



Tallahassee Classical School

FAMILY HANDBOOK

2020-2021

Tallahassee Classical School
4141 Artemis Way
Tallahassee, FL 32311
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Table of Contents

I.	INTRODUCTION	6
	A Note from the Principal.....	6
	Our Mission	8
	Our Vision	8
	Our Virtues	8
	Affiliation with Hillsdale College.....	9
II.	GOVERNANCE	10
	Board of Directors	10
	Board Responsibilities	10
	Role of Principal.....	11
	School Culture	11
	Academic Philosophy	11
	Teachers	12
	Parents/Guardians and Students.....	12
	Fiscal Responsibility.....	12
	Conflict of Interest Policy.....	12
	Parent and Student Grievances	13
	Grievance Related to the Classroom	13
	Administration	13
	The Principal.....	13
	The Parent Liaison of the Governing Board	13
	Importance of Following the Chain of Command	13
	Title IX Coordinator and Process	14
III.	ACADEMIC POLICIES.....	15
	Educational Priorities.....	15
	Introduction to our Curriculum.....	15
	Homework and Classwork.....	16
	Educational Purpose of Homework:	16
	Grading Policy.....	17
	Teacher Conferences	18
	Student Planner Policy.....	18
	Academic Textbooks and Supplies.....	18
	Academic Progress Reporting	18
	Schedule Changes.....	19
	Plagiarism	19
	Cheating.....	19
	Literacy Promotion Criteria for Kindergarten, First and Second Grade	20

Grading Promotion Criteria for Kindergarten through Eighth Grade	20
Controversial Issues.....	21
Religion	21
Evolution	21
Human Sexuality	22
Video Viewing Policy.....	22
IV. SCHOOL OPERATIONS	23
School Calendar.....	23
School Hours	23
Upper School Bell Schedule	23
Car Loop Student Drop-Off and Pick-Up.....	23
Visitor Aware	24
Creating a Visitor Aware Account.....	24
Student Pick-up Instructions.....	24
Attendance	25
Tardiness.....	26
Excused Absences/Tardies	26
Unexcused Absences/Tardies	26
Attendance Appeals.....	27
Student Early Dismissal.....	27
Guidelines for Students Behavior	27
Code of Conduct.....	27
General Expectations	29
Discipline.....	30
Discipline Referrals Process	30
Suspension and Expulsion	31
Bullying/Harassment	31
Notification of Parents for Removal of Student from School.....	32
Uniform and Dress Code Policy	32
Uniform Guidelines for Physical Education	35
Uniforms and Financial Assistance	36
Toileting	36
Health and Medicine.....	36
Administration of Medication.....	36
Student Medical Records	37
Medical Operations.....	37
Medical Records and Enrollment.....	37
Food Allergies	37
Sick Students	38

Lice Policy.....	38
Student Fees and Supplies	38
Lockers	39
Elevator Use	39
Utilization of Facility.....	39
Transportation.....	40
Student Publications	40
Snacks and Drinks	40
Lunch.....	41
Lunch Account Negative Balance Policy	41
A Message from SLA Management, Classical’s Food Service Vendor	41
SLA Lunch Account Website Sign-up	41
Special Events and Extracurricular Activities	42
Birthday Celebrations	42
Parties	42
Guest Speakers	42
Field Trips	43
Extended Field Trips	43
Off-Site Extra-Curricular Activities	43
Eligibility for Sports	43
Participation in Extra-Curricular Activities by Non-Enrolled Students.....	43
Before and After School Programs	44
V. PARENTS AND THE COMMUNITY.....	44
Parent Communications with Principal, Faculty & Staff	44
Expectations for Parents	44
Chaperones	45
Volunteers.....	45
VI. ENROLLMENT.....	46
Non-Discrimination	46
Open Enrollment Period	46
Lottery	47
Registration.....	49
Waitlist	50
Applicants Accepted During the School Year	50
Re-Enrollment for Current Students	50
VII. INFORMATION TECHNOLOGY AND SECURITY	51
Electronic Devices and Cell Phones	51
Computer Usage	51
Consequences for Violation of Computer Use Policy and Rules	52

Acceptable Use Policy	52
Prohibited Uses	52
No Expectation of Privacy	53
Compensation for Losses, Costs and/or Damages	53
Student Security	53
System Security	53
Additional Internet Safety Measures	53
Personal Laptops or Other Electronic Devices	54
Violations of Acceptable Use	54
VIII. PRIVACY.....	55
Photography.....	55
Media Release.....	55
Public Internet Postings	55
Parent Review of Records	55
Parent Acknowledgement	56

I. INTRODUCTION

A Note from the Principal

Dear parents,

Welcome to Tallahassee Classical School, and thank you for choosing this place among the many schooling options you have. The mission of Tallahassee Classical School is to train the minds and improve the hearts of young men and women through a rigorous, classical education in the liberal arts and sciences, with instruction in good character and civic virtue.

Parents and guardians (hereinafter also referred to as parents), in choosing classical education for your child, you have chosen a more difficult path, but one that brings great rewards for those who travel it well. Our school hopes not merely to care for your students, but to help them fill their minds with knowledge. Our methods are the old-fashioned ones— we diagram sentences, we read the great and difficult books, we memorize and recite poetry, we do mathematical proofs. We do things the hard way because we know that there are no shortcuts when it comes to understanding, and because we believe that the things we study are worth the effort. At Tallahassee Classical School, we want to really know things, not just appear to know them.

We stand against many of the trends that have overtaken American education for the sake of providing something increasingly rare: an education that is good for its own sake. At Tallahassee Classical School, we believe that a liberal education in the sciences and the humanities is inherently good— something worth having apart from the many good things that can come from it. We believe that even the highest accolades are worth nothing if the person who earns them doesn't deserve them. In the end, what good does a perfect SAT score do for a human being who lacks the virtues? Instead we think that our work is to help our students learn to be good, to teach them to be men and women with sound minds and well-formed characters. We hope to help them become thoughtful judges of their own happiness and forces for what is right in the world.

At Classical, we resist the approach popular in so many schools today--to use the K-12 years as a time for training in a particular trade or profession. Some schools measure their success by what kinds of jobs their students get, but we set our sights on a much higher prize. Liberal education, education that is good for its own sake, is the education that makes human beings free—free to consider the world as it is and endeavor to understand it over time. Liberal education teaches an independence that is unavailable to a person trained for a particular career in a particular set of skills.

The liberally educated person is open to the world, but also well-grounded in knowledge and in virtue, so he or she is free to ask the most important questions for human beings and then reason through those questions well. The liberally educated person understands himself, and because he knows that his character is his most important possession, he cares for it above all.

In choosing Classical, you have chosen a very particular kind of place. To honor the choice that you have made, we promise to treat your students' education as an end in itself. We promise to help them learn to be virtuous, not just credentialed. We promise to educate them to be thinkers, not merely to train them for a particular profession. We promise to challenge them to help them see what they are capable of. We promise to pursue the truth without shame and without agenda. We promise to help your students know themselves, and to help them cultivate their minds and their characters in accordance with virtue.

We ask that you support our school in the community and to your children. This important and difficult education relies upon a close partnership between parent and teacher. Because a classical school aims for more than just supervising students, or training them for careers, we cannot go about our work without you. We ask that you get to know us, and get to know classical education. We encourage you to learn about our curriculum and the mission of our school by visiting our website. When you have questions about something your student is learning or a method used by a teacher, we hope you will ask us.

We hope you will display to your students the core virtues we teach—citizenship, courage, gratitude, humility, integrity, kindness, perseverance, respect, and responsibility. Help us teach them to understand themselves and to develop the good habits that lead to moral virtue. Above all, help us demonstrate to them that learning is not just for young people. Show them through example that curiosity about the world along with the good judgment to understand it well is the truest and best source of human happiness. I thank you for your support of our school, and I look forward to an excellent school year.

Finally, I would be remiss if I did not mention the following: if and when there are discrepancies between this Handbook and our [COVID Opening Plan](#), the Opening Plan supersedes and takes precedence over this Handbook. We have tried to note in the text where the Opening Plan affects a stated policy. Please let our office know if you have any questions.

Sincerely,
Adrienne Campbell
Founding Principal

Our Mission

“To train the minds and improve the hearts of young people through a content-rich classical education in the liberal arts and sciences, with instruction in the principles of moral character and civic virtue.”

Our Vision

“Tallahassee Classical School will develop exemplary citizens that are virtuous, thoughtful, articulate, and possess a life-long passion for learning.”

Our Virtues

At Tallahassee Classical School we seek virtue in all its forms, and we have chosen to focus specifically on the following virtues:

Citizenship: I respect the ideals of our nation and work hard to become a just and noble citizen.

Courage: I find the strength to do the right and honorable thing, even when it’s difficult.

Gratitude: I am thankful for what I have, take good care of what I have been given, and show others my appreciation.

Humility: I place the needs of others first, ask for forgiveness, and admit when I am wrong.

Integrity: I am honest and continually choose to hold myself accountable to the moral and ethical principles I am taught.

Kindness: I treat others with compassion and consideration.

Perseverance: I continue to pursue excellence despite difficulty and hardship.

Respect: I treat others and myself with high regard and concern for their well-being.

Responsibility: I take ownership of my actions and my learning; I do my part to serve others well.

Self-Governance: I practice self-control, self-discipline, and diligence in the pursuit of reaching my full potential.

Through the development of virtuous character, students will be equipped to pursue truth, goodness and beauty.

“We are what we do repeatedly. Therefore, excellence is not an act, but a habit.” – Aristotle

We hope that regular adherence to these virtues in our learning, social interactions, and discipline will help to raise students who are capable of self-governance and who strive towards excellence in all areas of life.

The emphasis on virtue at Tallahassee Classical School is not primarily intended as a discipline policy: we aspire to excellence for its own sake, because it is good, and because we are made better as we aspire to it. However, focusing on what is good is a natural corrective to bad behavior. We are therefore bound in our commitment to virtue.

Affiliation with Hillsdale College

The Barney Charter School Initiative (BCSI) is a project of Hillsdale College devoted to the education of young Americans. Through this initiative, the College supports the launch of K-12 charter schools. These schools will train the minds and improve the hearts of young people through a content-rich classical education in the liberal arts and sciences, with instruction in the principles of moral character and civic virtue.

Reform of American public education, to be successful and good, must be built on a foundation of classical liberal arts learning—the kind of learning best suited to a free society and most needed for its preservation. BCSI is an important step in that direction.

To advance the founding of classical charter schools, Hillsdale College works with select school-founding groups of local citizens who care deeply about education, who plan to apply for a charter, and who prove themselves capable of starting and governing a school. When a founding group's interests and abilities are a good match, BCSI will assist in creating and implementing the school's academic program, providing the curriculum design and teacher training. This support, along with guidance on the shaping of a vibrant and ennobling school culture, will provide the foundation for these new schools to promote a liberal and civic education in America's public schools.

Tallahassee Classical School is an affiliate of BCSI, a relationship that offers our school ongoing access to curriculum, training, and resources. For more information on the Barney Charter School Initiative, visit www.hillsdale.edu/bcsi.

II. GOVERNANCE

Board of Directors

Tallahassee Classical School is governed by its Board of Directors. The Board will operate in accordance with the school's bylaws. The Board has entered into a Charter Agreement with Florida Department of Education and Leon County Public Schools. The bylaws are available on the School's website, www.thclassical.org.

Board Responsibilities

The Board is the governing body of the school and is responsible for overseeing the effective, faithful execution of the mission. The Founding Board has created Tallahassee Classical School specifically to implement a traditional, classical, liberal-arts education according to the following mission and vision:

Mission: *"To train the minds and improve the hearts of young people through a content-rich classical education in the liberal arts and sciences, with instruction in the principles of moral character and civic virtue."*

Vision: *"Tallahassee Classical School will develop exemplary citizens that are virtuous, thoughtful, articulate, and possess a life-long passion for learning."*

The Board oversees budgeting and spending, community outreach, charter fidelity, compliance with applicable laws and regulations, and development to support the School's mission and vision.

Specific Responsibilities of the Board Include but are not limited to:

Advocacy – Serving as ambassadors for the school by clearly protecting and articulating the school's mission and goals and by garnering support of the community.

School Leader Support – Providing input and feedback to the school leader on campus-specific issues and concerns (e.g. school culture, discipline policy, student recruitment, etc.) – Supporting the principal by ensuring that she has the moral and professional support she needs to further the goals of the school.

Fiscal accountability – Participating in the budgeting process each year, providing advice and feedback to the principal. – Monitoring the management of financial resources by approving the annual budget and ensuring that proper financial controls are in place. – Financial reporting of the Treasurer to the board as required in the by-laws to ensure the board is "hands-on" as it relates to fiscal controls and responsibility

Development / fundraising – Assuring there are adequate resources for the school to fulfill its mission.

