



# Tallahassee Classical School

FAMILY HANDBOOK  
2021-2022

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## **A Labor of Love**

Tallahassee Classical School (Classical) was founded by two Tallahassee parents, Adrienne Campbell and Jana Sayler, after exploring the available educational options in the county for their own children. This led to the idea for Classical, a public, tuition-free classical charter school designed to meet the needs of all families.

The school has been a labor of love from the beginning. From hours spent researching, writing, and wrestling with decisions concerning the school's design, to traveling and networking with other Classical charter schools in Florida, to partnering with Hillsdale College through the Barney Charter School Initiative, the founders of Classical believe it was worth every hour invested to bring a traditional liberal arts and sciences education to a public-school setting for the Leon County community.

## **Spirit of the Handbook**

Tallahassee Classical School (TCS) provides a unique, classical experience that aims to train the minds and hearts of young people. Instruction in moral character and civic virtue is crucial in this enterprise and demands commitment from scholars and families alike. By attending TCS, scholars and their families choose to embark on a traditional educational path that prior to the 20th century presented the standard for academic excellence and character development in the West. This choice means that scholars should strive for excellence and take delight in the success of their peers. All policies in this handbook should be understood through the lens of a parent's and student's choice to pursue the vision, mission, and core virtues in common with the school.

## **Vision**

TCS will develop exemplary citizens that are virtuous, thoughtful, articulate, and passionate for life-long learning.

## **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.

## **Core Virtues**

Courage \* Faithfulness \* Justice \* Responsibility \* Temperance \* Gratitude \* Respect \* Compassion\*  
Integrity \* Perseverance \*

*“Through the development of virtuous character, scholars will be equipped to pursue truth,*

*goodness and beauty.”*

### **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.

### **Consultation With Hillsdale College**

TCS shall look to Hillsdale College as the primary source of models, resources, and guidance on the development and operation of its academic program, including and without limitation to the academic mission, academic policies, curriculum, and teaching practices, and consistent with the terms and conditions of its approved charter application. Hillsdale College may, at Hillsdale College’s discretion, provide advice to TCS with respect to strategies for improving the performance of its scholars, provided, the decision to implement any particular strategy be made solely by TCS. TCS shall not be required to implement any strategy suggested by Hillsdale College.

### **Development of Curriculum**

Hillsdale College shall provide to TCS a general model for a curriculum of a classical charter school. Hillsdale College shall provide assistance with the development of the TCS curriculum by supplying sample statements of principles, course outlines, suggesting resources, and reviewing the curriculum and instruction. All decisions with respect to curriculum and instruction shall be made solely by TCS and shall be consistent with applicable laws, regulations, and the charter. For more information on the Barney Charter School Initiative, visit [www.hillsdale.edu/bcsi](http://www.hillsdale.edu/bcsi).

## I. Governance

### *Board of Directors*

TCS 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.tlhclassical.org](http://www.tlhclassical.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 TCS specifically to implement a traditional, classical, liberal-arts education according to the school's mission and vision.

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.)  
-- Providing moral and professional support needed 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

–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.

### ***Fiscal Responsibility***

The TCS budgeting philosophy is conservative. TCS does not expend funds until we know they are in our possession. When budgeting, 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 TCS 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

## **II. School Culture**

Employees will uphold and encourage scholars to uphold the school’s core virtues of citizenship, courage, gratitude, humility, integrity, kindness, perseverance, respect, responsibility, and self-governance. TCS is an open enrollment school with no enrollment criteria outside of statutory and contractual requirements. TCS practices require a small K-12 atmosphere with a closed campus. This conscious choice ensures that all scholars 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 scholars as well as others. Scholars 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.

### ***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.

### ***Role of 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.
- TCS teachers are treated as professionals. Their professional development consists of required professional learning sessions throughout the school year, coordinated by the Principal.

### ***Role of Parents/Guardians and Scholars***

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 support and guide their scholars. To thrive at TCS, scholars must be polite and attentive in class, have a strong work ethic, and display a willingness to learn.

TCS believes parents own the fundamental responsibility for their children's education and that the school's role should be viewed as a supportive one. TCS expects parents to: model good character, model moral character and virtues, help their children develop effective study skills, read to their children, oversee regular reading, writing, and mathematics skill development, stimulate discussion and exploration of ideas and events with scholars, support the school goals through familiarity with this handbook and parts of the website devoted to the philosophy of the school, homework review, transport children to school on time, and hold high expectations for their student's success. In order to support the mission and success of TCS, each family is encouraged 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 scholars to emulate.

