

**SEACOAST CLASSICAL ACADEMY  
CHARTERED PUBLIC SCHOOL**

**FAMILY HANDBOOK  
2024-2025**



*(Updated 10.18.24)*

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# INTRODUCTION

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## 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 parental role as the primary decision maker 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.

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

## Status

Seacoast Classical Academy Chartered Public School is chartered by the New Hampshire State Board of Education and governed by its Board of Trustees. The Academy is a Hillsdale College Curriculum School, and as such is licensed to use the Hillsdale College K-12 Curriculum.

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## SECTION 1: SCHOOL LIFE & DECORUM

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### School Hours

School Hours: Monday-Friday 8:20 AM - 2:45 PM

Office: Monday-Friday 7:30 AM – 4:00 PM

Closed weekends and during school holidays

Summer Office Hours: Monday-Thursday 9:00 AM – 1:00 PM

Phone: 603 691 5429

Email: [admin@seacoastclassical.org](mailto:admin@seacoastclassical.org)

### Scholar Drop-Off and Pick-Up

Scholars should begin arriving no earlier than 8:00 AM. Staff and volunteers will be at the front of the building in the morning to escort scholars from their vehicles. Procedures for drop-off and pick-up give priority to the safety and security of scholars. Parents are expected to cooperate to ensure that the process is safe and orderly. The school will release scholars only to parents, legal guardians, or adult designees. The adults in the carline are expected to serve as role models by always exhibiting courteous behavior. Please share these policies and procedures with anyone who will be picking up your scholar as everyone in the car line is expected to know and follow the procedures.

### Arrival Procedures.

#### Buses

Buses will release scholars in front of the Memorial School and Seacoast Classical Academy staff members will escort the scholars to the designated area in front of the Academy. K-4 enters the fenced area and remains until called. Middle school scholars wait on the grass to the side of the fenced area until called. When an adult has stopped traffic, the Middle schoolers will cross and enter the building first. Once the middle school is in, the third and fourth grades will enter.

#### Walkers/Bicyclists

Scholars walking or riding bicycles to school must walk/ride on the grass once they reach the turn in the road adjacent to the home plate fence. When there is snow on the fields, students must walk their bicycles from the turn to the bike rack at the fenced in area. A helmet is

required for those under 16 years of age (NH RSA 265:144,X.) Bicycles must be securely locked to the bike rack.

### **Car**

Car drop offs will proceed around the loop and drop off the children near the fenced play area. Students arriving after the start of school must be escorted inside the building by a parent or guardian..

### **Supervision**

Staff members will supervise scholars in the play area from 8:00 AM until all students have entered the building.

### **Before Care**

Scholars will go to their classrooms when the other children are entering. K-2 children remain in before care until K-2 enter their classrooms.

## **Dismissal Procedures**

Middle School Study Hall is scheduled at the end of the day to better accommodate students who leave early for sports or other extracurricular activities.

Please see the Academy's extracurricular activities policy JHCA.

### **Aftercare**

Scholars will be brought/dismissed to aftercare at the end of the academic schedule.

### **Car Pickup**

Cars line up on the right side of the driveway. Cars will pull up to one of four spaces along the door side of the loop. Cars will depart when the scholars have boarded. Set up the next four cars to load.

### **Buses**

Students riding the buses will be called to exit from the main doors at the start of dismissal and will walk with Seacoast Academy staff to board the buses in front of Memorial School..

### **Walkers/Bicyclists**

Scholars who are walking and bicycling must wait in their classrooms until the buses have departed and the predominance of cars have departed. Bicyclists and walkers must wait in their classrooms until released by administration.

### **Supervision**

One adult will stand on the edge of the driveway with a radio and call back to the office with the family number(s) being picked up by each vehicle. The office assistant will input the family numbers to the monitors displayed in each classroom. When the child sees his/her number, with the assistance of the classroom teacher, they proceed down to the door and queue for dismissal.



**Student transportation and bus conduct guidelines**

The safety of the students and the driver of the school bus is of the utmost importance. Students will conduct themselves with good manners and not engage in any behavior that compromises safety.

