



## 2023-24 Community Handbook

Louisville Classical Academy Serves Junior Kindergarten Through Eighth Grade

**Woodbourne Ave. Campus:** 2233 Woodbourne Ave., 40205 (Grades JK-2)

**Douglass Blvd. Campus:** 2005 Douglass Blvd., 40205 (Grades 3-8)

Contact Information

**Telephone and fax:** 502-228-7787

**Website:** [louisvilleclassicalacademy.org](http://louisvilleclassicalacademy.org)

**School email:** [office@louisvilleclassicalacademy.org](mailto:office@louisvilleclassicalacademy.org)

**LCA Facebook Page:** [facebook.com/LouisvilleClassicalAcademy](https://facebook.com/LouisvilleClassicalAcademy)

### VISION

Preparing passionate minds for lives of meaning and purpose.

### MISSION

To educate motivated, capable JK-8th grade students of all faiths and philosophies in the classical model, fostering the formation of intellectual and moral character.

### VALUES

**Wisdom:** Nurturing timeless, universal values by joining the Great Conversation of history and cultivating strong habits of mind

**Courage:** Teaching students to trust themselves and show openness to others; Embracing the struggle, as there is no success without struggle

**Growth:** Fostering innovation, reflection, self-knowledge and continuous learning through shared inquiry

*This Community Handbook is a living document, subject to change throughout the academic year. LCA families will be notified of significant policy changes and important additions.*

### GOVERNANCE & LEADERSHIP

Louisville Classical Academy is a non-profit, mission-driven, independent school with governance from the board of directors of the Classical Studies Institute of Louisville. They can be contacted [here](#). The school as whole is led by Greg Markowitz, head of school. Sandra Sawicki, director of the primary school, leads the Woodbourne campus and the primary grades (JK-2nd).

### FACULTY & ADMINISTRATION

Louisville Classical Academy teachers are expected to continue learning in their subject areas as well as in the art and science of teaching. Our teachers' goal for each student is self-confidence tempered by the humility that should result from an encounter with the great thinkers whose works we study. Administrative responsibilities are shared by dedicated staff and full-time faculty.

## **COMMUNITY COVENANTS**

Community Covenants intend to support relationships between teachers, students, and families, and lead each member of the community to reflect on the reasonable needs and expectations of all others.

### Student Covenant

I acknowledge that my success as a student is largely due to my own choices, and that my choices affect all other members of my classes at the Academy. I pledge that I will:

- abide by the guidelines in the community handbook;
- prepare for each class by doing my homework to the best of my ability and with integrity, and manage my schedule to reflect the importance of schoolwork;
- contribute to the quality of each class through productive discussion;
- honor the importance of rest to my concentration and memory by getting abundant sleep;
- organize and care for my books and papers as my learning tools;
- treat the campus and its furnishings gently and help to keep the campus clean;
- and treat other students and teachers as I would wish to be treated, so as to promote an atmosphere of courtesy and generosity.

### Family Covenant

Endorsing the mission of this Academy, I pledge that I will:

- help my child to understand the Academy's policies as they relate to student responsibilities as well as the principles of consideration and respect that guide them;
- provide timely feedback to my child's teachers about any concerns;
- observe the attendance and tardy policy, acknowledging its importance to my child's academic success and the classroom experience of his classmates;
- monitor and support my child's compliance with homework assignments and due dates until it is clear that his or her habits have become equal to teachers' expectations;
- monitor and support my child's ability to organize his materials for timely and fruitful use;
- honor the terms of my tuition agreements, as well as its guiding spirit of mutual respect and good faith;
- volunteer my time and abilities, as I am able, toward enriching the Academy experience for all its students and keeping the cost of an Academy education as low as possible.

### Teacher Covenant

Endorsing the mission of this Academy, I pledge that I will

- strive to be an exemplary learner;
- strive to master the art and science of teaching;
- honor class time by being consistently well prepared and focused;
- respect each student's individuality and strive to inspire all students to their greatest efforts;
- communicate with families to help them support their children;

- seek to harmonize families' insights with the Academy's objectives and teaching principles;
- and I will conduct my own life, publicly and privately, with intellectual and moral integrity.

## PROGRAMS OF STUDY & ELECTIVE ACTIVITIES

### 2023-24 ENROLLMENT OPTIONS

#### Full Time Enrollment

All Grades: Monday through Friday, 8:10 a.m. - 3:30 p.m.

#### Part-time enrollment for homeschooled students (a la carte classes)

When space permits and with the administration's guidance, admitted students in all grades are welcome to supplement their education with individual classes.

#### Customized programs

On occasion, it is determined by the school administration that an enrolled student in all grades will benefit from a program that includes approved study halls or independent study in place of LCA's standard course offering.

## CALENDARS, ANNOUNCEMENTS, & COMMUNICATIONS

#### Academic Calendar

The [Academic Calendar](#) contains the essential dates related to the school year. Additional events and dates will be sent to families by email.

#### Announcements

Most weeks, LCA will send a Weekly Bulletin by email. Families are urged to read these emails closely as they are **our primary method of all communication with our families.**

#### Communication between school and families

Formal and informal communications between the school and families are essential to a successful student experience and for building a strong community. To facilitate school-wide communication, please contact these specific people. To obtain the contact information, please reach out to the [office account](#) or look up the email in the school directory:

- For specific classes - each teacher directly
- For overall homework management - the homeroom teacher, see above
- For events and school forms - Mrs. Stephanie Bensing, Director of Admissions
- For billing - Dr. Kristan Milam, Board Treasurer
- For general or sensitive matters in the primary school (JK-2) - Mrs. Sandra Sawicki, Director of the Primary School
- For general or sensitive matters in the grammar and middle schools (3rd-8th), for the afterschool, or the school as a whole - Mr. Greg Markowitz, Head of School
- As noted in the "Academic Affairs" section of this handbook, formal conferences will be held in the fall and spring. For many families, additional communications with teachers and with our academic dean are necessary at various times throughout the year and should be scheduled as needed.

