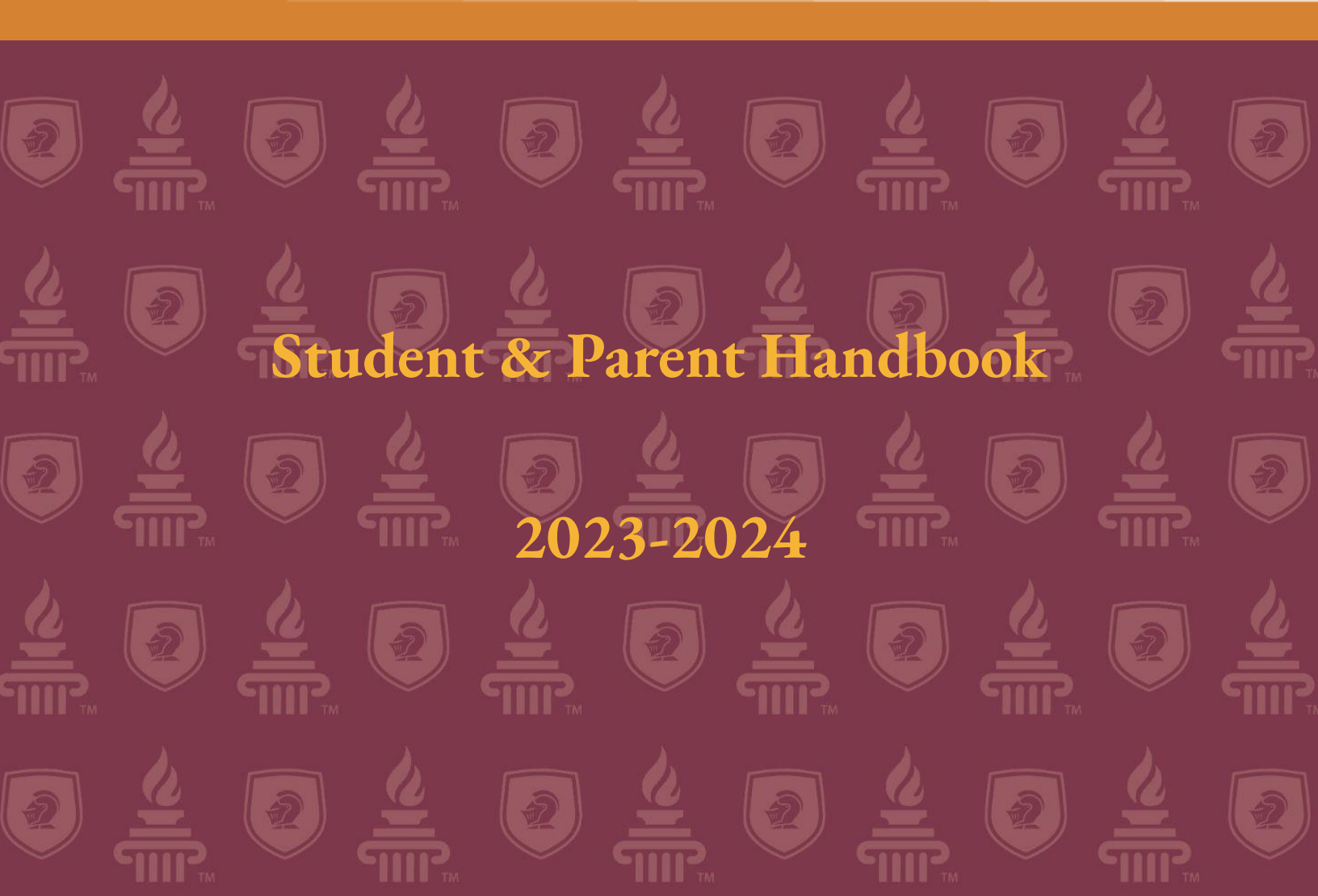




Know Yourself. Know The World.

# NOVA CLASSICAL ACADEMY™



## Student & Parent Handbook

2023-2024

## Table of Contents

<b>Part I: General Information</b>	<b>7</b>
<b>Mission Statement</b>	<b>7</b>
<b>How to Contact Nova Classical</b>	<b>7</b>
<b>Arrival and Dismissal Hours</b>	<b>7</b>
School Office Hours	7
Academic Hours	7
Start and End Times	7
School of Grammar (SoG)	7
Schools of Logic and Rhetoric (SoL and SoR)	7
<b>Calendar</b>	<b>8</b>
<b>Communication Protocol</b>	<b>8</b>
<b>Eighteen-Year-Old Students</b>	<b>8</b>
<b>Employee Directory</b>	<b>8</b>
<b>Employment Background Checks</b>	<b>8</b>
<b>Equal Access to School Facilities</b>	<b>8</b>
<b>Pledge of Allegiance</b>	<b>9</b>
<b>Fees</b>	<b>9</b>
<b>Textbooks and Readers</b>	<b>9</b>
<b>Fundraising</b>	<b>9</b>
<b>Gifts to Employees</b>	<b>9</b>
<b>Interviews of Students by Outside Agencies</b>	<b>10</b>
<b>Food Services – Breakfast, Lunch, and After School Snack</b>	<b>10</b>
School of Grammar (K-5):	10
Schools of Logic & Rhetoric (6-12):	10
A la Carte Items	10
Free or Reduced-price Meals	10
Food Allergies	11
Food in Classrooms	11
<b>Nondiscrimination</b>	<b>11</b>

<b>Gender Inclusion</b>	<b>11</b>
<b>Notice of Violent Behavior by Students</b>	<b>11</b>
<b>Parent-Teacher Conferences</b>	<b>11</b>
<b>Student Schedules and Classroom Assignments</b>	<b>11</b>
<b>Student Records</b>	<b>12</b>
<b>Student Surveys</b>	<b>12</b>
<b>Activities</b>	<b>12</b>
<b>School Closing Procedures</b>	<b>13</b>
<b>Student Publications and Materials</b>	<b>13</b>
Distribution of Non-school-sponsored Materials on School Premises	13
School-Sponsored Student Publications	13
<b>Transportation</b>	<b>14</b>
Student Driving and Parking	14
Busing	14
School Buses	15
Rules and Expectations	15
Bus Stop Rules	15
Riding Rules	15
Extracurricular Transportation	15
<b>PART II — ACADEMICS</b>	<b>16</b>
<b>Grades</b>	<b>16</b>
Grading Periods	16
Academic Probation	17
Students in Grades K-5	17
Students in Grades 6-8	17
Students in Grades 9-12	18
Promotion and Retention	18
Late Homework Penalties	19
School of Grammar	19
School of Logic	19
School of Rhetoric	20
<b>Cheating and Plagiarizing</b>	<b>20</b>
<b>Field Trips</b>	<b>21</b>

<b>Alternative Educational Opportunities</b>	<b>21</b>
<b>Academic Assistance beyond the Classroom</b>	<b>21</b>
<b>Child Find Process</b>	<b>21</b>
<b>Pre-Referral Interventions</b>	<b>22</b>
<b>Response to Intervention Team</b>	<b>22</b>
Tier 1 Supports	22
Tier 2 Supports	22
Tier 3 Supports	22
<b>Extended School Year Opportunities</b>	<b>23</b>
<b>Graduation Requirements</b>	<b>23</b>
Graduation Ceremony	23
Assessment Requirements	23
School District Required and Elective Standards	23
Course Requirements	23
Credit Totals	24
<b>Post-Secondary Enrollment Options</b>	<b>24</b>
PSEO Credits	25
<b>Parents' Right to Know</b>	<b>25</b>
Parental Curriculum Review	25
<b>PART III — RULES AND DISCIPLINE</b>	<b>26</b>
<b>Student Information System</b>	<b>26</b>
<b>Uniform Policy</b>	<b>26</b>
<b>Attendance</b>	<b>26</b>
Absences: Excused	26
Absences: Unexcused, Tardiness, and Truancy	27
Long-term Leave	28
Student Sign-in and Sign-out Procedures	28
Sign-in	28
Sign-out	28
End of Day Late Pick-Up	28
<b>Student Behavioral Expectations</b>	<b>29</b>
Bullying Prohibition	29
Telephones	29

Cell Phones and Portable Electronics	29
<b>Discipline</b>	<b>29</b>
Levels of Disciplinary Infraction-Response within Nova Classical:	30
1. Classroom-level consequences	30
2. School-level consequences	30
3. Administrative consequences	30
School of Grammar Discipline	31
School of Logic Discipline	31
Uniform Violations	31
Student Recognition - Merits	31
Demerits	32
Level 1 Consequence: 3 Demerits = 1 Detention	32
Level 2 Consequence: Detention and Administrative Involvement	32
Level 3 Consequence: Administrative Involvement and Parent/Guardian Conference	33
Suspensions	33
School of Rhetoric Discipline	33
Uniform Violations	33
Level 1 Consequence: Detention	33
Level 2 Consequence: Detention and/or Suspension with Administrative Involvement	34
Level 3 Consequence: Administrative Involvement and Parent/Guardian Conference	34
Suspensions	34
<b>Technology and Internet Acceptable Use</b>	<b>34</b>
Acceptable Use	34
Unacceptable Use	35
Technology, Social Networking, and Students	36
<b>PART IV — HEALTH AND SAFETY</b>	<b>36</b>
<b>Accidents</b>	<b>36</b>
<b>Crisis Management</b>	<b>36</b>
<b>Health Information</b>	<b>37</b>
Health Services	37
Communicable Diseases	37
Student Health and Emergency Contact Information Needs	37
Illness and Injury	38
Immunizations	38
Medications at School during the School Day	38
Self-Administration of Medication:	39

Over the Counter Medication:	39
<b>Safety</b>	<b>39</b>
Required Drills: State, Federal, and School	39
Visitors and Volunteers in District Buildings	39
Surveillance	40
Searches	40
Lockers and Personal Possessions within a Locker	41
Desks	41
Personal Possessions and Student's Person	41
Patrols and Inspections	41
Search of the Interior of a Student's Motor Vehicle	41
<b>Drug-Free School and Workplace</b>	<b>41</b>
Tobacco-Free Schools	42
<b>Harassment and Violence Prohibition</b>	<b>42</b>
Hazing Prohibition	42
Vandalism	42
Weapons Prohibition	42
<b>Pesticide Notice</b>	<b>43</b>
Pesticide Application Notice	43
<b>Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing</b>	<b>43</b>

Dear Nova Classical Academy Community,

On behalf of all of the teachers, students and staff of Nova Classical Academy, I welcome you to our school community. Whether you are a student, or guardian of a student, in the School of Grammar (Grades K-5), School of Logic (Grades 6-8), or School of Rhetoric (Grades 9-12), we seek to make Nova Classical an environment that embraces you as you travel your path of academic and personal growth.

