT testing dates are announced. This form need only be filled out once and will be kept on file internally at SCA. Should parents wish to "opt back in" to taking the CLT or SAS, they can contact administration at any time to do so. SCA seeks to partner with parents to provide the best possible educational experience for scholars. Thus, parents can request a meeting with teachers and administration at any time to discuss the various uses of assessment tests, scholar assessment scores, and how assessment data are used.

2.9 Controversial Subjects

Controversial subjects are contemporary problems, issues, or questions of a political or social nature where there are entrenched differences of opinion and passions run high.

2.9.1 Guest Speakers

Guest speakers who cover controversial topics must be screened by the Board of Trustees and Administration. The screening may include an interview of the guest by the Executive Director or designee. Parents must be notified prior to guest speaker presentations on controversial issues, including religions covered in the academic sequence. Parents may excuse scholars from such presentations and understand that the scholar will be supervised in a silent study hall. Teachers

will provide permission slips to parents as notification of a guest speaker covering controversial issues and indicate an option on the permission slip for the scholar to be excused.

2.9.2 Lengthy Videos, Full-length Shows or Movies

From time to time, videos or other media may be used to support a classroom lesson. To be used in class they must meet a specific curricular objective and will not have profane language or sexually explicit material. Teachers must receive prior approval from the Administration to show a video more than 20 minutes in length. Scholars will not be shown a full movie in class without prior parent permission.

2.9.3 Human Sexuality

At SCA, we believe that parents own the fundamental responsibility for their children's education, which includes the areas of morality and sexuality. The Academy's role should be viewed as a supportive one. It is apparent that sexuality is more than biology and physiology. It encompasses morality, spirituality, and many emotions. As it is a part of the whole human experience, it must be taught with circumspection and sensitivity. We will provide parents with information about the curriculum before instruction.

The New Hampshire Health Education Curriculum Guidelines (2003) specifies that elementary school instruction covers "family life and sexuality". The Hillsdale K-12 curriculum covers this material in 5th grade, the last year of elementary school, with lessons about human reproductive organs, reproduction, and the menstrual cycle. While we are required to cover these topics, the Academy will implement these measures to accommodate scholars and families: 1) the subject matter will be taught in a gender-separated environment; 2) parents will receive notification of the class and content; 3) parents will have the choice of having their children opt-out of this portion of their science lesson; 4) faculty and staff will not discuss their personal lives on such matters with scholars.

SECTION 3: OTHER POLICIES & PROCEDURES

3.1 Field Trips

Field trips should be directly tied to the curriculum and enrich instruction by conveying knowledge or an experience that supports the curriculum. Field trips must be approved by the administration at least two weeks prior to their proposed date.

A permission slip must be signed and returned to the teacher by a parent of each scholar prior to the field trip. Families may be required to pay a fee to attend field trips. Uniforms are required on all field trips unless specifically noted otherwise and approved by the administration.

Extended Field Trips

An extended field trip is one that requires an overnight stay. All extended field trips require Board approval a minimum of 90 days (180 days outside US) prior to the proposed trip. All scholars attending the extended field trip must have the approval of the administration. All extended field trips must have liability insurance protecting all the trip attendees, the Academy, and the Academy's authorizer. Any liability insurance not covered by the Academy's policy must be paid for by the fees charged to trip participants. Any increases in the costs of extended field trips—due to inflation, changes in exchange rates, etc.—must be paid for by increases in fees by trip participants. All adults attending the field trip are required to be currently registered volunteers. The field trip planner will work with the administration to ensure that all procedures are followed.

3.2 Academy Communication Procedures

3.2.1 Parent Communications to Administration, Faculty, and Staff

Seacoast Classical Academy values the conversation that takes place between parents and teachers about the education of children. Nonetheless, this conversation must follow certain guidelines in order to be fruitful and to allow teachers to devote themselves to their classes during the day. Parents may use any of the following ways to contact or communicate with the Administration, Faculty, and Staff:

- Scheduled face-to-face meeting
- Scheduled phone call
- Message given to the front office
- Voice mail
- Email
- Scholar Information System portal

SCA employees will not use social media to communicate directly with parents or scholars. In general, parents should expect to hear from a teacher or staff member within twenty-four hours

of contacting the academy, excluding weekends and holidays. While a teacher's schedule may not permit an actual meeting within that time, the teacher will attempt to make contact in some way. During busy periods, the Principal may require an extra day to respond to correspondence.