Students will:

Follow driver's instructions

Remain seated

Use a quiet talking voice

Keep the bus or cab clean

Keep their hands to themselves, no hitting or fighting

Refrain from bringing inappropriate items on the bus

Sit in their assigned seat, if applicable

Wait at the bus stop in an orderly manner in a safe location

Follow loading, crossing rules, and procedures



## Attendance

Classical education is highly interactive and requires consistent and punctual attendance. Because the classical approach relies heavily on classroom discussion among scholars and teachers, reading and written assignments can be made up from home but the full depth of the learning experience cannot be made up if a scholar is absent. For this reason, parents should exercise prudence and make every reasonable effort to ensure that scholars do not miss class.

### *To Report an Absence*

Parents must alert the front office for every day a child is to be away from school. To notify the front office, email [attendance@seacoastclassical.org](mailto: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 email. Parents must make us aware of the child's absence before 8:00 AM on the day of the absence. If a parent fails to notify the office of a scholar's absence, the absence will be recorded as unexcused. If you are willing and able to notify the teacher as well, that is helpful to us; please email your scholar's teacher(s) directly.

### *Planned Absences*

Planned absence during the school term is discouraged. Any such absence must be requested at least one week in advance and in writing. When avoidable, we discourage appointments with doctors and such during the school day. When those appointments are unavoidable, scholars are responsible for any make-up work with parental support. Absence from class will result in loss of learning and impact student achievement. Unexcused absences will be reflected in each child's class grade.

### *Excused Absences*

The following will be considered excused absences:

- Absences for medical reasons
- Absences for documented mental or emotional disabilities, with a note from a doctor or specialist
- Pre-arranged absences of an educational nature
- Important family events
- Attendance at any school-sponsored activity for which a scholar is eligible
- Bereavement (notify school if absence will extend beyond three days)
- Court appearances
- Religious holidays and observances

The Academy may require suitable proof of excused absences, including written statements from a medical professional.

### *Extended Excused Absences*

Seacoast Classical Academy Chartered Public School recognizes the individual nature of extended excused absences including, but not limited to, such situations as acute or chronic illness or injury, a terminally ill family member, or a death in the family. The Executive Director, or designee, will inform families of the general expectation of the faculty regarding completion of assignments and promotion to the next grade.

### *Make-up Work*

Scholars may complete homework and other assignments that they miss during excused absences. Excepting major assignments (see below), scholars returning from an excused absence will have one day for every absent day to make up work. For example, if a scholar has an excused absence on Monday and returns on Tuesday, then the scholar ought to have the assignments due on Monday upon returning on Tuesday, but has until Wednesday to turn in any work due on Tuesday. Please note this make up work needs to be done in addition to the regular assignments for those days. The extra time is intended to allow scholars to catch up on any missed lessons prior to turning in related material. Scholars in fifth grade or above are responsible for retrieving notes and assignments for themselves, and are expected to be respectful of their teacher's time.

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.

### *Unexcused Absences*

Absences are unexcused when parents do not follow the procedure for excused absences noted above, when a scholar is unaccounted for, or if a scholar does not make a reasonable effort to come to school on time. Such absences are liable to disciplinary action, up to and including suspension. An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence will be entered on the scholar's record. The Academy will notify the parents or guardian of a scholar receiving an unexcused absence.

### *Truancy*

According to New Hampshire law, NH XV Section 189:35-a, if a scholar has more than ten half days of unexcused absences in any year, the scholar may be classified as habitually truant. A scholar who is absent from school without permission will be considered truant and is subject to disciplinary action at the Executive Director's discretion, for he/she is the truancy officer of the Academy.

Seacoast Classical Academy Chartered Public School will work with parents to avoid the risk of a truancy violation by informing the parents in the following cases:

- Accrual of 1 day of unexcused absence before the end of the 1st quarter
- Accrual of 2 days of unexcused absence before the mid-year mark
- Accrual of 3 days of unexcused absence before the end of the 3rd quarter
- Accrual of 8 days of unexcused absence at any time of the year

The Executive Director will call a meeting with the parents when he/she deems it necessary or beneficial to do so.

### ***Tardy Arrival or Early Release***

Each tardy arrival or early release prevents scholars from engaging in their classes appropriately. In order to get the most from class, scholars must be present for the full school day. Tardiness refers to a scholar's arrival after the established school start time. Early release refers to a scholar's departure before the established school end time.