Compliance – Monitoring and ensuring compliance with the Florida Department of Education regulatory statutes and other local, state, and federal laws by regularly reviewing school policies, programs, and practices. – Reviewing school data against charter contract and charter goals to ensure compliance with the vision, strategies, and objectives identified herein.

Other – Actively recruiting new board directors and committee members. – Serving as the grievance board for parent and staff concerns that are unable to be resolved by the school leader. – Selecting and supporting the principal.

In summary, the Board is accountable for the academic, financial, legal, and operational performance of the school. The Board places responsibility for implementing its policies with the Principal, but the Board remains accountable.

Role of Principal

- The Principal will implement a traditional, classical, liberal-arts curriculum.
- The Principal makes final decisions on curriculum, subject to the approval of the Board of Directors.
- The Principal, while chiefly the academic leader, is also responsible for the discipline, moral culture, operations, and financial priorities of the school.

School Culture

- Employees will uphold and encourage students to uphold the school's core virtues of citizenship, courage, gratitude, humility, integrity, kindness, perseverance, respect, responsibility, and self-governance.
- Tallahassee Classical School is an open enrollment school with no enrollment criteria outside of statutory and contractual requirements.
- Tallahassee Classical School practices require a small K-12 atmosphere with a closed campus. This conscious choice ensures that all students are known and educated by our faculty and staff.
- The Principal is accountable for the well-being of every student. Faculty members personally know each of their students as well as others.
- Students and employees will adhere to a dress code.
- Discipline policies are designed to prevent interruption of teaching and learning as well as reinforce the core virtues.

Academic Philosophy

- Our educational philosophy is expressed by the writings of E. D. Hirsch, Jr., other essays by T. O. Moore, and James Kilpatrick's *Why Johnny Can't Tell Right From Wrong*
- The school provides services for students with academic and behavioral needs. Interventions utilized to achieve Tallahassee Classical School expectations are targeted and specific to each individual.

- Tallahassee Classical School resists grade inflation and social promotion. Mastery of core subjects always takes priority.
- Latin is a key element of our classical academic model. Latin is introduced in the middle elementary grades, it is taught explicitly to all students in grades six through nine.
- Students will be academically prepared to pursue multiple post-secondary options. The school hopes that the majority of graduates will go on to college, but students who do not intend to attend college will also benefit from the education provided by Tallahassee Classical School.
- Literacy is taught through an explicit phonics program. Math is taught conceptually. Teachers frequently employ the Socratic method of discussion.
- Standardized tests do not drive the curriculum.

Teachers

- The Principal employs teachers based on their mastery of an academic discipline, their ability to convey knowledge to young people, and their capacity to maintain order and decorum in the classroom.
- Tallahassee Classical School teachers are treated as professionals. Their professional development consists in certain required training sessions throughout the school year, to be coordinated by the Principal.

Parents/Guardians and Students

- Parents' support of the school's academic and moral mission is essential. Parents are encouraged to learn more about the school's philosophy and curriculum in order to help support and guide their students.
- To thrive at Tallahassee Classical School, students must be polite and attentive in class and have a strong work ethic and willingness to learn.

Fiscal Responsibility

Our budgeting philosophy is conservative. We do not expend funds until we know they are in our possession. When budgeting, first priority is given to safety and security, then instructional materials, then faculty salaries, then other areas of the school deemed important by the Board and administration.

Conflict of Interest Policy

Board Members confirm annually that they have no inappropriate conflicts that would preclude them from faithfully serving Tallahassee Classical School with fidelity. Board Members shall keep on file and update at least annually the Conflict of Interest disclosure forms as required by 496.4055, Fla. Stat.

Parent and Student Grievances

Grievance Related to the Classroom

The school firmly believes that adults must be models of good character even in the most difficult situations. Should a parent or student have a grievance concerning a particular class or the administration of the school, that grievance should be resolved using the following chain of command. Issues that arise in a particular classroom should always be addressed to the teacher first since the teacher always has more direct knowledge of the student than anyone else. Parents or students should schedule a meeting with the teacher by calling the school or sending an email directly to the teacher. Except in emergency circumstances or situations involving imminent danger, parents shall not confront a teacher about an issue with students present, including his or her own. If the teacher and parent agree that it is in the best interest of the student to have a discussion in the presence of the student, they may do so.

Administration

If the grievance cannot be resolved with the teacher, and the matter regards discipline, the parent or student should discuss the matter with the Dean of Students. If the matter regards academics, the parent or student should discuss the matter with the Dean of Curriculum and Instruction.

The Principal

If the grievance cannot be resolved with the teacher or the administrator, the parent or student should discuss the matter with the Principal.

The Parent Liaison of the Governing Board

If the grievance cannot be resolved after talking with the teacher, administrator, or the Principal, then a parent or student must submit his/her grievance in writing to the Parent Liaison of the Board. The Parent Liaison of the Board will review the grievance and investigate it and provide a written response within ten (10) business days.

For the 2020-21 school year, the Parent Liaison is Joni Scott-Weideman. She can be reached at JWeideman@tlhclassical.org or (850) 391-3830.

Importance of Following the Chain of Command

The practice of following the chain of command in communications with the school on matters concerning particular students encompasses far more than grievances. It refers to parents' communication of any kind that seeks or requires an action on the part of the school regarding their students. Tallahassee Classical School understands that parents will have questions,

opinions, and comments that need to be expressed concerning their children’s education. Such communication can be very helpful to the running of the school.

Our preference is that such communication be expressed initially to the teacher or teachers of the child. If further communication is warranted, the parent should consult the appropriate Dean, according to whether the matter concerns discipline or academics. If further communication is warranted after seeing a Dean, then the parent should go to the Principal and then to the Board. The Board is not the first point of contact and, therefore, will refer communications that seek response or action to the appropriate members of the administration.

The reason for this chain of command is that the teacher invariably has the most direct knowledge of the child and can usually do more to remedy or ameliorate a situation than can a Dean, the Principal or a board member. We understand that some parents are “conflict averse” and do not want to bring up a potentially difficult issue with a teacher. Nonetheless, the teachers are eager to help each child in whatever way possible.

Some situations, admittedly, seem by their very nature to warrant a discussion with administration initially. For example, parents may have questions or concerns about the overall homework load or a particular way of teaching. As a result, it is easier and more expedient to speak to the Principal first. In these cases, however, it is always better for the parent to have as much specific information as possible so the administration can act on that information. General comments such as “Tallahassee Classical School is really hard” may be true but cannot be acted on as effectively as specific comments about the nature of the coursework or the teaching. The Board of Directors will refer to the appropriate school leader for communications that seek a response or action. Notwithstanding any other provision in this Handbook, a grievant shall not be required to confront the person against whom the grievance has been lodged.

Title IX Coordinator and Process

The School does not discriminate on the basis of sex in its education program or activity, and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The School’s Title IX Coordinator is:

NAME: Karen S. Roland

TITLE: Business Administrator

PHONE NUMBER: (850) 391-3830

OFFICE ADDRESS: 4141 Artemis Way, Tallahassee, FL 32311

EMAIL ADDRESS: kroland@tlhclassical.org

Any inquiries about the application of Title IX and its implementing regulations to the School may be referred to the Title IX Coordinator, the Assistant Secretary for the U.S. Department of Education’s Office for Civil Rights, or both.

The School uses the School Board of Leon County’s grievance process and procedures to provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations, which may be found in their policy manual at: <https://go.boarddocs.com/fla/leon/Board.nsf/Public#>. The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the School will respond.

III. ACADEMIC POLICIES

Educational Priorities

The Board desires that all students receive a classical, liberal education. To this end the Board has determined the following educational priorities.

- Basic cognitive skills and academic fundamentals: reading, writing, and mathematics;
- Core subjects: English language and literature, history, geography, and government, physical and biological sciences, mathematics;
- Other classical subjects: music, art, Latin;
- Auxiliary subjects: foreign languages, physical education, performing arts, other social sciences; and
- Extracurricular activities as defined by the Principal.

The school is operationally organized according to the Lower School (Kindergarten through sixth (6) grade) and the Upper School (grades seven (7) and above). Lower School students will have a primary “homeroom” teacher, and they will travel together to cocurricular classes. The Upper school students will change classrooms individually to meet with subject matter specialists. Having made that organizational distinction, the curricular content is organized in this way:

K-8: The K-8 curriculum will follow the Core Knowledge Sequence. Occasionally, the school will diverge from the Core Knowledge Sequence in order to raise the standards in teaching a particular skill or subject. The Board and administration will determine these instances. The administration will ensure that all skill areas in the K-8 Core Knowledge Sequence are taught at some point in grades K-8. Teachers must develop their courses under the direction of the Principal, who is the chief academic leader and accountable to the Board.

Introduction to our Curriculum

The curriculum of Tallahassee Classical School is based on the curriculum scope and sequence offered by the Barney Charter School Initiative of Hillsdale College. This curriculum is used throughout the network of BCSI-affiliated schools, of which Tallahassee Classical School is an affiliate. While Classical has and will continue to make curricular adjustments in order to reflect local circumstances and requirements, our School has committed to embrace and uphold the following key characteristics:

1. The centrality of the Western tradition in the study of history, literature, philosophy, and fine arts;
2. A rich and recurring examination of the American literary, moral, philosophical, political, and historical traditions;
3. The use of explicit phonics instruction leading to reading fluency, and the use of explicit grammar instruction leading to English language mastery;
4. The teaching of Latin;
5. The acknowledgement of objective standards of correctness, logic, beauty, weightiness, and truth intrinsic to the liberal arts;
6. A culture demanding moral virtue, decorum, respect, discipline, and studiousness among the students and faculty;
7. A curriculum that is content-rich, balanced and strong across the four core disciplines of math, science, literature, and history;
8. A faculty where well-educated and articulate teachers convey real knowledge using traditional teaching methods rather than “student-centered learning” methods;
9. The effective use of technology without diminishing the faculty leadership that is crucial to academic achievement; and
10. A plan to serve grades K through 12.

Homework and Classwork

Homework is a fundamental part of our general academic program. It prepares students for the Upper School and college and for entry into the working world upon graduation. It also helps develop a strong work ethic and habits of organization.

Educational Purpose of Homework:

1. Reinforce skills and concepts and knowledge learned in class;
2. Develop good skills and habits of study;
3. Practice skills and reinforce knowledge in ways that are not readily accomplished in the classroom;
4. Work on assignments, such as the writing of papers, and prepare for exams that require a great deal of sustained, individual attention;
5. Prepare for the following day’s work so that the most can be made of class time; and
6. Inform parents of what is being taught in the classroom.

Recommendations for Reading

In addition to regular classroom assignments, we recommend that each younger child read, or be read to, every day. As cited in *A Nation at Risk*, “the single most important factor for determining whether children will go to college is being read to as a child.” Going to college is not necessarily a goal for everyone, but becoming a thoughtful reader should be if one hopes to be knowledgeable, wise, insightful, and competitive throughout one’s lifetime. We believe that becoming a competent reader is critical to being a good student and the first step to being able to explore the world. Reading to a child encourages the child’s growth and also elevates and

informs conversation within the family. In the upper grades, the extra reading time (roughly half an hour) allows for the increasing length of great works of literature.

The approximate homework time allotment for each grade is as follows:

Kindergarten	10 minutes plus family reading time
Grade 1	10 minutes plus family reading time
Grade 2	15 minutes plus reading time
Grade 3	20 minutes plus reading time
Grade 4	30 minutes plus reading time
Grade 5	45 minutes plus reading time
Grade 6+	60 minutes plus reading time

The designated times serve as guidelines and may vary depending on the work assigned on a given day, the schedule, the student's organizational skills and study habits, the varying abilities of the students, and the nature of the assignments. Students are expected to learn how to use their time effectively to complete the required work at each grade level. Parents are expected to support their children in this endeavor. Advanced or honors classes may require additional homework time. It is generally understood that writing papers and studying for exams take more time than regular classroom assignments. For that reason, the end of a term does result in a peak in the homework load (followed by a break, fortunately). Nonetheless, teachers will make every effort to give assignments well enough in advance, and students will be encouraged to work on those longer assignments steadily, so that students are able to manage their homework along with other activities and adequate sleep. For poor or uncompleted work, teachers may require students to redo an assignment. Whether such work is given any credit is left to the discretion of the teacher. So-called "passes" that allow students not to do homework for a day will not be entertained at Tallahassee Classical School.

Grading Policy

Grading is not the be-all and end-all of education. The grade a student receives in a class is subordinate to the knowledge the student acquires. Still, grades are a useful tool to evaluate the extent to which a student has mastered a particular subject. Therefore, grades will be assigned in all classes and subjects. Tallahassee Classical School will assign grades in order to reflect accurately the range between true mastery and insufficient knowledge of a subject. Grade inflation will be discouraged. In relation to the student's performance, the following letter grades have these meanings for all grades:

- A – Mastery
- B – Proficiency
- C – Sufficiency (Competence)
- D – Insufficiency
- F – Failing

In addition to these general parameters, Tallahassee Classical School uses a 4.0 grading scale. Parents and students should be regularly informed of the student’s progress. The letter and numerical grades for this system are listed below:

A	90-100%	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	0-59	0.0

“Extra credit,” whether to make up for work not turned in on time or to increase a student’s grade, is discouraged at Tallahassee Classical School.

