

2025-2026 ResponsiveEd® Arkansas

**Founders Classical Academy of
Bentonville**

**Campus Procedures
Addendum**

and Student Expectations

Founders Classical Academies of Arkansas

MISSION STATEMENT

Founders Classical Academies of Arkansas seeks to provide an excellent and distinctive classical education that pursues knowledge, promotes virtue, and prepares students for prosperous lives in a free society.

Program Overview

Founders Classical Academy provides the most time-tested methods of educating students, and at the same time delivers the most cutting-edge education in America. At FoundersClassical Academy, today's students receive a "classical" education. The entire curriculum at FoundersClassical Academy is based in the Classical Liberal Arts and Sciences with a strong emphasis on civic education.

A classical education aims to recover lost tools of learning in order to cultivate wise and virtuous men and women who will be able to live as responsible citizens of our republic.

Program Distinctives:

- The curriculum is knowledge-rich and built around the belief that there is a common body of knowledge all members of our society should master in the core subjects and in the arts.
- Classical virtues, as well as principles in self-government and civility, are identified and clearly taught in a seamless manner through course content.
- Emphasis is placed on *minds-on learning* and on fostering a spirit of inquiry in students.
- Standardized tests do not drive the curriculum.
- Literacy is taught through explicit phonics and traditional grammar and composition in the elementary grades.
- Greek and Latin root words are taught in upper elementary grades.
- Latin studies are an integral part of the upper school curriculum.
- Math is taught conceptually.
- Science instruction is grounded in a historical context.
- Logic, classical composition, and rhetoric are emphasized in the upper school grades.
- Literature and history instruction are rooted in primary sources and in great books.
- Instruction in the arts includes theory, history, and performance.
- Students are trained in study skills, planning and organization, close reading of text, and note-taking.
- Importance is placed on bodily fitness and physical education in concert with fit minds.

Academic Standards

Founders Classical Academy upholds high academic standards for all students regardless of background, socio-economic status, and ability. The curriculum is content-rich, following a Classical, traditional education model, with provisions to challenge all students to achieve academic excellence.

- Promotion and graduation requirements meet or exceed state requirements.
- Students experience the defined curriculum and must earn promotion and graduation.

- All students are given the opportunity to acquire mastery of study skills, which make learning possible and encourage self-motivation.
- Students are assessed formatively and summatively through class-work, regular assignments, research projects, and periodic tests, the levels of which will be measured against district, state, and national norms.
- Interventions are provided for students struggling to acquire essential knowledge and skills.

Character Education: Promoting Virtue

The environment and curriculum at Founders Classical Academy are designed to promote and build strength of character in students by promoting good habits, by teaching precepts, and by providing examples of virtue.

- Administrators and faculty encourage and model habits of honesty, respect, individual responsibility, and self-discipline to promote these traits.
- The Philosophical Virtues, *courage, justice, wisdom, and moderation*, as well as American principles in self-government and civility, are identified and clearly taught in a seamless manner through course content.

Virtues and Student Discipline

School Motto

Respice, Adspice, Prospice

By studying the past and analyzing the present, students will be ready to contribute to the future.

Student Motto

Honor: *I will honor those things which are good, true, and beautiful.*

Respect: *I will show respect to others at all times.*

Service: *I will do good things for others without being asked.*

Excellence: *I will strive for excellence in all things.*

Perseverance: *I will fulfill commitments and not give up or act on discouragement.*

Student Cultural Protocol

The expectation at Founders Classical Academy is that students will act according to specific standards:

- *that promote learning,*
- *where good citizenship is integrated into and evident in the school culture, and*
- *where behavior is aligned with honor, respect, service, excellence, and perseverance.*

The following list, though not exhaustive, outlines some basic rules and standards for students at Founders Classical Academy. Refer to the RES Student/Parent Handbook for detailed code of conduct information.

1. When engaged in conversation, students should maintain eye contact and speak clearly.
2. When greeting or being greeted by another, students should offer a "Hello," "Good morning/afternoon," or something similar.
3. When indoors, students should speak only at moderate volumes; when in the halls, they should speak in conversational tones.
4. Students should never use inappropriate phrases or words.
5. Students should not interrupt others in conversation; if necessary, students may interrupt by saying "excuse me."

6. Students should not walk between others engaged in conversation unless necessary, and then only by excusing themselves.
7. Students should address adults by their titles; answer them using “sir” or “ma’am.”
8. Boys should hold the door for girls and ladies whenever they meet at an entry.
9. Students should sit correctly in their seats, feet and chairs level with the floor.
10. Students should pick up trash if they see it, even if they didn’t put it there.
11. Students should be helpful. If an adult or fellow student needs help carrying something or finding something, etc., help him or her.
12. If a teacher needs a job done, volunteer to do it.
13. Students are expected to maintain a proper decorum at all times and in all places.

Guidelines for Speech

Before you speak, THINK.

T – *Is it True?*

H – *Is it Helpful?*

I – *Is it Inspiring?*

N – *Is it Necessary?*

K – *Is it Kind?*

Grades K-4

At the grammar level, teachers will provide logical consequences that will allow a student to experience the results of a poor choice, enabling him or her to make better choices for the future. Teachers will use Character cards to communicate to families the character traits from the school motto their child exhibits both positive and negative. Repeated Level I offenses and Level II, III or IV are handled by administration. Refer to the RES Parent/Student Handbook for lists of Level I, II, and III, IV offenses and consequences.

Grades 5-8

Demerits

Demerits are earned by any violation of a school rule (Level I offense). Demerits are also earned for missing homework. Teachers will give a warning for the first occurrence, and a demerit for each subsequent missing assignment. Demerits may result in Detentions and Suspensions.