In order for a tardy arrival or early release to be excused, it must follow the guidelines for an excused absence. For an excused tardy arrival, the front office must be notified prior to 8:00 AM on the tardy day, except in cases of extreme extenuating circumstances.

An unexcused tardy arrival or early release is subject to the same provisions as an unexcused absence. Scholars who are habitually tardy will be referred to the Executive Director for potential disciplinary action.

### ***Releasing a Scholar from School***

Scholars will be released only to their parents or legal guardians, unless we have written permission to release the scholar to another adult. Scholars may not be taken from the school or playground unless parents have signed them out in the office. In the case of divorce or separation of the parents, both parents will have full rights until the school receives legal notification limiting the rights of either parent.

School-sponsored activities require a teacher or sponsor to be responsible for the scholars. Scholars may leave the activity or event only with their own parents unless prior written authorization is given to the teacher or sponsor.

### **Early Drop-off and Late Pick-up**

Scholars may not be dropped off before 8:00 AM and must be picked up by 3:15 PM unless enrolled in the supervision of the Before Care or After Care program. Scholars with siblings in clubs or athletics must be picked up nonetheless, or wait outside with a parent at 3:15 PM. Scholars who are still on campus and not participating in an extracurricular activity at 3:15 PM must wait for a parent in the front office.

## Uniform and Personal Appearance

A school uniform serves three key purposes that are crucial to a successful classical school. First, it helps scholars take school more seriously by acknowledging that, through dress, we respect fellow classmates, teachers, and the common enterprise of education. Second, it diminishes the students focus on consumer goods and using these to signal status or affluence. Third, it develops school identity and pride. Therefore, the Academy expects all scholars to follow the school uniform policy.

When questions about particular details of attire arise, the scholar is expected to follow the general and leading spirit of the policy, which is to diminish distractions, show respect, and elevate the tenor of the school.

The office will keep a limited inventory of basic uniform items that a scholar may be permitted to wear if the scholar arrives at school not in uniform. Loaned items will be carefully tracked and must be returned in clean, like-new condition. In the event that the office does not have appropriate uniform items for a scholar out of uniform, the scholar must call a parent or guardian to bring the appropriate attire.

If uniform infractions become a regular occurrence, disciplinary action may be taken.

The uniform and dress code policy is that scholars will dress according to the mandatory and optional items listed on the Board-approved uniform policy for boys and girls, respectively, plus the following additional uniform directives. Basic information about the school uniform, including ordering information, can be found on the Academy website.

### *Additional Uniform Directives*

- 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 the top of 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 must be covered.
- 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.
- Non-marking tennis shoes are required for PE class or sports in the gym. Scholars will arrive dressed for PE on the assigned day.
- Shoes, socks, and shoelaces should be mostly white, black, blue, brown, or gray. Shoes must be closed-toed, closed-heeled tennis or dress shoes. Boots, sandals, moccasins, and slippers are not permitted.
- 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 this occur, scholars will be excused to the front office to call home.
- Should a scholar require reasonable uniform alterations based on religion, disability, or medical condition, please contact the administration.
- All school-sponsored events, including after school and weekends, are subject to school uniform policy unless otherwise notified.

### *Uniforms and Financial Assistance*

The Academy will maintain a uniform-swap collection of garments, and will offer to provide a uniform package to each scholar of families who demonstrate Title-funding eligibility.

### ***Lost and Found***

The Lost and Found is adjacent to the main office. Scholars are responsible for retrieving their misplaced items. Due to limited space, all unclaimed items will be donated to the school uniform collection or a local charitable organization on a regular basis. An attempt will be made to keep recently found items on donation day.

### ***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, school staff will handle the situation to the best of its ability, contact a parent, and perhaps request a change of clothes to be brought to the school. If there are repeated accidents, the Principal will call a meeting with the parents and the school nurse to evaluate the situation. Appropriate action will be taken based on what is in the best interest of all scholars and staff.

## **Discipline**

### ***Virtues and General Behavioral Expectations***

At Seacoast Classical Academy Chartered Public School we seek virtue in all its forms, and we focus specifically on the classically inspired virtues of wisdom, truth, fortitude, and excellence. We hope that regular reference to these and other virtues in our learning, social interactions, and discipline will help scholars develop self-governance and strive toward goodness in all areas of life.