Teacher Conferences

Parent/Teacher conferences are scheduled in the fall and spring semesters, generally before or after school. Arrangements for additional conferences may be made with your child’s teacher before or after school hours, or during a teacher’s planning time.

Student Planner Policy

Organization is an important part of self-governance and is woven into our curriculum in grades 3 - 8. To help students manage their assignments, students will be required to utilize a school “planner” or agenda. This planner will allow students to write down assignments and encourage teachers and parents to communicate regularly. The planners should go home every night and provide parents with a convenient method to monitor their student’s work. All students must have a planner. Parents are responsible for replacing any lost planners. Teachers in grades K – 2 may implement their own form of planning to prepare students to use a school planner in the later years.

Academic Textbooks and Supplies

Students will receive a variety of books and materials. All books will have a Property of Tallahassee Classical School stamp. Materials that are loaned or given to students are to be treated appropriately. Students are responsible for these materials. If materials given or loaned to a student are lost or damaged the student must pay for any needed replacement. In the case that reimbursement has not been made to Tallahassee Classical School for lost or damaged materials, no further materials will be issued to that student until the past due fees are paid and report cards may be withheld.

Academic Progress Reporting

For students to be successful, both they and their parents should be informed of their standing in class. In addition to the regular grading of assignments, the following means will be employed to inform parents of their student’s academic progress: Soon after the beginning of the year, teachers will send home an interim report of the student’s progress; FOCUS will be used to track

student progress. Parents should monitor student progress at all times and if a student is determined to be significantly below grade level, a meeting will be scheduled with a parent, the teacher, and other faculty as deemed appropriate. Interim Reports will be sent home halfway through each quarter to all students. Once a semester (after the first and third quarters), parent-teacher conferences will occur to discuss the student's academic progress and report cards will be sent home at the end of each quarter.

Schedule Changes

There will be no class schedule changes during the semester unless it is deemed in the best interest of the student by the school as determined by the Principal.

Plagiarism

Plagiarism will not be tolerated by any teacher in any subject. The entire system of assessment rests on the assumption that the work a student turns in is his own. Plagiarism compromises this system, is unfair to other students in the class who do their own work, and constitutes a form of theft of others' ideas and labor. Plagiarism is defined as the appropriation of another's ideas or words in order to present them as one's own. An instance of plagiarism can be as long as a term paper or as short as a sentence. Simply rephrasing an author's words can also constitute plagiarism. The words of authors can only be used when properly quoted and cited. Teachers will provide guidelines for acceptable citation. When in doubt, the student has the responsibility to ask how an author's work should be used in an assignment. Whenever a student has been caught plagiarizing, the following process will be followed; (1) the teacher will keep a copy of the student's assignment and, whenever possible, a copy of the plagiarized work. (2) The teacher will discuss the matter with the student. (3) The teacher will inform the Dean of Students of the plagiarism. (4) Either the teacher or the Dean of Students will inform the student's parent of the consequence of plagiarism.

Consequence of Plagiarism

For a first offense, the student will receive an F on the assignment, a parent-teacher conference will be held. The student will be required to redo the assignment for partial credit. For a second offense, the student will fail the assignment, and the student will receive a disciplinary referral. Instances of plagiarism may be placed in the student's permanent record. For the third offense, the student will fail the course.

Students are expected to demonstrate integrity, respect, and honesty at all times and in all situations.

Cheating

Like plagiarism, cheating will not be tolerated by any teacher in any subject. Cheating occurs when a student uses someone else's work or a prohibited source of information in order to gain an unfair advantage on a test or an assignment and to avoid doing his own work. Cheating comes in many forms. One student copying off another, a student using a "cheat sheet" to answer questions on a test, and a student trying to pass off another student's work as his own

are examples of cheating. The same process outlined for plagiarism will be followed for instances of cheating. A student who knowingly allows others to copy his work will also be held accountable in the same fashion.

Literacy Promotion Criteria for Kindergarten, First and Second Grade

Solid literacy is the foundation of all learning. Without the ability to read well, a student cannot advance in English, history, the sciences, the arts, or mathematics. Since language is the basis of all human interaction, a person cannot thrive independently in the world when possessed of only a halting literacy.

The ability to read, particularly in the early elementary grades, will therefore be a requirement for promotion. The school will follow the criteria for reading competency set forth in the Literacy Essentials program. Since students in kindergarten and first grade will advance in literacy over the course of the year and all will be given explicit phonics instruction throughout the year, the inability to read at the outset should not be a cause for concern. Parents will be told well in advance if their child may need to be retained through interim reports, progress reports, Progress Monitoring Plans, and parent-teacher conferences.

Grading Promotion Criteria for Kindergarten through Eighth Grade

In addition to literacy, K-6 students must have attained competence in all the core subjects (English, including reading, spelling, grammar, composition, history, math, science) over the course of the year. Competence is attained by not only knowing the material but by completing assigned work. Completion of work demonstrates the ability of the student in the various subjects as well as the mastery of study skills necessary for academic and personal achievement. Students whose grades or skills fall below the requirements of their grade level will be retained.

Tallahassee Classical School follows the [Leon County Schools Student Progression Plan](#).

Exceptional Student Education (ESE)

In furtherance of our mission and in order to meet federal guidelines, Tallahassee Classical School admits all students, based on available seats, without knowing the special needs of any student before a seat is offered.

As a public charter school, Classical will provide identification, evaluation and instructional services to enrolled students as required by state and federal law. If requested by the parent or teacher, a student may be evaluated for possible special education placement. Parental approval is required prior to an evaluation.

Classical offers a variety of special education services for the special needs of students, including speech and language therapy. We also contract with providers for therapeutic services such as occupational therapy and counseling that the school cannot offer on its own.

Controversial Issues

Controversial issues are defined as contemporary problems, subjects, or questions of a political or social nature where there are entrenched differences of opinion and passions often run high. When these subjects come up, teachers will present an impartial view of both sides of the issue without proselytizing. Contemporary controversial issues will not be discussed in the elementary school even if part of the Core Knowledge sequence without Administration approval.

Religion

In the course of exploring the liberal arts and in the process of developing cultural literacy, students learn about world religions from an historical, cultural, and literary perspective. These religions include Islam, Christianity, Judaism, and a number of others both ancient and modern. In a mature way, the school will present topics related to religion promoting an *understanding of* and not a *belief in* these religions. In accordance with the law, faculty members will not preach or proselytize, nor will they endorse religious figures or customs. In grades Kindergarten through 8th grade, the school uses a content-rich, coherent curriculum called Core Knowledge, and the entire sequence is available for free at www.coreknowledge.org.

Evolution

Tallahassee Classical School embraces a rigorous program in the natural sciences. In biology, the school will teach the theory of evolution as found in the standard high school biology textbooks and as also taught at the college level in both secular and religious colleges. The theory of evolution is largely misunderstood today by the general public. Much of what constitutes the teaching of evolution concerns adaptation of species to their environment and change over time. A great many of these phenomena are observable. A very small percentage of evolutionary theory deals with the more controversial issue of the origins of life. This latter aspect of evolution, to the extent it is taught, will be introduced to students briefly with a great deal of circumspection; it is not a central part of the theory. Furthermore, the study of science will be confined to the investigation of the physical world. It is not the place of science to make metaphysical claims nor to confirm or deny the validity of religion or the existence of God.

Tallahassee Classical School recognizes a clear distinction between *science* and *scientism*. Science is the continued research into the natural world in order to find the most plausible explanations for natural phenomena. Scientism is the belief that science is the *only* means of understanding our world, thus excluding other ways of interpreting the world, such as through literature or religion. Keeping in mind this distinction, the teachers at Tallahassee Classical School will leave matters of faith up to students and their parents. The role of a teacher in a public school is neither that of preacher nor of skeptic. Rather, teachers of history, when called upon by the curriculum, will teach the history of religion without either advocating or undermining religion in general or any specific faith. Likewise, science teachers will teach science, without comment on religion.

Teachers, students, and parents must realize that a biology class has a particular purpose and is not the proper venue for a philosophical or theological discussion on the existence of God or claims relating to the activity of God or absence thereof in the natural world.

Human Sexuality

We believe parents own the fundamental responsibility for their children's education, which includes the areas of morality and sexuality. The school's role, at most, should be viewed as a supportive one. It is apparent that sexuality is more than biology and physiology. It also encompasses morality, spirituality, and the emotions. Because it is a part of the whole human experience, it must be taught with circumspection and sensitivity. We believe children are naturally modest concerning their bodies and are not ready to learn everything at once. They are naturally curious, however, and need to get answers to their questions in a way appropriate to their stage of development. In teaching this topic, we want to minimize the embarrassment associated with it for both children and parents.

We will teach the Core Knowledge Sequence in the fifth grade, which includes a discussion on the reproductive organs, reproduction, and the menstrual cycle. The class will be taught in a gender-separated environment. Parents will have the opportunity to preview the materials the class will be reading, on which the discussion is based. Parents may request a meeting with the teacher(s) prior to the section on sexuality. Sexual intercourse will be discussed in relation to the reproductive system and the menstrual cycle, and therefore it will be discussed in the context of a monogamous relationship between two people of opposite sexes. Parents will have the choice of having their children opt out of this portion of the class, which will be taught during the regular science time. Character education is an integral part of our program. Sexuality involves serious moral decision-making. It is important to help children build the capacity to make and abide by sound moral choices. We would like our teaching of human reproduction to be a springboard to initiate and facilitate discussions between parents and children on this sensitive subject. Employees will not discuss their personal lives on such matters with students.

Video Viewing Policy

From time to time videos or other media may be used to support the lesson. To be used in class they must meet a specific curricular objective and will not have profane language, sexually explicit material, profane language or drug use. Teachers are responsible for previewing videos to ensure that they are appropriate. Student will not view movies in their entirety during the school day. However, video clips and or segments of a movie can be used to foster greater understanding of the concept being taught.

IV. SCHOOL OPERATIONS

School Calendar

Classical will follow the 2020-2021 [Leon County School District](#) calendar.

School Hours

School hours will be Monday through Friday from 8:00 a.m. to 3:00 p.m. in grades Kindergarten through eighth grade. Front Office hours will be between 7:30 a.m. and 3:30 p.m., Monday through Friday. The school will be closed on weekends and during school holidays. Beginning the 2021-2022 school year, Classical's Summer Office Hours will be Monday through Thursday from 8:00 a.m.-3:00 p.m. To contact Classical, use the following methods. Staff members at Classical can be reached via phone at (850) 391-3830 and via email at info@TLHclassical.org. For attendance, use the following email address: Attendance@TLHclassical.org.

Upper School Bell Schedule

Regular Bell Schedule

First Period	8:00	–	9:00
Second Period	9:05	–	10:05
Third Period	10:10	–	11:10
Fourth Period	11:15	–	12:15
Lunch	12:20	–	12:50
Fifth Period	12:55	–	1:55
Sixth Period	2:00	–	3:00

Early Release Bell Schedule

First Period	8:00	–	8:35
Second Period	8:40	–	9:15
Third Period	9:20	–	9:55
Fourth Period	10:00	–	10:35
Fifth Period	10:40	–	11:15
Sixth Period	10:20	–	11:55

Car Loop Student Drop-Off and Pick-Up

Students should begin arriving no earlier than 7:30 a.m. Faculty, staff, and volunteers will be at the front of the campus in the morning to escort our younger students from their vehicles to the cafeteria for breakfast or around the building to the supervised playground and basketball area. Students will be permitted to enter their classroom when the bell rings before 8:00 a.m. The Principal and Dean of Students will establish and communicate drop-off and pick-up procedures, giving priority to the safety and security of all students. Parents are expected to cooperate fully to ensure that the process is safe and orderly.

The school will release students only to parents, legal guardians, or adult designees. Adults should always have a valid ID when picking up students, as those unrecognized by staff will be required to produce identification before students will be released.

For the safety of all students and teachers, we ask that parents turn off their radio and/or cell phone while in the car loop.

The use of car loop is a privilege. Parents who do not follow procedures and directions given by school staff may be asked to park and walk to pick up their student. Car loop procedures are in place for the safety of all students and visitors to our school.

Students are expected to be picked up by 3:20 p.m.

Visitor Aware

Visitor Aware is a software used by Classical to manage afternoon pick-up as well as screening of visitors and volunteers. The primary purpose of Visitor Aware is to ensure the safety of students by securely screening visitors at K-12 schools.

Visitor Aware screens school visitors to ensure visibility into who is visiting our campus by comparing visitor names with sexual predator registries as well as national and international watch lists. Visitor Aware notifies our School Resource Officer (SRO) in real-time when any visitor checks in. Additionally, it immediately notifies administration and our SRO when flagged, banned, or otherwise restricted visitors attempt to check in.

