



CLASSICAL ACADEMY
VISTA

Parent Student Handbook 2022-2023

Classical Academy Vista
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Hours of Operation:

School Office: Monday through Friday 7:30 am - 4:00 pm

Welcome from our Chief Executive Officer



It is a sincere pleasure to welcome each of you to The Classical Academies! We are looking forward to another successful school year and are so pleased that you have chosen us as your public charter school.

The Classical Academies offer programs that will enhance the education your child receives with classes, electives, labs, resources, and other rich academic activities. Our California state credentialed teachers are highly qualified professional educators that care deeply for each of our students. The curriculum has been developed especially with you in mind, offering challenging academics in a flexible and supportive school setting. Students are encouraged to excel in this Personalized Learning environment.

We are grateful that you have chosen to allow us to be a part of your vision for educating your child. This collaborative partnership between parents, students, teachers, and team members is one that values and celebrates your desire to be actively involved in the education of your student. Please familiarize yourself with this handbook and with the school's operation, mission, and calendar. Keep it on-hand during the school year and use it as a resource. Here you will find a campus map, a calendar for the coming school year, and everything else you need to ensure a successful school year for you and your student.

Working with me is a superior group of individuals that make up the school's Governing Board. This group is accountable to oversee the school's finances, academics, and me, your Chief Executive Officer. Working together we hold quarterly meetings that are published in the school office and shared in parent communications. The Governing Board acts as a policy making board. Please visit our website at www.classicalacademy.com/board/ to review our current leadership on the Board for The Classical Academies.

I am looking forward to this school year and value the time that we will have together at The Classical Academies. If you are on Facebook, please join us at "The Classical Academies" to obtain information and updates on charter schools, school news, and school events. I look forward to sharing ideas and information with you.

Be Bold, Kind, and Grateful!

It's a Great Day to Make the World a Better Place!

Very Sincerely,

Cameron Curry
Chief Executive Officer
The Classical Academies

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Introduction

Creating A Positive Learning Environment

Consistency and continuity are key elements conducive to a positive learning experience and environment. The Student and Parent Handbook sets forth our school-wide expectations, policies, and procedures and will help us maintain high standards and student safety. It is expected that both parent and student will carefully read and discuss the contents of the Handbook.

The Classical Academies reserve the right to change any and all of its policies (with the exception of California Independent Study legal mandates). New policies or changes to existing policies will be effective when issued and will be incorporated in the Student and Parent Handbook when it is updated or re-issued. Please refer back to the Handbook during the year should questions arise.

About Our School

The Classical Academy organization was founded in Escondido in 1999 by a group of dedicated parents, educators and community members. Offering a unique blend of the traditional classroom experience and independent study, the school's philosophy is to "partner with parents" in the education of their children. Classical Academy Vista opened in 2003 with the mission to inspire students, empower parents, and promote a life-long love for learning by creating an environment where academic success is personalized and achievable for all children. Parents, working with credentialed teachers, prepare, monitor, and implement programs that enrich, challenge, and inspire students to embrace personalized academic success.

Employing California credentialed teachers, students participate in state testing and meet state standards in all core subject areas. Annually, the school has scored in the high 800's on the Academic Performance Index (API) with the State of California, placing them as one of the top performing elementary schools in the Oceanside school district. Classical Academy Vista is accredited by the Western Association of Schools and Colleges, is a California Certified Public Charter School and is the first Exemplary Independent Study charter school in the state of California. In 2010, Classical Academy Vista joined the ranks of California's top schools, becoming a distinguished school.

What Makes Us Unique?

The Classical Academy Vista offers a flexible academic program which allows students to excel at their own pace. Students are encouraged to master the basics in an environment which encourages meaningful intellectual stimulation. We believe that all children do not learn in the same way and are best accommodated in a multi-sensory learning environment. Students achieve success when they are actively involved with making personal connections to the skills and knowledge imparted in the classroom.

The Classical Academy Vista programs are considered 100% independent study. Within the independent study model, workshops are optional, but strongly encouraged for student learning. Tardiness and poor attendance in on-campus classes may jeopardize the student's privilege to attend these optional classes. Student work is assigned by credentialed teachers and all assignments are to be completed in a timely manner. Assigned work is reviewed by a credentialed teacher during scheduled parent-teacher conferences. From the completed work, samples are pulled to showcase student mastery of subjects and show ongoing progress. Credentialed teachers assign a time value to all completed work and this is translated into Average Daily Attendance (ADA).

The curriculum utilized by our schools combines the best of E.D. Hirsch's Core Knowledge Sequence, California state and Common Core standards, and classical education. Parents receive prepared lesson plans, answer keys and accompanying materials to teach home lessons. Parent training and support is available throughout the school year.

Academies Mission Statement

To partner with parents to inspire each student to think critically, communicate effectively, and achieve excellence by providing academic options.

Core Values: T.H.R.I.V.E.

- The student's best interest is the focus of our academic program with the parent taking responsibility as the primary educator.
- **H**onor the importance of character development.
- **R**igor and relevance is personalized, acknowledging that all learn differently.
- **I**ntest the time needed to help all students achieve academic excellence.
- **V**isual and performing arts, technology, and extra curricular activities contribute to a well-rounded student.
- **E**very parent partnership starts with trust, builds on collaboration, and culminates with accountability.

Motto

"Partnering with Parents for quality education" and "Partnering with Parents"

General School Policies

Attendance

In an Independent Study program, Student Average Daily Attendance (ADA) is based on academic outcomes rather than the number of days a student is "in seat". At The Classical Academies it is expected that all students will complete 100% of the work assigned. All completed work will be returned to the teacher to be reviewed during the parent-teacher conference. Accurate tracking and completion of assigned work is mandatory for all students attending a Classical Academy school. Work records will be monitored carefully by the school and work samples will be collected regularly.

Each campus has their own policy for on-campus classes in regards to excused and unexcused absences. Tardiness and poor attendance in on-campus classes may jeopardize the student's privilege to attend these optional classes.

If a student is to be picked up early for any reason, parents must sign-out the student in the school office.

Students leaving campus at the end of the day without a parent must have a letter on file in the school office giving specific parental permission to leave.

Accountability Plan/Alert

An Accountability Plan will be created for those students who are not making satisfactory progress in the Independent Study program based on the following criteria:

- Student fails to complete 80% of assignments during any period of six (6) weeks for grades TK through 8, and nine (9) weeks for grades 9 through 12
- Student is not learning required concepts, as determined by the supervising teacher
- Student is not progressing toward successful completion of the course of study or individual course, as determined by the supervising teacher
- Student has missed a learning period evaluation conference

The goal of an Accountability Plan is to determine the supports the student, parent, and the teacher need to implement to increase the student's achievement. If the student continues to not meet the expectations and not make academic progress, the next step will be an Accountability Alert which will increase the frequency of check-ins with the student as well as evaluating the effectiveness of current supports and implementing additional supports the student, parent, and teacher need to implement.

Involuntary Removal

If a student continues to not meet the expectations of the Accountability Alert, the Principal will conduct an evaluation to determine if Independent Study is in the best interest of the student. If the result of the evaluation determines that a student continues to not meet the criteria for success, despite efforts by the school to support the student's academic success, the student may be involuntarily removed from the program. The withdrawal will occur in accordance with the student involuntary removal process, citing that it is not in the best interest of the student to remain in the Charter School.

No student shall be involuntarily removed by the Charter School for any reason, unless the parent, guardian or caregiver of the student has been provided written notice of the intent to remove the student no less than five school days before the effective date of the action. The written notice shall be in the native language of the student or the student's parent, guardian or caregiver or, if the student is a foster child or youth or a homeless child or youth, the student's educational rights holder. The notice shall inform him or her of the right to initiate, before the effective date of the action, an involuntary removal hearing, which will follow the same procedures as a hearing for an expulsion.

The notice shall include the following:

1. A declaration of the school's intent to remove the student, as it is not in their best interest to remain in the independent study program in the Charter School.
2. The opportunity of the Parent(s)/Guardian or adult student to request a hearing that follows the same procedures as an expulsion.
3. The Parent(s)/Guardians, or adult students must submit a request for an appeal hearing within five (5) days from the date of the notice.
4. If Parent(s)/Guardian or adult student requests a hearing:
 - a. It will be scheduled and conducted in accordance with the Charter School's expulsion hearing procedures as set forth in the Charter School's charter.
 - b. The student shall remain enrolled and shall not be removed until the Charter School issues a final decision.
5. If no hearing is requested, the student shall be removed from the Charter School on the date listed on the notice.
6. If a student is removed from the Charter School, a notice will be sent to the district of residence within 30 days.