### **III. Academic Philosophy**

Our educational philosophy is expressed by the writings of E. D. Hirsch, Jr. and William Kilpatrick's *Why Johnny Can't Tell Right From Wrong*. The school provides services for scholars with academic and behavioral needs. Interventions utilized to achieve the school's expectations are targeted and specific to each individual. TCS 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 upper school; it is taught explicitly to all scholars in grades six through nine. Scholars will be academically prepared to pursue multiple post-secondary options. Literacy is taught through an explicit, multi-sensory, phonics program. Math is taught conceptually. Teachers frequently employ the Socratic method of discussion. Standardized tests do not drive the curriculum.

### **IV. ACADEMIC POLICIES**

#### ***Educational Priorities***

The board of directors desires that all scholars 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 grade) and the Upper School (seventh grade and above). Lower School scholars will have a primary “homeroom” teacher, and they will travel together to cocurricular classes. The Upper school scholars 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 TCS 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 TCS is an affiliate. While TCS 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:

The centrality of the Western tradition in the study of history, literature, philosophy, and fine arts;

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

### ***Homework***

Homework is a fundamental part of our general academic program. It prepares scholars 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. Work on assignments, such as the writing of papers, and prepare for exams that require a great deal of sustained, individual attention;
4. Prepare for the following day's work so that the most can be made of class time; and

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
Grades 6-8:	60 minutes plus reading time
Grades 9-12:	90 minutes plus reading time

***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 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.

***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. TCS will assign grades in order to reflect accurately the range between true mastery and insufficient knowledge of a subject. Grade inflation is 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, TCS uses a 4.0 grading scale. Parents and scholars 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

If the scholar is receiving a “D or an F” near the end of the quarter, then the teacher will contact the parents to notify them of this grade.

If a scholar receives two “D’s” or an “F” in a core subject at the end of the quarter, then they will be placed on academic probation. A parent-teacher conference will take place. The scholar support team will institute a plan for improvement and the MTSS process will begin.

### ***Missing work***

### ***Test Corrections***

Every scholar will be able to retake one test every quarter in every subject. To earn this opportunity, scholars must correct missed questions and parents must sign the corrected test. Scholars will then receive an average of the two test grades.

### ***Teacher Conferences***

Parent/Teacher conferences are required after the first progress report and before the first report card is sent home. Conferences are only required in the spring semester if requested by the parent or teacher. Generally, these conferences will take place before or after school, or during a teacher’s planning time. Arrangements for additional conferences may be made at any time throughout the year.

### ***Student Planner Policy***

Organization is an important part of self-governance and is woven into our curriculum in grades K - 12. To help scholars manage their assignments, scholars will be required to utilize a school “planner” or agenda. This planner will allow scholars to write down assignments and encourage teachers and parents to communicate regularly. The planners go home every night and provide parents with a convenient method to monitor their student’s work. In first through sixth grades, parents will sign their scholar’s planner daily. All scholars in all grades must have a planner. Parents are responsible for replacing any lost planners.

### ***Academic Textbooks and Supplies***

Scholars 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 scholars are to be treated appropriately. Scholars 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, and report cards may be withheld. Families will receive a supply list for additional materials and are required to purchase them by the beginning of the school year.

### ***Progress Reporting***

For scholars 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 scholar progress at all times, and if a scholar 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 scholars. Every fall semester 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 scholars 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 Scholars of the plagiarism. (4) Either the teacher or the Dean of Scholars will

inform the student's parent of the consequence of plagiarism.

### ***Consequence of Plagiarism***

For a first offense, the student will receive a zero on the assignment, with the opportunity to redo the assignment for reduced credit. For a second offense, the student will receive a zero on the assignment, and they will receive a disciplinary referral. Instances of plagiarism may be placed in the student's permanent record. For the third offense, the student will receive a zero on the assignment and dismissal from TCS will be discussed between the Principal and the Board of Directors.

Scholars 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 or 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 scholars 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 progress reports, report cards, Progress Monitoring Plans, and parent-teacher conferences.

### ***Grading Promotion Criteria for Kindergarten through Twelfth Grade***

In addition to literacy, K-6 scholars 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. Scholars whose grades or skills fall below the requirements of their grade level will be retained.

TCS follows the [Leon County Schools Student Progression Plan](#).

## V. 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, scholars 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](http://www.coreknowledge.org).