Creating a Visitor Aware Account

In order to pick up your student through the car pickup line, you will need to create a Visitor Aware account.

Please click on [this link](#) to create your profile and fill out the form. You can also manually enter your data from the iPad kiosk located in the main office to create an account. Upon completing the registration process, an email containing a 6-8-digit code will be sent out to you. Do not delete this email.

If you have previously checked into the school via the Visitor Aware system, a visitor record has already been created and if your profile already exists within the school's database, it will associate your child with your visitor profile.

Student Pick-up Instructions

Download the "Visitor Aware ID Pass" application on your smartphone and sign in using your 6-8-digit code (<https://app.visitoraware.com/common/applications/idpass>) as received during the

registration process. Print your Visitor Aware QR code for use during pick-up, or inquire at the front desk to have one printed for you.

When you arrive at the school to pick-up your child/children in the car loop,

1. Open the Visitor Aware “ID Pass” application, then select the “Students” menu.
2. Select “Pick-up All”, or click on individual student names to let the school know you have arrived to pick-up your child/children. Classical will receive an automatic notification that you have arrived to pick-up your child/children and will bring your child/children to your car.
3. Please place the printout of the Visitor Aware QR code on the passenger side of the front dash.
4. A staff member will scan your QR code to verify and confirm your identity. Be prepared to show your government issued ID upon request. These QR codes help staff identify you during pick up. If a vehicle does not have a QR code printout, the driver will be required to park and go to the front office to show identification.

Parking

The school will communicate designated parking spaces. Employees and parents are asked to adhere to posted signs.

Visitors

Classical welcomes parents and visitors to our campus.*

**Please refer to the [COVID Opening Plan](#) for updates to this policy.*

We do request that all visitors, vendors, and volunteers report to the main office immediately upon arriving to campus and present valid state identification. All visitors will be required to wear an identification badge once cleared through the Visitor Aware system. Appointments are required when requesting a meeting to discuss concerns with the appropriate administrator, teacher, or faculty member. For the safety of all concerned, visitors on our campus not following the proper procedures will be considered trespassers and treated accordingly.

Attendance

Regular attendance is important to ensure achievement in school. We discourage vacations and trips taken during the school year. We also discourage doctors’ and other appointments when avoidable during the school day. When those appointments are unavoidable, students are responsible for any make-up work during their absence. Assignments that are not made up, according to the time restrictions set by the teacher and school, will be reflected in their grades. It is helpful to both student and teacher to make prior arrangements to meet that requirement. Classical maintains records of all student attendance, including absences, tardiness, and early dismissals. The teachers’ online records are the official record that determines the number of absences for each student.

Tardiness

The school day begins promptly at 8:00 a.m. Students who arrive after 8:00 a.m. are considered tardy. Students must make it not only to the school but also to class on time to avoid being tardy. Students who are either tardy or returning to school from an appointment must be signed in at the front desk by a parent or guardian. The student will be issued a tardy slip and the student will be required to deliver this slip to their teacher when they enter the classroom. Students who arrive after 11:00 a.m. will be considered absent for the day. Students who depart before 12:00 p.m. and do not return will be considered absent.

Excused Absences/Tardies

The following will be considered excused absences: Religious holidays; Absences for medical reasons with documentation; Absences for mental or emotional disabilities; Pre-arranged absences of an educational nature that are approved by the Principal (e.g., scheduled, performance-related activities); Attendance at any school-sponsored activity; and Bereavement (please notify the school if absence will extend beyond three days). The school requires suitable proof of excused absences, which may include, among other forms of documentation, written statements from medical professionals. Documentation must be legible and include the student's full name, date, time missed, and the reason for the absence. If a student does not provide legitimate, written documentation, the absence will be considered unexcused. Documentation in the form of a scanned document with an original signature will be acceptable to excuse absences.

Parents will be notified via automated phone call by 5:30 p.m. to inform parents about their child's absence. Parents must notify the front office of student absences. Documentation is to be provided within 48 hours of the student's return to school in order to be excused. Please notify the school every day your child is to be away from school. Office staff will place calls daily to parents for unaccounted absences. If your child is absent for a period totaling more than 5 days within a 30-day period or 15 days within a 90-day period, the Dean of Students will contact a parent/guardian.

Unexcused Absences/Tardies

An unexcused absence is any absence which has not been properly documented under the guidelines stated above. Students will receive a failing grade for any class that has four or more unexcused absences per nine-week grading period. Absences totaling nine (9) or more for any semester may require documentation from medical or legal sources in order to be excused. Family trips/vacations are not generally excused unless there is substantial educational gain and the absences are preapproved by administration. More than nine (9) unexcused absences in a semester may result in retention. Unexcused tardies will be considered an unexcused absence for that class. Students with excessive tardiness/absenteeism may be asked to return to their home school.

Voluntary Return to the Zoned School

Upon request by the parent/legal guardian, a student will be permitted to return to his/her home-zoned school. In order to protect the student's academic best interest, it is recommended that students do so at the end of the marking period or semester, unless extenuating circumstances are present. To discuss this process, contact the Registrar at registrar@tlhclassical.org.

Attendance Appeals

Students who have unexcused absences that result in attendance failures may appeal to have the attendance failure forgiven and the earned grade restored. Students are to contact the Dean of Students to request an appeal. Interventions for attendance issues include but are not limited to: Attendance Contracts, Parent and Student Conferences, before-school detentions, and Saturday School. Parents are encouraged to monitor attendance using the FOCUS Parent Portal. Attendance warnings will also be sent home each grading period. Students with attendance failures that have not been forgiven will not be able to participate in school field trips, attend school dances, receive student-of-the-quarter honor or high honor roll awards, serve on student government, participate in extra-curricular activities and programs, or participate in school sports.

Student Early Dismissal

Students will only be released to people who are their parents or legal guardians, unless we have received written permission to release the student to another adult. Students may not be taken from the school or playground unless parents have signed them out in the front office. In the case of divorce or separation of the parents, both parents shall have full rights until legal notification is provided to the school limiting the rights of either parent.

Students who are still on campus and not participating in a club or in athletics at 3:20 p.m. must wait for a parent/guardian in the front office. Students with siblings in clubs or athletics must still be picked up or wait outside with a parent/guardian at 3:20 p.m. Late fees will be assessed for pick-ups after 3:30 p.m. Classical will charge \$10 for the first minute and \$1 per minute after 3:30 p.m.

Guidelines for Students Behavior

Code of Conduct

Tallahassee Classical School is committed to cultivating wisdom and virtue in all students as well as creating a culture of accountability and responsibility. Students are expected to behave in a manner that contributes to a positive learning environment on campus, to respect themselves, others, and property. Students who behave in a disruptive manner will be subject to disciplinary action. School conduct expectations extend to all school-sponsored activities, whether on or off the school campus. Students should be aware that commission of any felony offense, whether at School or away from School, will result in dismissal from Tallahassee Classical School. Any student committing an offense listed in Section 1006.07(2)(l) or (m), F.S. shall be expelled. These are incorporated in the prohibitions described below.

The Individuals with Disabilities Act of 2004 (IDEA) and the regulations that implement the IDEA govern the discipline of students with disabilities and will be followed by Tallahassee Classical School as well as State laws and rules. The School understands that specific protections with regard to discipline apply to student with disabilities that do not apply to nondisabled students. The protections apply to students with disabilities who have individual educational plans (IEPs) or Section 504 plans. Any recommendation for suspension of a student with a disability shall be made in accordance with rules adopted by the State Board of Education (SBE) and Federal Regulations outlined in IDEA.

Parents may be asked to participate in a behavior management plan that will help support efforts directed toward improving the student's behavior while at school. Respect for self and others is an essential component of each student's success at Tallahassee Classical School. Discipline is the means of cultivating wisdom and virtue. We do not ignore, nor take a non-committal attitude in providing the kind of education that gives our students the means to become men and women of virtuous character. Virtues of citizenship, courage, gratitude, humility, integrity, kindness, perseverance, respect, responsibility and self-governance make up the core of Tallahassee Classical School's discipline plan and outline the expectations of student conduct.

Tallahassee Classical School believes that each student is a unique individual. As a result, every disciplinary situation is unique in nature. We adhere to the notion that logical and natural consequences for misbehavior provide the best learning value when matched to the unique student and the unique situation. When a student's choice of behavior is not in keeping with the Student Code of Conduct, it will result in a range of disciplinary consequences, which may include, but are not limited to, detention, in-school suspension, out-of-school suspension, or expulsion. The Student Code of Conduct will provide information and direction to faculty, staff, students, and parents regarding standards of behavior as well as the consequences of misconduct. All policies regarding student conduct and discipline flow from this general principle: students must fully engage themselves in the education Tallahassee Classical School offers them.

Therefore, students will:

- Be polite and attentive both inside and outside of class.
- Attend school consistently, be punctual, and take responsibility for making up any work promptly when absent.
- Be prepared for class.
- Follow directions.
- Follow all reasonable requests made by adults on the premises with a positive attitude, and show respect for self, others, and property.
- Cooperate with and demonstrate respect for the faculty and staff, including administrators, teachers, administrative assistants, custodians, and any other people working at the school.
- Communicate in an acceptable tone of voice using an acceptable choice of words.
- Follow lunchroom, playground, field trip, lab, and individual classroom rules.
- Follow school rules when participating in school-related events.
- Adhere to the uniform policy.
- Not use threats or intimidation against any other person.
- Respect the health and safety of others, safety rules, and not bring tobacco, alcohol, or any illegal substances to school.
- Be dismissed by the teacher, not the bell or the clock.
- Not leave the school premises without signing out in the main office.
- Not bring CD players, radios, pagers, gaming devices, etc. to school.
- Not bring anything to school that could be used to harm another or that is illegal. This includes any drugs or alcohol.

General Expectations

Student self-government and a sense of purpose develop from application and accomplishment, from consistent expectations in the school climate and culture, and from the habitual practice of the virtues. The aim of Tallahassee Classical School is to teach students. “Student” derives from the Latin word *studēre*, which means “to give attention to,” “to take pains with,” “to apply oneself to,” “to strive after,” “to pursue,” “to desire.” Students, then, are by definition diligent in, attached to, and zealous for their studies. We simply expect students to live up to their name.

The teachers of Tallahassee Classical School will work hard to prepare their lessons. These lessons are designed to teach students nothing less than who they are and what the world offers them. Students must in turn take fullest advantage of these lessons and make the best use of this time of their lives given to preparing their minds for the opportunities and challenges that await them. All policies regarding student conduct and discipline flow from this general principle: students must fully engage themselves in the education Tallahassee Classical School offers them.

Cell phones will be turned off and stored in the students’ lockers or other appropriate place. A cell phone used during the school day will be confiscated and held by the Dean of Students

until the end of the day, at which time the student or a parent may pick up the phone depending upon the number of offenses. School employees (usually administrators) may conduct searches of property or persons when they have reason to suspect that the health, safety, or welfare of students or staff may be endangered. Classical is not responsible for loss, theft, or breakage of items brought to school. Fines will be levied on parents for vandalism or theft committed by their students. Fines will also be levied for lost or damaged school property. Students may also be required to be involved in the maintenance or repair of damaged property.

Discipline

Tallahassee Classical School will follow Leon County Public Schools' Student Handbook with regard to student conduct policies not listed in this handbook. The Leon County School Board Student Code of Conduct may be found at the following [link](#).

The activity of learning requires students to be attentive and polite. Students are expected to adhere to the school's high expectations for behavior and core virtues lest they compromise their own learning and interfere with the learning of others. Minor infractions or disruptions will largely be handled in the classroom in a way suitable to the age of the student. Whenever a student misbehaves repeatedly or flagrantly, the consequences for the infraction will be immediate, relevant, and effectual. Rather than allow misbehavior to fester in the classroom, teachers will send disruptive students to the office, normally to the Dean of Students. In order to maintain frequent communication with parents in regards to student behavior, a behavior plan will be implemented school-wide. All scholars (in grades K-6) will use a Character Card on a daily basis. Teachers and staff will communicate behavior infractions to parents on this card. Cards should be reviewed by parents daily and be returned, with a signature, on Fridays.

Discipline Referrals Process

Tallahassee Classical School has adopted the following procedure for behavior that requires an office referral. The teacher issues the student a Discipline Referral Form and the student is required to visit the Dean of Students. The following actions will be taken according to the number of referrals. Referrals are cumulative throughout the school year.

First infraction: Student will be removed from class to see the Dean of Students. Parent/Guardian will be required to sign Discipline Referral Form, and must return it to the Dean of Students the following school day.

Second infraction: Student removed from class, sees the Dean of Students, and calls a parent and again, the Discipline Referral Form must be signed and returned to the Dean of Students.