## **ELECTIVE & EXTRACURRICULAR ACTIVITIES**

LCA offers elective and extracurricular activities at various times throughout the year. These enrichment programs are outside the core mission of the school, and we do not promise a full schedule of offerings, especially during a pandemic when options may be restricted, or announce all programs in advance of the academic year.

### After-School Program: JK-8

For families who wish to extend the school day, Louisville Classical Academy offers optional After-School Programs, on both campuses, from the end of the school day to 5:30 p.m. Recess, independent academic work, and time for socializing are features of the program. Pricing information, additional details, important dates, and registration are available on the After-School Program registration forms. Fees are billed in TADS.

## **ATTENDANCE POLICY**

Consistent attendance is critical to the momentum and integrity of our instructional week. **Vacations and travel days should be scheduled during school closures, not the school day prior to or after a break.** Class time is precious and critical to learning outcomes. Absences interfere with class cohesion and morale, as well as burden the teacher with accommodation for the missing student.

Louisville Classical Academy makes no formal distinction between excused and unexcused absences, but excessive absences may need to be addressed so as to help prevent the student from falling behind and to preserve the integrity of the school. In the event of frequent or excessive absences, which shall be determined by the teacher and based upon the impact of the absences, the school will request a conference with the student and families to evaluate the impact of the absences and make recommendations for making up the missed instructional time. Louisville Classical Academy does not have the resources to provide alternative programming, extensive modifications, amended scheduling, or other accommodations for students during an extended leave of absence or frequent absences, regardless of the reason.

### Missed Work

Students who are absent from class are responsible for ascertaining and making up all missed work or tests. Students should expect to make up tests and turn in all homework due in missed classes not later than the Monday of the week following an absence. Families will need to facilitate younger students' communications with teachers. Unless alternative due dates are arranged with the teacher, students should not expect work turned in later than the Monday following an absence to receive full credit.

### Tardiness

A consistent pattern of tardiness suggests disrespect for the teacher. When a teacher notes excessive tardies, they may request a family conference to discuss the tardies or deny the student entrance to any further class sessions to which they arrive late.

## **ARRIVAL & DISMISSAL PROCEDURES**

### Arrival 7:30 a.m - 8:10 a.m.

- There are two phases to the arrival procedure, early drop-off (7:30-8:00) and regular drop-off (8:00-8:10).
- During early drop-off, the doors are locked and you must exit from your car with your student to sign in. If you arrive during early drop-off, you are free to wait in the parking lot until regular drop-off. Sometimes families even gather in the mornings.
- At 8:00, regular drop-off begins, the doors open, and families no longer need to sign in. Families are encouraged to take the students through the carline, but if your JK-5th grade student is walking in, please escort them across the parking lot for their safety and for the peace of mind of all other drivers.
- At 8:10, the doors will promptly close, and the carline ends. All students arriving after the door has closed are tardy.

### Tardies 8:10 a.m. onwards

- All families checking their student in after this time must exit their car and enter with their student, so that they can sign the check-in/out form.

### Departure 3:30 p.m. - 3:45 p.m. (Both Campuses)

- Families that need to pick up their student before the end of the school day must enter the school and sign the check-in/out form.
- At 3:30, pick-up begins. All families must pick up their students in carline on the Woodbourne campus (JK-2nd).
- On the Douglass campus (3rd-8th), families (or self-dismissing middle school students) may pick up their students by walking up to the portico doors. **Priority will be given to those families in the carline, and students will not be permitted to cross the carline unaccompanied.**
- On either campus, students are free to use the playsets after drop-off so long as they are accompanied for the entire duration. Please note, students on Woodbourne campus (JK-2nd) will not be permitted to use the playset until after the carline ends, ~3:40 p.m.
- All persons on your student's designated "pre-approved pick-up list" can of course pick up your student, but if you want someone else to pick-up the student, please email [office@louisvilleclassicalacademy.org](mailto:office@louisvilleclassicalacademy.org) with the name of the person picking up your student so that we have a written record. For any families who regularly carpool, we highly recommend that you add the other families onto the pick-up list.
- If the staff member does not recognize the person picking up your student, they will need to show ID.
- At 3:45 p.m., carline promptly ends and the doors are closed to begin aftercare. Families arriving after 3:45 p.m. will be charged for aftercare.

### Release of students into authorized custody

- For all late arrivals and early departures, the student will check in at the office so that we can maintain records and assure that the child is being picked up in accordance with custodial direction.
- A student who leaves school early must be signed out by a parent. No student may self dismiss during the school day without parent authorization which has been communicated to the school.
- If someone other than a person on the authorized pickup list is picking up a student, we ask that you notify the school via email to [office@louisvilleclassicalacademy.org](mailto:office@louisvilleclassicalacademy.org) with as much

advance notice as possible.

- Authorized persons who are unknown to the LCA staff member will be asked to show photo identification.

## **ACADEMIC AFFAIRS**

### Active learning

Teachers and students are expected to have a common commitment to making the highest and best use of every minute of classroom time. To avoid missing course content and distracting classmates, students must arrive on time, avoid early departures, and leave the room during class only in an emergency. Classes will end on time for water and restroom breaks between classes. Food or drinks are not allowed in class with the exception of water in a container with a lid.