The emphasis on virtue at Seacoast Classical Academy Chartered Public School is not primarily intended as a discipline policy. We aspire to virtue for its own sake. We bind our commitment to virtue into an Honor Code that we ask our families and scholars to sign as a common pledge.

### ***Honor Code***

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

### ***The Purpose of Discipline***

The primary purpose of discipline is to teach self control along with moral and intellectual virtue. A secondary purpose is to foster an orderly and welcoming environment in which all scholars can learn and develop friendships. Scholars at Seacoast Classical Academy Chartered Public School are held to a high standard of behavior and attitude. Scholars shall conduct themselves in age-appropriate accord with the Academy virtues.

A deviation from the Honor Code could result in disciplinary action. Disciplinary consequences will be fair and developmentally appropriate considering the circumstances. Because not all scholars respond to the same arguments and incentives, any discipline policy must be at once equal to all scholars and consistently applied, and also fitted to both the nature of each individual scholar and the circumstances in which any misbehavior occurs.

### ***Disciplinary Action***

Disciplinary action ranges from verbal correction to suspension, or expulsion in rare and extreme circumstances, and will be used to 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 Seacoast Classical Academy Chartered Public School include, but are not limited to:

- Verbal correction and redirection
- Decrease in the Scholar Skills grade
- Removal from a classroom
- Education to promote behavioral growth and personal accountability
- Requiring the scholar to make a formal apology and engage in actions to restore trust.
- Restore damaged items
- Loss of privileges
- Parent conference
- Written notice of noncompliance
- Act of service to the school community
- Before or after school detention
- In or out of school suspension
- Other actions as deemed necessary by the administration

### *Detention*

Scholars may receive detention as a consequence of misbehavior. Detention will occur after school or during lunch/recess. During lunch detention, scholars will eat their lunches quietly in a designated area. After school detention is a more serious consequence during which scholars will not be permitted to do homework, this time will be spent in quiet reflection. Detention takes precedence over any extracurricular activity. Scholars who miss detention will be assigned two detentions or alternate consequences to be determined by the administration.

### *Notifying Parents*

The Academy will notify parents of discipline problems that prompt more than verbal correction.. The Academy, particularly teachers, also may notify parents of lesser problems, especially recurring problems. When a discipline problem escalates the Academy will contact the parent(s) or legal guardian(s) as soon as possible to request a conference.

### *Infractions*

Infractions of a scholar accumulate over the course of the school year, and reset at the end of the school year. Receiving a notice of Infraction indicates a serious behavioral problem. Multiple Infractions could earn a scholar an in-school or out-of-school suspension. Infractions are the only discipline records that will be reported outside the school, such as for school transfers. Redirection is seen as such and will be used for tracking purposes within the Academy.

### *Restraint*

If a scholar poses an immediate threat of harm to themselves and others, school faculty and personnel are authorized to use restraint or seclusion pursuant to New Hampshire state laws. School faculty and personnel will make all effort to deescalate the situation or guide the scholar out of the environment. Restraint is a last resort action. The school 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 Administrator. Complaints regarding the use of restraint or seclusion should follow the grievance process.

### *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.

### *Bullying*

Seacoast Classical Academy will not tolerate bullying, harassment, intimidation, or bodily harm as defined by state laws.

The term "bullying" means an act that is:

1. A willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. An intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. An intentionally written, verbal, or physical act which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
4. Causes another person substantial physical harm within the meaning of New Hampshire state code or visible bodily harm as such term is defined in New Hampshire state code;
5. Has the effect of substantially interfering with a scholar's education;
6. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
7. Has the effect of substantially disrupting the orderly operation of the school.

The term applies to acts that occur on school property, on school vehicles, or at school 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, please call the Academy administration if your child reports being a victim of repeated behaviors that might be bullying. Conflict is normal in a child's life. To help distinguish between normal conflict and bullying, remember that bullying behavior is: repeated, intentional, and involves an imbalance of power. If you think your child has been the victim of bullying or harassment, please contact a school administrator. Incidents of bullying or harassment can be reported to administration via the front office at 603 691 5429 or email to [admin@seacoastclassical.org](mailto:admin@seacoastclassical.org).

