



SAVANNAH CLASSICAL ACADEMY

STUDENT HANDBOOK

SavannahClassicalAcademy.org

School Hours:
7:35 A.M. – 3:15 P.M.

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Benjamin Couch Payne, School Director



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I. PHILOSOPHY

Savannah Classical Academy believes in providing students with an enriched and highly structured Classical education to develop intellectual skills and concepts for strong academic achievement. We believe in placing emphasis on good citizenship, Core Knowledge, and the development of an appreciation for our American heritage. Our chief priority is to provide our students with an environment that fosters academic excellence through the virtuous habits of **Compassion, Courage, Diligence, Integrity, Perseverance, Respect, Responsibility, and Temperance**. Through a thorough and traditional, classical-liberal curriculum, students will be prepared to become active, responsible members of their community.

II. MISSION

To provide every child with a classical and academically rigorous education while instilling a commitment to civic virtue and moral character.

III. VISION

To create a learning environment:

- that creates culturally literate and articulate students who will become active, responsible members of the community and will make a positive contribution to society;
- where parents are empowered to be passionate about the school and its vision;
- where faculty and staff are passionate about the school's mission and vision and dedicated to the success of every student;
- that contributes to the revitalization of the surrounding community;
- that uses a curriculum that is classical and academically rigorous;
- where teachers are empowered and held accountable and students are engaged;
- that promotes an interdependent culture among all grade levels; and
- where high expectations have been established and communicated to students and parents.



IV. OUR CORE VIRTUES

COMPASSION

- To recognize the suffering of others, then take action to help.
- *“No act of kindness, no matter how small, is ever wasted.” - Aesop*

COURAGE

- Mental or moral strength to venture, persevere, and withstand danger, fear, or difficulty.
- A quality of spirit that enables you to face danger of pain without showing fear.
- *“One of the greatest discoveries a man makes, one of his great surprises, is to find he can do what he was afraid he couldn’t do.” - Henry Ford*

DILIGENCE

- Consistent, sustained, and earnest effort to accomplish what is undertaken.
- *“Learning is not attained by chance, it must be sought for with ardor and diligence.” -Abigail Adams*

INTEGRITY

- Doing the right thing when no one is watching.
- Moral soundness; honesty; freedom from corrupting influence or motive.
- *“Whoever is careless with the truth in small matters can’t be trusted with important matters” -Albert Einstein*

PERSEVERANCE

- Steadfastness in doing something despite difficulty or delay in achieving success.
- *“Many of life’s failures are people who did not realize how close they were to success when they gave up.” — Thomas A. Edison*

RESPECT

- To consider worthy of high regard
- *“Respect for ourselves guides our morals; respect for others guides our manners” -Laurence Sterne*

RESPONSIBILITY

- The ability to distinguish between right and wrong, and to be accountable for one's behavior.
- *“It is wrong and immoral to seek to escape the consequences of one's acts.” — Mahatma Gandhi*
- *“The price of greatness is responsibility.” – Winston Churchill*

TEMPERANCE

- Self-restraint or moderation in act, thought, or feeling.
- *“Temperance is moderation in the things that are good and total abstinence from the things that are foul.” -Frances E. Willard*



V. ACADEMIC STANDARD

Savannah Classical Academy will uphold high academic standards for all students regardless of background, socio-economic status, and ability. The curriculum will be content-rich, following the classical-liberal, traditional education model, with provisions to challenge all students to fulfill their individual academic potential.

- Objective standards will be monitored and maintained as defined by the Charter School Law.
- Promotion and graduation requirements will meet or exceed SCCPSS/Georgia requirements.
- Students shall take the defined curriculum and must earn promotion and graduation.
- The student schedule will be predominantly occupied by the defined curriculum.
- Students will be assessed through class-work, regular assignments, and periodic tests -- the levels of which will be calibrated against SCCPSS, Georgia, and national norms.

VI. CHARACTER EDUCATION

Savannah Classical Academy's environment and curriculum are designed to promote and build strength of character in students.

- The values of a democratic society will be identified and clearly taught.
- Administrators and faculty will encourage and model virtuous habits. Students will be given opportunities to practice and develop virtuous behavior.
- Outstanding people will be used as role models throughout the curriculum to teach character.

VII. LEARNING ENVIRONMENT

Savannah Classical Academy will promote a safe environment that fosters learning and character development.

- There will be a defined standard of appearance and a regulated campus.
- Positive student/parent/teacher relationships will be fostered.
- Extra-curricular activities will be encouraged.
- Success in our rigorous academic program is dependent upon consistent student effort and completion of assignments.
- The faculty will be a unified group of professionals focused on student achievement.