Any student who would like to discuss a demerit, ask questions, or present additional information respectfully, should do so before the end of the next school day. After this time, demerits may not be reconsidered. Demerits may carry with them other obligations (i.e., lines, letter of apology, verbal apology, etc.). Three demerits lead to a detention.

Detentions

Detentions are earned by repeated offenses, or more serious infractions. Detentions may be assigned as lunch detentions, morning detentions, afternoon detentions, as assigned by teachers or school administration, or Saturday detentions, as assigned by the school administration.

Suspensions

Suspensions are earned by accumulating three Detentions or a single weightier offense in accordance with Responsive Education Solutions policy as outlined in the ResponsiveEd Parent/Student Handbook.

Three demerits lead to a detention. **Three detentions within a 45 day period** lead to a suspension. **Three suspensions** may lead to an expulsion.

*Note: some Level II, III, or IV offenses result in immediate suspension or expulsion. Refer to the RES Parent/Student Handbook for lists of Level I, II, and III, IV offenses and consequences.

Learning Environment

Founders Classical Academy promotes an environment that fosters learning and character development.

- There is a defined standard of appearance and a structured campus.
- Positive student-parent-teacher relationships are fostered.
- The faculty consists of a collaborative group of professionals focused on student achievement and character development.
- Success in our rigorous academic program is dependent upon consistent student effort and completion of assignments.
- Students must maintain high standards of behavior in order to remain in good standing at Founders Classical Academy.
- Extra-curricular activities are offered and encouraged.

Please review Section IV, the Student Code of Conduct, p. 31.

Academic Program

The K–12 curriculum follows the *Core Knowledge* sequence. Our curriculum is a knowledge-rich curriculum sequence that effectively builds in students the grammar of each subject area preparing them for more advanced studies in later grades. Core Knowledge is built upon the following ideas:

1. there is a common body of knowledge all students should learn, i.e., cultural literacy that enables societal cohesion,
2. reading comprehension is dependent upon solid academic background knowledge, and
3. students must be better prepared to become more informed and responsible citizens of our republic.

Enhancements in elementary grades include additional novels in some grades and the study of Latin and Greek root words in grades 3–5. Methods and resources from *Access Literacy* are used to teach explicit phonics, spelling, writing, and English grammar. *Singapore Math's Dimension* program is used in grades K-8 to teach math concepts. Instruction in Latin begins in seventh grade and continues into high school, and Logic instruction begins in seventh grade.

While the Core Knowledge sequence ends with 8th grade, the knowledge-rich spirit of CK will continue in the high school curriculum at Founders Classical Academy through the FoundersScope and Sequence. One difference is the instruction will be more dialectical in both the middle and high school grades, and the process of learning rhetoric that begins in the early grades will reach advanced stages in high school. The high school grades will feature an advanced arts and sciences curriculum. Students will learn content in a more in-depth manner, and the focus will be decidedly more coordinated to Western Civilization. In the humanities, priority will be given to original sources and great books as opposed to textbooks. Math and science will offer rigorous training in fundamentals and theories in these disciplines, including both logical methods of inquiry and the scientific method. Fine arts are promoted from the start with CK and will continue through high school with both in-school and extra-curricular opportunities in art, chorus, drama, and orchestra.

Progress Reports

Progress Reports are posted to the Home Access Center (HAC) mid-way through each marking period. Parents, however, are expected to regularly monitor student planners, notebooks, and grades. Grades may be checked throughout the year through the HAC. Generally speaking, Progress Report grades should not come as a surprise to parents.

Report Cards and Grading Policy

A student may be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade-level. To earn credit, a student must demonstrate mastery on grade-level standards and meet school requirements for attendance. In addition, students at certain grade levels will be required to pass the state-mandated assessment test as a further requirement for promotion.

Report Cards are issued every nine weeks.

One of the main purposes of grading is to determine levels of student academic mastery. Grades will be assigned in all classroom subjects. The grading scale below is used for all grades except kindergarten and first grade. Incompletes will only be given under special circumstances as determined by a classroom teacher in coordination with the headmaster.

A – Mastery

B – Proficiency

C – Sufficiency (Competence)

D – Insufficiency

F – Failing

In addition to these general parameters, we will be using a 4.0 grading scale. For all academic classes in grades 1–12, the following Arkansas Uniform Grading Scale and numeric values will be used for assigning grades and for computing student grade point averages (GPAs):

Grade	Regular/Honors/Pre-AP	AP
90–100	A – 4 Points	A – 5 Points
80–89	B – 3 Points	B – 4 Points
70–79	C – 2 Points	C – 3 Points
60–69	D – 1 Point	D – 2 Points
50–59	F – 0 Points	F – 0 Points

End of the Year Awards

Students receive End of the Year Awards to recognize academic achievement, attendance, and character. The following awards are given each year:

K-8

All A Honor Roll – students must earn all As in every class each 9 weeks (on all four report cards)

A-B Honor Roll – Students must earn all As and Bs in every class each 9 weeks (on all four report cards)

Perfect Attendance – Students must be present for the full day each day of school.

Character Awards – In grades K-4, five students in each homeroom class are recognized for demonstrating our Student Honor Code of Honor, Respect, Service, Excellence, Perseverance. In grades 5-8, five students are recognized in each grade level.

Academic Honesty

Students are responsible for academic behaviors and are expected to produce their own work at all times. Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties (refer to school club and athletic policies for additional consequences). Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher and headmaster, taking into consideration written materials, observation, or information from students. Members of National Junior Honor Society and National Honor Society will also be subject to a review by the society honor review board.