Third infraction: Student will be removed from class and a conference will be held with Dean of Students followed by a phone call home. The student will be expected to leave that day, and may not return without parent attending school with the student for the entire day, as scheduled by the Dean of Students. The intent of this is not to punish the parent, but to reinforce the home

and school partnership with regard to school behavior. Please be aware that students may be assigned an a.m. and/or a p.m. detention.

Fourth and successive infractions: Student will be automatically suspended for two days for each referral after the third infraction.

Students who have been suspended will not be on the honor roll for that quarter. Students may be suspended for reasons other than receiving the fourth or subsequent Discipline Referral Form, as outlined by Leon County Schools' [Zero Tolerance Policy](#) which is found in the Leon County School Board Student Code of Conduct (link above). Students' misbehavior will not be used to "teach" the class a lesson. At no time will a student's disciplinary record be discussed with another student or their parent. However, other students or parents may be consulted regarding an incident in order to discern the truth.

Suspension and Expulsion

A Principal or designee such as the Dean of Students has the authority to suspend students as appropriate.

Suspensions last from one to nine days depending on the severity of the infraction. All suspensions will require a conference between the parent(s) and Principal or Dean of Students. The Dean of Students may require the parent to attend a full day of class with the student upon return. Suspensions will be treated as an unexcused absence; thus, students will not be able to make up the work missed during the period of suspension. The loss of class time due to repeated suspensions may be grounds for retaining a student at the current grade level for the following year. For especially serious violations of school order and safety or for habitually disruptive behavior, Tallahassee Classical School will pursue expulsion as detailed in Leon County School's [expulsion policy](#) which is found in the Leon County School Board Student Code of Conduct (link above).

Bullying/Harassment

Tallahassee Classical School follows Leon County School's Bullying and Harassment Policy, found [here](#). In response to the "Jeffrey Johnston Stand Up for all Students Act", the Leon County School Board adopted a policy that prohibits bullying and harassment. The policy defines harassment as any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or employee that places a student or employee in reasonable fear of harm to his or her person or damage to his or her property, has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or has the effect of substantially disrupting the orderly operation of a school.

Parents, please call your child's school administrator if your child reports being a victim of repeated behaviors that might be bullying. Conflict is normal in a child's life. To help distinguish between normal conflict and bullying remember bullying behavior is: repeated, intentional and involves an imbalance of power. If you think your child has been the victim of bullying or

harassment, please contact the school administrator and share the form below that you have completed. Incidents of bullying or harassment can be reported to administration via the front office at 850-391-3830. The Bullying/Harassment Student Reporting Form, located [here](#), should be used by students to report issues of bullying. The Bullying/Harassment Parent Reporting Form, located [here](#), should be used by parents to report issues of bullying. Students may also call the Speak Out Hotline at 1-800-423-TIPS.

Notification of Parents for Removal of Student from School

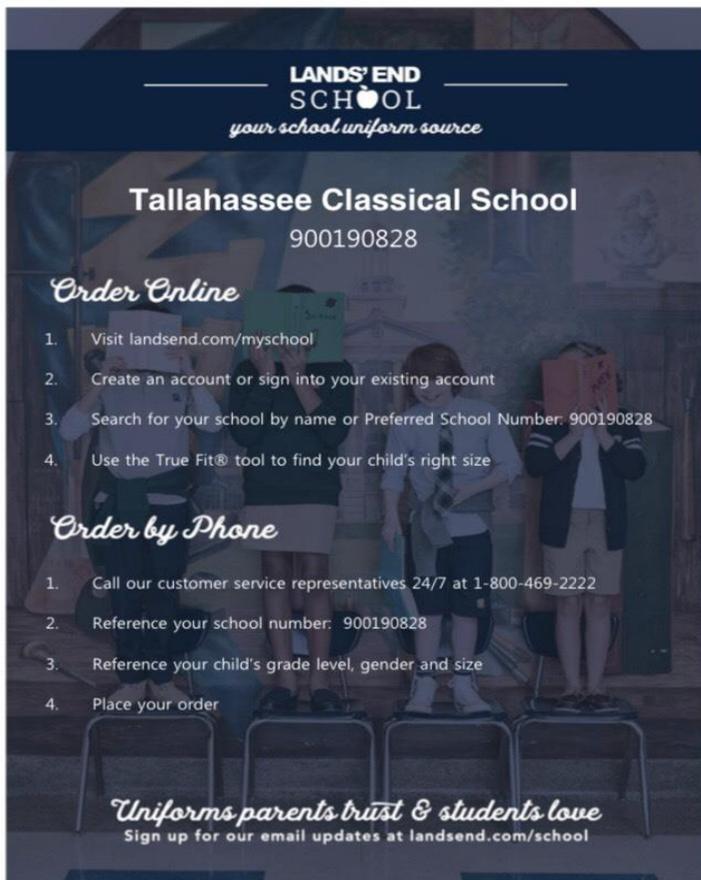
In accordance with Section 1002.33(9), Fla. Stat., the School's principal or designee will immediately notify a parent/guardian of a student who has been removed from school or a school activity and taken to a receiving facility for an examination under Section 394.463, Fla. Stat. If the principal or designee has knowledge or suspicion of abuse, abandonment, or neglect, the principal or designee must contact the central abuse hotline and may delay notification for up to 24 hours.

Uniform and Dress Code Policy

At Tallahassee Classical School, we strive to create an environment where students come together as a community of learners focused on academic excellence and virtuous character to pursue truth, goodness, and beauty. Our uniform and dress code policy were developed to encourage an atmosphere where Tallahassee Classical School's virtues, will be exemplified. The spirit of the policy is to foster a sense of community and school pride, eliminate distractions in the classroom and on campus, diminish economic and social indicators, and remind students that we are engaged in important work. Students are required to wear a uniform during school hours and at school sanctioned events unless otherwise specified. Items that differ from the uniform and code specifications will not be accepted. Any medical or religious reasons for adaptations from the uniform and dress code policy must be approved by administration in advance.

Approved Vendor

Tallahassee Classical has contracted with Lands' End as our school uniform provider. To purchase approved uniform shirts, blouses, jumpers, skirts, shorts, pants, etc.; please visit <https://www.landsend.com/co/account/school-uniforms> and enter School Number 900190828.



Logos

Tallahassee Classical School's crest and mascot are property of the school and logos cannot be replicated or distributed outside of our approved vendor. All shirts, blouses, solid colored jumpers, solid colored dresses, and outerwear are required to have the approved embroidered logo. Logos on uniform pants, shorts, skirts, and plaid jumpers are preferred but not required.

Uniform Expectations

Parents are responsible for ensuring that students possess approved uniform items and arrive to school in uniform each day. Students are expected to be clean and well-groomed for school. Uniforms must be well maintained and must be replaced if there are signs of

significant wear such as holes and slits. All uniform articles should be labeled with the student's first and last name. Uniforms should be sized and fitted appropriately; over and undersized uniforms are unacceptable. Tallahassee Classical School hosts a uniform fitting opportunity with Lands' End annually to ensure proper uniform sizing.

Violations of the Uniform and Dress Code

Students, parents, and staff are expected to be committed and work diligently to uphold the spirit and expectations outlined in the uniform and dress code policy. Faculty and administration will address dress code violations. Interpretations of the policy are left to the discretion of the administration. If a student is not in compliance with the uniform and dress code requirements, the following consequences may be enforced, subject to administrative discretion particularly for egregious infractions:

- 1st Violation – Uniform violation slip sent home to be signed by parent/guardian.
- 2nd Violation – Parent called to come with appropriate uniform item for student.
- 3rd Violation – Parent called to come with appropriate uniform item for student and student will be removed from class until the correct item is received.
- 4th Violation – Administration contacted for further action and discipline referral may be issued.

Uniform Shirts and Bottoms

Students are required to wear the Lands' End uniform shirts and bottoms as outlined in the uniform guide. No other uniform vendor is approved. All girls' and boys' polo shirts may have the top button un-buttoned. All other buttons must be buttoned. Shirts and blouses must be tucked in and no undergarments should be visible at the waist or sleeves. Bottoms (including physical education shorts) may not be shorter than 3" above the knee when standing. This rule applies even when leggings or tights are worn underneath. Bottoms must fit securely around the waist without sagging. Girls may wear bike shorts, leggings or tights underneath skirts and dresses. Approved colors are solid black, white, and navy. Leggings may have non-distracting, matching accents such as ruffles around the bottom. Students wearing pants, shorts, etc. with belt loops are required to wear a solid colored belt. Approved colors are brown, black, navy blue and tan. For Kindergartners who struggle with belt buckles, Velcro attach belts are approved. Tallahassee Classical School recommends the Myself Belt: <https://www.myselfbelts.com>. Purchasing Lands' End belts is recommended but not required.

Outerwear

Purchasing Lands' End outerwear is recommended but not required. Students may wear their own outerwear (coats, sweaters, sweatshirts, vests, etc.) to school and on the playground. These items must be solid colored and devoid of sayings, phrases, designs, characters, etc. These articles must be removed and properly stored when inside the buildings. Outerwear such as sweatshirts may not be tied around the waist when not being worn. No outerwear with hoods will be permitted. Outerwear, worn indoors, must include the Tallahassee Classical logo. If students are cold in the classroom or school building, they should wear one of the long sleeve uniform items, or one of the uniform outerwear items. Approved Lands' End outerwear may be purchased at www.LandsEnd.com.

Footwear

Examples of approved shoe styles can be viewed in the uniform guide on the Lands' End website. Purchasing Lands' End shoes and socks is recommended but not required. Close-toed shoes must have a secure heel strap or closed heel and be worn at all times. Shoes with a heel/platform must be less than 2 inches tall. Boots must have soft soles and rest below the knee. Shoes must be solid colored. Approved colors are navy, black, brown, tan and white. Sandals, cowboy boots, bedroom shoes, or slippers are not permitted. Socks must be worn with footwear at all times. Students may wear solid white or navy ankle, crew and knee-high length socks. Green socks may be purchased through Lands' End. Socks must be visible without removing shoes. Socks may have non-distracting, matching accents such as ruffles around the top.

Backpacks and Lunch bags

Students may use any backpack and lunch bag if it is clean and tasteful. Backpacks and lunch bags must be a solid color or pattern and devoid of characters or distracting designs. Backpacks and lunch bags may be purchased through Lands' End.

Hair

Hair should be clean, neat and traditionally styled. Hair color must be a natural hair color and non-distracting. No unusual or radical hairstyles are permitted. Hair accessories must be modest and match the uniform colors. Approved colors include solid navy, black, hunter green, brown, bronze or white. Examples of approved hair accessories can be viewed in the uniform guide on the Lands' End website. Purchasing Lands' End hair accessories (including approved plaid) is recommended but not required. Bandanas or sunglasses are not permitted. Hats and visors are only allowed during recess and physical education (religious headgear in approved school colors is authorized). Any noticeable facial hair on boys must be shaved or neatly and traditionally kept.

Other Accessories

Modest jewelry is allowed. An object that has a purpose other than jewelry cannot be worn as jewelry (i.e. chains or collars). Girls may wear no more than two necklaces at one time. Girls and boys may wear one earring per ear on the earlobe, and it must not be larger than a quarter. No stretched piercings (gauge) or other body piercings may be visible. Unobtrusive rings and watches are permitted. Watches with telephone and Internet capability (i.e. smart watches) are not allowed. Makeup must look natural and modest. Black nail polish and lipstick are not acceptable. Tattoos must be covered at all times.

Uniform Guidelines for Physical Education

For the 2020 – 2021 school year, students will not be required to change out for gym classes.

Female students in grades K-5 may wear solid colored bike shorts or leggings underneath their skirt on physical education days. Approved colors are navy, black and white. Non-marking athletic shoes are required for physical education. Shoes with cleats or spikes are not permitted.

Hats and visors may be worn outside of the school building during physical education and recess only. They must be removed and stored during the rest of the school day.

**Please refer to the [COVID Opening Plan](#) for updates to this policy.*

Uniform Guidelines for Field Trips

Dress for field trips is the Tallahassee Classical green polo shirt with an approved uniform bottom. Uniform footwear is required.

Uniform Guidelines for Field Days

Students may wear an approved Tallahassee Classical School spirit, athletic shirt, or uniform shirt for field day activities. Solid colored denim blue jeans and shorts without rips or designs may be worn. Shorts may not be shorter than 3" above the knee when standing. Approved uniform bottoms are also acceptable. Athletic shoes are required.

Uniforms and Financial Assistance

The School will not allow financial need to limit access to Tallahassee Classical School, and this includes access to uniforms. At minimum, the School will fund one complete uniform set for children whose families qualify for financial assistance.

Lost and Found

If a student has misplaced an item, they should first check with their teacher and then at the front desk. Students are responsible for retrieving their misplaced items. Please place a nametag in each article of your child's clothing to assist in the retrieval of misplaced items. Due to limited space, all unclaimed items will automatically be donated either to a charity or to be used as extra uniforms at the end of each month.