***Public Displays of Affection*** Public displays of affection are not allowed on campus and during school-related activities, and may be subject to disciplinary action

## **Electronic Devices**

Electronic devices must be powered off and may not be used during the academic school day, including drop-off and pick-up, without express staff permission. Scholars may not keep electronic devices on their person during the academic school day. If a scholar must bring a cell phone or other electronic device to school, he or she must relinquish it to their homeroom teacher immediately upon entering the building. Such devices include but are not limited to laptops, portable audio devices, headphones, earphones, hand-held video games, cell phones, and any other device or accessory with wireless or cellular capabilities, including but not limited to watches and eyewear. 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 administrator until a parent makes an appointment to come to the school to retrieve it. Scholars who break this rule will be subject to disciplinary action. Seacoast Classical Academy Chartered Public School is not responsible for the damage, loss, or theft of such items. Scholars who want to use a phone to contact their parents during the school day may request permission to use a school phone.

## **Lunch and Snacks**

### ***School Meals & Lunchtime***

Lunchtime provides an opportunity to relax, play, and restore the body and mind. Scholars must talk quietly and behave calmly during lunch. 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 have some.

## Medication and Medical Care

### *Administration of Medication*

Seacoast Classical Academy Chartered Public School 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 school principal, his/her designee, the school 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 school 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 School 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 by the Executive Director and any appropriate designated staff, for example the nurse, and will be released only with written consent of the child's 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, school 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 only 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 school will immediately call 911 for emergency assistance.

### ***Medical Records and Enrollment***

In order to complete the enrollment process, parents must submit all required immunization records and health forms.

### ***Parent Obligations***

Parents shall, at all times, ensure that the school 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. The school will, however, establish space for scholars with allergies. It is Academy policy that scholars not share food with one another. Teachers will coach scholars in this policy and supervise to the best of their ability during snack and lunch times to maintain health and safety.

### ***Sick Scholars***

Sick children should not be in school. Any child who has a fever 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.

### ***Lice Policy***

Lice can spread quickly through a school. Children suspected of lice—for example scratching heads, visible lice, or nits—will be checked by trained staff in the privacy of the nurse's office. Should lice be found, siblings may be checked as well. Parents will be notified of the situation and asked to pick up their child. Academy policy requires that no lice or nits (white eggs) be present when the child returns to school. Proof of treatment must be furnished before the child is readmitted to class. Scholars will be rechecked within 10 days of treatment to see if further treatment is necessary. If head lice prevents a child from attending school, the Academy will assist families to keep the scholars up to date on schoolwork.

## Scholar Fees and Supplies

### *Textbooks*

Depending on budget constraints, Seacoast Classical Academy Chartered Public School may provide scholars with paperback copies of some books free of charge. Scholars are encouraged to annotate these books as they read them with the class and to add them to their home libraries when the class is finished. We take on the extra expense of providing scholars with some books free of charge, because we hope to cultivate a love of reading, and because annotation is an important skill.

Other textbooks belong to the school 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 activities that are not required—for example, extracurricular activities and field trips. All charges or fees must be authorized by the Executive Director. Fees for required academic activities may be requested, but not required. Fees for extracurricular activities will be mandatory.

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.

## Extracurricular Activities

We encourage scholars to participate in as many extracurricular activities as they can reasonably manage, while prioritizing academics. Participants have a responsibility to fellow participants to show up on time ready to participate, to remain in good academic standing, and to practice the Academy Virtues as ambassadors of the school.

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

### *Eligibility*

Extracurriculars enrich a scholar's life. Seacoast Classical Academy Chartered Public School's will encourage scholars to prioritize academics, but will also provide opportunities to flourish in related ways. Participation in extracurricular activities, however, is a privilege that depends on school attendance, academic performance, and good behavior.

Only enrolled scholars may participate in Academy extracurricular activities, though the Director may grant exceptions in specific circumstances and for specific events.

Scholars participating in any school-sponsored event or extracurricular activity falling on a regular weekday must have been in attendance at school the day of the event, or have had an excused absence, otherwise they will be disallowed from participating in the event. Additionally, scholars who are considered truant based on this policy manual may be disallowed from participating in any extracurricular activities sponsored by the school.

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

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

## *Clubs*

The school may sponsor scholar clubs that enhance the curriculum of the school and are consistent with the school's charter. The school 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 clubs must be approved by the Executive Director and have an active faculty sponsor.