Attending Conferences

All completed student work will need to be brought to parent-teacher conferences, which are every six weeks. Students are highly encouraged to attend these conferences, as they will get direct feedback from their workshop teacher or Educational Specialist. Students on Track C can show their Educational Specialists what they have learned and may review the unit objectives. In order to have more time to confer about the academic needs of your child, please have all your student's work ready as follows:

- All paperwork needs to be evaluated by the parent and should be corrected and graded. A plus, check, minus, happy face, letter grade or percentage grade is sufficient.
- Every assignment must include the child's name, the assignment, subject, and date it was completed. Assignments dated on the weekend cannot be collected as samples, as weekends are not school days.
- Group all of the evaluated assignments chronologically by subject area. In Language Arts, please group them into sub-categories when possible. (i.e. writing, grammar, literature, etc).
- Completed work will be reviewed and samples will be selected by the teacher.
- Don't forget to complete your Reading Log in Pathways.
- Sectarian work will not be accepted for student audit files.
- Return any unit books or materials that are not being used for the next unit of study. New books will be issued as needed.

Birthdays

Birthdays may be celebrated in each classroom as long as the student's teacher has given prior permission. Parents may provide a special snack and birthday napkins. The type of snack, as well as the day/time for the celebration, must be decided with the teacher at least a week in advance. We encourage healthy snacks as many kids have allergies or are not allowed sugar. If you are having a party at home to

which the whole class is invited, invitations may be given out at school. If everyone is **not** invited, please do not distribute invitations at school.

Check Writing Policies

During the course of enrollment at the Academies, parents will be writing checks to purchase items or pay for field trips, lab fees, events or other activities. Checks must be made out to Classical Academy Vista. In the event that the school receives notice of a returned check for non-sufficient funds or other reasons, parents will be responsible for bringing in cash into the school office to reimburse the school for the following costs:

- Check processing fee for processing a check a second time is \$25
- A returned check is the original value of the check plus a \$50 fee
- After two offenses, checks will no longer be accepted
- If we are unable to collect fees, the matter will be referred to a collection agency

Please note that some fees and deposits associated with school events are non-refundable. Classical Academy Vista will not offer refunds on non-refundable deposits. The school also accepts Visa, MasterCard, and Discover in the office.

Class Trips and Field Trips

All class trips and field trips are optional and are provided as opportunities to enhance curriculum.

Field Trips

Field trip opportunities are provided for your family. An important part of the curriculum is exposing students to experiences within the community; therefore, a number of field trips are built into the school year. Parents are expected to arrange for their own transportation to and from all field trips. If you choose not to participate in the field trip, you must participate in an alternative educational field trip or complete alternate daily assignments. All school field trips are designed to be family-friendly. They are available on a first-come-first-serve basis. Parents are responsible for their children at all school sponsored field trips. Students are not allowed to be left unattended at any time.

Overnight Trips

Students in grades 4-8 have the unique opportunity to participate in optional overnight class trips. These educational excursions are typically a highlight of the school year! If your student is in grades 4-8 you will be receiving class trip information from your workshop teacher or Educational Specialist. The cost of each trip varies.

4th Grade - 3 Day Adventure to Northern California (Sacramento, Gold Country, and San Francisco)

5th Grade - Adventure Camp

6th Grade - Astro Camp

7th Grade - Catalina Island

8th Grade - East Coast Educational Tour

Payments for Class Trips and Field Trips

Payments for all class trips and field trips are usually made in advance. Please be aware that some class trips and field trips are non-refundable, as travel arrangements or tickets have already been purchased. In the case that a trip is refundable, please give a written request to the front office 10 days prior to the class trip or field trip departure date. Please include your name, date, address, name of trip, and total refund requested.

Please be aware that deposits are non-refundable and refunds less than \$10 will not be made.

Parent Chaperones

Parent volunteers are welcomed and encouraged to attend class trips with their children. Overnight class trips are organized for students in grades 4-8. All parent volunteers who serve as chaperones on overnight class trips are required to pay the cost of the class trip, have a background check completed, and current insurance policy on file in the office. Please check with the class trip coordinator for more information on background checks.

Parent help on these trips is greatly appreciated. Parents will be informed of class trips in advance through class updates and emails. To ensure the safety of the children, parents are asked to take their role as chaperones very seriously. Older teenage siblings are not eligible to be a chaperone.

Parent chaperones are assigned a group of children to supervise. Should parents encounter a situation that requires disciplining a child or group of children, they are asked to refer to the teachers.

In order to ensure proper safety and supervision we ask all chaperones to refrain from talking on their cell phones during the trip. Only children assigned to the class are eligible to participate.

Parent Involvement in Transportation

If a parent drives a personal or family automobile for school-related activities, it is recommended that he/she has the following minimum coverage:

\$100,000 per person bodily injury

\$300,000 bodily injury per accident

\$50,000 property damage per accident/ medical payments \$5,000

Parents must fill out the Authorization to Use Private Vehicle and provide a copy of their insurance card.

If a parent drives a personal or family automobile for the above mentioned activities, he/she must have a copy of the current policy declarations page or certificate of insurance (available from an insurance agent) on file in the school office.

The school's insurance carrier does not provide for excess automobile liability coverage for chaperones, parents, etc. while using their own vehicles during school-related activities. Questions regarding insurance coverage for transportation should be directed to the front office. Chaperones understand that their role is to assist students in understanding safety rules and encouraging them to stay with the chaperone.

Clubs and Extra-Curricular

Throughout the school year, students may have the opportunity to join various clubs and extra-curricular activities. If your child participates in any clubs or extra-curricular activities, you must be aware of the following:

- Clubs and extra-curricular activities at the K-8 level are employee organized and led
- Parents are responsible for transporting their students to and from club/activity
- Students participating in a sport activity must have a sports waiver on file with the school
- Parents may be asked to supervise their children during club/activity times or make sure another adult is supervising their child
- Classical Academy Vista assumes no responsibility for injuries or accidents that occur during club/activity meetings
- There may be fees associated with individual clubs/activities
- School rules apply during club meetings and events

Communication

Contacting Team Members

Classical Academy Vista has an open door communication policy; our doors are always open to talk with you about challenges, discuss your concerns, hear your ideas, suggestions or constructive criticism. We are available on campus or can be contacted by phone or email. At any time please feel free to call the front office if you would like to leave a message or reach a team member.

If you would like to email a team member you can contact them directly by entering their first initial and their last name followed by @classicalacademy.com. For example Kirstin Lasto would be: klasto@classicalacademy.com. We are looking forward to hearing from you and learning how we can improve your educational experience at The Classical Academies.

To ensure that you receive great service from each employee, we have an email address for comments at comments@classicalacademy.com.

Telephone Calls

If parents or students need to make an urgent phone call, a telephone is available in the front office and in each classroom. Please ask one of the administrative assistants prior to using the phone in the office. Classroom telephones may be used with permission of the classroom teacher. If your child carries a cell phone it is not to be used during class-time unless the teacher specifically gives permission. Appropriate etiquette will be enforced. no calls/texts should be "taken" in class or while on campus including calls from home. Cell phones may be confiscated and kept in the principal's office until a parent can pick it up personally.

Connect with Us

Classical Academy Vista looks forward to the partnership with parents this school year and welcomes parent feedback and communication. Here are additional ways we hope to connect with you during the school year.

Mail - Please make sure you let the front office know if you move or change addresses. Although most announcements are emailed, important letters and school information may be mailed directly to your home and you may not have access to it online.

Email - Having your correct email address is critical to keeping you informed on the day-to-day events happening at the school. Please let the front office know if your email address has changed or if you are not receiving our weekly updates. You will be reminded of events, deadlines, testing, clubs, school lunches, spirit days and more via email.

School Website - Find information about all of our schools at www.classicalacademy.com.

School Newsletter - The e-Newsletter is updated weekly and will be easily accessed through the Monday email. Be sure to read the e-Newsletter each week to stay informed about all that is happening at CAV.

Learning Management System - The Classical Academies uses Schoology to provide lesson plans with curriculum as well as important communication. Please check Schoology regularly to stay up to date. The parent resource page is helpful for finding important information. Teachers and families may communicate privately using the messaging feature in Schoology.

Social Media - Follow us on [Facebook](#), [Instagram](#), [Twitter](#), [Vimeo](#), and [YouTube](#). Receive updates on the latest news, events, and network with other families.

