

## A. School Supplies

An annual material fee is charged that covers textbooks, copies, lab supplies, project materials and other necessary supplies for classes. Families are responsible for providing school supplies, such as paper, pencils, notebooks etc. for their children and for replenishing those supplies as necessary throughout the year. On occasion, students may require special supplies for projects, and parents will be informed of these needs as they arise. The Academy tries to keep such expenses minimal. A current list of required supplies may be obtained from the school office.

## B. Textbooks

Textbooks are the property of New England Classical Academy. They are signed out to students and must be returned in good condition at the end of the school year. Lost, stolen, damaged, or destroyed textbooks must be replaced at the family's expense. Final report cards will not be issued until all school-owned books and materials are returned or paid for.

Students may be required to purchase books for summer reading or for certain courses (e.g., Upper School Humanities). These books remain the property of the students and should be clearly labeled with the student's name. A current list of required books is available from the office.

## C. Study Habits

Since education is largely a self-motivated activity, it is necessary that the student cultivate responsible, efficient, and productive study habits.

The responsible student will...

- Bring paper, pen, pencil, and all necessary materials to class
- Pay attention in class, listen well, follow directions, and participate in discussions and activities
- Ask questions when he does not understand
- Plan his work and use daily private study time productively
- Make sure he writes down and understands assignments before leaving class
- Strive to do his best, never satisfied with "just getting by"

## D. Homework

The teachers and Board of the Academy recognize the importance of home life to all family members. We do not wish to burden our students unduly with "busy work" at home. We are therefore committed to providing time for in-class completion of assignments and to assigning only that homework which is truly necessary for our students' success. Teachers work closely with students to help them learn effective reading, note-taking, and study techniques.

At the same time, because of the rigorous nature of the classical curriculum, it is unrealistic to assume that students will have no homework at all. The Humanities Seminar, in particular, requires students to schedule their study time wisely and to exercise self-discipline to assure that they complete their reading and writing assignments in a timely fashion. We ask the cooperation of parents in providing the necessary time, space, quiet, and encouragement for students to complete their homework. It should also be understood that some students require more time to finish assignments than others, so the following times may not match exactly a given student's needs.

The following guidelines have been established for daily student homework:

Grade Level	Time	Typical Assignments
Kindergarten	10 min.	Reading practice
Grades 1-2	15-25 min.	Reading practice, memory work
Grades 3-4	30-45 min.	Memory work, incomplete classroom assignments
Grades 5-6	45-60 min.	Memory work, incomplete classroom assignments
Grades 7-8	60-90 min.	Memory work, written assignments, reading, oral assignments
Grades 9-12	2+ hours	Memory work, Humanities reading (1 hour), written assignments

## E. Report Cards and Grading Scale

Report cards are issued quarterly.

Student work in grades K-3 is evaluated on the following scale:

Letter Grade	
Evaluation	
E	Excellent
S+	Very Good
S	Satisfactory
S-	Needs Improvement
U	Unsatisfactory

Student work in grades 3-12 is evaluated on the following scale:

Letter Grade	
Percentage	
A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F (no credit)	Below 60

Primary and Grammar School students will receive comments on their progress and behavior in class.

## F. Honors

The Academy recognizes outstanding academic achievement at three levels:

Cum laude: 93-95 average  
Magna cum laude: 96-97 average  
Summa cum laude: 98+ average

The Academy also recognizes other types of achievement, both personal and academic.

## **G. Academic Probation**

Students with low grades may be placed on academic probation until their work improves. Parents are informed of such action by mail. Academic probation is automatic if a student receives three D's or two F's on any quarterly report card. A copy of the Academic Probation policy is available from the school office.

## **H. High School Credit Distribution and Graduation Requirements**

Students must accrue the following credits to receive a diploma from New England Classical Academy:

- Humanities: 4 credits
- History: 2 credits
- Mathematics: 4 credits
- Natural Sciences: 4 credits
- Trivium Studies (Composition, Logic, Rhetoric): 4 credits
- Classical Languages (Latin, Greek): 5 credits
- Philosophy: 2 credit
- U.S. Government: .5 credit
- Drama: 2 credit
- Music: 1 credit
- Fine Art: 1 credit
- Physical Education: .5 credit

The Academy's graduation requirements meet or exceed the requirements of the State of New Hampshire.

The Academic Dean and the appropriate teachers will review the records of transfer students and of students who have previously completed advanced coursework and will assign credits

accordingly.

## **I. Academic Integrity**

The Academy holds its students to the highest level of personal and academic integrity.

Cheating, lying, and stealing undermine the basic trust upon which the academic community is built. A student who has cheated on any assignment or has assisted another student in cheating will receive a zero for the assignment; parents will be informed. A second offense will normally result in expulsion from the Academy.

Plagiarism is a form of cheating that deliberately presents the work of another as one's own. Failure to cite the source(s) of quoted, paraphrased or summarized material, whether published or not, is plagiarism. Plagiarism is a serious offense; indeed, it is a crime. Students found to have knowingly plagiarized will normally be expelled from the Academy.