Toileting

All students of Classical must be independent in toileting unless there is a documented medical condition. On occasion students may have "accidents." When an "accident" occurs, it is the responsibility of the parent to assist the child and to provide clean clothing. We encourage all kindergarten students to have a change of clothes on hand at school. This change of clothes does not have to be the required uniform, however khaki pants or shorts and a dark green polo shirt is allowable. These items can be kept in a plastic zip-lock bag in the student's backpack. Teacher will keep the bag and label items that need to be changed. Parents are encouraged to check your child's backpack daily. If there are repeated "accidents", a meeting with the parents, Dean of Students, and clinic aide will be held to evaluate the situation. Appropriate action will be taken based on what is in the best interest of all students and the school.

Health and Medicine

Administration of Medication

Tallahassee Classical School is committed to the health and safety of its students. Medication and/or medical procedures required by students should be administered by a parent/legal guardian at home. Under exceptional circumstances, prescribed medication and/or medical health-related procedures may be administered by the clinic assistant, the school principal, his/her designee, or self-administered by the student per written physician's orders and written parent/guardian authorization. The parent/guardian must complete and sign the [Administration of Medication/Medical Procedure](#) form to acknowledge that the school assumes no responsibility for medications or procedures that are self-administered. Office staff will make this form available to parents/guardians.

The school principal or other administrative employees may administer auto-injectable epinephrine to students upon the occurrence of an actual or perceived anaphylactic adverse (allergic) reaction by the student, whether or not such student has a prescription for epinephrine. Any school employee who in good faith administers or chooses not to administer auto-injectable epinephrine to a student in such circumstances shall be immune from civil liability, pursuant to Florida statute. Students may not bring ANY medication to school without an accompanying form or having one on file. This includes cough drops, pain medication, etc.

Student Medical Records

Student health records will be maintained in locked or password-protected files in order to maintain confidentiality. All health records will be managed by the Clinical Assistant and any appropriate, designated staff such as administration and will only be released to service providers as allowed and dictated by Classical and state regulations.

Medical Operations

Classical will participate in workshops, in-services and/or training offered by Leon County Schools regarding student health. Classical will use Leon County Schools forms for health services. A designated member of the administration and the Clinic Aide will have completed training in CPR/first aid, diabetic education, medication administration, and AED training, as required. Please note that multiple staff members will receive required medical and health training.

Parents will be informed when a student reports to the office with a fever or has been injured seriously. If a parent cannot be reached, school personnel will determine what action needs to be taken. Any child with a fever will not be allowed to remain in the classroom and must be picked up by a parent or designee. If a head injury is sustained, or any injury requiring medical attention, the parent will be asked to come to school and determine what action should be taken. In case of more serious injuries, or in case the parent cannot be contacted, the school will immediately call 911 for emergency assistance.

Students who are sent home with a fever or vomiting may only return to school when they have been fever- or vomit-free for 24 consecutive hours.

**Please refer to the [COVID Opening Plan](#) for updates to this policy.*

Medical Records and Enrollment

In order to complete the enrollment process, parents shall submit all required immunization records and health forms. Parent/guardian have the following obligations to share medical information. Parents shall, at all times, ensure that the school has updated medical information on file. It is the parent's/guardian's responsibility to keep this information updated. It is the parent's responsibility to notify the office if a child has been injured at home and may need special considerations at school.

Food Allergies

Food prepared by Classical's food vendor will be peanut free. Please check the menu provided by SLA for additional food allergy concerns. Parents must inform teacher and administration of any food allergies prior to the start of the school year. The school will, however, establish an allergy table in the cafeteria, and teachers/monitors will ensure that this peanut- free zone is enforced.

Sick Students

Sick children should not be in school. Any child who has a fever or is contagious (e.g., with pink eye, strep, the flu, etc.) should be kept home. *Before a student may return to school, fevers must resolve and students must be symptom free without medication for 24 hours.*

**Please refer to the [COVID Opening Plan](#) for updates to this policy.*

Lice Policy

Lice is an extremely contagious issue that can easily spread through a school. Children suspected of lice (scratching heads, visible lice or nits) will be checked by trained staff in the privacy of the clinic. Should lice be found, siblings may be checked as well. Children suspected of having head lice may not attend school. Parents will be notified of the situation and asked to pick up their child. Classical's policy requires that no lice or nits (white eggs) be present when the child returns to school. Proof of treatment must be furnished before the child is readmitted to class. Students will be rechecked within 10 days of treatment to see if further treatment is necessary. If a head lice issue prevents a child from attending school, Classical will provide missed work within 24 hours for the student to complete.

Whenever a student is found to be infested with head lice or is found to have nits, the parents shall be notified. The parents will be provided with directions for treatment of head lice and of District procedures related to head lice. The student will be sent home for treatment and not readmitted until the parent completes [Form 8450A F3](#) and it is confirmed that the child is free of any head lice and nits after examination in a private setting by school personnel and/or school health room personnel hired by the local health department. After clearance by school personnel or school health room personnel hired by the local health department, the student will be allowed to return to class. The necessary treatment is contained in [Form 8450A F1](#) which is to be sent to the parent along with the cover letter ([Form 8450A F2](#)).

The other students in the infested student's classroom and the student's sibling(s) should be examined in a private setting for evidence of either the lice or lice eggs (nits) only if symptoms of a head lice infection are identified or if one-third (1/3) of the students in the classroom have been previously identified with active cases. The examinations should be done by each student's parents; the school nurse or school health room staff, if available; the school staff designated by the principal to provide school health room services; and/or the school principal or designee. In the event that one-third (1/3) of the students in a classroom are identified with active cases of head lice, then the Principal shall send home [Form 8450A F1](#) and [Form 8450A F4](#) to notify parents of the situation.

Student Fees and Supplies

From time to time the school may charge fees to its families for the purpose of funding services beyond the classroom such as athletics, transportation, classroom supplies, band, orchestra,

art, activities, field trips, etc. All charges and fees must be authorized by the Board. All financial obligations must be rectified prior to registration for the upcoming school year. Students with outstanding balances will not be issued report cards. Fees are only meant to assist with funding services that are not funded by monies from the state. Classical does not want to exclude anyone from field trips or other activities due to financial constraints. Families should speak with a member of Administration or an office staff member if this is the case.

Fee Reimbursement Policy

It is the policy of the School that fees paid to the School will be reimbursed upon request for up to thirty (30) days after payment is received by the School. After that time period, fees received by the School become nonrefundable.

Lockers

Classical provides lockers (as available) for students in 6th grade and higher. The lockers are school property and not the individual's. Students will be responsible for purchasing **combination locks** for lockers as well as providing administration the combination. Please be aware: Tallahassee Classical School has the authority to search lockers when deemed necessary, even if it requires removal of the lock. Please be aware that damage to your child's lock may occur as a result. Classical is **not** responsible for replacement for the lock. Classical is not responsible for lost or stolen items. Valuables such as tablets or iPads, iPods or MP3 players, compact discs, pagers, smart watches, and handheld video game devices are **NOT** to be brought to school. Problems with lockers should be reported to the office. Students must observe the following rules: (1) Students are not allowed to decorate the inside of lockers with posters, pictures, or anything else which advertises sex, drugs, suicide, cults, alcohol, or promotes other negative or derogatory messages as determined by administration. (2) Lockers must be kept neat and orderly at all times. Locker checks will occur each semester as well as randomly throughout the school year as deemed necessary by the Administration. (3) Lockers must be kept closed when not in use to maintain the integrity of the fire corridors and avoid careless accidents. Items left outside lockers or on the floor may be removed or disposed of. We strongly discourage students from sharing their locker combinations with others, as that may lead to conflicts should items go missing. Students are responsible for their locks. Any missing locks must be replaced by the student.

Elevator Use

The elevator is provided for administration use and for individuals who need ADA assistance. All other usage is prohibited. Students using the elevator inappropriately will be subject to discipline.

Utilization of Facility

The Board wishes for the school and its buildings, grounds, and fields to be an asset to the community and available for use beyond school and school-sponsored sports and after-school activities. The Board will be the approving authority for all outside uses of the school fields, building, and facilities. All users will be required to carry insurance and appoint a representative

acceptable to the Board who is capable of executing the school's emergency and security procedures.

Transportation

When students are being transported on buses for field trip purposes, students should behave with the same decorum as they would in school. Misbehavior on the bus will be reported to the school and may result in disciplinary action and loss of bus privileges.

For safety and security purposes, all students must ride school-provided transportation for school-related field trips and events and hereby release Tallahassee Classical School, its Board of Directors, administration, teachers or other employees of the school, and volunteer leaders from any financial responsibility because of sickness of the student while being transported on the bus.

In order for students to take part in school-related activities in which transportation is provided, parents authorize the use of emergency medical treatment for his/her child(ren) if an injury or sickness occurs and agrees to pay for any medical expenses incurred as a result of said treatment. Classical will take the necessary precautions to ensure the safety of its students and staff.

In consideration of the opportunity for students to participate in school related activities off campus, and in recognition that such an undertaking involves an element of risk, families assume all risks and hazards incidental to such participation and do hereby release, absolve, indemnify, and agree to hold harmless Classical, the Board, officers, employees, agents, contractors, and representatives, from any and all liabilities, claims, actions, damages, costs, losses of any kind (including attorney fees and costs through appeal) arising from, or out of, or related to participation in such activities.

It is school policy that Tallahassee Classical faculty/staff do not transport students in their personal vehicles.

Student Publications

Student publications must uphold Tallahassee Classical School's mission, philosophy, core virtues, and policies. The purpose of such publications is to inform the Tallahassee Classical School community of school-related events, achievements, and business. In addition, student publications are a way for students to learn and to practice responsible writing and journalism. Student editorials are permitted, subject to prior review by the Principal. Employees of the school or parents may not use student media to proselytize their own views on controversial issues. The Principal acts as the final editor in all cases.

Snacks and Drinks

Students are permitted to bring healthy snacks into classrooms to be consumed during the designated snack time. Please inform your child's teacher of any allergies that your child may have.

Refillable (no spill) water bottles are required in classrooms and should be sent in with your child daily for snack times and use throughout the day. No other drink option will be allowed in the classrooms for snack time or throughout the school day. Students will be allowed to refill their water bottles during lunchtime and other times periodically throughout the day. As a precaution against sickness, students should not share or drink from the same bottles. With the exception of water bottles and snacks, food and drink are not permitted in the classrooms or outdoor facilities. Students may not chew gum on campus at any time.

Lunch

Lunchtime provides an opportunity to relax, play, and restore the body and mind. Lunch periods will take place between 11:00 am and 1:00 pm. We encourage all children to have money placed on their lunch account for times when their lunch is forgotten at home. We make every effort to ensure interruptions are not disruptive to the learning environment. Lunch boxes that are delivered will be available for pick-up during your child's lunch period. Applications for free or reduced meals are available for families to complete. Please inquire at the front office.

Parents are welcome to attend lunch with their child after they have checked in at the front office.

***Please refer to the [COVID Opening Plan](#) for updates to this policy.*

Lunch Account Negative Balance Policy

If a scholar's lunch account balance becomes negative, up to three grace period meals will be served. The scholar's parent or guardian will be notified of the negative balance and given opportunity to put funds back into the account. After three grace period meals have been served with no restoration to a zero or positive fund balance, the scholar will be served a cold lunch until the account has been restored. If at the end of an academic quarter or the school year, the account balance is still negative, the scholar's report card will be withheld until the account is restored.

A Message from SLA Management, Classical's Food Service Vendor

Welcome to our SLA Family! SLA is excited to provide the Tallahassee Classical School community with an exceptional café dining experience for the upcoming school year. As an extension of our SLA family, we look forward to offering your children healthy, delicious meal options served by our friendly, caring team.

SLA Lunch Account Website Sign-up

To register, go to www.slalunch.com and click the "Create an Account" line on the top bar. Once you complete the requested information click "Create Account". Once you log in you will be redirected to the "My Account" page then click "Add Student" on the top right of the screen. Once your account has been created, you will be able to make deposits, view transactions, set

up payment sources, and set up auto-pay. Please be aware that in the event that your child's account become negative, the following procedure will be followed once the account reaches a negative balance. After two (2) unpaid lunches following the negative lunch balance, a phone call to a parent/guardian will be made to notify that a bagged lunch will be issued until the negative balance has been addressed. Please contact SLA via their Customer Service number Monday – Friday between 8:30am to 5:00pm, EST at the following phone number, 407-740-7677. You can also utilize e-mail: info@slamgmt.com or Online@slamgmt.com SLA's Webpage is also available at the following address: <https://slamgmt.com>

Click [here](#) for SLA's breakfast and lunch menu.

Special Events and Extracurricular Activities

Birthday Celebrations

Classical recognizes that birthdays are a special day for our students. We must also ensure that parties and celebrations do not disrupt the instructional day or interfere with the health and safety of our students. Any classroom allergies must be taken into consideration.