An important feature of LCA's classroom style is seminar-based learning, which uses these guidelines for productive discourse and learning:

- Recognize that discourse is restricted to those who have read the work under discussion.
- Beware of forming an opinion about a work too quickly.
- Relate all comments to the work being discussed.
- Support your opinions with specific content in the work.
- Strive for dialogue – conversation with others – rather than a monologue.
- Seek to include all others in the conversation.
- Consider questions as a good way to enter the conversation.
- Relate your comment to one that has gone before, affording those who follow a similar chance.
- Avoid dominating discussion with comments that are too lengthy or of little interest to others.
- Employ courtesy and civility in all communications.

These guidelines call students to develop a respect for the matters being studied and for each other. Students are encouraged to participate with teachers in holding all members of a class accountable to these guidelines within the bounds of courtesy and civility. In addition to these general guidelines, students must also honor any additional classroom policies that a teacher may announce for a specific class.

### Classical Liberal Arts

Education at Louisville Classical Academy reflects the spirit of inquiry of ancient Greece. Students at LCA learn, in a very literal way, how to participate productively in the “Great Conversation” that began in ancient history and continues today. Louisville Classical Academy is not affiliated with any religion or faith tradition. We welcome and respect students of every faith or philosophical stance, approaching our diversity with mutual respect and friendship. We respect the right of every family to provide for the religious education of their children. Our formal programs include music from the classical choral tradition and also celebrate the imagery, music, and literature inspired by a variety of holidays celebrated by our families. Student crafts and activities, as well as school art and decorative displays, celebrate a variety of cultural traditions, without the intent to privilege any specific religious practice.

### Conferences and progress reports

The academic year is divided into four nine-week quarters. Each student will receive a comprehensive progress report approximately two weeks after the end of the quarter. LCA progress reports are unusually detailed and personalized and provide a great deal of information for families and students. We recommend that families share the reports with their children, noting both the praise and the suggestions for improvement.

Family conferences will be held on Monday, September 18 and Monday, February 19. We urge families to take advantage of this opportunity to learn about their children's progress directly from their teachers and to bring their concerns as well. Conferences at other times can be arranged with teachers for a mutually convenient time.

### Curriculum

In the primary program, we seek to provide the firmest possible foundation in literacy and numeracy. Literacy is achieved through a program that includes the Junior Great Books, novel studies, extensive work in phonics and writing mechanics, and composition. In cultivating numeracy, we emphasize both strong understanding of concepts and automaticity in calculation. Students also study science using a hands-on approach. History provides opportunities for rich engagement with the traditions and history of cultures around the world. The music program includes both general music instruction and choir. Art and drama engage the imagination and cultivate skills of perception and execution. Movement, imaginative play, and physical activity are important every day.

Students in grades three through eight study English, math, science, history, Latin, studio art, and music. A course called Foundations, which varies by grade level, covers topics such as classical mythology, world geography, Kentucky history, United States civics, biographies of great lives, and research methods.

### Homework expectations and homework assistance guidelines

Homework is assigned to help students master the skills and information needed for academic success. Because of differences in reading ability, study habits, and time management skills, the amount of time it takes to complete homework will vary. Most of the homework will be completed between Friday and Tuesday, though students can expect homework in math and languages throughout the week as well. Teachers aim for homework based on the following guidelines:

**Grades 1-2:** 1.5-2.5 hours per week

**Grades 3-5:** 3-4 hours per week

**Grades 6-8:** 6-8 hours per week

Homework should be a learning experience, and in the end, the teacher must be able to see clearly what the student has truly learned; only then can the teacher continue to work to meet the individual learning needs of the student. The student who comes to rely on a helper for success is missing the opportunity for genuine success. When homework is hard, students are encouraged to ask for help, so long as all understand that the goal and effect of any assistance should be to enable students to master the material. Family members, tutors, and even friends can be great resources, but there are limits to

how much and what kinds of help students should receive from others.

Students should indicate when they have received help on an assignment. Examples of appropriate help include referring students to resources where they might find answers; identifying errors to focus students' efforts; asking questions about the assignment to help students clarify their ideas about approaches; explaining underlying rules or principles which would help students formulate their own answers; and listening to a student read a paper, offering modest amounts of constructive criticism. Each teacher's policy may vary a bit, but in general, helpers should refrain from copy-editing a student's paper (proofreading and offering many suggestions).

Perhaps most important, it is critical that students become sensitive to the practice of citing sources. This includes "live" assistance, or even assistance from an online homework help service. A middle-school student who receives help on a piece of homework should include with the assignment the names of those who have provided substantial assistance. This is both good manners and a matter of academic integrity. There's no shame in acknowledging that a tutor or a family member helped with writing a paper or solving a set of equations. There is a dilemma for all concerned when work is clearly not the students' own and yet there is no acknowledgment of help.

#### Learning differences

Louisville Classical Academy is committed to providing the best possible education to all of its students, regardless of educational background or learning differences. LCA recognizes that students learn best in different ways, and that flexible instruction is vital to providing that education to all of its students. Further, LCA values its small class sizes greatly because they grant the teachers the space to seamlessly modify instruction, even on the spot. Families of students with learning differences must make arrangements with the Head of School regarding all formal accommodations and must share the results of their diagnostic testing as part of the process.

#### Standardized testing

Students in grades 1-8 may elect to take the *Iowa Test of Basic Skills* administered at the Academy by its faculty in the spring of each year. Families pay the cost of these tests.

#### Student records

The Academy maintains permanent records for each student. The record reflects grades, achievement test scores, written permission for emergency medical care, the child's immunization record, and identifying information. The file includes the narrative progress reports to families at the end of each quarter, which includes a quarter grade based on the Academy grading rubric. The final report contains a cumulative record of grades for the year.

#### Textbooks

At the end of the academic year, books and other materials that are the property of the school should be returned to the school. Families will be responsible for the cost of books that show unreasonable wear or for materials that are not returned.