VIII. STUDY SKILLS

Savannah Classical Academy will provide the opportunity for all students to acquire the mastery of study skills, which make learning possible and encourage self-motivation.

- Study skills, e.g. time management, research skills, and note-taking, will be integrated throughout the curriculum.
- Teachers will evaluate the mastery of study skills.

IX. VISITORS TO SAVANNAH CLASSICAL ACADEMY

When you approach the front of our school, to the far left you will find a doorbell. All visitors must ring the bell, stand in front of the camera and state the purpose of his or her visit. When entering the building, all visitors must report to the office immediately, sign in, and receive a visitor's sticker. It is our goal to protect the instructional day and minimize disruptions to the classroom. Parents who wish to confer with a teacher should call the school secretary or send a note to set up an appointment. Additionally, phone calls will not be sent to the teacher's classroom unless it is before school, after school, or during the teacher's planning time.

X. ENROLLMENT REQUIREMENTS

Students entering Savannah Classical Academy are required to present the following:

- Parent/Guardian Proof of ID
- Georgia Certificate of Immunization
- Certificate of Vision, Hearing, Dental, and Nutrition Screening (EED)
- Birth Certificate (Certified copy)
- Proof of Address 30 day current
- Social Security Card
- Completed SCA/SCCPSS Enrollment Packets
- Signed Acknowledgement and Agreement of the Handbook and Parent Contract



XI. ILLNESS or INJURY AT SCHOOL

If a student becomes ill or is injured at school, the parent will be contacted. It is required that parents provide the school with current telephone numbers for home, work, and emergencies. Please remember to notify the school throughout the year if and when contact phone numbers change. This is essential for timely communication regarding your child's health.

Students are not allowed to bring any medication to school with them; the parent must bring the medication and complete the required permission form in order for the medication to be dispensed at school. All medication will be dispensed by the school nurse or principal's designee.

Children are not allowed to be in school with a fever of 100.4 degrees or more, and must be free from having a fever for at least 24 hours (without medication) before returning to school. Any child who develops a fever while at school will be sent home and unable to return until he/she is fever free for 24 hours. NOTE: This means they can not return to school the next school day.

Children are not allowed to be in school after having vomited, and must have gone at least 24 hours since his/her last vomiting episode before returning to school. NOTE: This means they can not return to school the next school day.

XII. GRADING POLICY

Progress reports are sent home every nine weeks. They should be signed by parents and the appropriate copy returned to the school. Grades are based on based on weights assigned by the classroom teachers. Check your child's Agenda and assignments daily to see that work is completed. Homework will be assigned as reinforcement practice for skills taught in the classroom.

Academic Status Reports are sent home every four and one-half weeks to keep parents informed of students' progress. Part of the report is signed by the parent and returned to the school. Students whose grades merit honor roll status will not be recognized if they display poor conduct.

We will use a ten-point grading scale as follows:

- 100 > 90 A
- 90 > 80 B
- 80 > 70 C
- 70 > 60 D
- 60 > 0 F

Numeric grades may also be assigned for specials courses in which the teachers assess the students' comprehension and ability. Spanish, Music, Latin and Art specials will use numeric grades in 5th grade and up.



XIII. DISCIPLINE PROCEDURES

We believe that all teachers have the right to teach and all students have the right to learn. No one has the right to interrupt this process. Students should be in an educational environment that is safe, orderly, and supportive. Students should utilize Conflict Resolution techniques whenever possible. Please talk with your child about appropriate actions to take if someone bothers him/her at school, on the bus, or at the bus stop.

Instruct your child to TELL AN ADULT. WE WILL LISTEN AND TRY TO HELP SOLVE THE PROBLEM. Parents will be called whenever necessary. As stated in the school philosophy, our requirement is that both parents and students must agree to follow a rigid discipline code, founded upon our Eight Core Virtues:

Compassion, Courage, Diligence, Integrity, Perseverance, Respect, Responsibility, and Temperance

Please, refer to [Appendix A: Discipline Procedure](#) for details.

XIV. DRESS CODE

Our philosophy endorses an environment that is ordered and structured. We feel that uniformity of dress is an important part of following this philosophy. All students at Savannah Classical Academy will wear the navy, red, and white uniform. This uniform is not a set outfit that is purchased at one location. There are a number of stores that sell the following uniform items:

Please, refer to [Appendix B: Uniform Policy](#) for details.

XV. ATTENDANCE

School Board Policy Number 1001 states that any student who accumulates 15 or more absences (excused or unexcused) during the year, will not receive credit for the year unless the principal or his designee approves an exception. Parents may send a written excuse for absences due to illness (up to 5 times a year) to the school when the child returns after an absence. All absences thereafter will require further documentation. If no excuse is received, the absence will be counted as unexcused. Further documentation may be required by school officials for the purpose of validating that the absence is an excused absence.