3.2.2 Academy Communications to Parents

There will be frequent classroom communications via class email, letters, or flyers in addition to parent-teacher conferences. Report cards will include progress narratives identifying parts of the curriculum that have been covered and parts to be covered in the coming term.

3.2.3 Communicating with Parents with Joint Custody

The academy will recognize and communicate with parents with joint custody upon written request, signed by either parents or a court order. In the case of academy forms, the academy encourages one of the parents to complete the forms so that the academy does not receive conflicting information.

3.2.4 General Communication with the SCA Community

SCA views regular and timely communication with families and stakeholders as critical for building a strong and successful community, and will include:

- Academy hours, calendar, and curriculum overviews on the academy website
- Curriculum Night in September to share overviews and policy highlights
- Regular newsletter including progress toward academic and organizational goals, recent activities, upcoming events, important dates, and other pertinent information
- Board of Trustees meeting schedule, agendas, minutes, and other work products of the Board, posted together online
- Public Board meetings including time for the Parent Council to report on its work and to provide input to the Board's work and decision making
- Academy closures (snow etc) may be announced by telephone, email, or NH media
- Press releases publicly announcing major developments

3.3 Network Use

Scholars at SCA will receive instruction in network use and safety. They will not have access to the internet without staff instruction and supervision and will not have the network or wireless passwords. It is our goal to provide network services in as safe an environment as possible. Network access is a privilege and all scholars are expected to practice proper and ethical use of these systems.

The use of these systems is monitored, without an expectation of privacy, and subject to administrative review at any time. It is intended that these resources will be used to pursue educational activities. The Academy does not assume responsibility for system failures that could result in the loss of data.

It is the policy of SCA to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act.

To an extent that is practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults for bona fide research or other lawful purposes.

Scholars in Grades 6 - 9 and their parent/guardian must read, sign, and return the Grades 6 - 9 Scholar Technology Use Agreement. This document can be found at the end of the Family Handbook.

3.4 Security Checks

The Academy may exercise its right to inspect all backpacks, packages, parcels, and closed containers entering or leaving the premises. Lockers are academy property and are subjected to searches at any time, with or without cause.

3.5 Emergency Policy

The Administration shall maintain an Emergency Operations Plan, which will be available for reference in the front office.

3.6 Facility Use

The administration is the approving authority for all outside uses of the academy fields, building, and facilities. All users will be required to carry insurance and appoint a representative acceptable to the administration who is capable of executing the academy's emergency and security procedures.

3.7 Parent Council

The Parent Council is tasked by the Board of Trustees with helping the Academy flourish inside and outside of the classroom. The Parent Council functions as a group of task-oriented teams whose purpose is to promote and encourage volunteers in achieving defined goals that improve the life of the Academy. All parents, adult family members, teachers, staff, and community members are warmly encouraged to volunteer on a team and attend regular meetings. Parent Council meetings are an excellent opportunity to obtain information and engage in discussions about the Academy.

Membership for the 2025-26 school year is open to all parents and guardians of currently enrolled students, with voting eligibility granted only after attending two consecutive meetings to

ensure active engagement in Parent Council matters. Beginning with the 2026-27 school year, annual elections will be held to elect one parent to the Parent Council from each grade level plus two parents elected at large. Elected Councilors will serve one-year terms with possible re-election. The Principal shall advise the Council and serve as a voting ex-officio Councilor.

The Council elects, from among the Councilors, a President, a Vice President, a Secretary, and a Treasurer. These offices have powers and duties customarily incident to them.

The Board of Trustees shall appoint at least 2 Parent Councilors to serve on its Fundraising Committee.

The Parent Council meets monthly during the school year and shall:

1. Uphold the Academy charter, vision, mission, virtues, and policies.
2. Collaborate with the Fundraising Committee to raise funds;
3. Assist the administration and teachers with operations and academic events;
4. Plan, resource, and run extracurricular programs with Board approval;
5. Design an annual parent survey, obtain Board approval of the survey, conduct the survey, and report the results to the Board;
6. In the Board's public meetings, report on Council work and advise the Board.

From time to time, the Board may change or further specify the Parent Council's organization and duties. For more information on Parent Council operations, please refer to the Parent Council Bylaws published on our website, or reach out to the Parent Council President at pcpres@seacoastclassical.org.