## *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 Executive Director 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 school-sponsored social events, scholars are expected to follow school rules and the Honor Code and are subject to school disciplinary procedures. Eligibility to attend these events is based upon the same guidance given for all extracurricular activities, though the Executive Director 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 school-sanctioned sport activity, including practice. These forms are available in the front office and on the school website.

## *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 school-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 school and parents may not use scholar media to promote their own views on controversial issues. The Executive Director is the final editor of all Academy publications.



## **Volunteers**

Seacoast Classical Academy Chartered Public School depends on a partnership between the school and families who choose to enroll their scholars. Volunteering is a crucial element in that partnership. The Academy, through its Parent Council, will seek volunteers for carline, lunch and recess monitoring, classroom parents, field trips, and school events.

The classical model of education prioritizes the role of the teacher in the classroom, direct instruction, and Socratic conversation. For these reasons, the school's volunteering needs are primarily in assisting teachers in their administrative and supervisory tasks. The school also seeks qualified and interested parents to help with extracurricular activities.

### ***Volunteer Background Checks***

All 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. Volunteers who will work independently with students will undergo a background check, the cost of which will be covered by the school if the school has identified the need for the volunteer position. The school 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. Any information about scholars, families, grades, faculty, etc. is to remain confidential. Volunteers may observe situations of a sensitive nature. These are also to remain confidential. Volunteers will be asked to sign a confidentiality agreement and certain types of volunteer work will require said agreement to be signed before volunteering.

## Visitors

### *Sign-In*

The Academy has a mandatory sign-in procedure for all visitors on campus, including parents. Any visitor to campus between the hours of 7:30am and 4:00pm must first report to the school office, and will be required to furnish a U.S. federal or state-issued photo ID. The visitor's information will be stored in an electronic database to document visitors to the school.

Information stored in the electronic database may be used only for the purpose of school security, and may not be sold or otherwise disseminated to a third party for any purpose. Visitors must check in with the front office and provide identification each time they visit the school, not only the first time. A visitor badge will be issued to the visitor and displayed conspicuously during the visit.

### *Parent Visits*

Classrooms, instructional areas, and lunch and recess areas are closed to parents during the school day except school volunteers or parents who have scheduled a formal observation.

During the school day, it may be necessary for a parent to drop off lunch or a forgotten item.

Parents making deliveries should stop by the front office. One of the office staff members will be happy to deliver the item.

All of 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. Beginning October 1 of each school year, classroom visits are available to parents by appointment. Parents may schedule a formal observation of a scholar's class with the front office and check in at the office before the observation begins. A normal parent observation will last for approximately one hour.

**Inclement Weather**

When weather threatens a school closing, parents will be notified by email. We will consider the decisions of the Sanborn School District when making our decision. If you see that the district schools are closed, then it is likely that we are closed as well. If the local district has a delayed opening then so do we. Please stay informed of the weather conditions and do not bring your child to school unnecessarily. If the school is closed there will not be a school employee on campus.

**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 Office 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. All charges, fines, and fees must be paid prior to withdrawal, and textbooks must be returned.

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## SECTION 2: ACADEMIC POLICIES

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### Curriculum Introduction

Our curriculum is the Hillsdale College K-12 Curriculum. Seacoast Classical Academy Chartered Public School 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 curricular adjustments.

The Board of Trustees is committed to uphold the following key school 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, weightiness, 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; and
10. A plan to serve grades K through 8, preparing them for a classical high-school education through affiliation with a high school adopting the same curriculum.

## Homework

At Seacoast Classical Academy we respect family time, and do not outsource our academic responsibilities to parents. For the youngest scholars, homework is often disruptive to families. Accordingly, there is no homework in Grades K to 2, except in limited parent-approved circumstances. Though there is no specific assigned homework in these early grades, we emphatically recommend reading and math-oriented games at home. Also, 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 and 4, limited homework assignments will supplement class time and prepare scholars for future independent work.

In Grades 5 through 8, 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, , disciplinary action may be taken.