If it is necessary for a child to leave school before the end of the school day, his/her parent or guardian must come by in person to pick-up the child. The parent/guardian must report to the school office to sign the Early Release Book. No student will be released to anyone directly from a classroom. Office personnel will request the student from class. Early dismissal is strongly discouraged, except when absolutely necessary. A student's leaving early causes the student and, sometimes, his classmates to lose precious learning time. Also, a student must attend school at least one-half of the instructional day to be considered present for attendance purposes. More than three unexcused incidents of tardiness/unexcused early dismissals per marking period is considered excessive. If excessive tardiness continues, a social worker referral will be made.



XVI. MEALS

A nutritious breakfast and lunch are available in the school cafeteria, and students are encouraged to take advantage of these programs. If a student chooses to bring lunch from home, it should be nutritious. Students who walk or ride to school and want to eat breakfast should be in line no later than 8:15 a.m. and are to report to the cafeteria before reporting to class. Students who eat breakfast in the cafeteria are still expected to eat and report to class by 8:30 a.m. Failure to report to class on time will result in an unexcused tardy. No school appliances may be used to store or cook students' meals. We discourage parents from bringing lunch to school once the instructional day has begun. Please do not send candy in your child's lunch.

Meal Prices

Non Negotiable:

Teachers, Principals, Paraprofessionals are not allowed to receive lunch money for a student. This type of transaction must be between the parent/guardian and the POS operator or the management team at the register or in the nutrition office. As a second option parents can go to www.MySchoolBucks.com to set up a payment account using a debit or credit card.

XVII. SCHOOL HOURS

The school day begins at 8:00 a.m. and ends at 3:40 p.m. Students arriving after 8:00 a.m. are considered tardy and must pick up a tardy slip from the office in order to be admitted to class. Persistent tardiness will be referred to the Support Services Coordinator. Students not enrolled in Pryme Tyme may not report to school prior to 8:00 a.m. Students must also be picked up on time at the end of the day. Non-compliance will result in a Support Services Coordinator referral.

XVIII. PRYME TYME

Child care sponsored by the YMCA, is available from 7:00 a.m. to 6:00 p.m. Pryme Tyme charges \$1.00 for every minute after 6:00p.m. until the child is picked up. Registration is handled at the YMCA on Habersham Street and at the school.

XIX. SCHOOL TELEPHONE USE

Students are only permitted to use the school telephone in emergencies. Parents should not expect to leave telephone messages for students except in emergency situations; constant telephone messages disrupt the instructional day.



XX. NON-INSTRUCTIONAL ITEMS

Cell phones, hand-held video games, chewing gum, toys, games, MP3 players, tablets, radios, or any other unnecessary items should not be brought to school. They cause distractions and upset classroom routine and order. If they are brought to school, these items will be collected and returned at the discretion of administration. Please note that if an item is being used as a toy, it will be considered a toy; for example, a watch is meant to be worn, not taken off of the arm and played with. Nothing is to be sold or swapped among students. The use of cell phones during the school day will result in disciplinary action.

XXI. BUS CONDUCT & DISCIPLINE

Students are expected to behave in an orderly manner on the school bus at all times. The driver is in charge of the bus and must be obeyed. Riding the bus is a privilege provided to all students who can abide by the rules. If the rules are violated by a student, his/her bus riding privileges may be suspended or terminated. It is not our desire to remove children from buses; however, it is our responsibility to maintain safe, orderly transportation for all students. Please help us by reviewing the rules with your child and making sure they follow them. Behavior on the bus will also be considered behavior requiring disciplinary action during school hours as deemed appropriate by the School's administration.

XXII. TEXTBOOKS & FINES

Textbooks and other reusable materials/equipment are issued free of charge; however, it is the responsibility of each student to use textbooks/materials and equipment carefully. Abuse, damage, or loss of equipment, books, and/or other materials assigned to or used by students may result in fines to repair or replace the item. All textbook fines must be paid in order for school records to be released. Textbooks issued to students should be covered with book covers or paper at all times. Covers should not be taped to the textbook. When your child brings home a textbook, please be sure he/she brings it back to school for instruction each day.

XXIII. LOST & FOUND

Please mark your child's belongings with his/her full name so that coats, hats, books, etc., can be returned if lost. The lost and found box is kept in the nurse's office. Unclaimed items will be donated to a charity after a reasonable period of time.