While Nova Classical is known to excel at academics – we consistently rank in the top schools in the state each year – you might be surprised to learn our extracurriculars are fast coming into their own level of excellence. Our success can be credited in part to our unique yet time-honored approach to teaching thought and discipline of both the mind and heart. This practice not only ensures that all students are seen and heard but has proven to produce compassionate, articulate graduates poised to contribute as global citizens. Our approach gives Nova Classical students the tools to know themselves and the world around them.

**Know yourself.** As a Nova Classical student, you are empowered to be intellectually curious. You get the opportunity to explore who you are and what you want to be. A focus on character values in daily interactions instills the habit of engaging with others in a thoughtful, kind-hearted manner. As you grow in knowledge and are encouraged to exercise self-expression and self-discipline, confidence becomes second nature. You learn to know your strengths and abilities and will grow into your own person, prepared and self-assured.

**Know the world.** You will be educated in the time-honored classical traditions and exposed to concepts and philosophies from around the globe. You will learn not only facts but how to gain knowledge. You will analyze, evaluate, and critique information and begin to develop independent thought. And lastly but most importantly, once you have obtained this knowledge, you will develop the skills of argument and persuasion, and become accomplished in the art of communication. You will be ready to engage with the world.

Nova Classical Academy is a special place, and we are so honored that you have chosen to spend this school year with us.

It's a Great Day to be a Knight,

Dr. Brett Wedlund  
Executive Director

## **PART I: GENERAL INFORMATION**

### **Mission Statement**

In a supportive community and through a systematic, accelerated college-preparatory education in the classical tradition, Nova Classical Academy challenges its students to develop intellect, to attain the habits of learning and mastery, and to live a virtuous life of duty and ideals.

### **How to Contact Nova Classical**

1455 Victoria Way      Phone: (651) 209-6320  
St. Paul, MN 55102      Fax: (651) 209-6325

Website:                      [www.novaclassical.org](http://www.novaclassical.org)  
Contacts:                     [www.novaclassical.org/contact/](http://www.novaclassical.org/contact/)  
General Email:              [contact@novaclassical.org](mailto:contact@novaclassical.org)

### **Arrival and Dismissal Hours**

#### **School Office Hours**

Monday - Friday:            8:15 am to 4:00 pm  
Weekends and Holidays: School and Office Closed  
Summer Hours:              Monday – Thursday, 9:00 am to 3:00 pm

#### **Academic Hours**

School of Grammar:            8:40 am to 3:40 pm  
Schools of Logic and Rhetoric: 8:40 am to 3:45 pm

### **Start and End Times**

#### **School of Grammar (SoG)**

- Students may enter the building at 8:15 am (unless attending a supervised club, activity, or peer tutoring).
- Students must wait in the Great Room and cannot go into the classrooms until directed (8:30 am).
- School Day: 8:40 am – 3:40 pm
- Students must leave the building by 4:00 pm (unless attending a supervised club or activity). Students not picked up by 4:00 pm will be sent to Scholar Zone, our after-school child care program, at the expense of the parent.

#### **Schools of Logic and Rhetoric (SoL and SoR)**

- Students may enter the building at 8:15 am (unless attending a supervised club, activity, or peer tutoring).
- Students may enter the Academic Wing no earlier than 8:25 am and must leave the academic wing no later than 4:00 pm (unless attending a supervised club, activity, or peer tutoring).
- School Day: 8:40 am – 3:45 pm
- Students must leave the building by 4:00 pm (unless attending a supervised club, activity, or peer tutoring).



**Please note:** Students are not supervised outside of these open building times and are, therefore, not allowed in the building. Appointments with teachers before or after school must be arranged in advance with the teacher or supervising staff member.

### **Calendar**

The school calendar is adopted annually by the school board and is available on the district's website.

### **Communication Protocol**

The general rule is to communicate with the person closest to the situation and best able to address the issue quickly and effectively. This communication protocol has been in effect since the beginning of the school. Attempts to circumvent the communication process will be directed back to the process outlined in the protocol.

The communication procedure for issues and concerns with teachers, homework, and classroom activities is as follows:

- Direct communication with the teacher. This shows respect for the teacher and also for the parent communicating the information.
- Direct communication with the Principal, if the matter remains unresolved. The Principal will coordinate a meeting between the parents, teacher, and Principal.
- Direct communication with the Executive Director, if the matter remains unresolved. The Executive Director will coordinate a meeting with the appropriate parties.
- Direct communication with the Board of Directors. The Executive Director will coordinate a meeting with the appropriate parties, if deemed appropriate by the Executive Director.

### **Eighteen-Year-Old Students**

The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in school district policy.

### **Employee Directory**

The employee directory can be found on the school district's website.

### **Employment Background Checks**

The school district will seek criminal history background checks for all applicants who accept a contingent offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees who have reached the age of majority.

### **Equal Access to School Facilities**

The school district has created a limited open forum for secondary students to conduct non-curriculum-related meetings during non-instructional time. The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student initiated; will not be school sponsored; employees or agents of the school will be present at religious meetings only in a non-participatory capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and

non-school persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school district.

### **Pledge of Allegiance**

All students K-12 will be provided the opportunity to recite the Pledge of Allegiance in their classrooms at least once per week. Anyone who does not wish to participate in reciting the Pledge of Allegiance may elect not to do so.

### **Fees**

Materials and supplies that are a part of the basic educational program are provided with state funds at no charge to the student. A student, however, is expected to provide his or her own pencils, pens, paper, erasers, notebooks, and/or other supplies, as required. A list for each grade is provided at the beginning of the year.

In addition to these costs, a student may be required to pay certain fees or deposits including, but not limited to:

- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities
- Voluntarily purchased pictures, publications, yearbooks, etc.
- Fees for lost or damaged books or school equipment
- Graduation announcements and programs

### **Textbooks and Readers**

Textbooks and Readers are provided free of charge to students for use in each class subject. Texts must be covered at all times, at the expense of families. Students should inspect their books upon receipt and report any damage to the instructor, immediately. Parents will be sent an invoice for any lost, damaged, or destroyed books.

The schedule of payment for damaged books or reader is as follows:

- Reduced Fee: slightly damaged or containing writing or highlighting
- Full-price Replacement Fee: those which are water-damaged, are mutilated, have missing pages, are badly damaged, and/or lost
- Parents will be sent an invoice for any lost, damaged, or destroyed books.

### **Fundraising**

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the administration. Participation in non-approved fundraising activities is a violation of school district Policy 703. Solicitations of students or employees by students for non-school-related activities will not be allowed during the school day.

### **Gifts to Employees**

Employees are not allowed to solicit, accept, and/or receive a gift from a student, parent, or other individual or organization of greater than \$5 nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

### **Interviews of Students by Outside Agencies**

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law.

### **Food Services – Breakfast, Lunch, and After School Snack**

The lunch room is part of the school, no different in kind from school classrooms and offices. Students are expected to conduct themselves properly during lunch, including cleaning up after themselves and following all school/lunchroom rules. Parents/guests are not allowed to join students for lunch unless prior approval by administration has been granted.

Students may purchase lunch at school or bring a prepared lunch from home. Milk is available for purchase.

Students may be eligible for free and reduced-price lunch, breakfast, and an after school snack. Educational Benefits applications, which include free and reduced-price meals are available on Nova Classical's website at [www.novaclassical.org/resources/info/#meal](http://www.novaclassical.org/resources/info/#meal), as well as in the main office. For more information regarding eligibility for free and reduced-price meals, contact Nova Classical's Food Service Director.

#### **School of Grammar (K-5):**

Students in grades K-5 participate in the federally sponsored National School Breakfast Program, National School Lunch Program, and the National School Snack Program. All meals and snacks conform to federal dietary guidelines under the Healthy Hunger Free Kids Act of 2010. Milk is included with the K-5 lunch. Students who qualify for free and reduced-price meals receive all meals and after school snacks at no cost. All students in Kindergarten can eat breakfast free, regardless of benefit status.

#### **Schools of Logic & Rhetoric (6-12):**

Students in grades 6-12 *do not* participate in the National School Lunch Program. Grade 6-12 students who qualify for free and reduced price meals will be subsidized by Nova Classical's Food Services. Breakfast is available before school and an a la carte snack is available after school.

#### **Educational Benefits**

Application packets for Educational Benefits (including free and reduced-price meals) are available on the Nova Classical website at [www.novaclassical.org/resources/info/#meal](http://www.novaclassical.org/resources/info/#meal) and in the main office. Applications can also be accessed and submitted through the Infinite Campus parent portal. Federal income eligibility guidelines determine the assignment of benefits. Please mail or drop off the completed paper application to Nova Classical's main office, or email it to Nova Classical's Food Service Director.

#### **Food Allergies**

If your child has special dietary needs, such as a peanut or tree nut allergy, please contact the Food Services Director to discuss necessary accommodations. Paperwork requiring a doctor's signature may be necessary. *Due to severe peanut/tree nut allergies within our school community, we request that all families consider sending peanut and nut-free options for packed lunch and snack.*

#### **Food in Classrooms**

Due to severe peanut/tree nut and sesame seed allergies within our school community, we request families send other options for school snack, lunches, and classroom celebrations. This will help to better protect all members of our community.

#### **Nondiscrimination**

The school district is committed to equitable education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex,

marital status, parental status, status with regard to public assistance, disability, sexual orientation, gender identity and expression, or age in its programs and activities.

The school board has designated a district Human Rights Officer to handle inquiries regarding nondiscrimination. Inquiries should be directed to Nova Classical's Human Resources Director c/o Nova Classical Academy by mail at 1455 Victoria Way, Saint Paul, MN 55102; or, by phone at (651) 209-6320.

### **Gender Inclusion**

Nova Classical Academy shall act to improve the social and educational integration of transgender and gender nonconforming students, maintain the privacy of these students, and foster cultural competence and education for school employees and the broader community on gender-related issues. Furthermore, the school will support healthy communication among school employees, students, and parents/guardians to encourage the successful development and wellbeing of all students. For more information, visit Nova Classical's website for the Gender Inclusion Policy 601.

### **Notice of Violent Behavior by Students**

The school district will give notice to teachers and/or other relevant school/district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent/guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

### **Parent-Teacher Conferences**

Formal conferences are scheduled in the fall and by invite only in the spring. Dates are listed on the school calendar. Nova Classical will send information to parents on conferences in advance of the school scheduling and will post the dates and times on our website as conference time approaches. For other conferences, we encourage you to make an appointment with your child's teacher(s).