Use of Artificial Technology in Assignments:

In an effort to preserve the integrity of education at Founders no AI technology or chatbots may be used by students to complete assignments, quizzes, and tests of any kind in their classes or to complete homework. Students should not be using smartphones or tablets or other electronic devices in class. Laptops may be used with teacher permission. Students may not have a chatbot app downloaded to their personal laptop or to a school chromebook or laptop. Students found using a chatbot or having an AI app on their computer may be subject to disciplinary action.

Academic Textbooks and Supplies

Founders Classical Academy desires the best in learning resources for its students. Books and other resources loaned or given to students are to be treated appropriately. Students are responsible for these materials. If resources given to a student are lost, the student must pay for any necessary replacement. If loaned resources are lost or damaged, the student must also pay for its replacement.

Homework

The majority of class time should be spent in instruction and dialogue. Homework is reserved mainly for reading and meaningful independent activities that provide for practice of content learned in class, preparation for upcoming lessons, or work on long-term assignments such as essays, reports, presentations, etc. Students at Founders Classical Academy will be assigned homework on a regular basis. It is an integral part of the school program and aids students in advancing their studies. We ask parents to help communicate to students the importance of establishing a silent and distraction-free environment for completing all homework.

Students are expected to complete the homework assigned and parents are expected to monitor their child's homework activity. If a student does not complete homework as assigned, he or she may receive a consequence and/or loss of credit for the assignment. Most importantly, the learning process will have been hindered. Parents will be required to meet with the teacher and headmaster if a student is consistently failing to complete assigned homework.

Homework Guidelines			
Guidelines are a general expectation but may fluctuate depending on student pacing and/or long term projects			
Grade	Independent Homework	Independent Reading (Minimum required)	Listening to Reading (Minimum required)
Kindergarten		5-10 minutes	15 minutes
First	10 minutes	10 minutes	10 minutes
Second	20 minutes	10 minutes	10 minutes
Third	30 minutes	20 minutes	<i>Listening to reading is encouraged for students of all ages, but not required for students in</i>
Fourth	40 minutes	25 minutes	

Fifth	50 minutes	25 minutes	3rd grade and beyond
Sixth	60 minutes	25 minutes	
Seventh-Twelfth**	Amounts may vary according to subject, approximately 1.5-2 hours per night		

**One consideration with homework duration, especially at the beginning of the year, pertains to the students themselves. Some students work faster than others. All students, however, will “get in shape,” so to speak (or better shape). Once they learn teacher expectations and gain more experience in reading, writing, etc., they will complete homework at faster rates.

Make-Up Work

It is the responsibility of the student to make up missed classwork and homework after any absence, planned or due to illness, in a timely manner. A student, or parent in the case of young children, may contact the teacher or contact a classmate. Do not contact the school office. Missed work due to absence must be made up within the same number of days missed, not to exceed 5 days. For example, if a student is absent 1 day, then he or she has 1 school day in which to make up the work; a two 2 day absence would mean 2 school days in which to make up the work, etc.

- An absence on the due date of a major assignment (essay, lab report, etc.) or exam may not extend the due date of that assignment. The student should expect to submit the work and/or make-up the exam on the day of his or her return. Absences during the preparation time of a major assignment may not extend the due date.
- Assignments taken home before or during an absence are due the day the student returns to class; this includes assignments given to a student to complete while on a trip.
- Grade penalties will affect assignments turned in late.
- It is wise for students to coordinate with a friend (perhaps one who lives close by) early on in the year so handouts might also be collected for the absent student. If a student is unable to coordinate with another student, it is the student’s responsibility to seek the guidance of teachers regarding missed work as soon as he or she returns, so as to be ready for upcoming assessments.

Note: make-up work policies refer to “documented” absences (illness, verified with a parent or doctor’s note, field trip, family vacation, or other documented absences as described on page 2 of this Handbook).

Attendance Procedures

Regular school attendance is essential for the student to make the most of his or her education—to benefit from lessons, to build each day’s learning on that of the previous day, and to grow as an individual. In short, there is no substitute for being in class. Absences from class may result in a serious disruption of a student’s mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences.

Minimum Days of Attendance

State law requires compulsory school attendance of children between the ages of 5–17, inclusive.

- For grades K–8, students must attend a minimum of 168 days, or 90 percent (no more than 9 absences per semester).

If any student’s Individual Education Program (IEP) or 504 Plan conflicts with this policy, the requirements of the student’s IEP or 504 Plan take precedence.

When students know ahead of time that they will be absent, the parent should notify the office either in writing or by telephone regarding the absence and contact the teacher(s) for any make-up work (see Make-up Work Policy above).

Definition of Absence

“Absence” means a student was not present at a roll call or during some portion of the school day.

Extended Absence Policy

State law mandates that a student is dropped from the enrollment after 10 consecutive days of absence. As a result, that enrollment spot is open and our charter requires that if we have a wait list, we will fill that opening. Therefore, once you have been dropped from the roll, you must re-enroll. If there is an opening available, you could enroll, otherwise you would go on a wait list.

Hours of Operation - Bentonville

The School day for grades K-6 are as follows:

- **K-1** begins at 7:45a.m. and ends at 2:50 p.m.
- **2-4** begins at 7:45a.m. and ends at 3:00 p.m.
- **5-8** begins at 7:45 a.m. and ends at 3:15 p.m.

Students may arrive on campus no earlier than 7:15 a.m. and must leave school no later than 3:40 p.m. (unless they are participating in an afterschool activity with a school staff member).

Picking Up Your Child Early

In order for a student to leave school during normal school hours, a parent must sign the child out in the school office. The school secretary or aide will call the classroom to get the student and take him or her to the parent in the school office. No child will be released to any adult at the classroom door other than a school designated employee or school appointed volunteer.