## 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 school 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.

## **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. Teachers will offer parent-teacher conferences at the end of each term following the issue of report cards. Report cards will include 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, (K,1,2) the Academy will use a symmetrical grading scale, e.g., S-, S, S+. From grades 3-8 teachers will employ the A/B/C/D/F grading system. Each scholar will receive a grade for Scholar Skills. The Scholar Skills grade will be assessed by each teacher who works with the scholar. Grading and reporting systems are subject to change and approval by the Board of Trustees

## Scholar Placement

For scholars to thrive in school, 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 Chartered Public School will respect the promotion and retention decisions of the school from which a scholar transfers. If scholars new to the school 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.

## 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 school 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— school 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 8th 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.



## 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.

## Scholar Services

In furtherance of our mission and in order to meet federal guidelines, Seacoast Classical Academy Chartered Public School 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 IEP, SCA will notify the LEA and 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. Also, SCA will implement 504-plan services and accommodations, which are the responsibility of the chartered school.

## HONOR CODE

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

## State Assessments

To measure achievement of the NH College and Career Ready Standards as required by the state of NH; the Academy will annually administer SAS testing in mathematics and English language arts in grades 3 through 8, and science in grades 5 and 8.

The Academy may use, in addition, the Classical Learning Test for 7th and 8th grade (CLT8). The CLT is a classically oriented test of verbal reasoning, writing & grammar, and quantitative reasoning. The Academy may use this, or other assessments, for formative and summative measurements, to measure both growth during the year and achievement at the end of the year.

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 would 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, or other assessments compatible with the curriculum.

Please consult the school calendar for the testing schedule. On state testing dates, campus is closed and scholars may not be picked up early from school. Please plan accordingly.

## 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. Guest Speakers who cover controversial topics must be screened by the Executive Director. 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.

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 Administrator to show a video more than 20 minutes in length. Scholars will not be shown a full movie in class without prior parent permission.

## Human Sexuality

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

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## SECTION 3: ADDITIONAL POLICIES & PROCEDURES

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### Admissions and Enrollment

Seacoast Classical Academy is an open-enrollment no-tuition chartered public school committed to academic excellence and family rights. Admission to SCA is open to any scholar residing in the State of New Hampshire and wishing a classical education. SCA methods of admission will not be designed, intended, or used to discriminate or violate individual civil rights in any manner prohibited by law. Subject to chartering and an affiliation agreement, a future affiliated high school will offer automatic 9th-grade enrollment to SCA 8th-grade scholars. Subject to applicable laws, the Board of Trustees may change or further specify recruiting, admission, or enrollment policies or practices.

#### *Recruiting*

- SCA will recruit broadly in the Seacoast area, with an extra emphasis on high-poverty towns, Raymond and Epping.
- Hold in-person recruiting events in Raymond and Epping, possibly other towns.
- We may hold recruiting events also online, and by appointment if requested.
- We will employ a website, email, and other means to distribute informational electronic content that recipients can share with others and post online.
- To reach more families, including those without internet access, we will advertise in a local newspaper delivered free to all residences in 15 Seacoast towns.
- At recruiting events, we will provide information about our vision and mission, classical education, the Hillsdale K-12 curriculum, and policies and procedures.
- We will provide application assistance to interested families hindered by poverty, disability, language limitations, or homelessness.

#### *Admission and Lottery*

- We will ask, but not require, prospective families to attend a recruiting event.
- Application packets will be available online and in print at recruiting events.
- The application will require agreement to the Academy's mission.
- The application time will begin on November 1. If timely applicants exceed open places in any grade, enrollment will be offered grade-by-grade from lowest to highest, according to the following priorities: 1. Siblings of enrolled scholars 2. New Hampshire residents; 3. Siblings of children offered enrollment in a lower grade; 4. Children of instructional employees, administrators, or Board members, the number of which is expected to be less than 10% of enrollment; 5. Children drawn in order from a blind lottery.
- Remaining applicants will be placed in a waitlist, in order from the lottery, with wait-list priority given to any remaining applicants in above categories 1 to 4.
- Applicants will receive written notice of their admission status.
- After February 15, we will accept applications on a rolling basis.

### *Enrollment*

- Enrolled scholars will be offered continued enrollment, which can be reserved by returning a signed commitment letter by the application due date.
- Unenrolled scholars who wish to re-enroll must reapply for admission.
- To enroll an admitted scholar, the family must return, by a specified date, a signed commitment letter with the information needed for registration.
- Informational and social events will support the transition of newly admitted scholars and families to the Academy.