### **Student Schedules and Classroom Assignments**

Student schedules are determined by our curricular mission, staffing availability, and state requirements. It is Nova Classical's position that every student will participate in all classes, unless there is a legal reason that would preclude the student from participation. Nova Classical welcomes parent input regarding concerns about a child's academic, social, emotional, and/or physical needs, but **we do not accept requests for specific teachers.**

### **Student Records**

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For detailed information, see the Protection and Privacy of Pupil Records Policy 515.

### **Student Surveys**

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. Student engagement and connection to supportive networks of adults and peers are vital to academic achievement and well-being. Direct student feedback from surveys or other measures does not affect teacher evaluations but will be used to track student engagement from year to year and give us more information about ways Nova Classical can improve as a school. Student survey results are available upon request.

## **Activities**

A well-rounded, joyful student not only maintains strong grades, but takes a personal interest in any number of activities. Nova Classical has developed a robust extracurricular program in order to meet the needs of students, so they may grow socially and intellectually. These opportunities exist within our athletics at Varsity, Junior Varsity, and Middle School levels, along with a variety of non-athletic clubs such as First Tech, Mock Trial, Debate, Drama, and more.

Participation in extracurricular activities at Nova Classical Academy is a privilege, not a right. Nova Classical students represent our school when they are off-campus for these activities and are expected to conduct themselves in a manner consistent with Nova Classical's on-campus behavioral requirements. Student clubs and performing groups, with administrative permission, may establish additional standards of behavior. Students earning an "F" grade in one or more courses at Midterm on their report cards or progress reports may be suspended, temporarily or permanently, from extracurricular activities. Nova Classical's Activity Director will notify the student and parent(s) regarding their eligibility and any requirements that need to be met to return to eligibility. Any disciplinary actions resulting in a student's removal from an extracurricular activity will result in a forfeiture of all fees paid.

Participation in most of these programs is fee-based. To maximize opportunities Nova Classical reduces the standard fee for any activity by 50% for any student who qualifies for educational benefits.

All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline, and parents/guardians and/or other spectators may be subject to sanctions, for any inappropriate, illegal, and/or unsportsmanlike behavior at these activities and/or events.

**1st Offense:** Offender(s) will be prohibited from attending the team's next home contest.

**2nd Offense:** Offender(s) will be prohibited from attending ANY home athletic events for the remainder of the season in question, or for a period of three months (whichever is longer) commencing from the date of the second offense.

**3rd Offense:** Offender(s) will be prohibited from attending ANY home and away athletic events for one full calendar year, commencing from the date of the third offense.

Nova Classical Academy is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must also abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer where applicable.

Please consult the Extracurricular Handbook, available on Nova Classical's website under the extracurriculars tab, for more information about participation expectations.

## **School Closing Procedures**

School may be canceled when school leadership or the Minnesota Department of Education (MDE) believes the safety of students and employees is threatened by inclement/severe weather and/or other circumstances. School leadership will make a decision about closing school or school buildings as early in the day as possible.

The decision to close or delay the start time of school due to weather or other causes will be made as early as reasonably possible, but before 5:45 am. School closing information will be available from the following sources:

- WCCO
- KSTP
- KARE
- KMSP
- Nova Classical's website
- Nova Classical's social media account(s): Facebook and Twitter

### **Student Publications and Materials**

The policy of the school district is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the principal and/or sponsor. Non-school-sponsored publications may not be distributed without prior approval.

### **Distribution of Non-school-sponsored Materials on School Premises**

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing non-school-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, see the Distribution of Non-school-sponsored Materials on School Premises by Students and Employees Policy 505.

### **School-Sponsored Student Publications**

Official school-sponsored student publications include, but is not limited to: school newspaper(s), yearbooks, and/or material produced in communications, journalism, and/or other writing classes as part of the curriculum. The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities and on school-sponsored bulletin boards. Faculty advisors shall supervise student writers to ensure compliance with school district policy and/or law. Students producing official school publications and/or participating in school activities will be under the supervision of a faculty advisor and the school principal. Expression in an official school-sponsored publication or school-sponsored activity is prohibited when the material:

- Is obscene to minors;
- Is libelous or slanderous;
- Advertises or promotes any product or service not permitted for minors by law;
- Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
- Expresses or advocates sexual, racial, or religious harassment or violence or prejudice; and/or,
- Is distributed or displayed in violation of time, place, and manner regulations.

Expression in an official school-sponsored publication or school-sponsored activity is subject to editorial control by the school district over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. Official school-sponsored publications may be distributed at reasonable times and locations.

### **Transportation**

Nova Classical Academy has very limited parking and encourages student use of parent drop off or bus for transportation to and from school.

### **Student Driving and Parking**

Families agree that Nova Classical assumes no responsibility for any injury or damages that might arise out of and/or in connection with the student leaving the school campus. Families further agree that any costs or expenses resulting from the student leaving the school campus whether as a result of medical services, property damages or loss, traffic accident, or otherwise are the family's sole responsibility, and the family releases Nova Classical from any responsibility for such costs and expenses. Students who drive themselves to school are not eligible to park in Nova Classical's parking lot, but are directed to park on public streets surrounding the school.

During the school day, students are not permitted to drive to and from field trips or other co-curricular activities, as transportation is provided by Nova Classical and the time with their peers is an integral component of the field trip experience. Should a driving student wish to leave school early (for part or the remainder of the day), the family must first authorize this early dismissal, as they would for any other student. Student(s) will not be released from school without prior notice from the parent/guardian.

### **Busing**

The school district will provide transportation, at the expense of the school district, for all resident students who live two (2) or more miles from the school within the resident school district. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' parent(s) or guardian(s).

Nova Classical formally contracts for bus service(s). Nova Classical students who reside in the St. Paul school district and who live more than two (2) miles from campus are eligible for free school bus transportation. Families who reside outside of St. Paul are also eligible for free transportation, but are required to bring their children to the closest bus stop to them within the city of St. Paul. Transportation will be provided on all regularly scheduled school days and/or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances.

Families who live closer than two (2) miles to the school are eligible to receive bus transportation for a fee. The current fee can be found on the transportation page of the Nova Classical website. Bus routes are created during the summer, with postcards sent to student homes in mid-August with bus stop locations and times.

If you are no longer using the bus stop consistently, please contact our Transportation Director as soon as possible.

### **School Buses**

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

### **Rules and Expectations**

The school provides bus transportation to students as a privilege. Misconduct on the bus may result in a suspension of bus riding privileges for a day or longer. Students are expected to comply with school and bus rules while on the bus. Failure to do so will result in students being reported by the bus driver and referred to the school administrator if the student's behavior is inappropriate. This may result in suspension from the bus in which case parents will have to transport their child to school. Uncooperative and inappropriate students will not be allowed to put other students and the driver at risk.

### Bus Stop Rules

- Arrive at the bus stop five (5) minutes before your scheduled pick up time. The bus will not wait for late students
- During the winter months, anticipate bus delays
- After getting off of the bus, move away from the bus
- To cross the street, always cross in front of the bus where the driver can see you
- No harassing, fighting, intimidation, or horseplay
- Use appropriate language
- Respect private property

### Riding Rules

- At all times, follow the directions of the driver
- Sit in your seat, facing forward
- Remain in your seat for the duration of the ride (no seat hopping)
- Do not stand on the bus while the bus is in motion
- Talk quietly and use appropriate language
- Keep all parts of the body (legs and arms) inside the bus and out of the aisle
- Keep your arms, legs, and belongings to yourself
- Do not fight, harass, intimidate, or horseplay
- Do not throw objects in the bus or out the window
- Do not eat or drink on the bus
- Do not bring or use tobacco or drugs on the bus
- Do not bring weapons or dangerous objects perceived as weapons on the bus
- Do not damage or vandalize the school bus

### Extracurricular Transportation

The school district may provide transportation for students to and from extracurricular activities. To the extent the school district provides extracurricular transportation, the district may charge a fee for transportation of students to and from extracurricular activities and optional field trips at locations other than school.

## PART II — ACADEMICS

### Grades

Students in Kindergarten through Grade 3 receive report cards using the following terms:

<b>M</b>	<b>Mastery:</b> The student currently demonstrates consistency and thorough mastery of multiple performance expectations for this grade level and/or a specific class, and extends beyond.
<b>T</b>	<b>Target:</b> The student currently demonstrates elements of grade level or class-specific performance and can progress toward those not yet demonstrated through following instructions.
<b>S</b>	<b>Satisfactory:</b> The student is on track to reach grade level or class-specific benchmarks by year's end. Following instructions may progress independently, or may work best with structured guidance and support.
<b>E</b>	<b>Emergent:</b> The student is progressing toward a benchmark level of performance with continuous guidance and support following instructions.
<b>ND</b>	<b>Not demonstrated:</b> The student has not yet been engaged in the number of experiences that would allow him/her to demonstrate knowledge and skill in this area.



Students in Grades 4-12 receive letter grades based on a 100-point scale as follows. Honors Courses, CIS, and AP Courses are weighted at 1.25 on a 4.0 scale.

Percentage Score	Letter Grade	GPA Points	Description
97-100%	A+	4	Indicates outstanding work in a subject.
93-96%	A	4	
90-92	A-	3.7	
87-89%	B+	3.3	Indicates above average work in a subject.
83-86%	B	3.0	
80-82%	B-	2.7	
77-79%	C+	2.3	Indicates average work in a subject for the grade level.
73-76%	C	2.0	
70-72%	C-	1.7	
67-69%	D+	1.3	Indicates below average work in a subject.
63-66%	D	1.0	
60-62%	D-	1.0	
0-59%	F	0	Indicates failure in a subject. The student has not met the minimum requirements of the course, and has not performed the assigned work in a satisfactory manner.
	I	0	Indicates work is not yet completed for grading period.

### Grading Periods

Students in Kindergarten through Grade 5 receive report cards at the end of each quarter (four times per year). In Grades 6-12, grades are reported each quarter; however, report cards are only provided at the end of each semester.

### Academic Probation

#### Students in Grades K-5

A student will be considered for grade retention if their quarterly report cards show achievement below benchmarks and/or D or F grades in core classes. Core classes consist of reading/language arts, writing, mathematics, science, and history/geography. Students, parents, and teachers will engage in conferences regarding academic progress throughout the year. A meeting with the teacher and principal will occur to discuss an individualized academic plan and/or potential retention. Final decisions will be made prior to the end of the calendar school year.

#### Students in Grades 6-8

Academic Probation in Nova Classical's Upper School involves restriction from practice and/or competition in athletics and extra-curricular activities as well as consideration for retention for the following school year. A student will be placed on Academic Probation if they are earning a grade of an "F" at the midterm (as measured at the end of the fifth week of a quarter), or earns an "F" for the quarter or semester in two or more Core Classes. Core Classes include required courses in the areas of English/Language Arts, Math, Social Studies, Language and Science. A student on academic probation is ineligible to participate in all co-curricular and extracurricular events and activities for at least two (2) weeks from the date of the midterm or end date of the quarter in which the "F" was earned. At the discretion of the Activities and Athletics Department and the Upper School faculty, students on academic probation may be able to continue practicing with their activity if such practice does not hinder the student's ability to make progress toward earning their way out of academic probation.