We ask that you refrain from picking up your child before the end of the school day when possible. Please schedule your doctor, dentist, or any other appointments before or after school or on a scheduled day off. If not possible, the office must have a written note by 10:00 a.m. letting the office know your student will be leaving early. Students will not be permitted to be picked up before the end of the school day if the office has not been notified in writing that the student has an appointment. Faxed or emailed notes will not be accepted after 10:00 a.m.

If a parent or guardian comes to the office to pick up a student before the end of that student's school day and the office has not been notified of an appointment, those seeking to pick up the student will be directed to the car line.

If you arrive early to pick up your child, please enter the car line and wait for the children to be brought outside. We understand that from time to time it may be necessary for families to leave early for an out-of-town trip or for another important reason. In those cases, the office must have a written note by 10:00 a.m. letting the office know he or she will be leaving early. Students will not be permitted to be picked up before the end of the school day if the office has not been notified in writing that the student will be leaving early. Faxed or emailed notes will not be accepted after 10:00 a.m. Planned absences will be documented only if arrangements are made a week in advance with the teacher(s) and the headmaster. When the absence is planned, all work will be expected to be completed and turned in the same day the student returns to school. (see Make-up Work Policy).

Drop-Off/Pick-Up

Volunteers and staff will supervise the drop off and pick-up areas. (Please follow signs and directions given by Founders Classical Academy staff members or volunteers.)

Students Walking or Riding a Bike

Students must have a completed walker/biker form completed by parents granting permission to walk or ride a bicycle to school and wait for approval before walking/biking.

Drop Off

Please wait until the car is approached by a teacher before letting students leave the car. **PLEASE DO NOT WALK STUDENTS TO THE BUILDING.** There will be staff greeting students every morning.

After-School Pick Up

It is our desire that after-school pick up be done in a safe and timely manner. In order to accomplish this, please abide by these simple guidelines:

1. Display the car rider sign, *provided by the school*, in the front windshield. Please use **only** the signs provided by the school. Homemade signs will be considered no sign. This ensures that we know the right person is picking up your child as anyone could make a sign and claim to be authorized to pick up a child. **AGAIN** for security purposes, if you do not have a school-issued sign you will be asked to park and come inside. **AFTER** all cars with signs have picked up their students, we will have you sign out the students you are here to pick up.

Please let us know if you need more signs or a new sign, and we will get them to you ASAP!

2. *Please* remain in your car and wait for your student to be brought to the car. **Please do not park and walk up or send someone inside the building to pick up a student.** This may seem quicker but actually slows down the entire process. It is not safe to have anyone walking across the parking lot during this busy time. Also, we want to be sure the right student goes with the right person, and that cannot always be done if parents are walking in and picking up a student randomly.

It really is safer and faster if parents or designated people stay in their cars during this time!

3. If for some reason there will be a change with regard to who will be picking up your child, please notify the office so we can be sure your child goes home with the right person! **PLEASE BE SURE THERE IS A "WHO CAN PICK ME UP?" FORM ON FILE IN THE OFFICE.** Your child will only be released from school to persons whose names are on the completed card titled "Who Can Pick Me Up?" When parents plan for a Classical Academy student to leave school with someone not on this card, the school office must be notified no later than 2:00 p.m. the day of this change. For emergencies, a person not on your card but authorized by parent/guardian will be required to know your own personal code word written by parent/guardian on the card. We will ask for I.D. and call you to confirm that the correct person is picking up your child.

At 3:40, all students who have not been picked up will be escorted to the After School Program. Parents will be required to meet with the headmaster if a child is picked up late more than three times in a nine-week grading period.

School Tardies

Students are expected to be with their class by campus start time (please see campus hours of operation). Students arriving after campus start time are considered tardy. All tardies are unexcused, except for instances when children have written doctors' notes. Tardy students **must be escorted by a parent or guardian to the school office** to sign-in and receive a tardy slip before going to class. Students are considered tardy until 8am for K-4 and 8:10am for 5-8. After these times, missed instructional time is considered an absence. If the weather is inclement (e.g., raining) when you wake up, please plan to leave 5 or 10 minutes early to avoid being late. Excessive tardies, which disrupt the classroom, will result in a parent conference.

Field Trips

Students will have the opportunity to participate in field trips during the school year. Field Trips are designed to supplement the curriculum taught in class and enhance the learning experience. **Students in any grade with 5 or more unexcused tardies in a 45 day prior to the field trip will be ineligible for participation and required to remain on campus for reteaching/lesson review.**

Volunteer parents will be needed to help chaperone and transport students. All volunteers and those wishing to drive will need to have a background check on file in the school office prior to chaperoning/driving students. **These applications must be completed each new school year for any volunteer.** Please see our school website for the link to complete the volunteer/volunteer driver application. The application is released the first of July each year. This can take 3-4 weeks to receive a complete background check. It is recommended that those wishing to volunteer/transport students apply in the summer to allow plenty of time.

Siblings/non-Founders students are not allowed to attend Founders Field Trips or Special Events.

Students must have a signed permission slip to attend a field trip. Portable audio devices, head/earphones, hand-held video games, etc., are not allowed to, from, or during a field trip.

Parents chaperoning students are responsible for the behavior of the students in their care:

- No inappropriate conversation, words, or other inappropriate behavior should be allowed (Student Protocol will be expected at all times).
- If a child's behavior becomes an issue it should be brought to the attention of a school employee immediately.
- Chaperones are expected to help the teacher maintain respectful student behavior for the duration of the field trip.
- Chaperones should always follow the rules set forth by the teacher and/or school. If the students are asked to bring a sack lunch, then the chaperone needs to bring a sack lunch.
- The chaperone should not make any extra stops for refreshments not scheduled by the teacher.
- Chaperones should always stay with the students for whom they are responsible and never leave them unattended.
- If an emergency occurs, please find another adult who can take responsibility for your students while you handle the emergency.
- If the students have been instructed by the teacher to be at a certain place at a certain time, it is the responsibility of the chaperone to see that they are there.
- Chaperones must participate in all the activities of their group. For the safety of the students, if you are not willing or physically able to keep up with the students assigned to you, please do not volunteer.