### ***Evolution***

TCS 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 scholars 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.

TCS 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 TCS will leave matters of faith up to scholars 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, scholars, 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 scholars.

### ***Video Viewing Policy***

Occasionally, 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 usage. However, video clips and or segments of a movie can be used to foster greater understanding of the concept being taught. Teachers are responsible for previewing videos to ensure that they are appropriate and must have the approval of the Dean of Academics and Curriculum. Parents will be notified one week prior to the viewing of any movie.

## **VI. Scholar Support Services**

### ***Exceptional Scholar Education (ESE)***

In furtherance of our mission and in order to meet federal guidelines, Tallahassee Classical School admits all scholars, 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 scholars 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.

To meet any exceptional student learning needs, TCS will offer a continuum of services and placements, including in-class accommodations, small-group instruction with the Exceptional Scholar Education faculty and speech-language services. We also contract with providers for occupational therapy, physical therapy, behavior management, and counseling. When a scholar with special learning needs is accepted, and the family enrolls the scholar, the Exceptional Scholar Education faculty and school administration will review the scholar's IEP. If the IEP designates services or placements that Tallahassee Classical School cannot adequately address with the current staffing and services, the school will convene an IEP meeting to discuss the provision of comparable services and/or other appropriate school placement and services.

TCS's Exceptional Scholar Education program supports the general education curriculum. Rather than working on "extra" assignments, the ESE faculty will collaborate with classroom teachers in order to meet a scholar's learning needs in the context of their regular class curriculum.

## **VII. Parent and Scholar 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 scholar 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 scholar than anyone else. Parents or scholars 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 scholars 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 scholar, they may do so.

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 Scholars. If the matter regards academics, the parent or student should discuss the matter with the Dean of Curriculum and Instruction.

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

The practice of following the chain of command in communications with the school on matters concerning scholars 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 scholars. TCS 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 of directors. The board of directors 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.

#### ***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 2021-22 school year, the Parent Liaison is John Clark. He can be reached at [parentliaison@tlhclassical.org](mailto:parentliaison@tlhclassical.org) or (850) 391-3830.

#### ***Title IX Coordinator and Process***

TCS 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 TCS Title IX Coordinator is:

Karen Roland, Business Manger  
(850) 391-3830  
4141 Artemis Way, Tallahassee, FL 32311  
[kroland@tlhclassical.org](mailto:kroland@tlhclassical.org)

Any inquiries about the application of Title IX and its implementing regulations to TCS 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.

## VIII. SCHOOL OPERATIONS

### *School Calendar*

TCS will follow the Leon County School district calendar.

### *School Hours*

The school opens to scholars at 7:30 a.m. every morning, with instruction beginning at 8 a.m. For upper school scholars, homeroom begins at 7:50 a.m. On Wednesdays only, the school day concludes at 1 p.m. All other days, the school day concludes at 3 p.m. For any scheduled Early Release Days, as indicated on the Leon County School calendar, TCS will follow the Wednesday schedule. The school will be closed on weekends and during school holidays.

TCS Summer Office Hours are Monday through Thursday from 8 a.m. until 3 p.m.

### *Upper School Bell Schedule*

Mon, Tues, Thur, Fri	
Homeroom	7:50-8:00
1st	8:00-8:50
2nd	8:52-9:42
3rd	9:44-10:34
Break	10:34-10:54
4th	10:57-11:47
5th	11:47-12:37
Lunch	12:41-1:11
6th	1:15-2:05
7th	2:07-2:57

Wed	
Homeroom	7:50-8:00
1st	8:00-8:35
2nd	8:37-9:12
3rd	9:14-9:49
Break	9:50-10:00
4th	10:02-10:37
5th	10:38-11:13
6th	11:15-11:50
7th	11:52-12:27
Lunch	12:30-1:00

### ***School Contacts***

To contact TCS, use the following methods:

Staff members: phone at (850) 391-3830 or email at [info@TLHclassical.org](mailto:info@TLHclassical.org).

Attendance Notes: [Attendance@TLHclassical.org](mailto:Attendance@TLHclassical.org).

### ***Car Loop Student Drop-Off and Pick-Up***

Scholars 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 younger scholars from their vehicles to the cafeteria for breakfast or to the scholar's classroom. Administration will establish and communicate drop-off and pick-up procedures, giving priority to the safety and security of all scholars. Parents are expected to cooperate fully to ensure that the process is safe and orderly.