A student's conduct, as well as their grades, will be reviewed by the Upper School faculty and Activities and Athletics Department to determine a student's eligibility to regain participation in the co-curricular or extracurricular activity following the two (2) week probation. Eligibility will not be automatically regained at the end of the two week probationary period. Sufficient academic progress and appropriate student conduct will need to be evident for participation to be regained. Activity coaches and advisors may have standards and consequences in addition to this academic probation policy.

**Additional Academic Considerations:**

- A student on academic probation will not be eligible to participate and/or compete in Nova Classical's co-curricular and extracurricular activities until such time that the cumulative GPA is brought up to a level no lower than 1.8 as well as no earned F's in 2 or more core classes.
- If a student receives a "D" or an "F" in Math or Latin for two or more quarters, the student may be required to retake the current Math or Latin course the following year as determined by teachers and administration.
- A student who receives a "D" or an "F" in two or more of the same Core Classes for two or more quarters may be required to repeat the grade level in the following year. Ex: A student earning a D in Quarter 1 and an F in Quarter 4 in their math class, as well as an F in Quarter 2 and F in Quarter 3 in their history class would be considered for possible whole grade retention as determined by teachers and administration.
- Students, parents, and teacher(s) will engage in conferences regarding academic progress throughout the year. A meeting with the teacher and principal will occur to discuss retention. Final decisions will be made prior to the end of the calendar school year.

Nova Classical reserves the right to recommend whether a student subject to academic probation should participate in educational travel opportunities such as the 8th grade Washington D.C. field trip.

**Students in Grades 9-12**

Academic Probation in Nova Classical's Upper School involves restriction from practice and/or competition in athletics and extra-curricular activities as well as consideration for retention for the following school year. A student will be placed on Academic Probation if their quarterly or cumulative GPA is below 1.8, or if they are earning a grade of an "F" at the midterm (as measured at the end of the fifth week of a quarter), or earns an "F" for the quarter or semester in one or more Core Classes - those earning required credits towards graduation. Core Classes include required courses in the areas of English, Rhetoric, Math, History, Science, Music/Art, Physical Education and Health, and Language(s). A student on probation is ineligible to participate in all co-curricular and extracurricular events and activities for at least two weeks from the date of the midterm or end date of the quarter in which the "F" was earned.

A student's conduct, as well as their grades, will be reviewed by the Upper School faculty and Activities and Athletics Department to determine a student's eligibility to regain participation in the co-curricular or extracurricular activity following the two week probation. Eligibility will not be automatically regained at the end of the two week probationary period. Sufficient academic progress and appropriate student conduct will need to be evident for participation to be regained. Activity coaches and advisors may have standards and consequences in addition to this academic probation policy.

**Additional Academic Considerations:**

- A student who has a cumulative GPA below 1.8 will not be eligible to participate in Nova Classical's co-curricular and extracurricular activities until such time that the cumulative GPA is brought up to a level no lower than 1.8. If a student receives an "F" in one of the Core Classes for a semester grade, the student will be required to retake the course the following year or through an approved credit recovery program.
- Students who fail to earn credits may fall behind their grade level and graduate at a later than expected date.
- Students, parents, and teacher(s) will engage in conferences regarding academic progress throughout the year. A meeting with the teacher and principal will occur to discuss credit recovery. Final decisions will be made prior to the end of the calendar school year.

Nova Classical reserves the right to recommend whether a student subject to academic probation should participate in educational travel opportunities such as the 11/12th grade Capstone field trip.

**Promotion and Retention**

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff feels that it is in the best interest of the student. The Principal's decision is final. The district has a variety of services to help students succeed in school. For more information, contact your school's principal.

**Homework**

Homework is a fundamental part of any rigorous academic program such as the Classical curriculum at Nova Classical. There can be no mastery of any kind of skill — intellectual, physical, artistic — without repeated practice and the development of automatic habit. Homework assists in the pursuit of this mastery. At Nova Classical, homework is designed:

- to reinforce skills and concepts learned in class;
- to contribute to the development of good study skills and habits;
- to allow students to practice skills and knowledge outside of the classroom; and,
- to complete assignments from the day's class and/or complete preparation for the next class period.

In addition to regular classroom assignments, each School of Grammar student should read, or be read to, at least five (5) times per week, preferably every day. We believe that becoming a competent reader is critical to becoming a good student and is the first step to being able to explore and to understand the world. By reading to your child, you encourage your child's growth, instill an appreciation of literacy and learning, and expand his or her vocabulary base needed for independent reading and comprehension.

Students in the Schools of Logic and Rhetoric may expect 10-15 minutes per subject per night in homework, and possibly more if taking Honors, Advanced Placement, or College in the Schools (CIS) courses. The practice and completion of homework and other assignments are critical to developing scholarly habits and refinement of thinking, reading, writing, and speaking for Upper School students.

For poor, sloppy, or incomplete work, teachers may require students to redo an assignment. Whether the initial or subsequent work is given any credit is left solely to the discretion of the teacher.

Nova Classical expects that parents will support the school's homework guidelines and support their children in the completion of their homework. Please monitor your child's effort with homework. If your child is struggling with homework and is becoming frustrated for whatever reason, please first contact their teacher. If your child is struggling in multiple classes, please contact the teacher or principal to arrange a group meeting.

### **Late Homework Penalties**

#### **School of Grammar**

In the School of Grammar, all homework is required to be completed as assigned and in a timely manner. Late work will be graded on a declining scale. Homework may be deducted up to 25% for each day it is late. If a student receives partial or no credit for a late assignment, the student is still responsible for completing the work.

- Please use Infinite Campus, Google Classroom, your homework folder, or contact the teacher to keep up-to-date on your child's homework.
- For student absences, Excused or Unexcused, please refer to those sections of the handbook for their respective treatment of homework.
- Extra Credit is sometimes given in some classrooms. Extra credit should not modify a student's grade by a whole letter grade.

#### **School of Logic**

In the School of Logic, all homework is required to be completed as assigned and in a timely manner. Late work will be graded on a declining scale. Homework scores may be deducted up to 25% for each day it is late. If a student receives partial or no credit for a late assignment, the student may still be required to complete the assigned work to demonstrate required understanding of the content. Credit may not be given if an assignment is not completed within the current grading period.

- Please utilize Infinite Campus and Google Classroom to keep up-to-date on your child's homework and scores/grades. Contact the classroom teacher with any questions regarding assignments, scores, and due dates.

#### **School of Rhetoric**

In the School of Rhetoric, all homework is required to be completed as assigned and in a timely manner. Late work will be graded on a declining scale. Homework scores may be deducted up to 50% for each day it is late. If a student receives partial or no credit for a late assignment, the student may still be required to complete the assigned work to demonstrate required understanding of the content. Credit may not be given if an assignment is not completed within the current grading period.

- Please utilize Infinite Campus and Google Classroom to keep up-to-date on your child's homework and scores/grades. Contact the classroom teacher with any questions regarding assignments, scores, and due dates.

### **Cheating and Plagiarizing**

Nova Classical aims to educate the whole person by attending to the student's intellectual, social, and moral development. By design, our curricular programming is rigorous but purposeful, engaging, and necessary for cultural literacy. We know that at times students will be challenged beyond their abilities, and we ask them to take numerous intellectual risks and persevere through difficulty. As such, our program demands that students

not take shortcuts. We deem cheating of any kind (e.g. plagiarizing, copying homework, sharing work, notes, or other unauthorized assistance, parents doing homework for a student, etc.) to be immoral and damaging to the child's intellectual and moral development.

Nova Classical will not tolerate cheating. The school reserves the right to apply more severe consequences for any offense, including a first-time offense. Consequences escalate in severity with repeated offenses and may include the following:

- Teacher will conference with the student and notify the parent(s)/guardian(s) to discuss the nature of the infraction. Student will be assigned detention (SoL & SoR) and a zero will be assigned as a score. The student will conference with the teacher about their actions, and the teacher will determine whether credit (full, partial, or none) will be eligible. This may include re-doing the assignment or an alternate work to demonstrate understanding and mastery. Teacher will assign the deadline for completion.
- Teacher and Administration will conference with student and parent to discuss the nature of the infraction. Student will be assigned detention (SoL & SoR) and redo the assignment, receiving zero up to no more than half-credit as a maximum score. Teacher will assign a deadline for completion.
- Nova Classical's Upper School utilizes plagiarism software to review all digitally submitted written work.
- For any instance of cheating or plagiarism, the student may be required to repeat the course.

### **Field Trips**

All school-day field trips are approved in advance by the Administration. Fees are assessed for field trips and may vary based on the nature of the trip or activity.

General requirements for field trips:

- They must serve an educational purpose in keeping with Nova Classical's curriculum, mission, and goals
- The trip's plan must be submitted to the Administration at least two weeks before departure
- No student may participate in a field trip that does not have a permission slip signed by a parent. Any student not participating is expected to attend school
- Students must wear uniforms on field trips; unless otherwise approved by the Principal
- An authorized volunteer adult or Nova Classical staff member must accompany student(s) at all times
- Employees may not transport students to field trips in their personal vehicles

Occasionally, classes may take supervised walking trips outdoors. The generous size of our campus provides excellent resources for such learning opportunities and outdoor classroom experiences. Physical Education classes regularly occur outside.

### **Alternative Educational Opportunities**

Some students may be at risk of not completing their educational programs. The school district provides alternative learning options for students who are at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and/or enrollment in an alternative learning center, among others.

A list of alternative learning options is available on the district's website. Students and parents/guardians with questions about these programs should contact the Upper School Principal.

### **Academic Assistance beyond the Classroom**

Nova Classical students are presented with knowledge from several disciplines, using texts and resources that are sometimes quite complex and demanding. These high expectations sometimes appear overwhelming, and students, from time to time, may require tutoring or other academic supports to help them meet and maintain Nova Classical's rigorous demands. Please contact your child's teacher, your school's principal, counselor, or the Special Education Coordinator to find out more about academic support options at Nova Classical .

### **ADDITIONAL ACADEMIC SUPPORT: SCHOOLS OF LOGIC AND RHETORIC**

Faculty will notify students and families via course syllabus or other communications about additional days and/or times before or after school they are available for tutoring or homework help.