## **SCHOOL & COMMUNITY LIFE**



### Birthdays

At all grade levels, we ask that families reserve cake, cupcakes, decorations, and other treats for parties or gatherings outside of school. A surprise note or *small*, non-messy (no icing, please) dessert in the lunch box just for the child would be welcome. In the primary grades, teachers will acknowledge and celebrate each child's birthday in the classroom.

### Chores

Each Friday, teachers and students spend 10-15 minutes working together on weekly chores in the classrooms and common spaces. This long-standing tradition is a busy, joyful time of working together and caring for our environment. LCA maintains a regular schedule of professionals for weekly bathroom cleaning and other tasks that are difficult or dangerous.

### Cubbies & personal property

LCA seeks to be a safe environment for every member of its community. To that end, it is the policy of the Academy that the school reserves the right to inspect or search the school buildings and grounds, and anything brought onto school property, in accordance with Kentucky law. **Toys and other play items should not be brought to school.** Fidgets, and like things that serve an educational purpose, need to be approved by the school administration before they can be brought to class.

### Directory

The Academy grants access to a private Community Directory to families for school-related purposes only. The directory is for use by the LCA community for private communications with individuals only. This list should not be used for cohort or school-wide communications without input and agreement from school administration.

### Dress code

Louisville Classical Academy students in all grades are expected to wear clothing that is clean, neat in appearance, and appropriate to an academic environment. **Students will often need to exercise in their clothes and will not have the opportunity to change anything other than their shoes.**

The dress code, which applies to all students throughout the school day as well as to all school-sponsored functions and field trips, is as follows:

- Shorts are permitted so long as the length is at or below fingertip length. The same guideline applies to the length of skirts and dresses.
- Students may wear shirts or tops with or without collars. Students may not have bare midriffs or wear strapless shirts. Pajamas should be reserved for Pajama Day.
- For safety, students must wear closed-toe shoes that securely enclose the feet. Heels should be less than an inch. Flip-flops and slides are not permitted. Students will go outside for recess twice each day without any opportunity to change their shoes. The test of appropriate shoes is **"Can you run in these?"**
- Students can bring athletic shoes for P.E. These shoes may be left on campus and stored in the student's cubby for daily use.
- Students may not wear hats or hoods indoors unless they have a religious obligation to do so.
- T-shirts are allowed, but should not include graphics or lettering that is offensive in nature

or contrary to the mission or rules of the school. Attire that portrays **violence, profanity, alcohol, drugs or tobacco, sexually suggestive or discriminatory messages, or polarizing political or religious messages is not permitted.** Generally speaking, the less text on a t-shirt, the better.

- Face masks are also governed by the dress code and should adhere to the same guidelines as t-shirts. The school maintains a stock of generic surgical masks in case a student needs a replacement.
- **Special Occasions:** For special occasions, such as the Enrollment Ceremony, the Thanksgiving Feast, and other special occasions that may arise, students should avoid overly casual attire, such as denim, leggings or jeggings, t-shirts, and athletic/gym clothes. Dressier clothing, such as shirts with collars or nice tops, dress pants or skirts, and dress shoes is appropriate.
- **Winter Concert, Spring Concert, and Closing Ceremony:** For the school's formal events, students should wear black or very dark colored trousers or skirts and a solid colored top; striped, floral, and patterned fabrics should be avoided. For the closing ceremony, students should wear dress trousers or dresses/skirts, shirts, and shoes. On both occasions, skirts and dresses should be "at or below fingertip length," and we ask that students not wear tops with narrow shoulder straps. Students should not wear shorts, even fancy ones, to the Winter Program or the Closing Ceremony.

### Field trips

Advance notice will be provided to families, and these trips are under the supervision of Louisville Classical Academy faculty and/or staff, with possible additional supervision of volunteers.

### Fundraising and Charitable Gifts

Louisville Classical Academy is a nonprofit organization, and all gifts are 100% tax deductible. Fundraising priorities include funding for tuition assistance, facilities improvements, and faculty and institutional development, such as formal and informal training in the seminar-style discussion methods of the Great Books Foundation for all teachers in all subject areas.

### Lost & Found

One way families can help ensure the school day runs as smoothly as possible is to take time to label everything that your child brings to school. Please ensure backpacks, lunch boxes, lunch box containers, jackets, sweatshirts, notebooks, folders, etc. are clearly labeled to teachers and staff. Each campus will maintain a lost-and-found bin, with unclaimed items donated to charity twice per year, in January and June.

### Lunch & Snacks:

Students in the primary grades should bring lunches that are self-contained, with cold packs to keep lunches cool, thermoses for hot foods, napkins, and utensils as preferred. Teachers are not able to microwave lunch items for students. Students should bring a clean, refillable bottle for water every day. We discourage families from including messy products. Please make sure that your student has a good breakfast every day. There will be time for daily snacks in JK-2. LCA will not serve outside food to any student with a documented food allergy without a parent or guardian's prior approval. Families may

send in a snack similar to the one the school provides if previously coordinated with the teacher.

### Neighborhood outings on foot with teachers

With a teacher, Louisville Classical Academy students may participate in outings on foot that take them off the immediate confines of their campuses, such as nearby public parks, and travel on foot between the two campuses. Faculty and staff are not permitted to transport students by car without permission from school administration and without written permission from the parent.

### Parent involvement

Parent involvement in the school is welcomed and encouraged. A talent survey will be sent to all families to identify unique ways you may assist this school, for example carpentry, photography, or website skills. We rely on parent support for fundraising, marketing/outreach, and community life events. Families who wish to be involved should contact the head of school or watch for opportunities through the weekly bulletin.