Podcast - The Classical Academies podcast, Partnering with Parents, is a great resource. Consistently ranked the Top 10 in K-12 Education, topics address a variety of social and academic subjects, from struggling readers to preparing for college. Subscribe to the channel and leave us a review! Podcasts are released every other Tuesday and can be found on [Spotify](#), [iTunes](#), and [Podomatic](#). It can also be found in Amazon Alexa. If you have an idea for a podcast, or would like to be a speaker on the show, please send us your ideas by visiting [here](#).

News - Subscribe to our organization-wide [newsletter](#) for the latest updates! You can also share your own news by submitting a news story [here](#). We share these stories on social pages and with the media.

Donate - Make a tax-deductible donation to our foundation [here](#).

Curriculum Guidelines

Whenever possible, Classical Academy Vista will re-issue materials annually, therefore, not all materials will be new. Most textbooks and materials will be used year after year with minimal wear and tear. Each student is given texts and resources that are barcoded. In the event that a barcode is removed or lost from the book or resource, the parent will be charged \$5.00 for the missing barcode. Curriculum kits that contain several items must be returned complete. If they are not, parents will be responsible for the full replacement value of the kit. It is the desire of the school to maintain quality books and materials that can be used from year to year. It is our hope that our materials will be used and returned in the same condition that they were issued whenever possible.

For families who would like to order their own curriculum (Track C), please be aware that not all vendors provide discount pricing. In the event that some do, this discount will not be passed on, since the school does not pass on the cost of shipping, handling, and tax in processing the order. The school also rounds up the cost for these items to simplify the accounting process and the records that are kept for each family.

Donations and Gifts

School

It is the responsibility of the school's Development Office to manage, record and recognize all donations (cash or in-kind). Parents are encouraged to make all gifts through the Development Office to ensure that they are recorded and recognized appropriately. It is the responsibility of employees to inform the Development Office when someone has offered to make a gift to the school to ensure that the contribution can be used and supported. In most cases the notification simply alerts the Development Office to work with the person making the donation and to ensure that the donation is appropriately recorded and acknowledged. In some cases, especially gifts of technology, when additional resources may be needed to support the gift, the appropriate administrative approval is needed before the gift can be accepted. Parents are encouraged to support the annual Year End Giving and One Day For Education fundraisers. The Development Office can be reached at foundation@classicalacademy.com.

Employees

Classical Academy Vista provides a wide variety of support for employees, ranging from thank you notes or cards, words of encouragement, luncheons to holiday remembrances, and other gifts. In the event that parents would like to give a team member a gift, please limit the gift to \$500 annually. According to the Fair Political Practices Commission (FPPC) State, local officials, and employees are prohibited from receiving a gift or gifts totaling more than \$500 in a calendar year. Employees are required to report donations detailing the item received, who donated, and the amount associated. This is for their accountability and allows the organization to track donations and benefactors.

Tributes or gifts honoring an employee can be made through the school's Development Office. The school will notify the employee when a gift has been made in their honor.

Drop Off and Pick Up Procedures

Student safety is a priority at Classical Academy Vista. It is important that parents and students follow the correct drop off and pick up procedures at all times. Please see the drop off and pick up procedure map. We appreciate your helping us honor this procedure.

Please show respect to our parking personnel, who are there to ensure student safety and enforce rules that promote a smooth flow of traffic. Please pull as far forward as possible for drop off and pick up and a team member will walk your child up to your car. Please have your child ready to enter/exit the car swiftly, and parents please do not exit the car or turn off the car in the drop off/pick up line.

Students can be dropped off between 8:30 am and 8:45 am for the start of school at 9:00 am. We will all meet outside and line up according to your child's first class. Families are welcome to join our assembly time from 8:45-9:00. At 9:00, students will follow their teacher to their classroom. Students who arrive after 9:00 am must enter through the front office to be escorted to class.

If parents have arranged for an alternative pick up (including grandparents, extended family, friends, older siblings) or are approved to ride their bike or walk home, an Alternative Pick up Form must be filled out. These are available in the front office.

Grades K - 2 pick up time: 3:00 pm

Grades 3 - 8 pick up time: 3:30 pm

Emergency Procedures

In the event of any emergency during school hours, telephone lines may be unavailable for use. Before driving to school, check the school website at www.classicalacademy.com or check your email for instructions about picking up children. The Classical Academies uses Parent Square to contact families during an emergency. You may be contacted in the form of an email, text message and/or voice call. All contact information must be current in Pathways in order to receive timely notifications through Parent Square.

In case of an emergency all students and employees will be assembled in a safe location. For the safety of the children, the school grounds will be sealed off from the public; only emergency vehicles will be permitted entrance. School personnel will assist in locating and bringing children to the waiting parent. Any specifics on student/parent relocation or emergency procedures will be provided to parents via email, text message and/or voice call.

Emergency drills are held periodically during the school year covering main emergency responses: Evacuation, Lockdown, and Earthquake Protocol: *Drop, Cover, Hold On*.

Lockdown Drills: All campuses will perform lockdown drills throughout the year to prepare students and team members for an event that may involve an unauthorized violent intruder. These drills will maintain the focus on procedures and will be performed in a positive manner with the intent to keep students safe.

Fire Drills: Fire drills are required by state law. Drills are practiced so students feel comfortable with procedures. Specified personnel check the class lists and each student is accounted for before the drill is completed.

Earthquake: It is crucial for students to remain calm and follow the procedures in both an actual earthquake or during a drill. Students practice earthquake drills in their classrooms and the Classical Academies takes part in the national Great Shake Out every year.

Critical Incident: The Chief Executive Officer, Director of Safety and Security, or Principal will determine which action, if any, should be implemented should there be a campus emergency other than those listed above. In case of evacuation or lockdown, parents will be informed of the incident and arrange for the pick-up of their children.

Enrollment & Re-Enrollment

Near the beginning of the calendar year, the school will issue re-enrollment links to our online enrollment for the following academic year. Classical Academy Vista establishes an annual due date for re-enrollment contracts to be completed. The due date will be established during the school year, but is typically in early February, after which the school cannot guarantee a spot for the child. Delayed enrollment can affect class choices.

Fundraising

Annually, the Development Office leads two giving campaigns, the Year End Give in December and One Day for Education in April. These campaigns raise money for special, supplemental student needs not met by the state. Fundraisers that compete or interfere with these campaigns will not be approved by The Classical Academies.

The Classical Academies' community (students, employees, administrators, parents, etc.) may not distribute materials to solicit money, fundraise, advertise, or promote any outside organizations. All school fundraising must be used to expand the educational or recreational opportunities of students. Fundraisers are not intended to subsidize an individual's personal or outside interests or needs.

Student fundraising is strictly limited to designated school-related groups, other approved community services, and educational/athletic enrichment. The funds raised exist solely for the purpose of furthering the goals of the individual school groups, services, or programs.

All fundraising must receive prior approval from the Principal, and must have a designated purpose prior to the beginning of sales. Fundraisers may not begin or be publicized until all permissions have been given. Failure to comply will forfeit the opportunity to host the fundraiser on campus. The projects must be planned and carried out in cooperation with the Event Coordinator.

Health and Medical

Sick Child

Our objective is to provide students with a safe and healthy learning environment. Students who appear ill should not be sent to school. If your student does present with symptoms, please follow the most up-to-date health guidelines as directed by the school nurse and/or the TCA Health & Safety team.

Students who become ill or injured at school will be assisted at the front office. Your student will be sent home from school if they have a fever and/or have vomited while at school. If a student becomes ill at school, only the persons listed on the Alternative Pick-Up Form will be approved to pick up the student. These forms are available in the front office.

A student must be fever free without the use of fever-reducing medicine (i.e. acetaminophen, ibuprofen, aspirin, naproxen) for 24 hours before returning to school.

Viruses spread very quickly, and parental cooperation is greatly appreciated. Communicable illnesses (those transferable to others by close, direct contact) should be reported to the front office as soon as possible so that precautions can be made and information distributed to prevent the spread of infestation to affected grades, employees, and the county as appropriate.