Unless arrangements are made through the administration, students must wear the Classical Academy school uniform clothing on field trips.

Video Viewing Policy

Videos may be used in class from time to time to support a lesson. In order to be used in class, videos must meet specific curricular objectives and will not have profane language or sensual content.

Teachers must receive prior approval from the headmaster or designee in order to show a video. Teachers are responsible for previewing videos to ensure they are appropriate. In grades K-3 only G-rated videos may be shown. In grades 4-8 G and PG videos may be shown; if a PG-13 video is approved for showing, a parent permission slip must be sent home with students.

School and Classroom Newsletters

Good, open communication is vital to a healthy relationship between parents, teachers and administration. Founders Classical Academy has chosen to maintain direct email to parents and to publish a journal/newsletter that will be available on the school website. Parents are asked to watch for and review the email updates, as they will be an accurate update on all events affecting you and your children at school. Dates of up-coming events will be published, and notification of important happenings on campus will be announced. Grade-level teachers will send out a paper copy and/or an electronic copy of their class/grade-level newsletter in grades K-4. Grades 5-6 teachers will communicate regularly with parents regarding up-coming units and tests.

Parent Communication With Administration, Faculty, and Staff

Parents may use any of the following means of communication with administrators, faculty, and staff:

- E-mail,
- A note dropped off to the school office, or
- Face-to-face meeting by submitting a completed *Parent/Teacher Pre-Conference Form* and scheduled in advance using one of the methods above.
- Parent Square Notifications

Guidelines regarding return communication:

- Headmaster and other administrators – due to the large volume of day-to-day responsibilities facing them, they will have to prioritize requests; you can expect to be contacted within 3 business days.
- Faculty – will make every effort to respond within 1 full business day, and no more than 2 full business days.
- Office Staff – will provide a response within 1 business day.

Note: Please keep in mind that email does not always make it to intended recipients. If you do not receive a response via email, please try one of the other means of communication.

Chain of Command when communicating about your student:

- Initial communication should be expressed to your child's teacher.
- If additional communication is warranted, parents should consult the appropriate administrator according to whether the matter concerns discipline or academics.
- If further communication is needed after meeting the headmaster, the parents should seek a meeting with the Regional Operations Director.

Parent Teacher Conferences

Teachers shall communicate with the parent(s) or guardian(s) of each student during the school year to discuss the student's academic progress. Frequent communication should occur with the parent(s) or guardian(s) of students not performing at the level expected for their grade.

Teachers shall meet with parent(s) or guardian(s) of each student at least once a semester through a parent-teacher conference or telephone conference.

All grade level conferences with parent(s) or guardians(s) shall be scheduled at a time and place to best accommodate those participating in the conference. The school shall document participation or nonparticipation in required conferences. If a student is to be retained at any grade level, notice of retention and the reasons for retention shall be communicated promptly in a personal conference.

A parent/teacher conference may be scheduled at any time a parent or the teacher feels one is necessary. To schedule a conference with a teacher, please contact your teacher, obtain and complete a *Parent/Teacher Pre-Conference Form* (These forms are available from the teacher, in the front office, and in the appendices of this Handbook.), then schedule an appointment during the teacher's conference time. This will allow for the most productive meeting.

Parent Grievances

See the ResponsiveEd Arkansas Student Handbook for details.

Rules for Founders Classical Academy Extracurricular Activities

Clubs and Sports

Founders Classical Academy will promote virtue, both in academic and athletic arenas, which is at the heart of what we stand for at the academy. Therefore, if a student is suspended from school for any reason, the student will also be suspended from extracurricular participation for a time of at least one week and will be subject to the termination of rights of participation for a more substantial length of time depending upon the severity of the offense and the discretion of the Headmaster.

Students are responsible for the specific expectations and rules set forth in extra-curricular club, society, and athletic team documents, including, but not limited to, those of the National Honor Society and Student Council.

Parent Responsibilities

Until such time as the programs at the Classical Academy develop and funds are raised, the Classical Academy will not provide transportation to away games or competitions in academics or athletics. While parents may choose to carpool with one another, Founders Classical Academy is not responsible for the transportation of students to and from contests.

Parents with children playing sports will also be asked to pay a small fee for participation that will help defray the cost of uniforms and coaches. This will differ from sport to sport or activity to activity depending upon the associated expenses.

There will normally be a small ticket charge at the gate of home and away athletic contests. Therefore, you should be prepared to pay for admission into contests at the various venues.

Practices and contests will be scheduled by Founders Classical Academy. Participants are expected to attend all practices and games unless excused by the head coach prior to the date. Transportation to and from practice will be the responsibility of the parents.

Parents should strive to be active in the VIP Organization and in volunteer efforts related to the needs for home events and various presentations. Parents may be asked to volunteer with taking tickets, concessions, clock operation, dress rehearsals, and other important activities associated with running a good extracurricular program. Your assistance with your time and resources will help the Classical Academy to move the programs to a high level for your children and others in the coming years.

Founders Classical Academy Student School Dress Code

Founders Classical Academy requires students to wear uniforms to help promote an academic school culture and esprit de corps, and to reduce distractions. Our uniform policy is part of a larger effort to maintain high academic and ethical standards and to remind our student body that we are engaged in important work on campus.