### Recess, physical education, and outdoor recreation

Louisville Classical prides itself on providing a physically active education for its students. Unless it is very cold or very wet, students in all grades go outside at least three times per day. **Students should always be dressed to run and endure the weather.** Students in the primary grades might consider leaving a jacket and mud-proof shoes at school so that they are always ready for outside play. Please be aware of the weather forecast and ensure your student has necessary outwear as needed.

### School weather closures & make-up days

Louisville Classical Academy will frequently, but not always, follow the decision of Jefferson County Public Schools for school closings due to weather. Families will be notified by email by 6:30 a.m. if school is canceled or delayed. Families should honor their best judgment with regard to hazards. LCA reserves the right to extend the school year due to too many school closings, if necessary.

### School photos and student images

LCA will take candid photos and arrange for a photographer to take individual and group pictures throughout the year. These photographs and/or videotaped images may be used in communications and publications designed for the school community, such as newsletters, flyers, yearbooks, and emails as well as LCA marketing and communication materials (in print or online). By enrolling your student in LCA, you grant the school permission to use your child's photograph and/or videotaped image for the purposes mentioned above and understand and agree that LCA may use these photos and/or videotaped images in subsequent school years unless you revoke this authorization by notifying school administration via the household enrollment form. School administration will contact families before identifying (individual or small group) pictures that are used in print media campaigns and we will not use students' names in any promotional materials without consent. Photos and images taken of students, whether of individuals or groups, by faculty and staff are not the property of faculty and staff and may not remain in their possession after the school year or be shared with anyone other than the Academy (for proper storage, archiving, and use) and the families of the students in the photo.

### Student Conduct

The faculty and administration work in partnership with students and families to solve problems that

may create barriers to a successful school experience for all of our students. Establishing a clear yet flexible structure and flow to the school day is one method for setting up our students for success. As problems arise, the approach to guidance and discipline varies depending upon the situation, and there are many ways the student can receive help to get back on the right track. Problem solving with teachers, families, and students can often happen seamlessly. Empathy, kindness, and respect can go a long way, and skills can be taught that will enable the students to grow. Specific conduct guidelines are as follows:

- Students are not allowed to run inside the building except in the gym during recreation.
- Students are expected to abide by the Honor Code: Members of the LCA community tell the truth, honor each person, and protect the right to learn.
- Students may have water in class, but in a container with a lid rather than an open cup.
- Classroom doors may not be closed except by a teacher.
- Students should never touch items that belong to another student without that student's permission.
- Students are expected to abide by the dress code.
- Any student staying after school must be part of a recognized school activity.

### Visitors and Volunteers

The Academy welcomes visitors, particularly families of current students. For the safety of those within the school setting, all visitors are expected to demonstrate the highest standards of courtesy and conduct. All families and visitors to a campus must stop at the school office or reception desk, sign the visitor log. Visitors will be guided by a staff member to their meeting or appointment in the building and will sign out when they leave. If there is a need for a discussion with the teacher, a conference must be scheduled outside of instructional time. Cell phones and other messaging devices must be turned off while in instructional settings.

LCA appreciates the friends and family members that are regular volunteers at school. Those who wish to volunteer are asked to contact school administration for more information and scheduling options. Appropriate training is required for all school volunteers. Volunteers must always stop at the office or reception desk, record their arrival and departure time in the visitor log.

## TECHNOLOGY

### Technology Policy

LCA's policy on technology is perhaps best described as "a low-to-no technology school". Although we recognize the incredible achievements of digital technology, we find that many of these developments have no place in a school setting. For any educational needs that we do find are best addressed with modern equipment, LCA is usually able to furnish its own devices for the students.

**Families do not need to purchase any digital devices for the student's education, including computers, calculators, smart watches, or anything else. We are a no-calculator school.**

Students are permitted to store their personal Chromebooks or laptops at school, when digital instruction is happening on occasion, but the school assumes no liability for theft or damage.

The need to have a computer at school varies by grade level:

- **Junior Kindergarten-2nd grade:** Students in the primary grades should not have a

computer or any other electronics at school.

- **Grades 3rd-8th:** Having a laptop or Chromebook at school is not necessary for the core curriculum, but computers are sometimes used. If they are used, students have the option of bringing in their own device. Computers may also be used for some after school classes. A limited number of school Chromebooks may be checked out for this purpose. When a device is approved for school use, it may only be used during that time.

LCA takes its electronics policy very seriously. **Students are encouraged to not bring cell phones or other handheld electronic devices to school, including smart watches.** If a student does bring a personal electronic device, it must remain off and in their backpack for the duration of the school day. If the device that is turned on or taken out of their backpack is subject to immediate confiscation and will not be returned until the end of the school day to the families. If contact between students and parents needs to be established, your student can be reached by calling the office phone: 502-228-7787. **Please do not call or text your student directly during school hours.**

## STUDENT HEALTH

### First Aid & CPR

LCA will employ at least one staff member on each campus with first-aid and CPR training. A first-aid kit will be maintained in each office for cleaning scratches and minor injuries. In the case that additional care is needed, families will be contacted.

### Health Conditions, Allergies, & Medications

- **Health conditions:** Families are expected to notify the Academy and maintain updated records of chronic health conditions, including food or other allergies. For conditions that require an Emergency Care Plan or a Medical Action Plan, please prepare and submit those forms. The forms need to be updated every school year and should be completed by the student's parent or guardian.
- **Medications:** Students are not permitted to have medication, prescription or nonprescription, in their possession. Exceptions to this rule include emergency medications such as Epi-Pens and asthma inhalers. If a student requires medication, please contact the office.