Please follow the instructions below for different illnesses:

- **Fever of 100.5 degrees or more:** Student may return to school only if fever-free for 24 hours without the help of any fever reducing medication.
- **Diarrhea and/or vomiting:** Student may return to school when symptom free for 24 hours.
- **Cough with mucus secretion:** (wet, wheezy), which can spread a bacterial or viral infection in the droplets or persistent hacking coughs. Students must be able to practice caution as particles from a cough travel quickly and at large distances. These students should demonstrate cough etiquette and wash hands often (20 seconds minimum is recommended).
- **Severe cold:** Student with a cold and a fever can return to school when he or she has been fever free for 24 hours without medication assistance. We recommend seeing a doctor, if the cold lasts over 10 days and if symptoms are unusual or severe.
- **Rash or skin infection:** Such as poison oak (draining), impetigo, ringworm, cold sore, fever blister, or communicable diseases (measles, rubella, chicken pox, or mumps) children should be excused from school until the primary care physician has given permission to return to school.
- **Head lice:** *Considered communicable and must be reported to the front office as soon as possible.* If a head louse is found, treatment is required before the student is permitted to return to school. All treatments need careful attention to directions to decrease any risks of side effects and to ensure elimination of the infestation. Use only treatments recommended for head lice as products intended for animals or for other purposes will not be effective and may be harmful to your student. Please refer to the [Parent's Guide to Head Lice](#) for more information. Please contact your healthcare provider for any other questions or concerns.
- **Eye infection with discharge:** Once examined, treated, and comfortable, a student may return to school.
- **Ear or throat infection:** Once examined and comfortable, a student may return to school.

Emergency Medical Treatment

California Family Code Section 6910 (and related sections) says that the parent, guardian, or caregiver of a minor may give written direction to authorize an adult to consent to medical or dental care for the minor. Your authorization or objection to medical treatment is recorded annually through the school's Multi-Purpose Release and Medical Authorization form.

An objection to administering medical treatment does not negate the school's duty to provide emergency medical treatment, such as first aid and calling 911. The Classical Academies reserves the right to, and will, call 911 if an employee believes a student's life is in danger. As educational professionals, employees are not equipped to diagnose, and are therefore trained to err on the side of caution and reach out first responders as soon as possible in the event of an emergency.

Anaphylaxis Treatment (Epi-Pen)

The school has a standing doctor's order which permits trained volunteer employees to provide epinephrine auto-injector (Epi-Pen) treatment for anaphylaxis to any student in need.

Trained personnel employed by or acting on behalf of the school are authorized to use Epi-Pens to provide emergency medical aid to a person suffering, or reasonably believed to be suffering from an anaphylactic reaction.

Opioid Overdose Emergency Treatment (Narcan)

The school has a standing doctor's order which permits trained employees to provide naloxone HCl nasal spray (Narcan) treatment for opioid overdose to any student in need.

Trained personnel employed by or acting on behalf of the school are authorized to use Narcan to provide emergency medical aid to a person suffering, or reasonably believed to be suffering from an opioid overdose.

Medication During School Hours

The Classical Academies believes that regular school attendance is critical to student learning and that students who need to take medication prescribed or ordered by their authorized health care provider should have an opportunity to participate in the educational program. The overall goal of this policy is to establish safe and effective means whereby students are enabled to receive medications while attending school.

Whenever possible, it is preferable for health care providers to establish a medication schedule that will eliminate or minimize the necessity for a student to take medication during school hours. Where medications are required to be taken at school, the following policy will apply.

Definitions:

Medication may include not only a substance dispensed by prescription, but also a substance that does not require a prescription, such as over-the-counter remedies, nutritional supplements, and herbal remedies.

A **licensed health care provider** means an individual who is licensed by the State of California to prescribe or order medication, including, but not limited to, a physician or physician's assistant, a dentist, and nurse practitioner.

Medications at School:

All medications must be kept in the front office. Medication may not be kept in a student's backpack. Exceptions may be made if a licensed health care provider certifies that the student's well being would be jeopardized unless the medication is carried on his/her person, the student has demonstrated competency in self-administering the medication, and a parent confirms same.

The Classical Academies does not employ trained medical professionals to oversee student medical needs and the distribution of prescription medicine. School personnel are available to assist students. Although they will not measure or administer medication, they will keep medication in a safe place and oversee the student's intake of medication. Exceptions may be made if authorized by law and arranged with the site administrator and school nurse.

All injectable medications, such as auto-injectable epinephrine or glucagon, including those which are to be used on a regular, as needed, or emergency basis require special arrangements to be made with the site administrator and school nurse.

Any medication prescribed or ordered for a student with a disability who is qualified to receive services under an individualized education program ("IEP") or Section 504 shall be administered in accordance with the student's IEP or Section 504 as applicable.

If medication must be taken while a student is on a field trip, arrangements must be made with the school by the parent/guardian in advance of the event.

Health Care Provider and Parent Authorization:

All medication taken during the regular school day must be prescribed or ordered by a licensed health care provider and must be accompanied by the school's [Request for Medication During School Hours form](#), which includes:

1. A signed, written statement from a licensed health care provider detailing the method, amount, and time schedule by which the medication is to be taken; and
2. A signed written statement from the parent or guardian of the student indicating the desire that the school assist the student in the matters set forth by the health care provider.

A copy of the form should be with the medication at all times.

Only medication prescribed or ordered by the student's health care provider as being necessary to be taken by the student in the manner listed on the statement should be brought to school.

Medications must be clearly labeled by a U.S. dispensing pharmacy and contain the following information (consistent with the prescription of the authorized licensed health care provider)

- Student's full name
- Physician's name
- Dosage schedule, route and dose form
- Date of expiration of the medication

For long-term medication, an updated form will be required each school year.

Parent/Guardian will notify the school nurse or site administrator and provide a new form when there is a change in any of the conditions of the form, such as the student's medication, health status or authorized health care provider.

The parent/guardian is responsible for picking up any unused medication at the end of the school year.

Holiday Celebrations

During the school year, Classical Academy Vista celebrates holidays by sharing traditions, special foods, and music. Some holidays are celebrated by events coordinated by grade level room parents. The goal is to keep celebrations as low key and age appropriate as possible, as big parties can be overwhelming for students. If a student would like to share the way his/her family celebrates a special holiday, it should be discussed with the student's teacher.

Lost and Found

Prior to the start of the school year, please make sure your child's jackets, sweaters, lunch boxes, and backpacks are labeled with a first and last name. In the event that an item is lost, there is a collection area in the gym. Items that are not collected by the end of each semester will be donated to charity. Be sure to check with your workshop teacher if your child's personal belongings are left behind. Often items will remain in the classroom prior to being turned into the Lost and Found. As needed, the school will donate items periodically through the year to local charities.

If you find school books or other school property that is not yours, please return it to the school office. Families are responsible for all school materials which have been checked out to them.

Lost or Damaged Items

Books

It is understood that students and parents will be using the purchased curriculum that is provided by The Classical Academies. These items are the property of the state and not owned by the student or parent who has checked them out from the school. In the event that books or materials are not returned to the school because they are lost, damaged, or are no longer usable, the parent will be responsible for the full replacement cost of each item. The Classical Academies may pursue all remedies available by law, including withholding student grades, diploma and transcripts, until damages have been paid in full.

School Equipment and Supplies

Families are responsible for the full price of any school supplies or equipment that are damaged or destroyed through misuse, irresponsibility, or theft, while used by the student or in their possession.

Repair of Laptops and Accessories

In case a laptop is damaged during student use, accidentally or intentionally, the technology team at The Classical Academies is to be considered a first service provider. If the scope of repair is beyond the scope of our technician, or will void the laptop warranty, then the unit will be sent out for repair. Parents and students will be held financially responsible for all charges incurred during the repair process. Please be aware that repair costs can range from \$100 to over \$1000 dollars for each instance. If the outstanding balance is not paid in full by June 30th of the academic year, your balance will be sent to collections and transcripts and or diploma may not be released.

No Dog/Pet Policy

Dogs and/or other pets present a safety and liability problem for the school. For that reason, pets are not permitted on campus unless prior authorization has been granted from the principal. The only exceptions are Service Animals as defined under the *Americans with Disabilities Act*.

Non-Discrimination Statement

The Classical Academies is committed to providing a working and learning environment free from discrimination, harassment, intimidation and bullying. All school programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics.

This nondiscrimination policy applies to all acts related to school activity or school attendance within any school or office under the jurisdiction of The Classical Academies.

Additional information prohibiting other forms of unlawful discrimination or harassment, inappropriate behavior, and/or hate-motivated incidents/crimes may be found on the [Classical Academies website](#) and are available in all schools and offices. It is the intent of The Classical Academies that all such policies be reviewed consistently to provide the highest level of protection from unlawful discrimination in the provision of educational services and opportunities.

The Classical Academies prohibits retaliation against anyone who files a complaint or who participates in a complaint investigation.