Parents, visitors, staff, and students may bring treats in to celebrate their child. Please coordinate with the classroom teacher several days in advance. Parents are encouraged to eat lunch with their child on his/her birthday and to read a book to the child's class in honor of the birthday.

**Please refer to the [COVID Opening Plan](#) for updates to this policy.*

Parties

Special events held during the school day must be directly tied to the curriculum and add to the instructional environment by conveying knowledge or an experience that supports the curriculum. Any special event must be approved by the Administration a minimum of two (2) weeks prior to its planning. Approval for one year does not carry over to the next.

Guest Speakers

Guest speakers presenting during the school day must speak on topics covered in the course or grade. If possible, the students should be studying the given topic at the time of the presentation. Guest speakers must be approved by the Administration prior to the invitation being extended. Approval must still be obtained for guest speakers used in the previous school year. Approval for one year does not carry over to the next. Guest Speakers who cover controversial topics must be screened by the Principal. The screening may include an interview of the guest by the Principal or designee. Parents must be notified prior to guest speaker presentations on controversial issues, including religions covered in the Core Knowledge sequence. Parents may have students excused from such presentations, in which case the student will be supervised in an alternate learning environment. Teachers will provide

permission slips to parents as notification of a guest speaker covering controversial issues and indicate an option on the permission slip for student to be excused.

Field Trips

Field trips should be directly tied to the curriculum and add to the instructional environment by conveying knowledge or an experience that supports the curriculum. Field trips must be approved by the Dean of Curriculum or designee two weeks prior to planning. The field trip planner will work with the administration and staff to ensure that all procedures are followed.

Extended Field Trips

All extended field trips require Board approval a minimum of 90 days (180 days for trips outside of the U.S.) prior to the trip. All students attending the extended field trip must have the approval of the administrators of Tallahassee Classical School and the student's parents. All extended field trips must have liability insurance protecting all the trip attendees and the school. Any liability insurance not covered by the school's policy must be paid for by the fees charged to trip participants. Any increases in the costs of extended field trips (due to inflation, changes in exchange rates, etc.) must be paid for by increases in fees of trip participants. All adults attending the field trip are required to be currently registered volunteers. The field trip planner will work with the administration and staff to ensure that all procedures are followed.

Off-Site Extra-Curricular Activities

The logistics of all of Tallahassee Classical School's off-site extra-curricular activities must be approved by the Administration. All adults helping with these activities must be registered Tallahassee Classical School volunteers. A list of all sanctioned Tallahassee Classical School off-site extra-curricular activities will be maintained and updated by the Principal, and copies will be made available for Tallahassee Classical School parents.

Eligibility for Sports

Students in grades 4 - 8 are ineligible for extracurricular activities if they have lower than a 2.5 GPA (mathematics, English, science, history, and Latin). Academic eligibility will be determined at interims and with quarter-ending grades. Ineligible students will remain ineligible until the GPA rises above 2.5. Two disciplinary referrals in one quarter or three in one semester will render a student ineligible for any extracurricular activities for the remainder of that quarter or semester. Four disciplinary referrals will render a student ineligible for all extracurricular activities and functions for the remainder of the school year. An administrator may deem a student ineligible for the following season or for off-campus field trips based on repeated misconduct.

Participation in Extra-Curricular Activities by Non-Enrolled Students

Only enrolled students may participate in Tallahassee Classical School extra-curricular activities. Students must be present in school to participate in same-day after school activities.

Before and After School Programs

There will be no before school care for the 2020-2021 school year.

The After School Program (ASP) at Tallahassee Classical School (TCS) is offered by i9 Sports from 3:00 – 6:00 p.m. daily. There is also a one day per week program offered by Dancing Little Stars.

Any child that is not picked up by 3:30 p.m. will be escorted to the i9 After School Program and the parent will be responsible for any late fees incurred as a result.

Please visit <https://tlhclassical.org/student-life/after-school-activities/> for on-campus program and registration information, and to view additional off-campus after school options.

V. PARENTS AND THE COMMUNITY

Parent Communications with Principal, Faculty & Staff

Tallahassee Classical School values the conversation that takes place between parents and teachers about the education of children. Nonetheless, this conversation should follow certain guidelines in order to be fruitful and to allow teachers to devote themselves to their classes during the day. Parents may use any of the following ways to contact or communicate with Administration, Faculty, and Staff of Tallahassee Classical School; phone call, voicemail, email, message left with the school secretary or a face-to-face meeting, which must be scheduled in advance using one of the means above. Tallahassee Classical School employees **will not** use social media to communicate with parents or students about an individual child's needs.

During the school day and both immediately before and after school, teachers have their minds on teaching or impending meetings and extracurricular activities. Parents should schedule in advance a phone call or meeting with a teacher rather than try to communicate through an impromptu "five-minute" chat. Parents who are in the building for another reason should not use their access to faculty in order to circumvent the normal means of contacting a teacher unless that teacher clearly invites such a conversation. This policy applies to parents who are themselves teachers, other employees, or board members at the school.

Classical teachers and administrators will respond to parents as quickly as possible. In general, parents should expect to hear from a teacher or principal within twenty-four to forty-eight hours of contacting the school, barring weekends and holidays. While a teacher's schedule may not permit an actual meeting within that time, the teacher will attempt to make contact in some way.

Expectations for Parents

We believe parents own the fundamental responsibility for their children's education and that the school's role should be viewed as a supportive one. Classical expects parents to: model good character and insist that their children cultivate good habits and virtues; help their children

develop effective study skills; read to their children, especially those in the early grades; oversee regular reading and writing and mathematics skill development; stimulate discussion and exploration of ideas and events with students; support the school goals through familiarity with this Handbook and parts of the website devoted to the mission and philosophy of the school; homework review; getting children to school on time; and holding high expectations and aspirations that contribute positively to the student's success. In order to support the mission and success of Tallahassee Classical School, we encourage each family to donate five (5) hours of volunteer time to the school each school year. Volunteer hours may be documented and shared publicly in order to promote a positive image for students to emulate.

Communicating with Parents with Joint Custody

The school will recognize and communicate with parents unless there is a court order that restricts a parent's rights on file. In the case of school forms, the school encourages one of the parents to complete the forms so that the school does not receive conflicting information.

Chaperones

Classical will conduct field trips and off-site events and in so doing will welcome and enlist the aid of parent chaperones. The number of chaperones for a field trip or off-site extracurricular event will be established prior to the occurrence of the event. This number will be strictly adhered to. No siblings or individuals other than assigned chaperones may attend the event. Fees for the event must also be paid by the chaperone and are due at the same time as the student's fee for the event. If fees are not submitted by the date due another chaperone will be chosen to fill the vacancy. Chaperones must attend to assigned duties and must model the Tallahassee Classical School core virtues. Violators of this policy will not be allowed to chaperone any future events. All chaperones must be screened via the Visitor Aware visitor management system. All volunteers and chaperones must be LCS certified via submission of a [volunteer application](#).

Volunteers

The administration will maintain accurate records to confirm that the following requirements are met. Tallahassee Classical School is utilizing a visitor management software to add additional security to our campus. The system, called Visitor Aware, scans licenses and state issued ID cards as well as prints ID badges. All volunteers receive a sexual predator screening each time that they check in, but regular volunteers must also undergo a criminal background check through Leon County Schools. This allows volunteers who have passed the security screening to chaperone field trips and assist in the classroom or one-on-one with students. All volunteers and chaperones must be LCS certified via submission of a [volunteer application](#).

VI. ENROLLMENT

Tallahassee Classical School is committed to enrolling a diverse student population. Each eligible student will be given an equal opportunity to attend the school.

Non-Discrimination

Tallahassee Classical School will not discriminate on the basis of race, national origin, gender, marital status, ethnicity, or disability. The school strives to achieve a racial/ethnic balance reflective of the community the school serves. The Enrollment Policies and Procedures of Tallahassee Classical School comply with Florida charter school laws, including but not limited to Sections 1002.33(15)(c) and 1002.33(7)(a)(8), Fla. Stat.; Part B of the Individuals with Disabilities Education Act; Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; and Title II of the Americans with Disabilities Act of 1990, as applicable.

Open Enrollment Period

The purpose of the Open Enrollment Period is to allow every family an equal opportunity to enroll in the school.

Notice

Open Enrollment Periods will be publicly noticed on the school's website with delineated beginning and ending dates. All applications submitted within the first Open Enrollment Period will have an equal opportunity for admission, regardless of whether they are submitted on the first day or the last day of Open Enrollment. The lottery date for each grade will be noticed on the school's website. Additional Open Enrollment Period(s) will be publicly noticed on the school's website.

Requirements for Submission of Application

Students must reside in Leon County or any county with which Leon County has an interdistrict agreement, including Jefferson County, Gadsden County, and Wakulla County. While Tallahassee Classical School does not verify residency at the application stage, those submitting an application are advised that students cannot enroll until residency is established with required documentation.

Age Requirements for Kindergartners and First Graders

Kindergarten:

Students entering kindergarten must be 5 years old on or before September 1st of the school year. If a student attended a private school or was homeschooled for kindergarten and will not be 6 years old on or before September 1st, then the student will be eligible for kindergarten only.

First Grade:

First graders who will be 6 years old on or before September 1 shall be eligible for admission to the 1st grade. Students who have completed kindergarten at a private school or were

homeschooled for kindergarten and who are 6 years old on or before September 1st shall be eligible for admission to the 1st grade. A letter/report card from a private school or a homeschool evaluation in compliance with Florida law stating satisfactory completion of kindergarten must be presented at the time of registration.

Exceptions:

Exceptions to the age requirement for admission to first grade for children attending kindergarten out-of-state will be permitted if the student meets the age requirement for public kindergarten admission from the transferring state and has successfully completed kindergarten.

Submission of Lottery Application

An online Lottery Application will be available on the website for submission electronically. Only parents or legal guardians can fill out a Lottery Application. If a parent or legal guardian lacks access to the Internet, they can access the Lottery Application via phone. A lottery application must be completed for each child. Applications for multiple children or incomplete applications will not be accepted. All deadlines for the Open Enrollment Period must be met.

Electronic Signature

The creation of a SchoolMint account by a parent or guardian indicates that the person has read, understood, and agreed to all of the terms and conditions required for enrollment and that all information provided on the application is true and correct. In addition, the person is verifying that he or she has the legal authority to make educational decisions for the student. Any incorrect or false information provided in reference to the Lottery Application will be grounds for terminating the application.

Processing Applications after Open Enrollment if Grade is not at Capacity

If capacity is not reached after the established Open Enrollment Periods, subsequent applications will be accepted and ordered based on the date the application was received and the preferences extended to the applicant. As seats become available, they will be offered to applicants according to this established order, until capacity is reached.

Processing Applications after Open Enrollment if Grade Is at Capacity

If grade level capacity is reached, applications are accepted on an ongoing basis and placed at the bottom of any existing waitlist until the waitlist is archived. The parent/legal guardian is responsible for ensuring information is current. Once a Lottery Application is turned in and prior to registration, parents and legal guardians are responsible for ensuring that all information included in the Application is up-to-date, including all contact information. If there is a change, please update your SchoolMint account to reflect such changes.

Lottery

Pursuant to Section 1002.33(10)(b), Fla. Stat., Tallahassee Classical School shall enroll an eligible student who submits a timely application unless the number of applications exceeds the capacity of a program, class, grade level or building. In such cases, all applicants shall have an equal chance of being admitted through the random selection process detailed below. Applications will be

accepted each year during the Open Enrollment Period and continuously to maintain capacity in each grade level. The number of seats available will be determined by the number of students who recommit minus the capacity. This is in compliance with Section 1002.33(10)(b), Fla. Stat.

Lottery Process

The lottery will be system generated by a third-party contractor. All applicants with completed applications will be entered into the lottery. The available slots for each grade level will be filled in the order generated. When all open slots for each grade are filled, each remaining student will be assigned a waitlist number.

Florida State Statute Enrollment Guidelines

Tallahassee Classical School is a Leon County Public Charter School of Choice governed by Sections 1002.31 and 1002.33, Fla. Stat. with regards to enrollment guidelines. PLEASE NOTE: These eligible student enrollment guidelines can change at any time by Tallahassee Classical School, Inc. policy or by Florida State Statute.

Florida Statute 1002.33 Excerpt

(10) ELIGIBLE STUDENTS (b) The charter school shall enroll an eligible student who submits a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. In such case, all applicants shall have an equal chance of being admitted through a random selection process (d) A charter school may give enrollment preference to the following student populations: Please note, there are 7 student populations listed in the statute. Per Tallahassee Classical School policy, we give enrollment preference to the following:

- 1. Students who are the children of an employee of the charter school.*
- 2. Students who are the children of a founding member of the governing board of the charter school.*
- 3. Students who are siblings of a student enrolled in the charter school.*

All preference categories shall be published prior to the lottery being conducted. All applicants entitled to receive a placement preference shall be identified PRIOR to the lottery. Preference status entitles an applicant to be offered an available seat ahead of applicants without a preference status. Each applicant will be granted preference twice during the lottery process for each school year. If an applicant with a preference category forfeits a spot for any reason, on two separate occasions, the ability to use a preference category in any subsequent lotteries will be denied and the applicant will be added to the waitlist in the same manner as an applicant with no preference category. All applicants (students not currently attending Tallahassee Classical School) participate in the lottery irrespective of preference status. Siblings of current Tallahassee Classical School students must submit a lottery application and be offered a seat through the lottery process.