### Immunization records

By mandate of state law, every student in Kentucky must have a current Kentucky State Immunization Certificate or Exemption on file within two weeks of starting school. Records are collected by the director of admissions. Please

### Preventing the Spread of Illness

- **COVID Considerations:** During the 2023-24 school year, additional health guidelines might be needed due to endemic COVID-19. LCA may modify its guidelines throughout the year, but our typical policy is to follow state guidelines to the letter (which of course

requires significant interpretation for a school of our size). Families will receive updates via email which may supersede information from this handbook handbook.

- **Contagious Illnesses:** Students should be considered contagious and should not be at school if a student has a fever that is 100.4° F or higher without fever reducing medication such as Tylenol or Motrin (child must be fever free for at least 24 hours to return to school); a temperature of less than 100.4° F and other signs of illness; diarrhea, vomiting, or sustained nausea within the previous 24 hours, unless the the vomiting is the result of a non-communicable condition, and the child is not in danger of dehydration; undiagnosed rash or conjunctivitis (pink eye); impetigo, scabies, or strep throat, until 24 hours after treatment has begun AND child has been fever free for 24 hours; any illness that prevents the child from participating comfortably in program activities
- **Handwashing:** All students are encouraged to wash their hands after restroom visits and before eating to reduce risk.
- **Lice:** LCA's policy is that students must be lice- and nit-free to attend school. If lice is discovered, school faculty will notify families so that all students may be checked for lice.

## **TUITION AGREEMENTS, TERMS & CONDITIONS, & GENERAL RELEASE FROM LIABILITY**

### Tuition Agreements

Tuition Agreements include Tuition and Annual Fees for the entire family. Awards of Financial Aid appear on the Agreement as well. In setting up Tuition Agreements, there are a variety of options with regard to the schedule of payments of Tuition, including monthly installments. Agreements must be submitted, along with the payment in full of the Annual Fees, prior to a student's attendance.

### Terms & Conditions

In reserving a place for your child or children, Louisville Classical Academy is relying upon your promise to pay Tuition and Enrollment Fees in accordance with your Tuition Agreement. Tuition and Enrollment Fees included on this Agreement are nonrefundable and nontransferable. Charges for optional items and activities may be incurred and billed to your TADS Billing Account. Examples include field trips, club dues, sports and academic team fees, standardized testing, lunches, elective programs, and other incidentals.

Enrollment at Louisville Classical Academy for the academic year becomes valid upon setting up Tuition Agreement, the payment of the nonrefundable Enrollment Fees, the payment of all previous and outstanding account balances, the completion of required Supplemental Enrollment Forms, the successful completion of the previous academic year, and the recommendation of school administration.

Continued enrollment throughout the academic year is contingent upon regular attendance, academic and behavioral success, payment of tuition and fees according to the established schedule, and adherence by the student and the families to school standards, rules, community covenants, and

the guidelines outlined in the LCA Community Handbook.

In the case of a past-due account, participation in school activities and classes may be suspended, student evaluations, progress reports, transcripts, and diplomas will not be issued, and awards of financial aid may be revoked. In addition to fees that may be charged by TADS, past-due balances are subject to a late fee. Requests for adjustments to the schedule of payments should be made to the head of school.

It is understood that during periods that the school is closed due to events beyond our control, such as fire, acts of God, war, governmental action, act of terrorism, epidemic, pandemic, natural disaster, or any other event which is beyond the school's control, LCA's duties and obligations under this contract may be suspended immediately without notice. If such an event occurs, the school's duties and obligations under this contract will be postponed until such time as the school, in its sole discretion, may safely open.

Disclosure of information regarding mental health and medical conditions, learning disabilities, immunizations, and known behavioral challenges is necessary prior to enrollment or upon discovery.

Families are required to maintain comprehensive health insurance for their enrolled children for the full term of their enrollment at Louisville Classical Academy.

Louisville Classical Academy reserves the right to dismiss or suspend a student at any time if such action is the best interest of the School, as determined by school administration. Additionally, LCA reserves the right to request the withdrawal of a student. Early withdrawal or dismissal does not alleviate financial obligation and liability.

The terms and conditions of the Agreement constitute the full and complete agreement between the parties. No other verbal or written agreement shall, in any way, vary or alter any provision of the Agreement unless both parties consent to vary or alter any provision. This Agreement is intended to be an integrated writing agreement, and any prior oral or written agreements between the parties are merged into this Agreement and extinguished.

Written permission will be obtained for students to participate in any off-campus field trips or activities that involve transportation in a vehicle.

#### General Release from Liability

It is understood that students may suffer an injury while attending Louisville Classical Academy or while participating in on-campus or off-campus activities sponsored by Louisville Classical Academy, and it is agreed that damages will not be sought for any unintentional injury to person or property from Louisville Classical Academy, or any of its trustees, officers, faculty members, employees or agents, even if due in whole or in part to negligence. Furthermore, families and guardians agree to indemnify and hold harmless Louisville Classical Academy, or any of its trustees, officers, faculty members, employees, or agents, of and from any actions, cause of actions, suits, damages, any claim

whatsoever, or demands arising from or relating to the student's enrollment, including, but not limited to, personal injury, property damage, court costs, attorneys' fees and interest, even if due in whole or part to the negligence of Louisville Classical Academy or any of its trustees, officers, faculty members, employees, agents, families, chaperones, or owners of the vehicles used for student transportation.

## **MAJOR SCHOOL POLICIES**

### Advance notice to families

For purposes of independently evaluating any risks associated with participation, families will be given advance notice and full information regarding LCA offerings beyond the regular program in which their child or children will be participating. As a standard practice, families will be kept abreast of the details and content of their children's activities.

### Alcohol, Tobacco, & Drug Usage Policy

Staff and students alike shall not use, possess, abuse, or be under the influence of alcohol, tobacco, or non-medically necessary drugs when school is in session; the use of illegal drugs is prohibited at all times. Use or possession is grounds for immediate dismissal. Any observed use or possession is to be reported directly and immediately to the school administration. Failure to do so can also be cause for immediate dismissal.