For information, assistance or to file a complaint related to discrimination, harassment, intimidation and/or bullying of students based on the actual or perceived characteristics listed above, contact your school's administrator, the organizations Title IX Coordinator, or our website at <https://classicalacademy.com/>

Parent Education

Parent Training Workshops

Classical Academy Vista was founded on the principle of partnering with parents as they educate their children. Parent training is offered throughout the year with the major emphasis being at the Jumpstart Parent Conference in August.

Parent Volunteer Program

The Parent Volunteer Program is one of the keys to the success of Coastal Academy. We value parent participation, suggestions, and feedback, as we continually look for opportunities to improve the activities and programs we offer. Caitlyn Avila is the Parent Volunteer Coordinator at Classical Academy Vista and looks forward to working with each of you in the coming months. Caitlyn is on campus all school days. If you have any questions or would like to speak with her, she can be reached at 760-330-9800 or at cavila@classicalacademy.com.

As we begin the school year we look forward to getting to know you. Each parent is asked to indicate what areas s/he is interested in helping with. This information helps us learn more about your talents, interests and the time you may have available to volunteer. You may be contacted during the school year as volunteer projects or needs arise in your specified areas of interest or for volunteer opportunities in general. Of course, parents are welcome to volunteer at any time, so don't hesitate to jump in and help if you haven't heard from us. Please contact our Parent Volunteer Coordinator if you require assistance.

Logging your volunteer hours helps your school! Please log hours as we use this information to apply for grants and to show our parent involvement - it helps us!

Volunteer Opportunities

We have many volunteer opportunities that are available throughout the year. As volunteer opportunities arise, they will be listed in the Volunteer Management System. You may also receive an email or a phone call from our Parent Volunteer Coordinator. If you are not receiving these emails or notifications, please contact the Parent Volunteer Coordinator to discuss current and upcoming volunteer opportunities.

Parent Volunteer Hours

We believe that your partnership is important, and value your involvement in our school. Parents are encouraged to volunteer 25 hours annually if they have a student on Tracks A/B and 10 hours for those on C and O Track. Volunteering is encouraged, but not mandated. Your participation not only greatly benefits our students and our school, it also helps us to be successful when applying for grants and funding. Last year parents volunteered over 11,000 hours! You will receive an email from our Volunteer Management System with instructions on how to access your personal Volunteer Page. After completing volunteer hours, parents are asked to enter their volunteer hours. If you do not have internet access, you may also write down your volunteer hours and give them to your student's teacher, the front office, or the Parent Volunteer Coordinator. Please contact our Parent Volunteer Coordinator if you require assistance with logging your hours.

Some people like to give their time, some their talents, and some like to donate. For those who would like to make a donation instead of volunteering, each volunteer hour is valued at \$10.00. You may write a check to Coastal Academy for your volunteer hours. This is optional and is provided so parents can get involved in a variety of ways. If you choose to donate, please give your check to the front office and write "Volunteer Donation" on the memo line.

Ethics

We expect our parent volunteers to be positive, supportive, and responsible. Parents are to refrain from sharing negative information about students, teachers, or other volunteers. If you are having difficulty with a student, please discuss it with the child's teacher, and do not attempt to discipline the child. Working with children requires that parents do not engage in inappropriate language or conversations.

Student Safety

Maintaining the safety of our students and our parent volunteers is the highest priority at The Classical Academy. While you are volunteering, be alert and aware of student behaviors which may cause harm to themselves or others. Do not allow students to leave workshop classes or the classroom unsupervised. If you see suspicious individuals or activities, please report them to the front office. If you are working with cash, be sure it is properly secured and is not left unattended. In all matters of school safety and security, it is better to be safe than sorry.

Dress Code

As you volunteer, please dress appropriately for the job you are doing. Please wear modest, casual attire. Too much jewelry, perfume, or revealing clothing can be distracting to students and other volunteers. We appreciate your concern for your personal appearance as you serve in leadership roles within the school.

Dependability

Please be dependable and reliable. You are expected to arrive on time to volunteer, and check in at the front desk to receive a name badge. We ask that you do not leave early or leave children unsupervised at any time. When volunteering in the classroom, please do not conference with your teacher or visit with other parents. You can make an appointment to discuss important issues at a later date. If you have a sudden emergency while volunteering on campus, please notify a team member prior to leaving. We know there are times when you are sick or have a family crisis and cannot volunteer. We ask that you contact the Parent Volunteer Coordinator with any cancellations. Please give 24 hours' notice whenever possible, to ensure they have time to fill your position.

If you are working on a project at home, please complete the project in the time frame you are given. These projects are very important, and your role is valuable. If you are unable to meet the deadline you have been given, please notify our Parent Volunteer Coordinator.

Parking

- Only park in designated spaces
- Do not park in red zones or fire lanes. These are for emergency vehicles only
- Do not park in handicapped spaces without a handicap placard

- Do not ask children to cross the street or parking lot without adult supervision

Personal Property

Bringing personal property to school involves risk. We strongly advise that students and parents discuss these risks and make decisions based on the level of responsibility and ability to keep the item secure. In addition, we suggest that students label all personal property clearly with a permanent marker, label, or engraver. The school assumes no responsibility for lost or stolen items and may not investigate theft or loss. Personal property distracting to the learning process may be confiscated by staff or administrators and may result in further consequences, loss of privileges, and/or parent pick-up of property.

Reading and P.E. Requirements

Students who are enrolled in the Classical Academy Vista program are required to spend a minimum amount of time reading and participating in physical education. Parents will be asked to keep track of the time spent on these activities.

The following list specifies these requirements for each unit period:

Reading – Students are required to read daily for a minimum of 15 minutes and complete an online Reading Log for each conference.

Physical Education – The state of California requires that students exercise a minimum of 200 minutes every 10 school days. Each unit (every 6 weeks) your student is required to exercise 600 minutes. However, the PE Log is no longer required as part of your paperwork at the Classical Academy Vista.

Religious Practices

Classical Academy Vista draws its student body from diverse national, ethnic, and religious backgrounds. Students exposed to the customs and traditions of various nationalities and religions enrich their cultural experiences. As a non-sectarian institution, The Classical Academies is not an appropriate place for promoting either religious observance or non-observance, but neither is it a place where the religious aspects of culture and history should be totally ignored. Students may be excused from school to observe the holy days of their own religion. Classical Academy Vista includes religious music in its concerts, particularly at the holiday season. Similarly, religious literature may be used where appropriate to illustrate an historic period or a literary style.

Resources and School Counselor

Literary and Math Specialists and School Counselor are available on campus to support students and families. The specialists are able to test students' reading level, determine strengths, and note areas for growth. Feel free to ask your teacher for additional information.

The role of The Counseling Department at The Classical Academies is to address the social-emotional needs of our students. We do this by providing individual counseling, group counseling, and promoting monthly campaigns on our campuses that deal with important topics in maintaining a positive mental health.

Room Parents

The room parent serves as a liaison between the teacher, the class parents, and the school. Room parents can answer classroom questions and refer parents to resources. Their main responsibility is to support the teacher in coordinating class events and activities.

School Breakfasts and Lunches

The Classical Academies participates in a school meal program by offering a free, nutritious breakfast meal every school day. Our breakfast program is available to all students, regardless of eligibility status, who are on campus longer than two hours for an educational purpose. Pre-packaged Breakfast Kits must be pre-ordered through Boonli, and are available at various times throughout the day to allow for flexible schedules. When students arrive on campus, they will be able to choose from the available prepackaged Breakfast Kits. Each pre-packaged Breakfast Kit includes breakfast cereal, dried fruit, unsweetened regular or flavored applesauce, graham crackers, and low-fat milk. All meals must be pre-ordered online by noon the day before your student is on campus. www.classicalacademy.com/about/meal-program.

All students should bring their own healthy snacks and lunch. We promote healthy eating habits by discouraging fast food, sodas, and candy at lunch time. Please note microwave ovens, refrigeration and hot water are not readily available at lunch times, please plan lunches accordingly. Clearly mark lunch boxes, bags, thermoses, ice packs, etc. with child's name. Students may not share or trade food.

The school will not allow deliveries from third party services such as DoorDash, UberEats, etc.

