



ACADEMIC HANDBOOK
2018-2019

A Note to Parents and Students

We are glad that you have chosen Aberdeen Latin School to play a significant role in your child's education. This information in this handbook is designed to help you be successful. Please make sure that you familiarize yourself with the handbook. Let us know if you have any questions.

Table of Contents

General Information	3
About Us.....	4
Primary School Program.....	6
Grammar & Upper School Program.....	8
Parent Partnership.....	13
Student Code of Conduct.....	14
School Policy.....	15
Academic Policy.....	17
Uniform Policy.....	19

General Information

Aberdeen Latin School is a partner member of the Classical Latin School Association. Through this partnership we are able to offer one of the best classical programs for 1st -8th grade as well as a fully accredited, NCAA approved high school diploma program.

Class Days

Aberdeen operates on a 4-day schedule, Monday through Thursday. Our reduced academic week has these advantages: it lowers tuition and makes a quality education affordable for more families; it supports family life by increasing time spent at home and reducing time spent with peers; it enables parents to be more involved in their child's education and provides one day for family enrichment activities; it reduces absenteeism by providing one day for doctor/dentist and other appointments; it encourages independent study skills, better preparing students for college.

School Hours

Aberdeen begins at 7:45am and ends promptly at 12:00pm. Students can be dropped off as early as 7:30am and must be picked up by 12:15pm.

School Calendar

Aberdeen follows a 36-week calendar. Thanksgiving Break is one full week, Christmas Break is two full weeks, and Spring Break is one full week. Our academic program is a 34-week program, reserving a week for ITBS testing and another week as optional flex-time (i.e., due to inclement weather).

Uniforms

Aberdeen students wear uniforms. Please see our Uniform Policy in this handbook as well as our website for complete guidelines.

Tuition & Fees

2018-2019	Registration	Book Fee	Tuition
Grades 1 st -9 th	\$200	\$300-\$500	\$2500-\$2800

About Us

Our Mission

In partnership with parents, and guided by the gospel, we seek to educate students to the highest standards of the classical tradition, so that they may grow in knowledge, wisdom, and the love of our Lord, and more ably use their gifts in the service of others, and for the glory of Christ and His church.

We are Christian

Our faith statement is the Apostles' Creed, the most ancient and widely accepted expression of the essential beliefs of the Christian faith. We teach and uphold traditional Christian morality, and the Holy Scriptures as the divinely inspired word of God. We warmly welcome families of other faiths, but we ask that you respect our distinctive Christian identity. In all of our instruction we are respectful of other faiths, while humbly maintaining the truths of our Christian faith.

We are Classical

Classical education is the imparting of wisdom and virtue through the study of the liberal arts and humanities. The liberal arts are the fundamental intellectual skills used in every academic discipline and the humanities are the history and literature of Western Civilization through which we learn, through precept and example, the ideas and values of our culture.

We are a Traditional Schoolhouse

Our educational model incorporates multi-level recitation and a careful balance between teacher-directed instruction and independent study, reinforced by regular teacher-led discussion.

Classrooms are quiet, orderly, and disciplined. Lessons are incremental, content is age-appropriate, and students learn the important skill of quality written work completed in a timely manner. Homework is moderate and is for the purpose of practicing or preparing for a lesson.

Our Curriculum

The curriculum at the center of our program is Memoria Press' [Classical Core Curriculum](#). This curriculum focuses on the cultivation of wisdom and virtue through meditation on the Good, the True, and the Beautiful. This is accomplished in two ways: first, through training in the liberal arts; and secondly, through a familiarity with the great books and the great thinkers of the Western Tradition. This curriculum is constructed with two central ideas in mind: *mastery* and *simplicity*.

Mastery of content is the goal of every program within the Classical Core Curriculum. Students are guided through the material in a way that emphasizes mastering a concept before moving on to a new one. The ability to immediately recall information and explain ideas is the end-goal of each program within the Classical Core Curriculum.

Simplicity is central to the design of each program. Rather than building the curricula full of extras and dress-ups, Memoria Press provides a robust, thorough, and focused exploration of each subject as it is studied. The purpose is to present a product that is highly accessible and effective.

Our Partnerships

Aberdeen Latin School is a partner member of the [Classical Latin School Association](#). CLSA is able to assist us in maintaining our high standards of education through mentoring, training, and accountability.