Uniforms are practical and simplify each student's morning routine. They are a requirement for all students and must be worn daily unless otherwise indicated. Parents and students are expected to comply fully and cheerfully with the uniform policy. The Administration reserves the right to determine if a student is dressed and groomed appropriately.

If a student's dress or personal grooming is objectionable, the student will be given the opportunity to make the appropriate corrections. If the student is unable or unwilling to meet the dress code standards, the

teacher shall notify the student's parents and request the parent make the necessary adjustments. If both the student and parent refuse, the Headmaster shall take disciplinary action.

Appropriate disciplinary procedures shall be followed, including removal from school until the student is in compliance with the dress code. Decisions of the Headmaster or designee regarding dress and grooming are considered final. Failure to comply with the dress code will result in disciplinary action.

Uniform items must be purchased from **Lands' End**:

- Bentonville School code: **900155722**

Allowance of clothing, accessories and issues not addressed in this Code will be determined by the Headmaster.

General Guidelines for Grooming and Accessories for all Students:

Uniforms must be worn properly, neatly, be in good repair, and not torn, ill-fitting, or faded.

Fads in hairstyles, clothing, or anything designed to attract attention to the individual or to disrupt the orderly conduct of the classroom or campus is not allowed. Hair is to be clean, well groomed, and may not cover the eyes. Highlighting and coloring of hair should be a natural hair color. No wigs except for medical reasons. Excessive hairstyles are not allowed (e.g., "tails," "designs," "mohawks," "fauxhawk/fohawk," etc.). Words, symbols, or designs shaved in hair (including facial hair and eyebrows) are not allowed. Facial hair on boys must be neat and well trimmed.

Girls may wear simple stud or hanging earrings, provided they hang no lower than 1/2 inch below the earlobe. Girls may wear no more than two earrings per ear. Earrings may only be in the earlobe. No piercings on boys are allowed.

Tongue rings/studs, nose rings/studs, and visible body piercings are not allowed. Spacers in place of pierced earrings are permitted. No gauges may be worn in pierced ears. Visible tattoos and body art are not allowed. Grills or temporary decorations on teeth are not allowed. Chains, handcuffs, jewelry, or accessories that suggest weaponry are not allowed.

No rolling backpacks. Water Bottles should not be glass.

Exemption

Parents may provide a written request to the Campus Director at the school office, stating a bona fide religious or philosophical objection to the requirements above.

6th-8th Grade students who travel between buildings may wear solid color rain shoes/boots or duck shoes/boots on rainy days ONLY

Trends

Each year there are a few new trends that show up at school. These, of course, cannot be listed nor a regulation devised to specifically cover them. When a new trend interferes with the appropriate learning atmosphere, becomes a nuisance, or violates the spirit of the dress code, then it will not be permitted. The Headmaster will make this decision.

Quality

Torn, cut, or ripped clothing may not be worn.

Expense

The purpose of the dress code is to create and maintain an orderly, positive learning environment. The dress code requirements should not keep your student from attending Founders Classical Academy. Financial assistance is available to qualifying families. Please inquire with the school for more information.

Girls Uniform Guidelines

General Guidelines for Girls:

- Skirt length should not be shorter than 2 inches from the crease of the back of the knee
- Appropriate undergarments and modesty shorts are to be worn under skirts at all times (solid navy)
- Belts must be worn with pants at all times; pants must fit well (not too tight)
- Hair accessories must match uniform (white/gold/navy/gray or combination thereof)
- Shirts must be tucked in at all times

Standard Dress

- Variety of long and short sleeve, gray, white, light blue or navy polo with logo
- Gray, khaki or navy pants or mid-thigh length shorts with a black or brown belt. Pants must fit well and not be too tight. No leggings as pants.
- Gray, khaki, navy or plaid skirt - no shorter than 2 inches above the knee
- Gray, khaki, navy or plaid jumper with logo - no shorter than 2 inches above the knee
- Gray, khaki or navy Ponte Dress with logo
- Mesh navy polo dress with logo (long or short sleeve)
- Modesty bike shorts in navy must be worn under skirts and jumpers and should not show when standing or solid black, white or navy tights or leggings (no embellishments)

Leadership Thursday-Optional

- White polo or button down shirt with logo
- Plaid skirt or Plaid jumper with logo and white polo
- Leggings or modesty shorts underneath following above guidelines.

Required Footwear must be solid colored, closed toed, closed heel:

- Preferred shoes:
 - Solid colored navy or black shoes

Additional shoe options:

- Solid colored, closed toed and closed heel
 - Black, light brown, or dark brown dress shoes
 - Sneakers/ tennis shoes must be low or mid tops (no high tops) and the majority of the shoe should be solid-colored black, navy, gray, white, brown.

Only other outerwear item to be worn in classroom besides sweater:

- Gray, navy, or white cardigan with logo
- Lightweight Fleece half-zip pullover (classic navy, gold thread logo)
- Quarter-zip pullover (classic navy, gold thread logo)
- Fleece lined rain jacket(classic navy, gold thread logo)
- Thermo plume jacket(classic navy, gold thread logo)

Boys Uniform Guidelines:

General Guidelines for Boys:

- Only solid white t-shirts (no writing) may be worn under uniform shirts
- Belts must be worn with shorts and pants at all times
- Boys hair must be neatly cut, combed and may not cover the eyes. Sideburns should be neatly trimmed and extend no longer than the bottom of the earlobe. Hair must be a natural color.
- Facial hair must be neatly groomed and trimmed.
- Abnormal or excessive hairstyles are not allowed (eg. tails, mohawks, haircut designs) Shirts must be tucked in at all times
- No piercings are allowed
- Visible tattoos or body art are not allowed

Standard Dress

- Gray, khaki or navy uniform pants or shorts with a brown or black belt
- Gray, white or navy polo with logo

Leadership Thursday-Optional

- White polo or button down shirt with logo
- Navy uniform pants with black or brown belt

Required Footwear must be solid colored, closed toed, closed heel:

Preferred shoes:

Solid colored navy or black shoes

Additional shoe options:

- Solid colored, closed toed and closed heel
- Black, light brown, or dark brown dress shoes
- Sneakers/ tennis shoes must be low or mid tops (no high tops) and the majority of the shoe should be solid-colored black, navy, gray, white, brown.