Student Acceptable Use Policy for Internet, Computers, and Mobile Devices on Campus

The Classical Academies has integrated technology into the curriculum wherever possible to create accelerated and enhanced learning opportunities for students. For the purposes of this Handbook, “technology” and “tech” are used interchangeably and include digital devices and platforms used at The Classical Academies, including networks, computers, laptops, chromebooks, cell phones, iPads, tablets, smartphones, smartwatches, e-readers, and platforms such as Schoology, G Suite for Education. Students learn to apply technology as a tool to access, process, and distribute information. Learn more about internet safety and digital citizenship at <https://www.commonsense.org/education/digital-citizenship>. It is understood that in acknowledging the Student Handbook, the student agrees to follow all of the school rules and regulations regarding the use of technology.

The Internet connection used by the school has a secure firewall and a filter. Nonetheless, if objectionable material does inadvertently slip through the school's network, or through an available network that is not provided by or controlled by the school, students must demonstrate responsibility in Internet usage by disengaging immediately and informing a teacher. Students should not access networks other than the 'Guest' network while on campus.

Students are as responsible for appropriate behavior on the school's tech as they are in the classroom. All tech is to be used for educational purposes, those related to school assignments, projects or functions for which the user is responsible. The computers are school property and, unlike home computers, are set up for the use of the school community. Computers are not to be used in ways that might adversely affect

the work, privacy and access of other users, or reflect adversely on the student or The Classical Academies. Students wishing to use their own computers at The Classical Academies are responsible for following the same technology and internet guidelines as students using school issued computers. Computer and network use is a privilege at The Classical Academies and may be revoked if abused.

By using the school's tech, you acknowledge that you have read and agreed to the following:

- The Classical Academies may monitor any activity or retrieve any information transmitted through the school tech, to ensure compliance with The Classical Academies policy, and with federal, state and local laws.
- Users should have no general expectation of privacy or confidentiality when using this tech.
- Tech will be used for educational activities only.
- Users will not damage school tech
- Users will not share passwords for any school programs with anyone, including friends.
- Users will not use another password other than their own.
- Users will not attempt to gain unauthorized access to any Classical Academies tech or attempt to bypass the school's safety and security systems.

Social Networking Sites

- Do not post any content that provides personal information about any person at school.
- Report any information that is inappropriate, inaccurate, or in violation of this Handbook.

Students are reminded that regardless of where their posting originates (at school, home, or elsewhere), any posting of photographs, videos, or statements to social networking sites which would be disruptive, or derogatory to the school or the school community, threaten, demean, or bully employees or other students, is strictly prohibited and may result in disciplinary action being taken by the school.

Student Rules for Classical Academy Student Email Accounts

- All student Electronic Mail (email) accounts are property of The Classical Academies. The user accepts all responsibility to understand the policy.
- Account usernames and passwords will be provided to parents so those parents can monitor the account and communicate with teachers.
- The email system cannot be used to operate a personal business. The account may not be sold or otherwise reassigned without written consent of the Director of Technology.
- Electronic mail sent or received by the system is not confidential. The administration reserves the right to retrieve the contents of user mailboxes for legitimate reasons, such as to find lost messages, to conduct internal investigations, to comply with investigations of wrongful acts, or to recover from system failure.
- As it deems necessary, the Classical Academies may contract with outside agencies to operate the student electronic mail system or other Learning Management Systems. If this arrangement is made, all parts of this statement remain in force.

Repair of Laptops and Accessories

In case a school owned laptop is damaged during student use, accidentally or intentionally, the technology team at The Classical Academies is to be considered a first service provider. If the scope of repair is beyond the scope of our technician, or will void the laptop warranty, then the unit will be sent out for repair or replaced. Parents and students will be held financially responsible for all charges incurred

during the repair process. Please be aware that repair costs can range from \$100 to over \$1000 dollars for each instance. If the outstanding balance is not paid in full by June 30th of the academic year, your balance may be sent to collections. If it is determined that damage was willfully inflicted, we may withhold the student's grades, diploma and/or transcripts upon due process.

Personal Device Use

The Classical Academies understands that some students may wish to use their personal laptop or device when at school and on the school campus. Students must understand that personal and school hardware use is a privilege that may be revoked at any time. A student may be asked to relinquish their personal laptop or devices at any time by The Classical Academies personnel and administration. A relinquished device may also be subject to inspection as allowed by law. During this inspection the laptop or device may be searched for activities that violate school policy.

For the safety and security of school technology, parents and students must agree to the following:

- Laptop must be running the most current version of the available operating system.
- Laptop must have up-to-date anti-virus and anti-malware software installed.
- Student is bound by all agreements, policies, and codes of conduct that are set forth here and elsewhere in the Student Handbook.

Cell Phones and Personal Electronics

Students may have personal cell phones on campus but they must be turned off or silenced while on school grounds (including break, lunch, and after school activities).

If a student needs to contact a parent or guardian for any reason during the school day, they may use the front office phone or they may use their cell phone in the front office with permission. If a parent needs to contact a student, they should contact the front office, not the student's personal cell phone.

Students may use their cell phone during dismissal time, once they are off campus, when the school day has concluded.

Notwithstanding the above, a student shall not be prohibited from possessing or using a cell phone under any of the following circumstances:

- In the case of an emergency, or in response to a perceived threat of danger.
- When a teacher or administrator grants permission, subject to any reasonable limitation imposed by that teacher or administrator.
- When a licensed physician and surgeon determines that the possession or use of a smartphone is necessary for the student's health or well-being.
- When the possession or use of a smartphone is required in a student's individualized education program.

Students who have personal laptops, iPads (or other tablets), Smartwatches, or E-readers must have permission from a team member to use those electronics during break time and lunch and they must be used for educational purposes only.

Consequences

- Improper use of the tech will result in discipline and possible revocation of permission to use.
- Students using cell phones or other devices on campus without teacher or employee approval may be asked to relinquish the cell phone or device. The relinquished item may be held until the end of the day.
- The accounts may be revoked if used inappropriately.
- Access to the network may be blocked, suspended, or terminated at any time.
- Illegal or disallowed activities on the system may be referred to law enforcement authorities for appropriate legal action

Student Testing

The state of California monitors charter school programs very closely and testing is one area that can make or break a charter school. The Classical Academies embrace student testing and accountability. Please make every effort to have your student ready, willing, and able to participate in annual testing. Your participation supports our school and the charter school movement of educational choice.

SBAC Test – The state of California requires all 3-11 grade students to take the SBAC Test. This test helps teachers understand their students' educational achievement based on state standards. Included in this test are assessments for language arts, math, and science (5th & 8th Grade).

ELPAC Test – State and federal law require schools to administer a test of English language proficiency to eligible K-12 grade students. This test consists of two separate assessments, one for the initial identification of students as English learners, and a second for the annual summative assessment to measure a student's progress in learning English and to identify the student's level of proficiency.

STAR Test – Given throughout the year, the computer adaptive STAR test measures individual students' improvement in core subject areas. It is a powerful tool in providing a visual snapshot of student success and measuring academic growth. It helps parents and teachers design personalized learning plans.

Sun Safety

Classical Academy Vista supports sun safety and assists students in developing sun-safe habits to use throughout their lives by modeling sun-safe behaviors, such as avoiding excessive sun exposure, using sunscreen, and wearing hats and other sun-protective clothing.

Students are encouraged to take reasonable measures to protect their skin and eyes from overexposure to the sun while on campus, while attending school-sponsored activities, or while under the supervision and control of district employees.

To encourage sun safety, students are allowed to wear articles of sun-protective clothing, including hats, when outdoors. All such items are subject to the Dress Code policy outlined in this Handbook. Students are allowed to carry and use sunscreen and sun-protective lip balm without a physician's note or prescription.

Track C Program

The Track C Program consists of families who choose to homeschool five days a week. Educational Specialists help families select the best curricula for each student and meet with families every six weeks during a scheduled parent-teacher conference. In addition to this Parent and Student Handbook, the C Track Handbook sets forth our school-wide expectations, policies, and procedures for Track C families and will help us maintain high standards and student safety. It is expected that both parent and student will additionally carefully read and discuss the contents of the Track C Handbook.

Visitors Policy

Students at Classical Academy Vista can expect a safe and supportive school environment. Our campus is open to school personnel, family, friends and visitors, and we welcome their participation in our programs. In order to accommodate a safe, open campus, all visitors must follow the following procedures:

- Visitors will sign the Visitor Log, located in the front office
- Visitors will receive a name badge
- Visitors will be escorted to their destination by a school team member
- Visitors are required to check-out at the front desk prior to leaving campus

Vendors, association members, and all representatives from professional organizations are required to make an appointment prior to meeting with a member of the school's administrative team. Visitors not in compliance with this policy will be escorted off campus. Visitors must also comply with all school policies. Smoking is not permitted. If you have questions about the Visitors Policy, please contact the front office at 760-330-9800.