### **Child Find Process**

Child Find is a description of a public school's obligation to locate, identify, and evaluate children who might need special education services. Schools have a responsibility to develop systems and processes to find children who may need potential special education services. Charter schools which do not have "boundaries" are responsible to monitor the students within the charter school. There are three ways in which a student can be identified:

1. District Monitoring and Assessments
2. Parent Request
3. Placement in a Care and/or Treatment facility

If you have questions or need additional information, please contact the Special Education Coordinator.

### **Pre-Referral Interventions**

Overall, pre-referral interventions are defined as regular education strategies, accommodations, or modifications (Tier 1 and Tier 2) that are designed to assist students in school before resorting to special education services. These pre-referral interventions might include Section 504 accommodation plans, before/after school or lunch teacher support, support services, separate instructional groupings, and a wide variety of extra regular education techniques to help the student succeed. Relevant state law requires a school district to conduct and document at least two (2) pre-referral interventions before initiating a special education evaluation, unless the district's assessment team waives this requirement because of an "urgent" need for evaluation. Additionally, when a parent requests an evaluation and agrees to pre-referral interventions prior to evaluation, the district must still provide the parents a notice of refusal to evaluate.

### **Response to Intervention Team**

The Response to Intervention (RTI) process is designed to provide a multi-tiered system of supports and services to students based upon their unique learning needs when they are struggling within the standard curriculum. The RTI teams, representing K-5 and 6-8, and 9-12, are comprised of a group of teachers and administrators who meet weekly with classroom teachers and other faculty or staff who have concerns about a student's academic or behavioral needs. The goal of the group is to support student learning, identify students who may have educational barriers and to support classroom teachers in the areas of intervention planning and execution prior to any referral for specialized services and/or supports. Please contact your student's teacher,

your school's principal, counselor, or the Special Education Coordinator to find out more about tiered supports at Nova Classical.

### **Tier 1 Supports**

Universal Interventions - most student supports fall into Tier 1 (about 80%). This tier includes all students in the general education classroom. All students receive the same high-quality instruction. This is the least intensive intervention, and one-to-one instruction is typically not provided.

### **Tier 2 Supports**

Targeted Interventions - this tier includes about 15% of students and commonly consists of small-group instruction provided by a classroom teacher or qualified education assistant. Tier 2 interventions are separate from the core curriculum. Individual student progress is monitored frequently to help educators determine the effectiveness of Tier 2 interventions or if a more individualized intervention plan is needed.

### **Tier 3 Supports**

Intensive Interventions - about 5% of students require support at the Tier 3 level, which involves the most intensive support and interventions. This is for students who continue to struggle, academically or behaviorally, even with extra support. Like Tier 2 interventions, Tier 3 interventions are in addition to the core curriculum. These interventions typically occur on a daily basis. (e.g. more intensive reading/math support, student counseling, 1-1 instructional support). Throughout this process, a student's progress is monitored frequently to collect data in order to help educators determine if a special education referral is needed.

### **Extended School Year Opportunities**

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact the Special Education Coordinator.

### **Graduation Requirements**

Nova Classical Academy meets and/or exceeds the State of Minnesota's Department of Education graduation requirements.

### **Graduation Ceremony**

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons. Graduation exercises are under the control and direction of the principal(s).

### **Assessment Requirements**

The assessments that are given to students throughout the year are important in gauging the effectiveness of our educational programming. Parents and guardians can find further information on the importance of these exams and options for student participation on the Minnesota Department of Education's [website](#).

### **Course Requirements**

For information on required courses and credits for graduation, please refer to the most recent School of Rhetoric Course Guide, which is posted on the Nova Classical website.

## **Post-Secondary Enrollment Options**

Postsecondary Enrollment Options (PSEO) is a program that allows students in Grades 10, 11 and 12 to earn both high school and college credit while still in high school, through enrollment in and successful completion of college-level, nonsectarian courses at eligible participating postsecondary institutions. Most PSEO courses are offered on the campus of the postsecondary institution; with some courses offered online. Each participating college or university sets its own requirements for enrollment into the PSEO courses. Students in Grades 10, 11 and 12 may take PSEO courses on a full- or part-time basis.

There is no charge to PSEO students for tuition, books, or fees for items that are required to participate in a course. Students must meet the PSEO residency and eligibility requirements and abide by participation limits specified in Minnesota Statute 124D.09. Funds are available to help pay transportation expenses for qualifying students to participate in PSEO courses on college campuses. Schools must provide information to all students in grades 8-11 and their families by March 1, every year. **Students must notify their school by May 30 if they want to participate in PSEO for the following school year.** For current information about the PSEO program, see the Minnesota Department of Education's Postsecondary Enrollment Options (PSEO). All students considering PSEO must meet with Nova Classical's School Counselor, Upper School for approval of courses as they relate to graduation requirements.

## **PSEO Credits**

Students are responsible for having transcripts sent from the post-secondary institution so that comparable credits can be awarded on the high school transcript. Questions about comparable courses should be referred to the Nova Classical's School Counselor, Upper School, before taking the course so as not to jeopardize graduation. The School Counselor, Upper School and the student will fill out a PSEO form that is to be signed by parents regarding the student's coursework to ensure the student is on track to meet graduation requirements. The PSEO form can be obtained from the School Counselor, Upper School's office. Students may take a combination of courses at Nova Classical Academy and the post-secondary institution. Students are responsible for making sure they know Nova Classical Academy's graduation requirements and register for courses that will satisfy them.

A 2 credit PSEO course is equivalent to 0.5 Nova Classical credits and a 4 credit PSEO course is equivalent to 1 Nova Classical credit.

## **Parents' Right to Know**

If a parent requests it, the school district will provide information regarding the professional qualifications of their child's classroom teachers, including, at a minimum, the following:

1. Evidence that the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Evidence that the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. Evidence of the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. If applicable, evidence that the student is provided services by paraprofessionals and, if so, their qualifications.



In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district also will provide notice to parents if, for four (4) or more consecutive weeks, their child has been assigned to or taught by a teacher who is not highly qualified.

### **Parental Curriculum Review**

Pursuant to our Parental Curriculum Review Policy 502, parents may request to view any of Nova Classical's curricular or instructional materials at any time during the school year by contacting the Academic Director. After review of materials, parents who find any material objectionable may arrange for alternate instruction for the student. Parents must provide advance written notice of their intent to provide alternate instruction and for which topics/subjects, but need provide no reason for their choice. The required form can be found on the Board Policy page of the Nova Classical website. This notice must be accompanied by a detailed account, in writing, of how alternate instruction will be delivered to the student.

### **Interventions Funded Through ADSIS**

Math180 and PRESS/Read180 are Math and Reading intervention programs at Nova Classical Academy to support students who are identified as being below grade-level in reading, math, or both. Funding for these support programs is through ADSIS (Alternative Delivery of Specialized Instructional Services)- an initiative from the MN Department of Education. The purpose of ADSIS is to provide instruction to assist students who need additional academic and/or behavioral support to succeed in the general education environment. The goal is to reduce the number of inappropriate referrals to special education by providing proactive instructional and/or behavioral supports early to struggling students.

Families who choose to opt-out of Math180 and/or PRESS/Read180 will need to complete the Nova Classical Academy curricular opt-out form ([NP-502](#)) and return to the Academic Director, Dr. Johnson, at [mjohnson@novaclassical.org](mailto:mjohnson@novaclassical.org). Nova Classical Academy considers these supports to be integral to your student's schedule so that they are able to fully access the richness of Nova Classical's liberal arts curriculum.

## **PART III — RULES AND DISCIPLINE**

### **Student Information System**

Nova Classical uses Infinite Campus as our student information system. For parents and students, Infinite Campus is a live, web-based service to check grades, assignments, and attendance records. Families are given username and password information at the start of the year to log into Infinite Campus. If a family loses this information or needs it reset please contact your school's Office Manager. Infinite Campus also has apps for accessing the student- and parent-portals. We advise parents to log into Infinite Campus regularly to stay apprised of their child's progress; parents can also configure email notifications from within Infinite Campus so that grade and attendance information is emailed to them periodically.

### **Uniform Policy**

Nova Classical has a board-approved Uniform Policy 605. Students in all three schools have specific uniforms and are required to comply with the uniform code. Parents are expected to assist the school in enforcing the uniform policy by purchasing uniform-specific clothes and supporting the school in any disciplinary actions which result from uniform violation. Nova Classical's administration will make the final determination on whether student clothing or appearance meets the uniform code. Uniform guidelines for each school can be found on our [school website](#).

## **Attendance**

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability. For detailed information, see the Student Attendance Statute: [Minnesota State Statute 120A.22, Subdivisions 4 and 6.](#)

It is the student's responsibility to attend all assigned classes every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class. Finally, it is the student's responsibility to request any missed assignments due to an absence.

### **Absences: Excused**

A student absent from school shall be excused for the following reasons:

1. Absence because of illness, medical, dental or diagnostic testing appointments.
  - o If a student is absent for 3 or more consecutive days, 4 or more days in a term, or 10 or more days in the school year, the school may require the reasons to be documented in writing by the treating physician, dentist, other health professional.
2. Absence because of death in the immediate family. Immediate family includes the grandparents of the student and the descendants of a grandparent of the student.
3. Absence due to attendance or observance of religious holidays. We request written notice of absences due to religious observance in advance of the absence.
4. Pre-planned college visits for students and families.
5. Absences because of other circumstances as approved by Administration prior to the absence.

### **Absences: Unexcused, Tardiness, and Truancy**

All absences other than those described in the Excused Absences section above are considered unexcused. Nova's Upper and Lower school consider 3 unexcused tardies as one unexcused absence. Students that are tardy and/or truant will face disciplinary consequences as described below. Students in the Upper School will be issued a detention after 5 unexcused tardies within a grading period - further consequences are detailed below for additional tardies and/or unexcused absences.

Further consequences for unexcused absences within a grading period are as follows:

1. **9 Unexcused Tardies and/or 3 Unexcused Absences:** Nova Classical will send written notification (attendance alert letter) to the parent and student regarding the school attendance issue with a warning that a failure to improve will result in a referral to the [School Attendance Matters program \(SAM\)](#). Upper School students will be issued two detentions.
2. **12 Unexcused Tardies and/or 4 Unexcused Absences:** Nova Classical will contact the parent and student regarding the school attendance issue with a warning that failure to improve will result in a referral to the School Attendance Matters program (SAM). Upper School students will be issued one half-day of in-school suspension.
3. **15 Unexcused Tardies and/or 5 Unexcused Absences:** Nova Classical will send a written notification to the parent and student that a referral has been made to the School Attendance Matters program (SAM). The parent will be notified by the Ramsey County Attorney's office of the date and time of the program meeting. The parents and/or student(s) are required to attend this meeting. Upper School students will be issued one full-day of in-school suspension. Off-campus lunch privileges will be revoked for the remainder of the school year.