## 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 Administrator 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. School uniforms are required on all field trips unless specifically noted otherwise and approved by the Administrator.

### *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 Executive Director. All extended field trips must have liability insurance protecting all the trip attendees, the school, and the school's authorizer. Any liability insurance not covered by the school'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.

## **School Communication Procedures**

### ***Parent Communications to Administration, Faculty, and Staff***

Seacoast Classical Academy Chartered Public School 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 school, 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.

### ***Academy Communications to Parents***

There will be frequent classroom communications via class website, email, letters, or flyers, plus parent-teacher conferences, both ad hoc, and at report-card time. Report cards will include progress narratives identifying parts of the curriculum that have been covered, and parts to be covered in the coming term.

### ***Communicating with Parents with Joint Custody***

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

### ***General Communication with the School Community***

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

- School hours, calendar, and curriculum overviews on the school 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
- School closures (snow etc) may be announced by telephone, email, or NH media
- Press releases publicly announcing major developments

## Network Use

Scholars at Seacoast Classical Academy Chartered Public School 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. All scholars must read and sign the Academy Technology Use agreement. 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.

## **Security Checks**

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

## **Emergency Policy**

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

## **Facility Use**

The Executive Director is the approving authority for all outside uses of the school 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 school's emergency and security procedures.

## Parent Council

The Board of Trustees will enable and expand opportunities for family involvement by setting up a Parent Council, comprising one parent elected from each grade 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 shall elect, from among the Councilors, a President, a Vice President who shall serve also as Secretary, and a Treasurer. These offices will have powers and duties customarily incident to them.

The Board shall appoint at least 2 elected Councilors to service on its Fundraising Committee.

The Parent Council will meet 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.

The Board may change, or further specify, the Parent Council's organization and duties.

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## **SECTION 4: Governance and Management**

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### **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.

### **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 consider adopting 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.

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## SECTION 5: PRIVACY

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### 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 student may ask the school to amend a record that they believe is inaccurate or misleading. They should write 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

## **Student Information**

Students' names, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and other similar information may be released without parental consent unless the parent notifies the school.

Classroom activities and events sponsored by the school occasionally are photographed or video- taped for use by the school, by the media, or by other organizations operating with approval from the school Principal. Photos and videos help the school to share information within the school community and our mission beyond our immediate community. We request that all parents sign the photo/video media release waiver included with enrollment paperwork, but respect the rights of parents who do not wish for photos and videos of their students to be shared.

Student names will not be listed with their pictures on the school website or in advertising.



ACADEMIC EXCELLENCE  
& FAMILY RIGHTS

### Seacoast Classical Academy Scholar Photo and Video Consent Form

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

Videotapes of particular programs within our school are submitted to news outlets that occasionally cover special events within our school. We are sending you this parental consent form to both inform you 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 Principal 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 school public Internet sites.

Scholar's Name: (please print) \_\_\_\_\_

School Year: \_\_\_\_\_

Grade: \_\_\_\_\_

Name of Parent/Guardian: (please print): \_\_\_\_\_



### Seacoast Classical Academy Scholar Technology Use Agreement

Use of technology can be valuable for a scholar's education. Use of school owned technology and internet access is a privilege which may be authorized as well as withdrawn at the school discretion. Families should be aware of all standards set forth in policy JICC - Electronic Devices.

Measures have been taken to protect scholars from unapproved parts of the internet, any measures taken to circumvent this will result in disciplinary action deemed necessary by the building principal.

Your assigned chromebook is your responsibility, any damages to it will result in administrative actions. Repair charges will be assessed if deemed appropriate.

The students are not to install any unapproved apps or extensions on their Chromebooks. Users of school technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school issued applications and are given no guarantees that data will be retained or destroyed.

Chromebooks will remain in school. Parents may request the sign out of Chromebooks for home use when necessary.

Student pledge

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

Student Name \_\_\_\_\_

Student Signature. \_\_\_\_\_ Date \_\_\_\_\_

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

Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_



ACADEMIC EXCELLENCE  
& FAMILY RIGHTS

2024-2025

## School Supply List

The staff has been very 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

### 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. Black Dry Erase Markers - for student use        | 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 5-8 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