Student Codes of Conduct

Statement of Compelling Interests

The Governing Board for the charter school recognizes that an atmosphere conducive to learning and high achievement must be promoted at the classroom level and throughout the school. That the environment should be safe, encouraging, challenging, and have minimal distractions. While learning does not have to take place in silence, disruptive behaviors harm the learning of others. Priority will be given to maintaining the learning environment for all students. An individual student's behavior will not be allowed to dominate or disrupt the learning environment for others. Misbehavior will not be ignored.

It is in the best interest of the school, its team members and student body to help students develop skills and behaviors necessary for healthy social interaction, both present and future. Students must learn how their decisions affect the quality of their lives and the lives of others. The charter school recognizes that the most effective way to teach students character requires the cooperation and participation of parents/guardians. Cooperation and consistency between the school and home, between teachers, administrators and parents is important for students to truly value good behavior.

The charter school and its governing board reserve the right to set its own policies for student and school-wide conduct, and to enact disciplinary strategies on an individual basis. Behavior on or off school property that is considered detrimental to the school community, reputation, or safety may be cause for disciplinary action, up to and including referral for expulsion. Please understand that disciplinary consequences and actions are private in nature and will not be shared with the school community for the protection of all parties involved.

Code of Conduct - General

The objective of the CA Code of Conduct is to preserve and promote a respectful atmosphere and positive learning environment for all students. Students have the right to attend school without fear or threat to person or property. Students should be free from distractions to their education.

Guidelines

- Obey all school, classroom, and playground rules. Classroom rules may vary slightly and are at the discretion of the teachers.
- Show courtesy and cooperation towards school personnel and students. Disrespectful comments, poor attitudes, offensive body language, and resistance to authority are unacceptable. Any unwarranted and repeated comments, looks, suggestions, or physical contact that create an uncomfortable environment for any student or team member will result in disciplinary action, up to and including loss of workshop and/or c'lectives privileges.
- Promote an effective and positive school climate. Focus should be directed toward matters concerning education.
- Follow school dress code. Any clothing, accessories, makeup, or hairstyles that are a distraction or disturbance are not permitted. See page 38 for details.
- Use courteous and appropriate language. No vulgar, blasphemous, or obscene language will be tolerated at The Classical Academies. This includes discussions of offensive subjects.
- Enter and exit buildings and classrooms quietly. Classes and conferences need to be conducted without distractions or disturbances.
- Respect personal space. No pushing, hitting, grabbing, tripping, or personal displays of affection are permitted at The Classical Academies. This includes excessive hugging.
- Respect school property and the property of other students. Vandalism and theft will not be tolerated.
- Violations of rules, inappropriate conduct, and dress code violations are determined at the discretion of the school personnel. All rules are subject to changes and additions as necessary. Rules are in effect on campus at all times and during any school sponsored event, meeting, or activity. Violations will result in disciplinary action, up to and including, loss of workshop privileges. If there are any questions at any time about what is acceptable behavior, feel free to ask any team member.

Academic Dishonesty

Cheating on homework assignments, quizzes, exams, and papers will not be tolerated at Classical Academy Vista. Integrity is more important than a grade, and Classical Academy Vista supports this by reserving the right to discipline students who cheat or plagiarize.

Cheating - Students found cheating on quizzes, tests, homework, or research papers may be disciplined by their workshop teacher or Educational Specialist. These students may also be sent to the principal's office, and their parents will be informed of the situation.

Plagiarism – Using words or ideas that belong to someone else and presenting them as one's own without the acknowledgment is a form of cheating. Since it is dishonest and misleading it is also subject to discipline from a student's workshop teacher or Educational Specialist. There will be times when a student will wish to use the work of others. This is acceptable provided that the source is acknowledged.

Behavior

Students will be disciplined fairly and equally. Our behavior code will be enforced in cases of inappropriate behavior at school and at all school functions. Students who habitually fail to comply with these policies and/or who present an immediate threat to the health and safety to themselves or of others may also be suspended and later expelled by the school's governing board upon recommendation of the Chief Executive Officer.

Guidelines

- Obey all school, classroom, and playground rules. Classroom rules may vary slightly and are at the discretion of the teachers.
- Show courtesy and cooperation towards school personnel and students. Disrespectful comments, poor attitudes, offensive body language, and resistance to authority are unacceptable. Any unwarranted and repeated comments, looks, suggestions, or physical contact that creates an uncomfortable environment for any student or team member will result in disciplinary action, up to and including loss of workshop privileges.
- Promote an effective and positive school climate. Focus should be directed toward matters concerning education.
- Follow school dress code. Any clothing, accessories, makeup, or hairstyles that are a distraction or disturbance are not permitted.
- Use courteous and appropriate language. No vulgar, blasphemous, or obscene language will be tolerated at The Classical Academies. This includes discussions of offensive subjects.
- Enter and exit buildings and classrooms quietly. Classes and conferences need to be conducted without distractions or disturbances.
- Respect personal space. No pushing, hitting, grabbing, tripping, or personal displays of affection are permitted.
- Respect school property and the property of other students. Vandalism and theft will not be tolerated.
- Violations of rules, inappropriate conduct, and dress code violations are determined at the discretion of school personnel. All rules are subject to changes and additions as necessary. Rules are in effect on campus at all times and during any school sponsored event, meeting, or activity.
- Violations will result in disciplinary action, up to and including, loss of workshop privileges. If there are any questions at any time about what is acceptable behavior, feel free to ask any team member.

Nuisance Items

- Skateboarding on campus is not permitted.
- No dogs or animals are permitted on campus without pre-approval from the administration. The only exceptions are Service Animals as defined under the *Americans with Disabilities Act*.
- Toys, water pistols, lighters, matches, knives, guns, or lasers should not be brought to school.

- Weapons of any kind are not permitted on campus.
- Notebook covers should be in good taste - no inappropriate writing or pictures.
- Students are not permitted to make calls or text messages while on campus or at school sponsored activities.

Discipline

Classical Academy Vista is committed to the goal of establishing a safe, orderly, and non-disruptive environment that is conducive to student learning. Moreover, the Board of Directors and school personnel believe that discipline based on the worth and dignity of each student is a positive form of guidance. All team members, therefore, will implement an effective school-wide discipline plan in accordance with Classical Academy Vista and state laws.

The responsibility of maintaining a positive school climate is shared by parents, students and school personnel. Each is expected to work cooperatively toward this goal. Parents, students, and team members are also expected to deal effectively with behavioral concerns. To facilitate parental involvement in disciplinary matters, Classical Academy Vista will work to establish cooperative communication between parents and the school in order to provide parental knowledge and cooperative intervention throughout the disciplinary process.

Discipline includes, but is not limited to, advising and counseling students, conferring with parents, use of alternative educational environments, suspension, and expulsion. A student may be disciplined (including suspension and expulsion) for prohibited misconduct if the act is related to school activity or school attendance occurring at the school or at any other school or a school sponsored event including but not limited to: 1) while on school grounds; 2) while going to or coming from school; 3) during the lunch period, whether on or off the school campus; 4) during, going to, or coming from a school-sponsored activity.

Discrimination, Harassment and Violence

Bullying & Hazing

Bullying is a form of repeated physical, verbal and/or emotional harassment, intimidating or demeaning behavior toward another student by an individual or group of students.

Cyberbullying is bullying behavior conducted through electronic text or images. Any form of bullying or Cyberbullying by a student or a group of students is strictly forbidden, whether on or off campus.

Hazing involves mental and physical action taken against a student as a form of initiation for entry into a social group and is a serious criminal offense under California law. Hazing is strictly prohibited.

Bullying or hazing should be reported to any employee or administrator immediately. Those engaged in the activity are subject to discipline under the school's disciplinary action policy up to and including expulsion.

Please immediately report any form of bullying, preferably in writing, to a teacher or administrator. Your complaint should be specific and should include the names of individuals involved and the names of any

witnesses. Classical Academy Vista will immediately undertake an effective, thorough, and objective investigation of the harassment allegations.

If Classical Academy Vista determines that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. The school will take appropriate disciplinary action with respect to anyone responsible for unlawful harassment. There will be no retaliation against any student who brings a complaint of harassment in good faith or who honestly assists in investigating such a complaint, even if the investigation produces insufficient evidence that there has been a violation, or if the charges cannot be proven. Classical Academy Vista encourages all students to report any incidents of harassment immediately so complaints can be promptly investigated and fairly resolved. If you receive a complaint of harassment from a fellow student, or witness harassment of a fellow student, report the incident immediately to a teacher or administrator.