4. **15-30 Unexcused Tardies and/or 5-10 Unexcused Absences:** A meeting with the school principal is required to complete an In-School Attendance Contract. Upper School students will be issued up to 3 days of in-school suspension.
5. **10+ Unexcused Absences:** Nova Classical will notify the parent and student that a referral has been made for a School Attendance Review Team (SART) hearing. The parent will be notified by the Ramsey County Attorney's Office of the date and time of the hearing. Further disciplinary consequences may be issued.
6. **15+ Unexcused Absences:** Students whose attendance does not improve after the SART hearing may be petitioned to Court. Further disciplinary consequences may be issued.

It is vital that students attend all their classes in a prompt manner. A student that enters the classroom after the designated bell without a pass from a staff member is considered tardy. Students that are chronically tardy to class or absent from school without legitimate excuse are considered truant. Truancy is often a leading indicator of other challenges and problems in a student's life while also negatively affecting a student's academic performance, significantly reducing their chance to graduate, and often leads to dangerous behaviors or other impacts on a student's well-being. Minnesota statutes [260A.02](#) and [260C.007](#) define truancy in the following terms:

- **Continuing truant** student as one who is absent without excuse *for three (3) or more class periods on three (3) days* in middle school or high school.
- **Habitual truant** student as one who is absent without excuse for *one (1) or more class periods on seven (7) school days* if the student is in middle school or high school.

Please contact the appropriate school office in advance whenever you know your child will be absent; we have dial-in absence phone lines as well as an online absence form on the Nova Classical website. If your child will be absent or tardy, you must notify the school by the start of the day on the day of the absence or tardy. Missed school work due to excused absences must be made up per the section on Make-Up Work.

## **Student Sign-in and Sign-out Procedures**

### **Sign-in**

Students are expected to be punctual and to understand that timeliness is a demonstration of virtue. A student who enters the building after the start time must report directly to the district office before going to his or her classroom to sign-in to and receive a tardy pass. A student who enters the building after 9:00 am must be signed in at the district office by a parent or guardian. It is the responsibility of the family to ensure that children arrive on time to class in the morning.

If a student leaves for a portion of the day and returns during the school day, the parent or guardian must also sign them back in at the district office, unless prior arrangements have been confirmed with the main office.

### **Sign-out**

Parents, guardians, and approved emergency contacts may collect their student(s) at any time in person: please come to the district office and allow time for the student(s) to be called out of the classroom and gather their belongings prior to meeting you in the office. Do not go to the instructor's room. Please also note the office will not call your student(s) out of class until the approved parent, guardian, emergency contact has checked in at the district office.

For the safety and security of your student, Nova Classical will not release student(s) to anyone other than approved parents, guardians, or emergency contacts. Although we understand emergency situations happen, we will require verbal or written consent by legal parent(s) or guardian(s) prior to allowing the student(s) to be released to a sibling, relative, a friend or neighbor. Parents have an opportunity to update their emergency contacts and indicate if they have permission to pick your student(s) up from school, at any time.

### **End of Day Late Pick-Up**

School of Grammar students who are not picked up by 4:15 will be sent to Scholar Zone, Nova Classical's after-school care program, at the expense of the parent. Upper School students who are not participating in a school-sponsored tutoring, extra-curricular, or athletic program after-school are not permitted in the building past 4:15.

### **Student Behavioral Expectations**

A central feature of the school culture of Nova Classical is the expectation that students will respect one another, our faculty and staff, our parents and volunteers, and the property and the resources of our school. Our school is designed to protect the educational opportunity we wish to give to all students. We emphasize virtue as it supports our commitment to academic rigor, intellectual discovery, and growth. Any student's behavior that interferes with our ability to teach or with another student's opportunity to learn will not be tolerated. The right of others to a safe and orderly environment and an appropriate education is protected under state and federal law, and this right will be honored.

### **Bullying Prohibition**

Nova Classical has adopted strict policies prohibiting bullying. Please see the Bullying Prohibition Policy 514 for a full explanation. Consequences for violating this policy are severe, and can include expulsion. If you are concerned whether or not your child is experiencing bullying, bullying incidents typically involve a combination of these three factors: an imbalance of power, intent to cause harm, and repetition. Reporting incidents of bullying is critical for the welfare of all students.

These expectations apply to actions of students during school hours, before and after school, while on school property, while traveling on school vehicles to and from Nova Classical campus, while participating on any team or group representing the school, attending such an activity, at all school-sponsored events, and while using the school network or any computer or IT Devices. It should be noted that Nova Classical's anti-bullying policy extends to students before or after school, on or off school grounds, and at any time.

### **Telephones**

Use of school telephones during the day, including classroom phones, is restricted to staff, volunteers, and/or other authorized users. Students are only permitted to use school phones outside the office area at the discretion of staff.

**Please note:** School of Rhetoric students are permitted to use their phones/electronic devices during their assigned lunch period outside of the Academic Wing. This privilege may be revoked at any time, with or without notice.

### **Cell Phones and Portable Electronics**

Cell phones are a regular means for parent communication with their children. As such, we understand why some parents wish their children to have cell phones. Nova Classical accepts no responsibility for the device at any time, and should anything happen, it is the sole responsibility of the student's family to replace/repair the

device. Any School of Grammar or School of Logic student found using a cell phone or portable electronics during school hours will have the phone confiscated and may be subject to further disciplinary actions for violating a rule of the school. School of Rhetoric students will have access to their cell phone during their lunch period outside of the Academic Wing, unless that privilege is revoked by the administration. For more information, see the Personal Electronic Device – Safe and Acceptable Technology Use Policy 500.

## **Discipline**

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information on the Student Code of Conduct and consequences for violations, see the Discipline Policy 506. Nova Classical expects that students will comport themselves to help work toward accomplishing the two aims of classical education: the perfection of virtue and the refinement of the intellect. Student conduct grounded in the moral virtues of prudence, justice, fortitude, and temperance and the intellectual virtues of wisdom, science, and good sense is a central expectation of our school's culture. We expect parents to join with the school in this expectation. Behavior that is detrimental to the positive learning environment, especially serious and persistent misbehavior, will result in firm and appropriate consequences.

No plan or system can account for all variations or permutations of school behavior possible on a daily basis. In the end, the professional judgment of the instructor, the administration, and trained staff is paramount in keeping the school a safe and effective organization. School officials retain the discretion to address student misconduct that is not specifically included in this discipline policy.

## **Levels of Disciplinary Infraction-Response within Nova Classical:**

### **1. Classroom-level consequences**

Some classroom-level rules are not school-wide rules, but are instead common practices set forth by teachers to ensure a smoothly run classroom. Examples of such rules include (but are not limited to): being called on before speaking, attending to classroom responsibilities, or participating according to teacher expectations during discussion. Infractions to these rules are handled by the teacher primarily through conversation, removal of privileges, conference, detention, etc.

### **2. School-level consequences**

School-wide rules usually apply to all grade levels and can have consequences assigned if they are broken both within and outside of the classroom. Examples of such rules include (but are not limited to) being on time for school and for class, following the instructions from a staff member, not cheating or plagiarizing, arriving prepared for class, and demonstrating respect for peers and for adults. Infractions to these rules are responded to by teachers and/or administration at all grade levels, with reference to Discipline Policy 506. Behaviors for students in the School of Logic are tracked through the Merit/Demerit system, while students in the School of Rhetoric may be assigned an authentic consequence or other disciplinary actions including detention, revocation of privileges, or suspension.

### **3. Administrative consequences**

Rules established by the State/School Board/Administration are more serious in nature and generally represent a risk to the student and/or to the school. Examples of such rules include (but are not limited to) bringing weapons to school, possessing contraband materials, fighting, bullying, or anything else deemed more serious by school personnel. Infractions to these rules are handled by the Administration generally via conferencing with families, suspension, or expulsion in accordance with the [Minnesota Pupil Fair Dismissal Act](#).

Staff members shall consider all mitigating circumstances prior to disciplinary action and ensure due process for each student while consistently following the school policies. Mitigating circumstances include, but are not limited to, the following factors: age, health, maturity, and academic placement of a student; the student's discipline record, including previous similar incidents; the student's attitude and willingness to change; the cooperation of parents, and the severity of the offense.

Nova Classical is a school of choice and as such we expect that parents who choose our school will convey our expectations to their children and will uphold and support these same expectations as a family.

### **School of Grammar Discipline**

It is important that we acknowledge the developmental difference between younger and older students. The focus of discipline in the School of Grammar is to use direct instruction and modeling to teach students to follow rules and to nurture virtuous habits. The ultimate aim of these efforts is to help children learn to meet expectations and to see their behavioral choices as contributing factors that enable learning and that create a healthy school community. If a student does not follow school rules, the school will use the Disciplinary Procedures Document (available upon request) if needed beyond classroom-level consequences.

In recognition of good character, students have the opportunity to earn Virtue Shout-Outs for being an outstanding example of one of our five virtues (Justice, Fortitude, Prudence, Temperance, and/or Wisdom). In addition to having their name displayed on our virtue board, students are also honored at a monthly virtue assembly. Students are always encouraged to act with virtue, both in their personal habits as well as in their interactions with others.

### **School of Logic Discipline**

The focus of discipline enforcement in the older schools shifts from direct instruction and teaching of behavior to a more principled approach requiring greater trust of and accountability from students. School of Logic students are expected to follow rules and to advocate for themselves when they do not understand a rule. In addition to adult interventions, the School of Logic uses a merit/demerit system to create greater consistency in enforcement of Nova Classical rules and expectations. If a student does not follow school rules, the school will reference the Disciplinary Procedures Document (available upon request) if needed beyond classroom-level consequences.

### **Uniform Violations**

Students who violate the Uniform Policy 605 will be asked to correct the uniform immediately by changing, getting a uniform from the closet for the day, or by calling home for the correct uniform. Any uniform violation may result in a demerit (SoL) or detention (SoR) being issued to the student.

### **Student Recognition**

Nova Classical strives to develop students of strong character and ethical thinking, and there are several methods we use to acknowledge their actions and contributions throughout the school. Each month, three (3) students in each grade level are nominated by their teachers for outstanding achievement in three (3) categories as described below.

- **Ethic/Virtue:** Consistently demonstrating virtuous conduct for themselves and their peers in the areas of fortitude, justice, prudence, temperance, and wisdom.
- **Scholarship:** Consistently demonstrating outstanding academic achievement, striving above and beyond the standards of their classes.

- **Growth/Achievement:** Consistently demonstrating an attitude and work ethic to overcome challenges; making considerable growth in their academics, extra-curricular activities, or relationships with peers; and/or working to create a more positive school culture.

Students who are selected for Student of the Month will receive special recognition in Nova Classical communications, monthly assemblies, and are eligible for a special reward each semester.