The school will release scholars only to parents, legal guardians, or adult designees. Adults should always have a valid form of identification, such as a driver's license, when picking up scholars and may be asked to present an ID for verification.

For the safety of all scholars 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, or verbal directions given by school staff, may be asked to park and walk to pick up their scholar. Car loop procedures are in place for the safety of all scholars and visitors to our school.

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

### ***Morning Drop-Off***

When arriving at the school,

1. Drivers must be sure car tag is hanging on rear-view mirror and visible to school staff
2. While waiting on Artemis Way, remain in a single file line. When reaching the parking lot, form two lines, following the directions of school staff
3. Students unload in zones. TCS staff direct vehicles to the zones. Drivers must follow the directions of TCS staff and be patient. This unloading process will enable TCS to unload 24 parked cars at once, thereby enhancing the overall speed and safety of the line.
4. If arriving after 7:50, please park and walk scholars into the building and sign in at the front desk.

### ***End of Day Scholar Pick-up***

When arriving at the school,

1. Be sure car tag is hanging on rear-view mirror and visible to school staff
2. While waiting on Artemis Way, remain in a single file line. When reaching the parking lot, form two lines, following the directions of school staff.
3. Students load in zones. When arriving to the loading zones, wait for school staff to release children to their vehicles. **To ensure everyone's safety, do not encourage scholars to move toward vehicles before TCS staff releases them.**
4. Scholars who miss their vehicle will report to the car overflow area. TCS staff will direct vehicles to this area as well. In order not to stop the flow of traffic, do not attempt to pick up a scholar before reaching the overflow area.
5. If a vehicle does not have a car tag, the driver must park, report to the front office, and show identification.

Scholars who are still on campus and not participating in a club or in athletics at 3:20 p.m. (or 1:20 p.m. on Wednesday) must wait for a parent/guardian in the front office. Scholars with siblings in clubs or athletics must still be picked up or wait outside with a parent/guardian at 3:20 p.m. or 1:20 p.m. on Wednesday. Late fees will be assessed for pick-ups after 3:30 p.m. or 1:30 on Wednesday. TCS will charge \$10 for the first minute and \$1 per minute thereafter. Scholars with outstanding fees will not be permitted to attend field trips or any off-campus events including sports or clubs.

### ***Parking***

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

### ***Visitors***

TCS welcomes parents and visitors to our campus. 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 to the school will be required to sign-in to ensure visibility into who is visiting our campus. This system will compare visitor names with sexual predator registries as well as national and international watch lists. TCS staff will be immediately notified when flagged, banned, or otherwise restricted visitors attempt to check in. Visitors will be required to wear an identification badge.

Appointments are required when requesting a meeting to discuss concerns with the appropriate administrator, teacher, or faculty member.

### ***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.

### ***Lockers***

TCS provides lockers (as available) for scholars in seventh grade and above. The lockers are school property. If your scholar has a lock on their locker the combination or key must be provided to administration. Please be aware: TCS has the authority to search lockers when deemed necessary, even if it requires removal of the lock. Please be aware that damage to the scholar's lock may occur as a result. Tallahassee Classical School is **not** responsible for replacement for the lock. TCS is not responsible for lost or stolen items. Valuables such as tablets or iPads, iPods or MP3 players, smart watches, and handheld video game devices are **NOT** to be brought to school. Problems with lockers should be reported to the office. Scholars must observe the following rules: (1) Scholars 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.

### ***Elevator Use***

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

### ***Lost and Found***

Scholars who have misplaced an item, should first check with their teacher and then at the front desk. Scholars 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, at the end of each month, all unclaimed items will automatically be donated to charity or used as extra uniforms.

## ***IX. Attendance***

Regular attendance is important to ensure achievement in school. We discourage vacations and trips taken during the school year. We also discourage medical and other appointments when avoidable during the school day. When such appointments are unavoidable, scholars are responsible for any make-up work during their absence. It is helpful to both student and teacher to make prior arrangements to meet that requirement. TCS 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. Parents will receive notification of an absences within 24 hours.

Scholars who arrive to their classroom after 8:00 a.m. are considered tardy. Scholars 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. Scholars in K-5 who arrive after 12:00 Noon. will be

considered absent for the day. Scholars in K- 5 who depart before 12:00 Noon. and do not return will be considered absent. For scholars in grades sixth through twelfth grade, attendance is taken by period. Scholars in grades sixth through twelfth who are tardy to classes more than three times in a week, will need to serve a detention after school.