### Child Abuse Training

All faculty and staff will receive annual training in the following areas:

- Recognizing child abuse
- Preventing child abuse & boundary training for educators
- Reporting known or suspected child abuse (compliance with the legal mandate)
- Reporting procedures and response plan (internal protocols)

### Controlled Access

To prevent anyone from entering or exiting the building without authorization, access to all entrances will be controlled by faculty. Access points in our shared-use facilities are secured. Students are trained not to open doors, even for adults they know.

### Gun and Weapon Prohibition

In accordance with the Kentucky Revised Statute, the carrying, bringing, using, or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school-sponsored event is prohibited. This policy applies to all individuals on LCA property including students, staff members, and visitors to the school.

### Non-Discrimination Policy

The Academy is a non-profit organization under section 501(c)3 of the Internal Revenue Code. We value and welcome a diverse community. We do not discriminate based on race, color, gender, identity of expression, religion, sexual orientation, or national or ethnic origin.

### "Open Door" Policy



Faculty and staff will interact with students with transparency and in appropriate settings only. At no time should an educator be alone with a single child where the adult cannot be easily observed by others, whether the door is open or not. Isolated, one-on-one interactions with a student are prohibited, whether on campus or off campus. Classrooms without windows should never be closed unless they are empty and locked. Classrooms with windows (and clear visibility into the room from the hall) may be closed for noise containment during classes or for reasonable privacy needs in conferencing situations. Especially, doors must be open when a room is in use by a single child and a single adult or by any number of students without a teacher present. Students are to be advised that classroom doors may not be closed except by a teacher.

#### Release of Students into Authorized Custody

Families should complete a form upon enrollment that lists all persons who are authorized to pick up their child or children from LCA or one of its offerings. Students cannot be released to any other individuals except as authorized by the parent or guardian via prescribed modes of communication for a specific occasion. All late arrivals and early departures should check in so that a staff person can maintain records and assure that the child is being picked up accordingly. With parent or guardian permission, students may be released into the custody of older siblings who are in high school or older. Authorized persons who are unknown to the LCA staff member will be asked to show photo identification.

#### Response drills & procedures

LCA will conduct periodic emergency response drills, including fire, earthquake, and lockout drills.

#### Sexual Harassment Policy

Sexual harassment in employment violates the provisions of Title VII of the Civil Rights Act of 1964. Any employee who is aware of any instance of sexual harassment should report the alleged act immediately to the Head of School. All complaints will be investigated promptly, impartially, and discreetly and, upon completion of the investigation, the appropriate parties will be notified immediately of the findings. Any employee who is determined to have harassed another will be subject to discharge.

#### “Two Adults” Rule

No fewer than two adults should be present in the school at all times during LCA offerings to students, including Core Program days, extra-curricular offerings, the Monday program, and field trips. Whenever possible, these two adults should not be related. If the number of students engaged in an LCA offering and the nature of the offering results in one adult being primarily in charge of some students, the two adults should agree to regularly “roam” the entire area in use so that both adults are engaged in monitoring. For any offering in which the two-adult rule cannot be feasibly observed, families should be so advised and the offering will be optional.

## **CHILD ABUSE: PREVENTING, RECOGNIZING, & REPORTING**

Louisville Classical Academy takes a multipronged approach to annual training for faculty and staff (including volunteers) in preventing, recognizing, and reporting known or suspected child abuse. In

addition to the videos, web pages, and documents listed below, the Academy turns to professionals in the field of child abuse for in-person training.

### Recognizing Child Abuse

- U.S. Department of Health and Human Services: [Recognizing the Signs and Symptoms of Child Abuse and Neglect](#)

### Preventing Child Abuse & Boundary Training

- Darkness to Light: [5 Steps to Protecting Our Children](#)
- Relevant sections of the LCA Community Handbook, including:
  - Code of Conduct for Faculty and Staff
  - Major Policies & Rules
  - Hiring Practices & Requirements

### Additional Resources: Reporting Known or Suspected Child Abuse & Reporting Response Plan

Kentucky law requires mandatory reporting of known or suspected child abuse and neglect. Any person who has reason to believe a child is neglected or abused must report this to the Cabinet, the state or local police, or the local prosecutor's office. In order for a situation to trigger the mandatory reporting law, there usually must be a specific relationship between the child and the abuser: The abusive person must be a parent, a guardian, a person exercising custodial control or supervision, or a person in a position of authority or special trust. Reports are typically made to the Cabinet for Health and Family Services. The Cabinet, in turn, will investigate the allegation and is sometimes required to notify the appropriate law enforcement agency. The primary purpose of Kentucky mandatory reporting laws is to get protective services to the person being abused.

- Kentucky Coalition Against Domestic Violence: An Overview of Mandatory Reporting Requirements and Procedures
- RAINN: Mandatory Reporting Requirements in Kentucky
- Kentucky Cabinet for Health and Family Services: Reporting Child Abuse
- Kentucky Cabinet for Health and Family Service: Recognizing Child Abuse & Neglect

## **HIRING PRACTICES & REQUIREMENTS**

### **Non-Discrimination Policy**

The Academy is a non-profit organization under section 501(c)3 of the Internal Revenue Code. Louisville Classical Academy hires qualified applicants of any race, color, gender, identity of expression, religion, sexual orientation, pregnancy status, or national or ethnic origin.

### **Educational Attainment & Experience**

Academy faculty are required to have, at a minimum, a bachelor's degree. Teachers are also required to have done post-secondary coursework in the areas they teach or to be able to demonstrate alternative venues of education in such areas to a commensurate level of expertise.