Students may also be recognized for their individual achievements on a more day-to-day basis. For such actions a “Merit” may be issued that notes the student and their positive action, examples of which are described below.

- Performing an act of considerable kindness to a peer or staff member
- Making a considerable contribution to class discussions or performing an outstanding sample of academic work
- Showing good citizenship by actions which benefit the students, classroom, school, or community
- Helping a fellow student academically, personally
- Leading others with good example

Merits are not granted upon request. Merits are not given for students performing tasks which are expectations for all, but rather they are assigned for extraordinary behaviors. Merits are not given for academic achievement: grades, confidence, and self-esteem are rewards for academics.

Students who are issued a merit will receive a physical notice detailing their contribution as well as a notice communicated to parents/guardians, and are eligible for rewards such as an open gym time during House, permission to eat lunch beyond the Great Room (mezzanine or outside location), and other incentives.

### **Behavior Referrals**

In situations where a student has not followed the directions of teacher or staff, violated a school rule, or otherwise disrupted the classroom or school environment, a more formal consequence may be issued by any responding teacher or staff member. A behavior referral is a formal notice of their conduct which is logged into Infinite Campus and automatically messaged to the student’s parent(s). There are several levels of behavior referral, depending on the nature of the conduct. The ultimate goal is to bridge communication between the school and home so we can partner in helping guide the student towards appropriate behavior and creating a more positive impact. Behavior referrals include: **demerit** for minor infractions (grades 6-8), **detention** for repeated or significant misconduct, up to **suspension** (whether in-school or out-of-school).

A demerit is behavioral referral based on a student’s negative actions, and acts as a way to track conduct between school and home. A demerit may be issued by any Nova Classical staff member, based on the actions of the student or reports of their behavior which violate the school code of conduct. After a student earns three demerits within a grading period, the parents will be informed and the student will be assigned one detention to be served before or after school as assigned. Detentions are served with designated school personnel where the offending actions are discussed and/or reflected upon. A skipped detention results in the assignment of two detentions. The demerit count will be reset to zero on the first day of each quarter, however recurring patterns of behavior may influence future consequences.

\*\*\*No detentions earned will appear on any student’s academic record or high school transcript.

### **Level 1 Consequence: 3 Demerits = 1 Detention**

A student can be assigned a demerit for a classroom- or school-level infraction. It is up to the staff member’s discretion to assign demerits for behaviors, but some common infractions are listed below:

- Roughhousing
- Teasing
- Failure to follow instructions of any staff member, teacher, or responsible adult
- Coming to class unprepared
- Using a mobile or electronic device during class time
- Disruptive or disrespectful behavior (level one or two at discretion of teacher or other faculty member).
- Uniform code violations (including but not limited to):
  - Untucked shirts
  - Incorrect uniform shoes
  - Improper skirt length
  - Jeans/riveted pants
- Disobedience of a school rule (level one or two at discretion of teacher or other faculty member).

### **Level 2 Consequence: Detention and Administrative Involvement**

Some common infractions are listed below:

- Repeated disruptive behavior
- Repeated roughhousing
- Repeated teasing
- Inappropriate public displays of affection
- Inappropriate language, including but not limited to vulgarity/profanity
- Academic dishonesty: cheating/plagiarism
- Not reporting to/leaving class without permission

### **Level 3 Consequence: Administrative Involvement and Parent/Guardian Conference**

Administrative consequences listed on the Disciplinary Procedures document, such as revocation of privileges, in-school suspension, or out-of-school suspension.

### **Suspensions**

Any student in the School of Logic who earns nine (9) demerits in one semester may be assigned an in-school suspension. **No suspension assigned as a result of demerits will appear on a student's academic or personal record: these consequences are internal to Nova Classical only.**

### **Please Note:**

\*Demerits will not be given for any action which also carries an academic penalty (unless special circumstances dictate).

\*Merits and demerits are emailed home daily.

### **School of Rhetoric Discipline**

The School of Rhetoric does not use a demerit/merit system as students are expected to demonstrate stronger personal discretion for their actions and greater understanding of the rules and consequences. If a student does not follow school rules, the school will use the Disciplinary Procedures Document if needed beyond classroom-level consequences.

### **Uniform Violations**

Students who violate the Uniform Policy 605 will be asked to correct the uniform immediately by changing, getting a uniform from the closet for the day, or by calling home for the correct uniform. Any uniform violation



may result in a detention being issued to the student and they may be required to wait in a designated room until the situation is resolved.

### **Level 1 Consequence: Detention**

A student can be assigned a detention for a classroom- or school-level infraction. It is up to the staff member's discretion to assign detention for behaviors if the student does not readily correct and redirect the inappropriate behavior. Some common infractions are listed below:

- Disruptive behavior, including roughhousing or taunting
- Failure to follow instructions of any staff member, teacher, or responsible adult
- Coming to class unprepared
- Inappropriate public displays of affection
- Using a phone or personal electronic device (other than calculator) during class or passing time without prior teacher approval
- Uniform code violations (including but not limited to):
  - Improper skirt length
  - Untucked shirts
  - Incorrect uniform shoes
  - Jeans/riveted pants
- Disrespectful behavior (level one or two at discretion of teacher).
- Disobedience of a school rule (level one or two at discretion of teacher).

### **Level 2 Consequence: Detention and/or Suspension with Administrative Involvement**

- Repeated disruptive behavior
- Repeated roughhousing or taunting
- Inappropriate language, including but not limited to vulgarity/profanity
- Not reporting to/leaving class without permission
- Academic dishonesty: cheating/plagiarism

### **Level 3 Consequence: Administrative Involvement and Parent/Guardian Conference**

Administrative consequences listed on the Disciplinary Procedures document (available upon request), such as revocation of privileges, in-school suspension, or out-of-school suspension.

### **Suspensions**

In-school and out-of-school suspensions are reported annually to the Minnesota Department of Education.

### **Technology and Internet Acceptable Use**

Nova Classical recognizes the importance of computer use and Internet access as valuable resources in contemporary education. We also recognize the need to protect our students and our school community from unwelcome materials, whether these are deliberately or accidentally obtained.

It is our goal to provide Internet accessibility in as safe an environment as possible. It is also understood that this access is a privilege, not a right, and that all students and staff are expected to practice proper and ethical use of school technology. **The use of our online systems is monitored and subject to administrative review at any time.** We intend that these resources will be used to pursue intellectual activities in support of research and student learning.

### **Acceptable Use**

- All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of Nova Classical Academy.
- Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
- Proper codes of conduct in electronic communication must be used. Giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
- Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
- All communications and information accessible via the network should be assumed to be viewable by the system administrator.
- From time to time, Nova Classical Academy will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

### **Unacceptable Use**

- Acquiring and/or giving out personal information about another person, including home address and phone number, account credentials, and/or other identifying information – with or without the other party's consent - is strictly prohibited.
- Any use of the network for commercial or for-profit purposes is prohibited.
- Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
- No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
- Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
- Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
- Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.
- Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
- The Nova Classical Academy network may not be used for downloading entertainment software or other files not related to the mission and objectives of the school for transfer to a user's personal computer or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of Nova Classical Academy.
- The installation of any software by students, including shareware and freeware, for use on Nova Classical Academy computers is prohibited. All software installations must be reviewed and conducted by the system administrator.
- Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).

- Use of the network for any unlawful purpose is prohibited.
- Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
- Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator or supervising teacher.

Nova Classical Academy cannot be held accountable for the information that is retrieved via the network. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. Messages or actions relating to or in support of illegal activities will be reported to the appropriate authorities. Nova Classical Academy will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.

Nova Classical Academy makes no warranties (expressed or implied) with respect to the content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and any costs, liability, or damages caused by the way the user chooses to use his or her access to the network. Nova Classical Academy reserves the right to change its policies and rules at any time.

This Technology and Internet Acceptable Use Agreement is an extension of district policy, including the Internet Acceptable Use and Safety Policy 524 and does not supersede it or any other policy.

### **Technology, Social Networking, and Students**

While Nova Classical has no policy forbidding staff from communicating electronically with students, any communications which constitute inappropriate behavior fall under the school's dominion, even if they occur outside of school and/or from an employee's personal device.

Following are some strongly suggested guidelines for employees and contract service providers. We advise parents to review them with children also:

- Ask yourself if you are maintaining an appropriate physical and emotional boundary
- Nova Classical strongly recommends that school or contracted staff **do not** text, call, IM/chat, "friend" and/or engage in other forms of social media with current students.
- School or contracted staff are prohibited from using any personal accounts for emailing with students; all emails must be through a Nova Classical email address, and parents should be copied on any communication between staff and students.
- If requested by parents, any communications (texting, phone call, IM, etc.) with a student must be followed immediately by notification to the child's parent.
- Please direct any questions on the topic of communication with students to the School Principal.
- Follow **TAP** guidelines
  - **T**ransparent: maintain openness, visibility and accountability
  - **A**ccessible: understand that all electronic communications are a matter of record
  - **P**rofessional: select appropriate subject matter, and use language that reflects one's position as an adult in authority

Nova Classical parents have the option each year to opt-out of the usage of their children's images. Staff is prohibited from posting images of students on any social media and/or networking accounts without written permission from the student's parent(s) or guardian(s).

## **PART IV — HEALTH AND SAFETY**

### **Accidents**

All student injuries that occur at school or school-sponsored activities must be reported to the Health Office as soon as possible. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal, other members of administration, or administration designee will call 911 or seek emergency medical treatment and then contact the parent(s).

### **Crisis Management**

Nova Classical Academy has developed a Crisis Management policy and Emergency Response plan. Students and parents will be provided with information as to district- and school-specific plans.

Crisis Management Policy 806 addresses a range of potential crisis situations in the school district and includes general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

### **Health Information**

Nova Classical's Health Office is open from 8:15am – 3:45 pm. For activities, athletics, and events that fall outside of these hours, students may not have immediate access to a staff member and/or independent contractor basic first aid or other training. Additionally, students will not have access to the medication(s) housed in the Health Office, as this office must remain locked when appropriate Health Office personnel are not onsite.

**Please Note:** For activities, athletics, and events that fall outside of Health Office hours, parents/guardians and/or students will be responsible for the administration of required medication(s). Families agree that Nova Classical will not be held liable for the availability and/or administration of medication(s) outside of Health Office hours.

### **Health Services**

Nova Classical contracts with the Miniapple Health Consultants for the overall management of the health office. Nova Classical's Health Office staff are trained in basic first aid, CPR, AED, and severe allergy response. Responsibilities include immunization compliance, health assessments and planning, including special education, identification and reporting of communicable disease, assisting with health screening, implementing district policies and procedures in the health office, and health, safety, and emergency planning.