We are also partnered with [Memoria Press Online Academy](#). MPOA provides our students with high quality classes and instruction in areas where it is difficult to source a quality teacher locally. They also provide a fully accredited, NCAA approved [high school diploma program](#) for our students (specifically helpful to our athletes).

All fees associated with MPOA are included in Aberdeen's tuition, but it is required that parents pay for these fees upfront to reserve their child's spot in these highly demanded courses.

Primary School Program

Reading, writing, and arithmetic are the foundations upon which the tower of learning is built, and they are given the highest priority in primary school. The basic skills, work habits, and attitudes formed in the primary years are of critical importance. Because of the nature of our schoolhouse approach, we use *Christian Light with Memoria Press* products.

Phonics

Phonics is the system of letter-sound association taught to children for the purposes of learning to read and spell. Phonics is most effective when taught systematically, thoroughly, intensively, and in a logical and time-tested sequence.

Our primary resource for phonics instruction, beginning in Level 100, is Christian Light's *Learning to Read* program. With this, we are able to teach correct pencil grip, manuscript form, consonant and short vowel sounds, silent e, consonant blends, vowel pairs, and sight words. Once the *Learning to Read* program is completed, students move on to the *Reading to Learn* program where phonics skills and reading comprehension are continued to be developed and mastered through Level 100 and 200.

To help improve reading comprehension with whole books, students read classics such as *Little Bear*, *Frog and Toad are Friends*, *Caps for Sale*, and *Make Way for Ducklings* in Level 100 and *Prairie School*, *Animal Folk Tales*, *The Courage of Sarah Noble*, *Little House in the Big Woods*, and various tales of Beatrix Potter in Level 200. These classics, along with their corresponding literature guides from Memoria Press, help build the confidence and skills needed for the Grammar School Program.

Writing

Habits of good penmanship are instilled early and required at every grade level. The discipline of neat and legible handwriting is an aid to spelling and stills the value of accurate, careful work—an important academic skill that carries over into every aspect of learning. In Level 100, students focus

on manuscript, and then move on to cursive in Level 200. Cursive is then required for all written work in Level A and beyond.

Christian Light's *Language Arts* program reinforces phonics concepts as they apply to spelling and develops basic composition skills necessary in the primary stage.

Arithmetic

Immediate recall of addition and subtraction math facts through 18 is the focus in primary school. We use Christian Light's *Mathematics* program to teach number formation, counting, time, calendar, measurement, story problems, addition, subtraction, and money in Level 100. In Level 200, students build on those skills, while also beginning multiplication.

Enrichment

During enrichment time, we use Memoria Press' *Enrichment* program, a collection consisting of 30 books, a list of composers and a set of handheld art cards. The books provide a rich language experience for students, as each book is read-aloud and is accompanied by oral questions and discussion. Students learn new and interesting words and delight in rhyme and word play. Through this program, they learn about holidays, history, geography, science, and more. Each week, a well-known composer and piece of music, as well as an artist and art masterwork are introduced and studied.

Typical Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
7:45		Promptus			Level 100 No Assignments Level 200 Quizzes/Tests
8:00		Recitation			
8:15		Reading			
9:00		Arithmetic			
9:45		Break			
10:00		Writing			
10:30		Literature			
11:00		Break			
11:15		Enrichment			
12:00		Dismissal			

Grammar & Upper School Program

Our grammar school program continues to reinforce and build upon the important academic and social skills emphasized in our primary school program.

- Quality written work completed in a timely manner
- Legible penmanship and accurate spelling
- Speed and accuracy in arithmetic
- Reading comprehension and vocabulary acquisition
- Memorization of poetry and scripture
- Appropriate classroom behavior
- Discipline and self-control
- Good manners and respect for adults and classmates

Students learn from well-designed materials and high-quality content which carefully prepare them for the reading of classic literature and history and the challenging work in advanced math and science that begin in our upper school program.

Latin

The study of Latin is the core of a classical education. Latin begins in third grade and continues every year, culminating in the translation of Latin literature in grades 9-12. All new students in both the grammar and upper schools are enrolled in an age-appropriate beginning Latin class.

	Level A	Level B	Level C	Level D	Year 1	Year 2	Year 3
Memoria Press	Prima Latina	Latina Christiana	First Form Latin	*Second Form Latin	*Third Form Latin	*Fourth Form Latin	*Henle II Caesar Translation

**Students who enroll in Latin in middle and high school follow the same sequence but at an accelerated pace.*

Memorizing the Latin grammar is a great challenge and thrill for students. The mastery of the grammar greatly enhances English language skills and builds the kind of confidence that comes only from great achievement. Latin develops the mind of the young student like no other subject. There is no substitute for the mental development provided by the study of the Latin grammar.