### ***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.
- Attendance at any school-sponsored activity
- Bereavement (please notify the school if absence will extend beyond three days)

Parents must notify the front office and the teacher of absences. To excuse the absence, documentation must be provided within 48 hours of the scholar's return to school.

The school requires suitable proof of excused absences, which may include, among other forms of documentation, written statements from medical professionals. If a statement from a medical professional is not available, a note with the information below will be accepted:

- Student's Full Name
- Date of Note
- Dates Missed (include time for partial day absences)
- Reason for the Absence

Documentation in the form of a scanned document with an original signature is acceptable.

Send notes electronically to [attendance@TLHclassical.org](mailto:attendance@TLHclassical.org) or drop off notes in the front office. Please use a medical form from a doctor's office whenever possible. There is a tray for attendance notes at the front desk.

If a student does not provide legitimate, written documentation, the absence will be considered unexcused.

### ***Excessive Absences and Tardies***

An unexcused absence is any absence which has not been properly documented under the guidelines stated above. In addition, five unexcused tardies will be considered an unexcused absence. Scholars in sixth through ninth grade will receive a failing grade in any class for which they have accumulated four or more unexcused absences per grading period.

Absences totaling nine or more for any semester may require documentation from medical or legal

sources to be excused. Family trips/vacations are not generally excused unless there is substantial educational gain, and the absences are pre-approved by administration. Please see the Registrar for a form that you would need to submit to the front office.

Parents will receive notification by mail if their scholar has accumulated the following number of unexcused absences:

- First Notification: 5 unexcused absences in 10 days
- Second Notification: 10 unexcused absences in 90 days
- Third Notification: 15 unexcused absences in 90 days

Excessive Tardy Notification Letters will also be sent to parents as needed.

After receipt of the second notice (10 unexcused absences in 90 days), parents will receive a request to attend a meeting with the administration to discuss absences and possible attendance contracts. Adherence to the attendance contract is necessary for a scholar to continue to attend TCS. Scholars with 15 or more unexcused absences may be asked to return to their home school if the parent cannot adhere to an Attendance Contract.

Interventions for attendance issues include but are not limited to: Attendance Contracts and Parent and Scholar Conferences.

Scholars with attendance issues that have not been resolved 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.

### ***Attendance Appeals***

Scholars who have unexcused absences that result in attendance failures may appeal to have the attendance failure forgiven and the earned grade restored. Parents need to contact [registrar@tlhclassical.org](mailto:registrar@tlhclassical.org) to request an appeal.

### ***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 scholars 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](mailto:registrar@tlhclassical.org).

### ***Scholar Early Dismissal***

Scholars will only be released to parents or legal guardians, unless the school has received written permission to release the student to another adult. Scholars 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.

## **X. Behavior Code of Conduct**

TCS is committed to cultivating wisdom and virtue in all scholars as well as creating a culture of accountability and responsibility. Scholars are expected to behave in a manner that contributes to a positive learning environment on campus, and to respect themselves, others, and property. Scholars 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. Scholars should be aware that commission of any felony offense, whether on or off the school campus or school-sponsored event, 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 offenses are incorporated in the prohibitions described below.

The Individuals with Disabilities Act of 2004 (IDEA) and the regulations that implement the IDEA, as well as as well as State laws and rules, govern the discipline of scholars with disabilities and will be followed by Tallahassee Classical School. TCS understands that specific protections with regard to discipline apply to student with disabilities that do not apply to nondisabled scholars. The protections apply to scholars 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 scholar's behavior while at school. Respect for self and others is an essential component of each scholar's success at TCS. 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 scholars the means to become men and women of virtuous character. Virtues of citizenship, courage, gratitude, humility, integrity, kindness, perseverance, respect, responsibility and temperance make up the core of TCS' discipline plan and outline the expectations of student conduct.

TCS 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 scholar'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, scholars, 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: scholars must fully engage themselves in the education TCS offers them.

Therefore, scholars 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.

## ***XI. 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 scholars. “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.” Scholars, then, are by definition diligent in, attached to, and zealous for their studies. We simply expect scholars to live up to their name.

The teachers of TCS will work hard to prepare their lessons. These lessons are designed to teach scholars nothing less than who they are and what the world offers them. Scholars 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: scholars must fully engage themselves in the education TCS offers them.

Cell phones will be turned off and stored in the scholars’ backpack, which will remain in the scholars’ lockers or cubbies. A cell phone used during the school day will be confiscated and held in the front office until the end of the day, at which time a parent may pick up the phone.