### **Communicable Diseases**

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that their child has a communicable or contagious disease, the parent should contact the school health aide or principal so that other students who might have been exposed to the disease can be alerted. Students should not return to school until they are fever free and have not vomited for 24 hours.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a

case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

### **Student Health and Emergency Contact Information Needs**

To ensure the safety and well-being of your child, all families must submit an updated Student Health Information Form each year for each child attending Nova Classical. Forms are available in the office. This information provides the school with a current health baseline for your child and assists the school in planning to meet their current or future medical needs.

Parents are responsible to inform school staff of any changes that occur during the school year, such as address, phone number, emergency contact persons, or significant health changes. Information is kept confidential, and will be shared only with appropriate school staff, bus personnel, emergency responders, and others on a need-to-know basis.

### **Illness and Injury**

If a student becomes ill or is injured during the school day, the student will be referred to the school health office. If it is determined that the student needs to go home, the staff will contact the parent/guardian, or in their absence, the designated emergency contact person. It is expected that parents/guardians will attend to their child's illness/emergency in a reasonably timely fashion. The parent or guardian will be expected to sign the child out at the office, even if they are an employee, volunteer, or contractor. Proper identification may be requested of individuals not recognized by the office staff. In the event a parent or guardian cannot be reached, the school may contact an ambulance service and transport the child to the hospital. The expense of the ambulance and hospital visit are the sole responsibility of the family or guardian.

Standard Health Office protocols are followed with every student visit. These protocols are available in the Parents section of the Nova Classical website for families to review.

The Health Office is equipped to handle minor injuries requiring first aid. If the health office is not open, assistance can be sought from the school district office. If a student experiences a more serious medical emergency at school, 911 is called and/or a parent/guardian will be contacted depending upon the immediate severity of the situation.

### **Immunizations**

All students must be properly immunized or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For more information, a copy of the immunization schedule, or to obtain an exemption form contact the school's Health Office or review [Minnesota Statute 121A.15](#).

### **Medications at School during the School Day**

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An "Administering Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription

medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel.

Normally, students are not allowed to carry medication during the school day. Physician's orders are required for all prescribed medications and treatments. The orders must be complete and specific, and signed by both the physician/licensed practitioner and the parent/guardian before any medication or treatment will be given. Authorization forms for medications and procedures are available from the health office.

Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district's Student Medication Policy 516 and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Plan (IEP), a plan developed under Section 504 of the Rehabilitation Act (§504 Plan), or an Individual Health Plan (IHP). The school district is to be notified of any change in a student's prescription medication administration.

Prescription must be supplied in the original, properly labeled pharmacy container and will be stored in a secure area in the office. Orders expire at the end of the school year and must be picked up from the office before summer vacation.

#### **Self-Administration of Medication:**

On an individual case basis, an Upper School student may be allowed to carry items such as an asthma inhaler with parent permission. Self-administration of medication forms are available in the office and must be signed by parent/guardian to allow a student to store and/or self-administer prescription medications at school.

#### **Over the Counter Medication:**

Over the counter medication will be supplied by families, and can only be administered with parental consent. Parents may wish to supply items such as sunscreen, lotion, or insect repellent for their child's use at school. These products need to be in the original container with the child's name indicated, along with written parent permission.

#### **Safety**

Nova Classical makes the safety of its students, staff, and visitors a priority. For this reason, the following policies and procedures have been established, including both proactive and response-driven approaches to various scenarios.

#### **Required Drills: State, Federal, and School**

Fire, severe weather, lockdown, active shooter, and other applicable emergency drills will be conducted at Nova Classical as required by school policy and/or law. Fire escape routes, lockdown procedures, and severe weather staging areas are posted in each room. Strictest adherence to staff direction at the time of the drill is obligatory and expected. Emergency Action Plans are available in every classroom.

#### **Visitors and Volunteers in District Buildings**

Parents/guardians and community members are welcome to visit the school. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the District Office upon entering the building, with the exception of events that are open to the public.

All visitors and volunteers are required to:

- Sign in at the District Office
- Present a state or federally issued photo ID at the District Office
- Participate in the approved check in/check out process upon entering/exiting school grounds, which includes an immediate check of the National Sex Offender Database through Nova Classical's Visitor and Volunteer Management System, Raptor
- Wear prominently/display the Visitor badge issued to them at all times during the school day, while in the building or on school grounds
- Abide by all school rules and safety procedures

Visitors must have the approval of the Principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, and/or such permission may be revoked, temporarily or permanently, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district. Students are not allowed to bring visitors to school or facilitate the entry of visitors to the school building(s), at any time, without prior permission from the principal.

Visitors are permitted to park in designated school district visitor parking areas. Unattended vehicles left in other locations on school district property may be towed at the owner's expense.

Nova Classical Academy encourages each family volunteer a minimum of 20 hours per family. Those who wish to volunteer during the school day are welcome to do so, following an approved volunteer/background check and appropriate training. Nova Classical has many opportunities for parents to assist us in the work of the school, including, but not limited to:

- Classroom assistance
- Playground assistance
- Lunchroom assistance
- Clerical assistance, including copier work
- Chaperoning dances, field trips, or other school sponsored events

Volunteer opportunities will be posted on the volunteer page of Nova Classical's website for parents/guardians and families to accept.

**Please note:** All volunteers must consent to a background check prior to the authorization of any volunteer activity. Background checks will be completed by the Community Engagement Manager, or other staff, through Nova Classical's Volunteer Management System. The level of background check will be commensurate to the level of staff supervision expected and may include local, state, and national data retrievals. Please allow at least one week for the completion of this check. Nova Classical reserves the right to deny volunteer opportunities to individuals who do not meet established background check guidelines and/or to rescind approved volunteer status should volunteers fail to comply with any Nova Classical policies, procedures, or expectations.

### **Surveillance**

For the safety of students, staff, and visitors, the school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. Video surveillance of locker rooms and/or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the Executive Director.

## **Searches**

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in their desks, lockers, or vehicles parked on school property. Contraband means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, where appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the district's Student Discipline Policy 506, which may include suspension, exclusion, expulsion, and/or when appropriate, the student may be referred to legal officials.

## **Lockers and Personal Possessions within a Locker**

According to state law, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of school district policy and/or law. As soon as possible after the search of a student's personal possessions, school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

Nova Classical is not responsible for loss and/or damage to personal property brought on campus by students. As a general rule, students should not bring personal valuables to school. Students will be assessed \$15.00 or more for any damage to locks or lockers, as determined by administration.

Backpacks are to be used to transport books and materials to and from school. Backpacks of any kind are not to be used inside the building during transit between rooms, unless approved by administration.

## **Desks**

School desks are the property of the school district. At no time does the school relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

## **Personal Possessions and Student's Person**

The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

## **Patrols and Inspections**

School officials may conduct routine patrols of parking lots, including the routine inspection of the exterior(s) of the motor vehicles of students, and other school district locations/properties. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.



### **Search of the Interior of a Student's Motor Vehicle**

A student's motor vehicle may be searched when school officials have a reasonable suspicion that the search will uncover a violation of school district policy and/or law. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant.

### **Drug-Free School and Workplace**

**The possession and/or use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours.** Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy. For detailed information on the school district's Drug-Free School and Workplace Policy 418. Contact Administration if you have questions or wish to report violations.

District policy is not violated when a person brings a controlled substance which has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance. Students who have prescriptions must comply with the school district's Student Medication Policy 516. The school district will provide required instruction on chemical abuse and the prevention of chemical dependency.

### **Tobacco-Free Schools**

School district students and staff have the right to learn and work in an environment that is tobacco-free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or electronic cigarettes in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related device, or electronic cigarette in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's Tobacco-free Environment Policy 419. Contact Administration if you have questions or wish to report violations.

**Please Note:** A limited exception to the tobacco prohibition exists for adult members of an Indian tribe, as defined under Minnesota law, who may light tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony.

### **Harassment and Violence Prohibition**

The school district strives to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, gender expression and identity, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, gender expression and identity, or disability. For detailed information on the school district's Harassment and Violent Prohibition Policy 413.

### **Hazing Prohibition**

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. For detailed information on the school district's Hazing Prohibition Policy 526.

### **Vandalism**

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

### **Weapons Prohibition**

No person will possess, use, or distribute a weapon when in a school location except as provided in school district's Weapons Policy 501. A weapon means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis.

### **Pesticide Notice**

In accordance with Minnesota Statute 18B.095, Nova Classical utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects, and other pests in and around the school's building. The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice as to the school district's plan to use pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Information regarding what pesticides are used, the schedule of pesticide applications, and the long-term health effects of the class of pesticide on children can be requested by contacting the Facilities Director.

The program consists of:

- Inspection and monitoring to determine whether pests are present, and whether any treatment is needed
- Recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials
- Utilization of non-chemical measures such as traps, caulking and screening
- Application of EPA-registered pest control materials when needed

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions and as required by federal law.

### **Pesticide Application Notice**

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice as to the school district's plan to use pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Information regarding what pesticides are used, the schedule of pesticide applications,

and the long-term health effects of the class of pesticide on children can be requested by contacting the Facilities Director.

**Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing**

Please see the following document regarding parent/guardian options regarding participation or refusal in statewide testing, such as MCAs given each spring.

## Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

Your student’s participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

### Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 public and charter schools. Minnesota prioritizes high-quality education, and statewide assessments gives educators and leaders an opportunity to evaluate student and school success.

#### Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

#### ACCESS and Alternate ACCESS for English Learners

The ACCESS and Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English based on the WIDA English Language Development Standards.

### Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student’s learning so they can advocate for their success in school. High school students can use MCA results:

- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.
- For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

English learners who take the ACCESS or Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

### Taking Statewide Assessments Helps Your Student’s School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions about how to use money and resources to support all students.

### Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form. Contact your student’s school to learn more about locally required assessments.

## Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Explore the  
Statewide  
Testing page  
for more  
information.

[education.mn.gov](https://education.mn.gov) > [Students and Families](#) > [Programs and Initiatives](#) > [Statewide Testing](#)

Check with your local school or district to see if there are any other consequences for not participating.

### Additional Information

- On average, students spend less than 1 percent of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

(Note: This form is only applicable for the 20\_\_\_\_ to 20\_\_\_\_ school year.)



By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

## Statewide Assessment: Parent/Guardian Decision Not to Participate

### Student Information

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Current Grade in School: \_\_\_\_\_

School: \_\_\_\_\_ District: \_\_\_\_\_

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

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Refusal: \_\_\_\_\_

Please indicate the statewide assessment(s) you are opting the student out of this school year:

MCA/MTAS Reading

MCA/MTAS Science

MCA/MTAS Mathematics

ACCESS/Alternate ACCESS

Contact your school or district for more information on how to opt out of local assessments.