Mathematics

Mathematics, like all languages, is cumulative, rigorous, and demanding; it develops logical, accurate, and precise thinking habits. Mathematics is the language of science and the indispensable tool for the study of the natural world. The key to success in all science, especially chemistry and physics, is a solid math education.

Mathematics is an exact language, one that is unrelenting and unforgiving. A failure to master basics is the cause of the glass ceiling that most students experience in their mathematics education. Students must *over learn* basic math skills in K-6 if they are to be successful in upper school math.

Our textbooks and teaching strategies at Aberdeen ensure that students learn arithmetic and mathematics in an age-appropriate scope and sequence. Our goal is for all able students to complete Calculus by grade 12.

	Level A	Level B	Level C	Level D	Year 1	Year 2	Year 3
Math Sequence	Christian Light <i>Mathematics</i> 3-6				Saxon <i>Algebra</i> $\frac{1}{2}$	Saxon <i>Algebra</i> 1	Saxon <i>Algebra</i> 2

We firmly believe in placing students at the level that they can succeed. This means that all new students are required to take a placement exam to see if they are ready for the level of math that they are applying for. It is not uncommon for students to have to go back and repeat a level in order to fix any gaps.

Composition & Literature

The distinguishing mark of the educated person is mastery of the English language in reading, writing, and speaking. These multifaceted skills require many years to reach a high level and are greatly enhanced by the study of Latin. English grammar, usage, and composition are taught yearly, using Christian Light's *Language Arts* program and Memoria Press' *Classical Composition* series. The ability to write with clarity, beauty, and power is further developed by the logic and rhetoric program we use.

On a more practical side, the development of a legible and attractive cursive hand is a high priority. Serious attention is given to penmanship in every grade and class, lest illegible and careless writing plague students and teachers alike throughout their school years.

An essential component in the development of superior language skills is the study of good literature, which provides models of correct English and excellence in writing. The ear and eye are trained by constant exposure to good English usage. Students learn best by imitation. Our reading selections are carefully chosen to increase in reading difficulty each year. Books are read slowly and studied deeply with the aid of Memoria Press' *Literature* program. The very best literature and poetry for each age has been chosen for their model heroes, virtues, and high ideals. This literature program does more than develop reading skills; it inspires students to love what is good and noble in life.

	Level A	Level B	Level C	Level D	Year 1	Year 2	Year 3
Grammar	Christian Light <i>Language Arts</i> 3-8						Memoria Press <i>Traditional Logic</i>
Composition	Memoria Press <i>Intro to Composition</i>	Memoria Press <i>Classical Composition Series</i> "the progymnasmata"					
Literature	Memoria Press <i>Literature & Poetry Series</i>						

History

All foreign language study includes learning about the people who speak the language, so Classical Studies is the natural companion to Latin. In Classical Studies, students study Greek mythology and Greek and Roman history and literature every year, gradually deepening their knowledge and understanding. This long grounding prepares students to read the classics of Greek, Roman, and English literature, and to study and understand the modern world.

The classical civilization of Greece and Rome is the perfect civilization for the student to study and the teacher to teach. It has been thoroughly studied by many generations, and the lessons have been learned and are there for all to see. And we know the end of the story, and therefore we can see consequences and draw conclusions.

In addition, all of the issues that we struggle with in the modern world—economic, political, religious, and social—are present in the ancient world in their simplest form. In Greece and Rome, the perennial problems of the human condition can be seen at their beginning, while it is still possible to grasp them, to understand them, and to really see the heart of the matter.

	Level A	Level B	Level C	Level D	Year 1	Year 2	Year 3
Memoria Press Classical Studies	D'Aulaires Book of Greek Myths	<i>Famous Men of Rome</i>	<i>Famous Men of the Middle Ages</i>	<i>Famous Men of Greece & Horatius at the Bridge</i>	<i>Book of the Ancient Greeks, Iliad, Odyssey</i>	<i>Book of the Ancient Romans, Aeneid</i>	<i>Oresteia Trilogy, Three Theban Plays, Medea and Other Plays</i>

Science

Wonder and curiosity about the natural world lead to observation, classification, and ultimately to science and technology. It is best for the child to be led into the world of science through these same steps. The traditional elementary science curriculum includes topics that are also naturalist hobbies—bird, tree, and wildflower identification, butterflies, insects, bees, and stargazing. Students learn much about science (morphology, physiology, classification, habitat, etc.) through the detailed study of stars, insects, birds, and trees.