SECTION 4: GOVERNANCE & MANAGEMENT

4.1 Grievance Process

No scholar, parent, or employee will be penalized, formally or informally, for expressing a grievance in a reasonable and business-like manner, or for using the grievance process. The SCA Grievance Process will comply with RSA 194-B:15.

SCA encourages grievants to attempt at first to resolve their grievance directly with involved parties in a manner that reflects the Academy Virtues. If this attempt is unavailing, or if a direct approach is not appropriate, the grievant may submit the grievance in writing to either the Principal or the Executive Director. The receiving administrator shall investigate the claimed grievance and respond to the grievant while documenting the process.

If the grievant is not satisfied with the administration's response, the grievant may present their grievance to the Board of Trustees. The Board of Trustees shall conduct a hearing according to rule Ed 204.01. If, after the proceedings of the Board of Trustees, the grievant believes the grievance has not been adequately considered or redressed, the grievant may submit it to the State Board of Education, which shall investigate and make a determination.

4.2 Records Requests

By state law, most charter schools are subject to public records requests. Because such requests are common, it is in the best interest of each school to develop policies and procedures for how and when to respond. In consultation with an attorney, SCA will adopt procedures that include the following:

- A standard procedure for accepting requests, for example, through a dedicated email address.
- A standard response period.
- Arrangements for either providing electronic copies of the records or permitting the requestor to view the records in-person.
- Provisions for charging a fee to the requestor in cases where the request will take considerable time or resources.
- A list of records that are generally exempt from request based upon student or personnel privacy, etc.

SECTION 5: PRIVACY

5.1 Family Educational Rights Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to a student's education records. These rights include the following:

- The right to inspect and review the student's education records within 45 days of the day the school receives the request for access. Parents or eligible students should submit to the school principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write to the school principal or appropriate official, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605107

5.2 Scholar Photo and Video Consent

Classroom activities and events sponsored by the Academy are occasionally photographed or video-taped for official use on its website, its Facebook page, the yearbook, and other promotional materials in various media. However, we respect the rights of parents who do not want photos and videos of their scholars to be shared. We request that all parents sign the photo/video media release waiver included with enrollment paperwork. This form allows parents to opt-in or opt-out of sharing scholar images. Preferences can be changed at any time by contacting the Office. Scholar names will not be listed with their pictures on the Academy website or in Academy advertising.



ACADEMIC EXCELLENCE
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Scholar Photo and Video Consent Form

Photographs and video images of scholars at Seacoast Classical Academy are sometimes created for the purpose of sharing student achievement and celebrating educational programs with our community. Photographs may be submitted to area newspapers, used in publications, or posted on our academy websites.

We are sending you this parental consent form to both inform you of the above and request permission for your child's photo/image to be shared in the following ways. If you wish to rescind or amend this consent at a future time, please contact the administration of Seacoast Classical Academy.

Check TWO of the following choices

I/We GRANT permission for a photo/image that includes this scholar to be shared with media outlets, including newspapers and television stations. The child's name or any other personally identifiable information will not appear with the photo/image.

I/We GRANT permission for this scholar's photo/image to be published on the Seacoast Classical Academy websites. The child's name or any other personally identifiable information will not appear with the photo/image.

I/We DO NOT GRANT permission for this scholar's photo/image to be shared with media outlets.

I/We DO NOT GRANT permission for this scholar's photo/image to be posted on the public Internet sites.

Scholar's Name: (please print) _____

School Year: _____

Grade: _____

Name of Parent/Guardian: (please print): _____



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Grades 6 - 9 Scholar Technology Use Agreement

Scholar Pledge

1. I will only use the log-in information given to me by my teacher.
2. I will only use websites and apps approved by my teachers.
3. I will not publish any personal details, contact details, or a schedule of activity for myself or others.
4. I will report any inappropriate activity directed at me or others.
5. I will protect passwords, accounts and resources.
6. I will show respect to others by not using electronic mediums to antagonize, bully, harass or stalk other people.
7. I will respect intellectual property.
8. I will request permission to use resources, cite any and all use of websites or media, or Artificial Intelligence (AI) tools.
9. I will not plagiarize or violate copyright.
10. I will acknowledge all primary sources, validate information, and abide by fair use rules.