Discrimination and Sexual Harassment

It is a basic human right for each person to be able to conduct his or her educational activity in an atmosphere free of fear, threats, bullying, and teasing. Therefore, harassment or discrimination of any kind, either verbal or physical, will not be tolerated. This policy also applies to racial and ethnic “jokes.”

Violence Prevention

Immediately report to a teacher or an administrator any concerns or information which could lead to violence within the school community. This includes potential or actual threats by anyone, including fellow students or employees, former students or employees. Weapons of any kind are absolutely prohibited on campus or at school events. The possession of a weapon by anyone at school or at a school event should be reported immediately. If a student or employee becomes aware of any actual violence, imminent violence or threat of imminent violence, it should be immediately reported to the school and, where appropriate, to the police. The school will endeavor to maintain the privacy of any confidential information shared with us. Students and employees may report any incidents of weapons possession, violence or threats of violence without fear of reprisal of any kind. Always report any suspicious persons or activities to a teacher, an administrator, or the principal without delay.

Dress Code

All students are expected to respect the Classical Academy Vista community by dressing appropriately for an educational environment, where high academic standards are the focus. We expect parent and student cooperation in ensuring that student attire contributes to a safe and productive learning environment for students. Student dress code applies to all students when on campus or at a school-sponsored activity.

Minimum requirements:

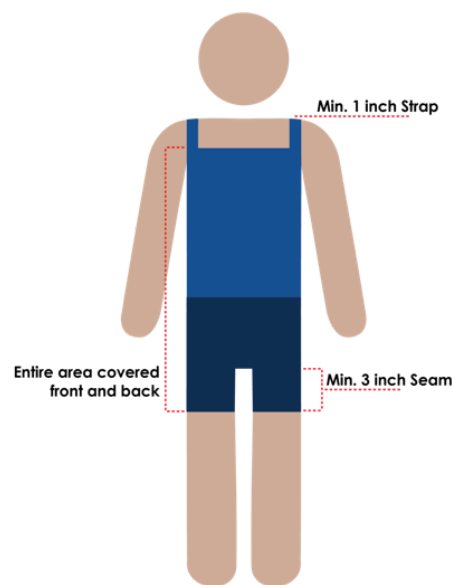
1. Clothing must cover areas from one armpit across to the other armpit, down to a 3-inch inseam. Tops must have at least 1-inch shoulder straps. See-through or mesh garments must be worn with appropriate coverage that meets these requirements.
2. Shoes must be worn at all times and should be safe for the school environment. On the playground, shoes must have a back strap and for PE activities, shoes must be closed-toed.
3. Pictures, symbols, words, and slogans must promote a positive and safe school climate.
4. Jewelry, piercings, and accessories must be safe and not distracting to the learning environment.

- Any clothing and accessories that could be perceived as costume wear or distractive attire are strictly prohibited, unless in relation to a school-sponsored or extracurricular activity provided the clothing complies with this Dress Code policy.

Students found out of compliance with the dress code will be asked to change their clothes before returning to class or any school-sponsored activity. If the student does not have a change of clothes, they can have their parents bring them clothes or they can borrow clothes from the office.

The administration at each school reserves the right to determine what constitutes appropriate dress.

There may be situations or styles that arise that are not addressed in this dress code and they will be addressed on an individual basis in a respectful and professional manner.



Searches and Seizures

In order for public schools to establish a safe and secure learning environment free from weapons, drugs, and other dangerous contraband, the law provides school officials with wide latitude to search students. When an administrator has reasonable suspicion that a student may be in possession of a prohibited item, the student will be searched in accordance with state law and board policy. Searches include but are not limited to student searches, purses, bags, and backpacks. Under no circumstances will a search of individual students include strip searches. Moreover, the administration expects that students will be cooperative at all times during searches as school personnel will make every effort to respect the student's right to privacy and freedom from unreasonable searches and seizures. After a search has been completed, a written report will be made by an administrator and placed in the student's file and the parent or legal guardian of the student searched will be notified.

Prohibited Items

- Weapons of any type, or items that could be used as or look like weapons, are prohibited and are not to be brought to school. Examples of prohibited weapons include:

- Water pistols, knives, chains, ammunition, lighters, guns of any kind, clubs, and spiked accessories.
- Skateboards, roller blades, scooters, Heelys, and bicycles are considered a safety hazard and may not be ridden on campus. If brought to school, they must be locked in the area designated for bikes and scooters. These items should be removed at the end of the school day.
- We are a smoke and drug free campus. No smoking of any kind, including eCigarettes, is allowed on campus.
- Electronic devices may be allowed on campus for academic activities if they are pre-authorized in writing by a program administrator. These items are for use only at the authorized activity and must be secured until the authorized event. Without prior authorization, electronic devices will be confiscated and only returned to the student's parent or guardian. In addition, the offender will be disciplined accordingly.

Suspension and Expulsion

This Pupil Suspension and Expulsion Policy has been established in order to promote learning and protect the safety and well-being of all students. When the Policy is violated, it may be necessary to suspend or expel a student from regular classroom instruction. School employees shall enforce disciplinary rules and procedures fairly and consistently among all students.

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of or willfully causing the infliction of physical pain on a student. For purposes of the Policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, teachers, or other persons or to prevent damage to school property.

Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

A. Grounds for Suspension and Expulsion of Students

A student may be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at any time including but not limited to:

- While on school grounds
- While going to or coming from school
- During the lunch period, whether on or off the school campus
- During, going to, or coming from a school-sponsored activity

B. Enumerated Offenses

1. Discretionary Suspension Offenses. Students may be suspended or expelled for any of the following acts when it is determined the pupil:

- Caused, attempted to cause, or threatened to cause physical injury to another person.
- Willfully used force or violence upon the person of another, except self-defense.
- Unlawfully possessed, used, or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.

d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.

e) Committed or attempted to commit robbery or extortion.

f) Caused or attempted to cause damage to school property or private property, which includes but is not limited to, electronic files and databases.

g) Stole or attempted to steal school property or private property, which includes but is not limited to, electronic files and databases.

h) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.

i) Committed an obscene act or engaged in habitual profanity or vulgarity.

j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.

k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. This section shall apply to pupils in any of grades 9 to 12, inclusive.

l) Knowingly received stolen school property or private property, which includes but is not limited to, electronic files and databases.

m) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

o) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.

p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

q) Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, "hazing" does not include athletic events or school-sanctioned events.

r) Made terroristic threats against school officials and/or school property, which includes but is not limited to, electronic files and databases. For purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in

excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property, which includes but is not limited to, electronic files and databases, or the personal property of the person threatened or his or her immediate family.

s) Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.

t) Caused, attempted to cause, threatened to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.

u) Intentionally harassed, threatened or intimidated school personnel or volunteers, and/or a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading the rights of school personnel or volunteers and/or student(s) by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.

v) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.

1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

- i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student's or those students' person or property
- ii. Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
- iii. Causing a reasonable student to experience substantial interference with his or her academic performance.
- iv. Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.

2) “Electronic Act” means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

i. A message, text, sound, video, or image.

ii. A post on a social network Internet Web site including, but not limited to:

(a) Posting to or creating a burn page. A “burn page” means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.

(b) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in subparagraph (1) above. “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(c) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

iii. An act of cyber sexual bullying.

(a) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (i) to (iv), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

(b) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

3) Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

w) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury

or serious bodily injury shall be subject to discipline pursuant to subdivision (1)(a)-(b).

x) Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence.

2. Non-Discretionary Suspension Offenses: Students must be suspended and recommended for expulsion for any of the following acts when it is determined the pupil:

a) Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence.

b) Brandishing a knife at another person.

c) Unlawfully selling a controlled substance listed in Health and Safety Code Section 11053, et seq.

d) Committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code Section 48900(n).

Click Here for the complete [Suspension and Expulsion Policy, including Procedures and Due Process](#)

Vandalism

Vandalism to school property is not acceptable and will be dealt with in a manner that holds students accountable for their actions and choices. The cost of repairs will be the responsibility of the student and their family. The cost of vandalism to school property will be assessed and the cost to repair will be reimbursed in a timely manner to ensure that the campus is returned to its former working condition.

Annual Notices

[Family Educational Rights and Privacy Act \(FERPA\)](#)

[TCA Community Resources Directory](#)

[Title IX and Students](#)