Once a foundation has been laid in nature studies and when basic math has been mastered, a student is able to have greater success in the harder sciences covered in upper school.

	Level A	Level B	Level C	Level D	Year 1	Year 2	Year 3
Science Sequence	Christian Liberty Press Nature Readers 3-5		History of Medicine, Astronomy, Planet Earth, Biology, Chemistry, Physics (J. Hudson Tiner)			Novare Physical Science	Novare Intro to Physics

Typical Schedule

Grammar School	Monday	Tuesday	Wednesday	Thursday	Friday
7:45	Promptus				Levels A-D Quizzes/Tests Reading Prep Enrichment
8:00	Latin				
8:45	Math				
9:30	Composition				
10:15	Break				
10:30	Literature				
11:15	History & Science				
12:00	Dismissal				

Upper School	Monday	Tuesday	Wednesday	Thursday	Friday
7:45	Promptus				Years 1-3 Quizzes/Tests Reading Prep Enrichment
8:00	Latin				
8:45	Math *Odd # Problems (Even # Problems for Homework)				
9:30	Composition & Logic				
10:15	Break				
10:30	Literature				
11:15	History & Science				
12:00	Dismissal				

*MPOA Classes may alter the typical schedule

Parent Partnership

We believe that the parent should take the primary role in the education of their students. Registration with our school does not eliminate this role, but enhances it through a partnership with our teachers. Our faculty members teach and grade the assignments, answer questions, and communicate with students and parents. Parents are not responsible for teaching the content or grading assignments, but they are still responsible for checking up on their student. Parents should:

- 1) **Spot-check the student's work each week.** A spot-check is done by taking a quick look at the assignments and student guides that are being filled out each week.
- 2) **Supervise Friday study time.** Friday work can be completed independently by the student, but should still be monitored by parents.
- 3) **Proctor Friday quizzes and tests.** We trust parents to make sure their child is fully supervised during a quiz or test and that their child is not cheating or receiving help to complete that quiz or test through the internet, family member, answer key, school books, or through any other means.
- 4) **Maintain open communication with the faculty.** Please see School Policy for more details on effective communication procedures.

Student Code of Conduct

All students are expected to uphold the Student Code of Conduct.

- We cheerfully and promptly obey the authority under which we are placed.
- We can appeal respectfully and courteously. We do not argue or negotiate.
- We love and honor one another.
- We give encouragement to one another.
- We do not point out the shortcomings of others in order to build ourselves up.
- We tell the truth before God and men.
- We do not disrespect the teacher and our fellow students by making distracting comments or asking irrelevant questions during class time.
- We do not spread rumors or gossip.
- We will not make excuses for our wrong actions but will admit them.
- We will avoid cliques, clubs, or jokes that exclude other students while on campus.
- When others are sorry, we forgive them.
- When others are sad or experiencing hardship, we comfort them.
- When we have in-class assignments to complete, drill questions to answer, or team exercises, we do it without complaining.
- We treat one another with respect, patience, kindness, and self-control.

Finally, brothers, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is commendable, if there is any excellence, if there is anything worthy of praise, think about these things.

Philippians 4:8

School Policy

Communication

A student's successful experience at Aberdeen Latin School depends in large part on open communication between students, families, teachers, and administration. The same is true of the teacher. In view of this we ask that the following guidelines be followed:

- Teachers will provide a work email address where they can be reached if there is a concern. This will be provided to the parents at the beginning of the school year. Please allow teachers up to 24 hours to respond.
- Parents must copy the director on all private emails sent to the teacher. This is to keep the administration informed of circumstances, as well as positive and negative feedback. Teachers are also required to do this when responding.
- Parents are to ensure that there is a current parent email address and telephone number on file with us. Parents are responsible for keeping this information updated.
- If parents have a problem they should privately email the instructor first and copy the director. In the rare case where a parent and teacher cannot come to an agreement, they can take the issue to the administration. It is always best for things to be resolved at the lowest level possible. Patience and working in good faith usually result in a satisfactory resolution to any problem that may arise.