### **Background Checks**

- National Registry of Sex Offenders
- CourtNet Criminal Records

### **Mandatory Forms (Federal and State)**

- Form I-9, Department of Homeland Security: Employment Eligibility Verification
- Form W-4, Internal Revenue Service: Employee's Withholding Allowance Certificate
- Form K-4, Kentucky Department of Revenue: Employee's Withholding Exemption Certificate

### **Community Handbook**

- School Policies & Procedures
- Major Policies & Rules
- Faculty & Staff Code of Conduct

### **Child Abuse Training**

- Recognizing Known or Suspected Child Abuse
- Preventing Child Abuse & Appropriate Boundaries for Educators
- Reporting Procedures & Response Plan

### **Employment at Will & One-Year Appointments**

LCA and its employees have an employment relationship known as “employment at will.” This means that either the employee or LCA is free to terminate an employment relationship at any time, with or without cause. Faculty and staff contracts generally offer employment for a single academic year, and employment in a given year does not imply employment in future school years.

## **CODE OF CONDUCT FOR FACULTY & STAFF**

Faculty and staff, including volunteers, agree to adhere to the guidelines and rules of this Code of Conduct, in letter and in spirit.

### **PROFESSIONAL CONDUCT & ETHICAL BEHAVIOR**

Faculty and staff are aware that trust in them as educators, and trust in the integrity of the Academy, depends upon holding themselves and one another to an exceptionally high level of professional conduct and responsibility. To this end, faculty and staff will:

- know and uphold Academy procedures and policies, as well as local, state, and federal laws relevant to professional conduct and ethical behavior, regardless of personal views.
- take proactive steps when having reason to believe that one's self or a colleague may be approaching or involved in an illegal or an ethically compromising situation.
- maintain the highest professional standards of accuracy, honesty, and appropriate disclosure of information when representing the Academy.
- maintain confidentiality about school matters and information about colleagues, families, and students (in a developmentally appropriate manner and within appropriate limits), unless disclosure is required by law or serves a legitimate purpose.
- interact and collaborate with colleagues in a professional manner that supports a collegial environment, student success, and the mission of the Academy.
- avoid the use or appearance of the use of one's position for personal gain, for the promotion of political or religious views, or for purposes at odds with the mission of the Academy.
- distinguish between personal views and the positions of the Academy.

- monitor and maintain sound mental, physical, and emotional health, and take appropriate measures when personal or health-related issues may interfere with work-related duties.

## **APPROPRIATE BOUNDARIES WITH STUDENTS**

Faculty and staff understand their primary obligation is to promote student health, safety, and well-being. To this end, faculty and staff will:

- accept the specific and limited nature of their role in the lives of students and their families.
- maintain clear and appropriate verbal, physical, emotional, intellectual, sexual, and social boundaries that ensure structure, safety, security, and predictability.
- speak, dress, and behave in a manner that serves to model and reinforce the boundary delineation between faculty and students.
- establish healthy boundaries early in relationships, then maintain personal awareness and avoid role confusion; document and communicate to the school administration any interaction that might be interpreted as a boundary violation.
- honor the dignity and worth of each individual student, treat all students in a nondiscriminatory manner, and respect the constitutional and legal rights of all students.
- communicate with students in a clear, respectful, and sensitive manner, using positive and appropriate guidance techniques, such as reinforcement, encouragement, and redirection; refrain from using negative and inappropriate forms of communication, such as comparison, criticism, sarcasm, disparagement, and unhealthy competition.
- avoid multiple relationships with students and their families. Multiple relationships occur when the educator is in a professional role with one or more members of the school community and also has a personal relationship with that person. Appropriate exceptions are not uncommon, especially in the case of teachers who are also families, but should be transparent and open to the school administration.
- not exchange gifts or favors with students or their families that might impair or appear to impair judgment, blur boundaries, or cultivate special advantage.
- not initiate or encourage students to confide their personal or family problems and/or relationships, as educators at the Academy are not also counselors. If a student initiates such discussions, notify the school administration.
- not disclose personal concerns or other private matters to students or families.
- interact with students with transparency and in appropriate settings only. At no time be alone with a single child in a location that is not easily observed by others. Isolated, one-on-one interactions with a student are prohibited, whether on campus or off campus.
- not initiate, accept, or remain in social situations with individual students or groups of students off campus or outside of school hours, whether approved by families or not, without approval from the school administration.
- not initiate or engage in technology-based contact with students for non-academic reasons or outside of Academy administered technology, including but not limited to telephone, texting, email, online apps, or websites. Exceptions, such as the use of third-party technology not administered by the Academy but used solely for academic purposes, must be transparent and approved by the school administration.

- not transport students without approval in advance from the school administration and permission from the families, unless in case of dire emergency.
- engage in physical contact with students only when there is a clearly defined purpose that benefits the student, is transparent and observable, is appropriate to the educator's role, and continually prioritizes the safety and well-being of the student. Examples of appropriate ways to touch students may include high fives, pats on the back or shoulder, side hugs, and handshakes. Examples of inappropriate ways to touch students include any touch that makes a student feel uncomfortable, frontal hugs, and touching of personal areas, such as the face, mouth, legs, stomach, or any area that would be covered by a bathing suit.
- acknowledge that there are no circumstances that allow for educators to engage in harmful or abusive interactions with students. Examples of harmful or abusive interactions with children include actions or speech that humiliates, threatens, ridicules, degrades, or frightens a child; sexual contact, behavior, or boundary invasions of any kind; inappropriate touching; displays of intimate or romantic interactions; showing obscene images to a child; sexual remarks, jokes, and innuendo; use of corporal punishment or inappropriate discipline strategies; harassment of any kind; profanity; sharing intimate details of one's personal life.