Only other outerwear item to be worn in classroom besides sweater:

- Gray, navy, or white cardigan with optional logo
- Lightweight Fleece half-zip pullover (classic navy, gold thread logo)
- Quarter-zip pullover (classic navy, gold thread logo)
- Fleece lined rain jacket(classic navy, gold thread logo)
- Thermo plume jacket(classic navy, gold thread logo)

Spartan Spirit Friday

Students may participate in Spartan Spirit Fridays by wearing Uniform bottoms or jeans and a Spartan Spirit Shirt or regular Founders polo. Students may wear Blue Jeans without holes, without slits, and must be free of decorations or embellishments; students may not wear skinny or baggy jeans, or joggers. Students may wear any approved spirit wear t-shirts, including shirts approved for extra-curricular activities or uniform shirts. There may be other pre-approved, designated days where spirit wear may be worn. If students are not wearing spirit wear, they must be in uniform.

Navigating Lands' End

1. Go to the Lands' End main site at www.landsend.com.

2. Click on “school uniform.”
3. Click on “Find My School.”
4. Enter your information or “Or find my school using my preferred school number.” The preferred school number for Founders Bentonville is 900155722. It is recommended that you create your own account in order to learn about Lands’ End uniform and logo sales.

Additional Clothing for Grades K and 1 Students

All FCA Kindergarten and 1st grade students are required to have an extra change of clothing at school (This does not have to be a school uniform, but it is recommended.). Please include socks and underwear.

Visitors on Campus

Founders Classical Academy has a mandatory sign-in procedure for all visitors on campus, including parents. We ask that you not go to your child’s classroom, the lunchroom, the gym, or any other place on campus without stopping in the office, signing in, and getting permission. Office staff or school administrators will be glad to assist you. **Students from other schools are not allowed to visit our campus unless they are scheduled for an official shadow day.**

Every classroom interruption sets back learning time. Teachers are distracted and some students are unable to refocus on their lesson once interrupted. This procedure is in place to ensure your child receives the ultimate academic time available without distraction, as well as for their safety, by knowing who is on campus at all times. The procedure also applies to student drop off and pick up. When teachers arrive in the morning, they have certain preparations that must be completed before receiving the students. After school, they have lesson plans to wrap up, tutoring to conduct, papers to grade, calls to return, etc., and still leave the school early enough to spend time with their families in the evening.

All of our teachers welcome parent/teacher conferences, as long as they are scheduled in advance and on their calendar. Please complete the *Parent/Teacher Pre-Conference Form*, then call the school office or e-mail your child’s teacher to schedule a conference.

Inclement Weather

When the weather turns cold, and snow and ice threaten a school closing, you may tune into TV and/or radio to find out if Founders Classical Academy will be closing. We will follow the Bentonville Public Schools (BPS) or Little Rock School District (LRSD) when making our decision. If you see that BPS is closed or delayed, then so are 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.

If there is dangerous weather during car line, the following protocol will take place: Safety will be priority

- If lightning is striking within 10 miles we move students inside and pause car line
- We will let you know if car line is suspended temporarily immediately through ParentSquare
- If a tornado warning is issued during car line, we will suspend car line until the warning is over. Parents should come in for shelter. Students will be moved to their tornado shelter location.

Parent Contact Information on File

If for some reason any of your contact information changes during the school year, such as your home, cell, or work phone numbers, please contact the office immediately and let us update the information in your child’s records. **It is extremely important that we have current contact information at all times so we can reach you during the school day. This is for the safety of your child.** We must be able to contact you in the event of a medical emergency. If you receive a call from the school asking you to pick up your child and you are not available, it is your responsibility to make arrangements for someone else to pick up your child. Please inform the person picking up your child that he or she is required to show a state-issued picture ID before your child can be released.

Classroom Interruptions

It is extremely important that parents do not interrupt the classes during the school day by going directly to the classroom and drawing the attention of the teacher away from his or her responsibilities for a “quick question.” An e-mail or note should provide parents with a means of quick communication.

When you go to the school office, the secretary or aide will assist you in delivering lunches, supplies, or other forgotten messages or items. Medicine should be taken to the school nurse office. It is less disruptive for school personnel to deliver these items, and school personnel are glad to serve you.

Lost Items at School

Please make sure your child’s name is on items he or she brings to school. This will help us identify the items when they are misplaced. As the weather changes from hot to cold, there will be many coats and sweatshirts, etc., that look alike. Be sure to write your child’s name on lunchboxes and containers inside the lunchboxes. Anything you want to keep should be labeled.

Meals at School

Breakfast and Hot Lunch

Every parent will have the opportunity to apply for the free and reduced meal program. Applications are available at the beginning of each school year. Once the application is completed, your approval or denial letter should be mailed in a few days. Parents are responsible for the full price of student’s meal until the free or reduced priced meal application is approved and starting date begins.

All students may charge meals only on occasions when money is unavailable and the student would have to miss meal service. This is a courtesy extended to the student and should not occur on a regular basis. Students whose accounts show a deficit amount will be informed by the cashier as they go through the line. Students will be allowed to charge up to 5 meals. After 5 meals charged to an account, parents will be contacted.