Attendance and Tardy Policy

Frequent tardiness and absence disrupts class and negatively impacts academic progress. Please remember that we are a school that has real deadlines. Keeping this in perspective is key to being a successful student. Sometimes a student may be absent due to an illness or because an extraordinary opportunity has arisen. This is normally acceptable and we work with families in these situations. Maintaining a balance of firm policy and flexibility for extenuating circumstances as well as unique opportunities is a regular part of Aberdeen Latin School. If a student is going to miss a class, he or she (and their parents) should make every effort to let the teachers know ahead of time.

Late Work and Exceptions

All graded assignments that are sent home for Friday are due the following Monday (or Tuesday, if Monday is a school holiday). If any graded assignment is 1-2 days late, they will have 10-20 points subtracted from the total score. If a graded assignment is turned in 3 or more days late, it will receive a 0%. Only in extenuating circumstances or because of unique opportunities are extensions given (e.g. illness, hardship, travel, or service opportunities). If something like this arises then parents/students must make sure the teacher is aware of the situation. If there is a situation that arises and the teacher isn't notified until weeks or months afterward, then no extensions should be given, except at the discretion of the teacher. All requests for an extension should be sent to the teacher (and copied to the director) for approval.

Academic Policy

Academic Integrity

At Aberdeen Latin School, we expect the highest standards of academic integrity from all students, in accordance with the character befitting the classical, Christian ideals that define our school. Academic dishonesty consists of cheating, plagiarism, or assisting another to engage in such activities. Plagiarism is the taking of another's ideas or writing and presenting it as one's own. If a teacher suspects and can verify plagiarism, misuse of sources, or cheating, the teacher will contact the director and provide all the relevant information. The director will then contact the parents. Consequences are:

- 1) **First confirmed offence:** 0% on the assignment
- 2) **Second confirmed offence:** Expulsion from Aberdeen Latin School

Preparation

Students are expected to have completed whatever work is required prior to their class time and to be prepared to participate in class. Students are expected to follow the weekly and daily instructions, as closely as possible.

Participation

Students are required to participate and grades for this are entered each 6-week grading period.

Progress Reports and Grade Reports

All graded assignments are logged in regularly in Thinkwave. Should a student receive lower than an 80% on an assignment, parents will receive a notification via email. Report cards will be issued within two weeks after the close of each 6-week grading period. These are emailed in PDF format directly to parents. Report Cards and Transcripts can be sent out upon request.

Classroom Discipline

Our teachers are to ensure that they keep their classrooms as free from distraction as possible. Unacceptable student behavior includes:

- Chatting incessantly, off-topic, or repeatedly making irrelevant comments
- Harassing the teacher or other students
- Swearing, cursing, or using demeaning language

Generally, students will be given a warning, but if something like swearing or cursing occurs, the student will be removed from the classroom and the parents immediately contacted to come and pick up the student. The teacher will notify the director, who will then follow up with the student and parents to attempt to remedy the situation. If the behavior issue goes beyond this or is repeated after the initial removal from the classroom, then the director and teacher will discuss with the parents the possibility of expelling the student entirely.

Uniform Policy

All uniform items are available at:

Land's End
www.landsend.com

School Shoes Unlimited
2019 Vance Jackson Rd
San Antonio, TX 78213
210-734-9003

General

- Everything that is worn, and the manner in which it is worn, should complement the overall appearance of the uniform, not compete with or detract from it. In cases where a question arises, decisions will be left to the discretion of the Aberdeen administration.
- Uniforms should be clean, well fitting, in good repair, and the proper length. As children grow, parents should let out hems or replace items.
- Shirts should be tucked in.
- Additional non-uniform clothing, may not be worn in classrooms; only uniform sweaters and vests in class.
- Plain white t-shirts or camisoles may be worn under shirts and blouses. Undershirts for girls should not be visible at the neckline.
- Girls should wear minimal, simple jewelry. Stud earrings or small hoops, chains with a small pendant, and/or watch are acceptable.
- Boys who wear a simple gold or silver chain, with or without a pendant, must keep it under their shirts.
- Cloth, leather or plastic jewelry is not allowed.
- Hair accessories must match the uniform (white, navy, or matching plaid) and not be excessive. Hair should be neat and out of eyes.
- Boys' hair should be neatly groomed, above mid-ear, off the face, and off the collar. No facial hair.
- Hair should not be dyed in unnatural colors.
- Conservative makeup may be worn by girls in grade 7-12. Nail polish should be a traditional, conservative color, or clear.
- Girls' skirts can be no shorter than 1" above the knee.
- If in doubt about any item, bring it by the director for approval.

Please, also see our website for specific uniform details.