XXIV. NOTICES & PARENT COMMUNICATION

Communication Folders are sent home daily for the parents to sign and return to the teacher. These contain homework papers to be completed, school-wide and/or District communications, and graded papers that your child has completed. Periodic call-outs and emails will be made as another means of keeping our families informed.

XXV. WITHDRAWAL of STUDENTS

Parents should notify the school office at least one day before they plan to withdraw their child. This will allow time to complete the withdrawal form and necessary records. All textbooks and other books must be returned to the school, and all textbooks fines must be paid before records can be released.

XXVI. FIELD TRIPS

Field trips to enhance the instructional program are available to students. No child will participate in a field trip without written permission from the parent or guardian. Parents may accompany students on field trips; however, we ask that you make other child-care arrangements for additional siblings. Field trips are a privilege. Students who are unable to behave in the classroom may lose the privilege of attending field trips.

XXVII. ARRIVAL & DISMISSAL

- For safety reasons, car riders must load on Atlantic Avenue through the Pedestrian gate at the southwest corner of the school building. Buses only must load and unload students in the parking lot behind the building. There are no sign-outs of students after 3:00 p.m. due to the office staff handling the routines of dismissal at this time. Thank you for your cooperation with this request.
- Bus riders must board the bus every day unless the parent sends a note stating otherwise. We cannot depend on a child's word that he/she will be picked up on any given day, nor can we trust phone calls. This is for safety reasons.
- All transportation changes must be in writing by the students' custodial parent/ guardian and given to the teacher on the morning of the requested change. Without written documentation, your child will follow his/her usual mode of transportation each day. We cannot grant permission for anyone not listed on the registration form to pick up students.
- Your child's safety is of the utmost concern to us. If an emergency arises, please try to make other arrangements for your child's transportation home and only call the school as a final option. Any changes in dismissal must be done by email or fax with parent's known email /information.



XXVIII. IMPORTANT INFORMATION

- Telephone numbers and email addresses should be continuously updated. We must always be able to reach the parent/guardian or emergency contact at any time.
- Parent requests for specific teachers are not honored; all of our teachers are highly qualified and grade levels plan together to ensure academic pacing and high expectations are consistent across the grade level. Every teacher at Savannah Classical Academy is enthusiastic about instructing your child and has your child's best interest in mind.
- Our high academic and behavioral expectations and the consequences for non-compliance may occasionally differ from a parent's belief system. In the event that a parent's educational philosophy opposes the school's philosophy, the parents have the right to withdraw their student and return to their home school without any penalty related to the student's academic status.

XXIX. ASBESTOS IN SCHOOLS

The 1986 Asbestos Hazard Emergency Response Act requires annual notification of any asbestos containing building materials within the school system. Under certain conditions, asbestos fibers could cause a health problem. Therefore, to minimize any hazard, an asbestos Management Plan has been developed. Each facility has an Asbestos Management Plan available for public viewing during its operating hours. This plan identifies all building materials which contain friable and non-friable asbestos, as well as its location. Throughout the system, the friable asbestos has been either removed or encapsulated. The school system has EPA certified asbestos management plan inspectors and compliance personnel. Mr. Coy Mosley is the AHERA Plan Manager for our system. If you have any questions, please call Maintenance and Operations at 201-5730.

XXX. PARENTS' RIGHT TO KNOW

Parents may request information about the professional qualifications of their child's teacher(s). The following information may be requested:

- Whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- The college major and any graduate certification or degree held by the teacher;
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.
- To request information concerning the qualifications of your child's teacher(s), please contact the principal.



XXXI. GRIEVANCE PROCEDURES

The School Director and the SCA Board will work together to address all complaints from parents and students. Teachers will initially be responsible for handling complaints from students. If the complaint is related to the School Director's performance or is of such a nature that it requires SCA Board involvement, the SCA Board will address complaints in a timely fashion at monthly board meetings or special called meetings if necessary. Depending on the nature of the complaint, the SCA Board may delegate responsibility to the appropriate SCA Board committee. Parents and students may voice complaints via several different means, including at school meetings, during parent-teacher conferences, at SCA Board meetings, and via written correspondence. Please, see SCA's Operational Policy for more details.

XXXII. EMERGENCY EVACUATION DRILLS

In the event of an Emergency/Evacuation Drill, any child who has a physical limitation/impairment which prevents him/her from promptly exiting the building shall be transported by school personnel to the place designated for school safety.

XXXIII. STUDENT, PARENT & TEACHER UNDERSTANDING

I have read the Savannah Classical Academy Student Handbook. I have discussed the contents of the handbook and the expectations detailed therein with _____.
(student name)

Parent Signature

Date

Teacher Signature

Date