Staff and other adults will not be allowed to charge meals.

Sack Lunches

When preparing your child’s sack lunch, please make every effort to send a nutritious meal. The children are not allowed to share their food for safety reasons. Be sure to send a drink. Please help us support these rules from home. It is important to pack an eating utensil in your child’s lunch box, as utensils are not available at school. Do not pack a lunch that requires microwave use.

Snacks

Students should bring small, healthy, snacks that can be consumed in a couple of minutes. Examples include peanut butter crackers, animal crackers, nutri-grain bars, granola bars, pretzels, grapes, etc. No snack should require the use of a utensil. Students attending after-school care will need to bring a snack for after school.

Note: Food and drink (except bottled water with lids) are not permitted in the classrooms. There are water fountains available on the campus. During seasons of very hot weather, students are encouraged to bring clear plastic water bottles to school. They may refill them from any of the drinking fountains on campus. As a precaution against sickness, students should not share or drink from the same bottles.

Food Safety and Security

To help ensure health and safety of the students and staff in our schools the following procedures shall be implemented:

- All foods made available on school campus or through school sponsored activities on school campus shall comply with state and local food, safety, and sanitation regulations.

- Individually packaged or commercially prepared items are required to minimize opportunities for food borne illnesses.
- Home-made foods for parties, etc. are PROHIBITED – Given concerns regarding food allergies and food safety, home-made foods are not allowed in ResponsiveEd schools for consumption by students during the school day.
- Ice machines must be secured and handled only by authorized personnel to prevent cross contamination or risk of tampering.

Exemption Days

Nine days will be exempt from the normal Child Nutrition Policy; all students must have a choice to eat a breakfast and/or hot lunch meal during the selected exemption days. Foods may not be made available during meal times in the areas where school meals are being served and/or consumed.

These days will be communicated by administration.

Celebration/Fundraiser Days (Included in the 9 exemption days)

Parents/sponsors are able to provide store-bought, individually packaged food items or commercially prepared food items for celebrations, approved instructional activities (i.e., folklore festivals), or after school fundraisers to reduce the risk of food contamination. Home-made foods are PROHIBITED.

Birthday Parties/Treats

Birthday parties are prohibited due to the loss of instructional time. Birthday treats are prohibited due to state guidelines as set forth in ACT 1220 of 2003. Parents may provide non-food goodie bags to be distributed at the end of the day.

Library Information for Founders Bentonville

Kindergarten students are permitted to check out *one* book for a two week period.

First through eighth grade students are permitted to check out *two* books for a two week period.

High school students are permitted to check out *three* books for a two week period.

Books can be renewed one time.

Late fees of ten cents a book per day are charged for overdue items. Lost or damaged books will require payment of the replacement cost.

Books should be placed in the secure book drop when patrons are unable to return them to the librarian.

All patrons should behave in accordance with school policy while in the library. Failure to do so can result in temporary revoking of checkout or computer privileges.

Volunteers

Founders Classical Academy welcomes parent volunteers. Volunteers are vital to making our school the best it can be, and we appreciate every minute volunteers provide. However, as with anything, there must be guidelines. We ask that our volunteers not arrive before 8:00 a.m. if they are coming to help in the office. Our teachers need this time to make phone calls, copy confidential files, have conversations with the other staff, etc., and before and after school is often their only available time. For the same reasons, we ask that our office volunteers plan to leave the office when their child is dismissed at the end of the day.

Volunteers are asked not to interrupt a classroom for any reason other than an emergency. If you are working on something a teacher has left for a volunteer and you do not understand the instructions or you need to ask a question, please wait until they have a break. Classroom disruptions (no matter how quiet you are) detract from the education process.

Office volunteers may occasionally overhear confidential school or student information. Any information overheard in the office must be kept in the strictest of confidence. You may only discuss information that has been shared with the school body. Failure to keep confidences may result in your inability to continue as a volunteer.

PTO-Parent Teacher Organization

Want to get involved? Make sure to join our PTO Program – Parent Teacher Organization. You can sign up and read more about this important program on our website.

Form A

Founders Classical Academy

Pre-Conference Form for Teacher

(Please complete this form and submit to the teacher.)

Today's Date:

Student's Name:

Grade: _____

Homeroom Teacher:

Parent's Name:

Parent's Contact Info.:

(best phone number)

(e-mail)

Please list concern(s). Be as specific as possible, giving names, dates, times, etc., as they relate to your situation.

What would you like to see happen in an effort to resolve this issue?

Conference Scheduled:

Date:

Time:

SCHOOL COPY

Form B

Founders Classical Academy

Pre-Conference Form for Assistant Headmaster/Dean

(Please complete this form and submit to the teacher.)

Today's Date:

Student's Name:

Grade: _____

Homeroom Teacher:

Parent's Name:

Parent's Contact Info.:

(best phone number)

(e-mail)

Please list concern(s). Be as specific as possible, giving names, dates, times, etc., as they relate to your situation.

What would you like to see happen in an effort to resolve this issue?

Conference Scheduled:

Date:

Time:

SCHOOL COPY

Form C

Founders Classical Academy

Pre-Conference Form for Headmaster

(Please complete this form and submit to the teacher.)

Today's Date:

Student's Name:

Grade: _____

Homeroom Teacher:

Parent's Name:

Parent's Contact Info.:

(best phone number)

(e-mail)

Please list concern(s). Be as specific as possible, giving names, dates, times, etc., as they relate to your situation.

What would you like to see happen in an effort to resolve this issue?

Conference Scheduled:

Date:

Time:

Parent Signature:

Date: _____

SCHOOL COPY