Scholar Name _____

Scholar Signature _____ Date _____

Parent / Guardian Acknowledgement

As the parent/guardian of this scholar, I have read the Grades 6 - 9 Scholar Technology Use Agreement and have discussed this with my scholar(s). I understand that scholar access to the Internet is designed for educational purposes and that the Academy has taken available precautions to restrict and/or control scholar access to material on the Internet that may be deemed inappropriate. I recognize that it is not possible for the Academy to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold Seacoast Classical Academy responsible for materials my child may acquire or come in contact with while on the Internet.

Parent Name _____

Parent Signature _____ Date _____



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Seacoast Classical Academy SCA Family Handbook Sign-Off Form

Seacoast Classical Academy is committed to helping our scholars achieve their highest potential. That begins with making sure that we maintain a safe and orderly environment.

Be **RESPECTFUL**

- Students are expected to treat all others (i.e., peers, staff members, community members) with respect and dignity at all times.

Be **RESPONSIBLE**

- Students are expected to be responsible for their actions at all times.

Be **SAFE**

- Students are expected to abide by all guidelines to ensure that a safe environment is maintained.

As the parent/guardian of a Seacoast Classical Academy Scholar, I have received a copy of the **SCA Family Handbook** and reviewed it with them.

Scholar Name(s): (please print) _____

School Year: 2025-2026

Scholar Grade Level(s): _____

Name of Parent/Guardian: (please print): _____

Parent Signature: _____

Phone Number: _____



ACADEMIC EXCELLENCE
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SY25-26 School Supply List

The staff has been thoughtful about the school supply needs for each grade. Some classes have asked for community supplies to be sent in to be shared among scholars. Other grades have asked for both community and personal school supplies. Thank you in advance for donating items to the classrooms.

In Kindergarten and first grade the supplies will be **community supplies** shared by all.

1. Crayola Markers - Classic Colors
2. Crayola Crayons - Classic Colors
3. Scissors - Dull Tip
4. Black Dry Erase Markers - for student use
5. Ticonderoga #2 Pencils
6. Crayola Colored Pencils
7. Crayola Colored Pencils - skin colors
8. Glue Sticks
9. 3x5 Index cards
10. Fragrance Free Hypoallergenic Wipes
11. Zip-Lock Bags in 3 sizes (quart, gallon, and sandwich)
12. Band-aids (non medicated)
13. Puffs Tissues

Grades 2-4 would like scholars to have **personal** school supplies and are asking if families would make contributions to **community** school supplies as well.

Personal Supplies

1. Pencil Box
2. Magic Markers - 8 or 10 pack
3. Highlighters - 3 colors
4. Two pocket folders - 6
5. Crayola Crayons - 24 package
6. Colored Pencils - 10 or 12 pack
7. Black Dry Erase Markers - for student use

Community Supplies

1. Paper towels
2. Tissues
3. Band-aids (non medicated)
4. Hand Sanitizer
5. Zip-Lock Bags in 3 sizes (qt, gal, sandwich)
6. Fragrance Free Hypoallergenic Wipes
7. Wide Ruled Loose-Leaf paper

- | | |
|---|----------------------------|
| 8. Ticonderoga #2 Pencils - 2 packages | 8. Plastic Page Protectors |
| 9. Large pink erasers | 9. Rubber Bands |
| 10. Glue sticks | 10. Paper Clips |
| 11. Hard-cover binders (1.5-2 inches) - 4 | 11. Drawing Paper |
| 12. Scissors | 12. Construction Paper |
| 13. Single subject, wide-ruled spiral notebooks - 4 | |

Grades 5-9 would like to have **personal** school supplies and are asking if families would make contributions to **community** school supplies as well.

Personal Supplies

1. 3-Ring Binder - 2 inch size
2. Folders with 3 Holes - 4
3. Highlighters
4. Markers - thin point
5. Pens -black, red & one other color
6. Colored Pencils
7. Pencil Pouch for binder
8. Pencils
9. Large pink erasers
10. Glue sticks - 2
11. Scissors
12. Index Cards
13. Sticky notes
14. Graph Paper (3 hole)
15. Loose leaf paper - wide ruled
16. Composition Notebooks - wide ruled - 2
17. Ruler

Community Supplies

1. Index Cards
2. Tissues
3. Fragrance Free Hypoallergenic Wipes
4. Hand Sanitizer
5. Loose-Leaf paper - wide ruled
6. Graph Paper
7. Pencils
8. Large pink erasers