Lottery Preference Categories

All preferences shall be considered in the following hierarchy:

1. Applicant child of an employee of the school.
2. Applicant child of a founding board member.
3. Applicant sibling of a currently attending student.
4. Applicant sibling of an accepted and confirmed applicant applying for the same academic year.

For preference purposes, “sibling” is defined as the following: Siblings by birth; Step-siblings; Adopted and foster siblings; and Students who have the same legal guardian as an existing Tallahassee Classical School student. Legal documents confirming the relationship may be required by the school as proof. Sibling preference is offered only if the sibling resides in the same primary legal residence/household as the currently enrolled student.

Registration

Offer to Attend: Parents or legal guardians will be notified per their SchoolMint notification preferences with an offer for the applicant to accept a space at the school. The offer will be sent to the phone number and/or email address that was provided to the school upon submission of the Lottery Application.

Acceptance/Declination of Offer to Attend

From the date of each lottery until July 14th, an accepted applicant will have five business days, starting from the date the offer was made, to respond to the offer via SchoolMint either confirming their plans for attendance at the school or declining the offer. From July 15th until the lottery is archived, an accepted applicant will have two calendar days, starting from the date the offer was made, to respond to the offer via SchoolMint. If the applicant fails to respond to the offer, in either the affirmative or the negative, the offered seat will be rescinded and offered to an applicant on the waiting list. The applicant will then be moved to the bottom of the waitlist. Should the applicant decide to accept the offered seat, they will receive a confirmation within 24-48 hours of their response. The confirmation will contain instructions for completing the enrollment and registration process.

Completion of Registration Paperwork to Finalize Registration

From the date of the lottery through July 14th, the accepted applicant will have five business days from initial notification of an available spot to complete and submit the required registration paperwork and the necessary documentation. If these specified registration items are not submitted within the five-business day window, the applicant will lose their seat and be placed at the bottom of the waitlist. From July 15th to when the lottery is archived, an accepted applicant will have two business days from the date the seat was confirmed to complete and submit the required registration paperwork and necessary documentation. If these specified registration items are not submitted within the two-day window, the applicant will lose their seat and be placed at the bottom of the waitlist.

Waitlist

If an Application is received after the Open Enrollment Period and there are no open spots for that particular program, class, or grade level, the applicant will be placed on the bottom of the current waitlist.

The waitlist is only active for one school year and does not roll over from one year to the next.

Students who do not receive placement during the random public lottery will be placed on a waiting list to enroll should space become available. Parents will be notified per their SchoolMint notification preferences. Waitlist ranking will be assigned in the order selected. Students may be placed in any newly available seats even after the new school year begins.

Parents and legal guardians of students on the waitlist are responsible for ensuring that contact information is current in their SchoolMint account. Applicants that cannot be reached via email or phone will be removed from the waitlist.

Applicants Accepted During the School Year

During the school year, once enrollment paperwork is submitted to TCS staff, the newly enrolled student must begin attending classes at Tallahassee Classical School within 5 business days. If the 5-day period extends through a period of time that school is not in session, the newly enrolled student must attend class at TCS on the first day that school is in session after the initial 5-day period. Failure to do so will result in the child's seat being revoked and offered to the next applicant on the waitlist.

Re-Enrollment for Current Students

Parents of currently enrolled students will be notified in advance of the Re-enrollment period, which will take place over the course of 5 school days. The re-enrollment dates will be determined by the Board. During the re-enrollment period, parents must confirm their intentions to have their child(ren) attend Tallahassee Classical School for the following school year.

If a parent does not complete the re-enrollment process during the given time period, their child's seat will not be reserved for the following school year. Any child that does not have a seat reserved during the Re-enrollment period will need to go through the lottery process to gain admission to Tallahassee Classical School for the following school year if they wish to attend. Siblings of currently enrolled students do not apply through re-enrollment.

They must complete the lottery application process during Open Enrollment and be given the applicable preference per these Policies. Once current students have registered for the next school year, class size will determine the need for subsequent marketing efforts. Communication with prospective students will be generated as appropriate.

VII. INFORMATION TECHNOLOGY AND SECURITY

Electronic Devices and Cell Phones

Cell phones and smart watches are heavily discouraged at Tallahassee Classical School. We encourage all families to review the Wait Until 8th pledge, which empowers parents to rally together to delay giving children a smartphone until at least 8th grade. By banding together, this will decrease the pressure felt by kids and parents alike to provide kids with a smartphone. Sign the pledge here: <https://www.waituntil8th.org/take-the-pledge>.

Electronic devices must be powered off and may not be used during the academic school day, including drop-off and pick-up, without express staff permission. Students may not keep electronic devices on their person during the academic school day. If a student must bring a cell phone or other electronic device to school, he or she must keep it in a locker or backpack for the entire day including during recess, lunch, passing periods, and study halls. Such devices include but are not limited to laptops, portable audio devices, head/earphones, hand-held video games, cell phones, and any other device or accessory with wireless or cellular capabilities, including but not limited to watches and eyewear. Exceptions will be made for necessary medical devices at an administrator's discretion.

Any student who is using a phone or other electronic device during the day will have that device confiscated until the end of the day. At the first offense, students will receive the item back at the end of the day. At the second offence, the item will be turned into the Main Office and a parent will be required to pick it up. On the third offence, the item will no longer be allowed on campus. Please be aware that if there is reason to believe that the device has been used in the transmission or reception of communications prohibited by law, policy, or regulation, the device may be powered on and searched.

Students who break this rule repeatedly will be subject to additional disciplinary action(s) such as detention, Saturday school, and or other disciplinary action. Tallahassee Classical School is not responsible for the damage, loss, or theft of these items.

Computer Usage

Each student is responsible for his/her actions and activities involving Tallahassee Classical Schools' computers, networks and Internet services, and for his/her computer files, passwords and accounts. These rules provide general guidance concerning the use of computers and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact the principal, the Dean of Curriculum and Instruction, or the Dean of Students.

Consequences for Violation of Computer Use Policy and Rules

Student use of Tallahassee Classical Schools' computers, networks and Internet services is a privilege, not a right. Compliance with policies and rules concerning computer use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended, or revoked. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action. The Principal or Dean of Students shall have the final authority to decide whether a student's privileges will be limited, suspended, or revoked based upon the circumstances of the particular case. Additionally, students may also receive additional disciplinary action.

Acceptable Use Policy

Tallahassee Classical Schools' computers, networks and Internet services are provided for educational purposes and research consistent with its educational mission, curriculum, and instructional goals. All policies, school rules, and expectations concerning student conduct and communications apply when students are using computers. Students are also expected to comply with all specific instructions from teachers and other school staff when using the school's computers.

Prohibited Uses

Examples of unacceptable uses of Tallahassee Classical Schools' computers that are expressly prohibited include, but are not limited to, the following:

- Accessing Inappropriate Materials – Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal materials.
- Illegal Activities – Using school computers, networks and Internet services for any illegal activity or in violation of any policy or school rules. Tallahassee Classical Schools assumes no responsibility for illegal activities of students while using school computers.
- Violating Copyrights – Copying, downloading, or sharing any type of copyrighted materials (including music or films) without the owner's permission. Tallahassee Classical School assumes no responsibility for copyright violations by students.
- Copying Software – Copying or downloading software without the express authorization of administration. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. Tallahassee Classical School assumes no responsibility for illegal software copying by students.
- Plagiarism – Representing as one's own work any materials obtained from others, including on the Internet (such as term papers, articles, music, etc.). When Internet sources are used in student work, the author, publisher, and web site must be identified.
- Non-School-Related Uses – Using Tallahassee Classical School computers, networks, and Internet services for non-school-related purposes such as private financial gain;

commercial, advertising or solicitation purposes; or any other personal use not connected with the educational program or assignments.

- Misuse of Passwords/Unauthorized Access – Sharing passwords, using other users' passwords, and accessing or using other users' accounts.
- Malicious Use/Vandalism – Any malicious use of, disruption to, or harm to Tallahassee Classical School's computers, networks, and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
- Personal devices on Classical's Wi-Fi are expressly prohibited.

No Expectation of Privacy

Tallahassee Classical Schools' computers remain under the control, custody, and supervision of Tallahassee Classical School at all times. Students have no expectation of privacy in their use of school computers, including e-mail, stored files, and Internet access logs.

Compensation for Losses, Costs and/or Damages

The student and his/her parents are responsible for compensating Tallahassee Classical School for any losses, costs, or damages incurred by the school for violations of policies and school rules while the student is using Tallahassee Classical School computers, including the cost of investigating such violations. Tallahassee Classical School assumes no responsibility for any unauthorized charges or costs incurred by a student while using school computers.

Student Security

A student is not allowed to reveal his/her full name, address, telephone number, social security number or other personal information on the Internet. Students should never agree to meet people they have contacted through the Internet without parental permission. Students should inform their teacher if they access information or messages that are dangerous, inappropriate, or make them uncomfortable in any way.

System Security

The security of Tallahassee Classical School's computers, networks, and Internet services is a high priority. Any student who identifies a security problem must notify his/her teacher immediately. The student shall not demonstrate the problem to others or access unauthorized material. Any user who attempts to breach system security, causes a breach of system security, or fails to report a system security problem shall be subject to disciplinary and/or legal action in addition to having his/her computer privileges limited, suspended, or revoked.

Additional Internet Safety Measures

In order to provide additional safety measures for students in their use of school computers, and to comply with the Children's Internet Protection Act (CIPA), 66 Fed. Reg. 19394 (April 16, 2001), the following steps shall be undertaken:

A. The school shall utilize technology protection measures, (including Internet filtering or blocking software), to prevent access to visual depictions that are obscene, child pornography, or otherwise harmful to minors.

B. Teachers, media specialists, and other school personnel shall monitor the on-line and other computer use of students to:

1. Prevent students from gaining access to inappropriate or harmful material, as determined by school administration considering school curriculum, the Code of Student Conduct, other School policies, and local, State, and Federal laws and regulations;
2. Oversee issues of safety in students' use of e-mail, chat rooms, and other types of electronic communication;
3. Prevent students from engaging in unauthorized or unlawful on-line activities, including hacking;
4. Prevent students from making unauthorized disclosure, use or dissemination of personal information; and
5. Otherwise monitor and enforce compliance with the Acceptable Use Agreement.

Personal Laptops or Other Electronic Devices

A student may **not** bring his/her personal laptop or tablet to school. During the school day (7:30 a.m. – 3:30 p.m.) Classical devices may only be used for school related work and the student must have a teacher's written permission to use a personal device. All provisions of Tallahassee Classical School's Student Computer and Internet Use Rules apply to students using personal devices, both on and off campus. Tallahassee Classical School assumes no responsibility for personal devices brought to school by students.

Violations of Acceptable Use

Violating the Acceptance Use Policy may result in:

- Restricted network access,
- Loss of Network access, and
- Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws. In order to ensure smooth system operations, the Systems Administrator has the authority to monitor all accounts. Every effort will be made to maintain privacy and security in this process.

VIII. PRIVACY

Photography

All personal photography is banned on campus unless permission for it has been obtained, in writing or orally, from a member of administration. No photos taken on campus, whether authorized or not, may be posted on the internet or in any other public forum without written or oral permission from administration. No photos of minors may be publicly displayed without the consent of the parents. Any Classical student found to be in violation of these rules is subject to school disciplinary action.

Media Release

On occasion, photos and/or videos will be taken on campus. Photos and/or videos may appear in media receptacles covering Tallahassee Classical School. Classical may use, at no cost, photos or video of students for official websites, promotional materials, and collateral. If families do not want their child(ren) to be included in photos and/or videos, please contact the school directly.

Public Internet Postings

Any public display or posting by a Classical student or family member on the internet or in any other public forum, of derogatory, offensive, or harassing speech directed against another student, teacher, or other member of the school community is in violation of the standards of Tallahassee Classical School and is subject to school disciplinary action.

Parent Review of Records

The Family Educational Rights and Privacy Act (FERPA) gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Any parents wishing to review their child's records may submit a request in writing to the front office and an appointment will be scheduled to do so. Parents must first provide an identification and signature prior to reviewing or receiving education records for their student(s).

Parent Acknowledgement

I, _____ (printed name of parent), parent/guardian of
_____ (student name), do hereby acknowledge receipt and
review of the 2020-2021 Tallahassee Classical School Family Handbook. As a parent of a child
enrolled at Classical, I agree to abide by these terms and support the mission and operations of
the school.

Signature: _____ Date: _____