Administrators or the School Resource Officer may conduct searches of property or persons when they have reason to suspect that the health, safety, or welfare of scholars or staff may be endangered. Lockers will be checked periodically for cleanliness and tidiness. TCS 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 scholars. Fines will also be levied for lost or damaged school property. Scholars may also be required to be involved in the maintenance or repair of damaged property.

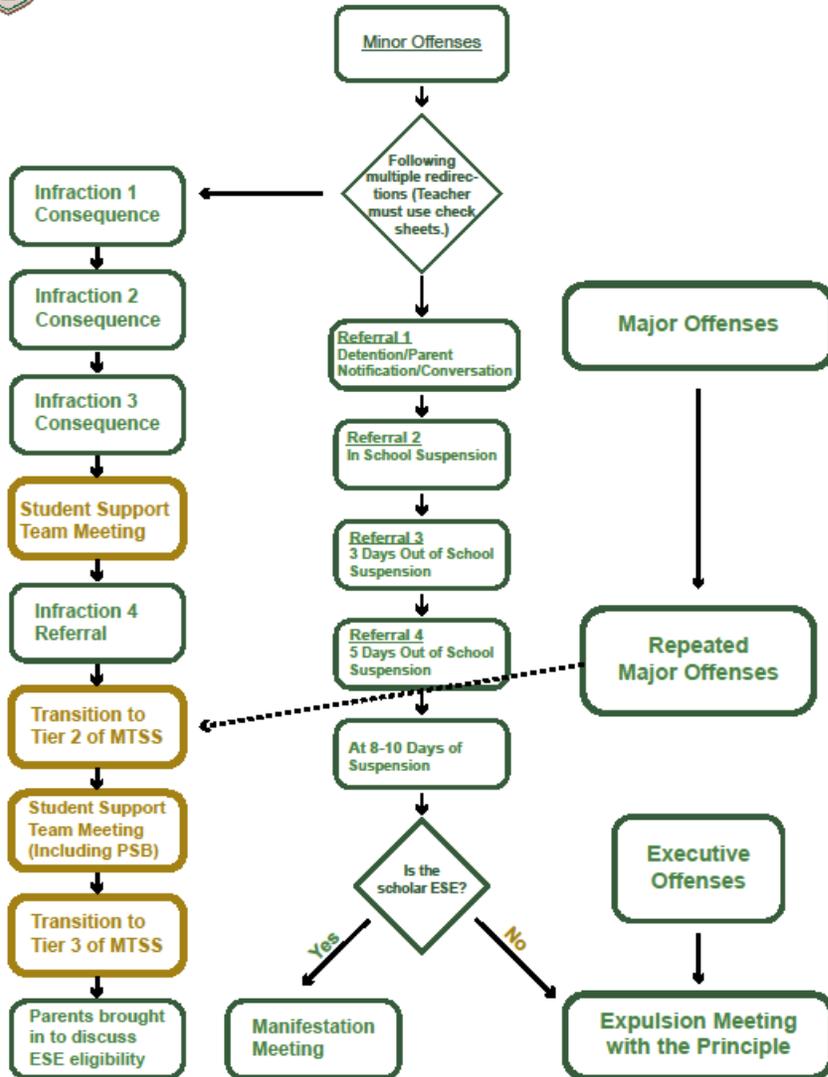
## **XII. Discipline**

TCS 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 scholars to be attentive and polite. Scholars 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 scholars to administration. In order to maintain frequent communication with parents in regards to student behavior, a behavior plan will be implemented school-wide.

### ***Discipline Referrals Process***

TCS has adopted the following procedure for behavior that requires an office referral. The following actions will be taken according to the number of referrals. Referrals are cumulative throughout the school year.



Scholars who have been suspended will not be eligible for the honor roll for that quarter. Scholars 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). Scholars’ misbehavior will not be used to “teach” the class a lesson. At no time will a scholar’s disciplinary record be discussed with another student or their parent. However, other scholars or parents may be consulted regarding an incident in order to discern the truth.

### ***Suspension and Expulsion***

The Principal has the authority to suspend scholars 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. The Dean of Scholars 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, scholars 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, TCS 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).

### **XIII. Bullying/Harassment**

TCS follows Leon County School's Bullying and Harassment Policy, found [here](#). In response to the "Jeffrey Johnston Stand Up for all Scholars 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.

Conflict is normal in a child's life. To help distinguish between normal conflict and bullying remember that bullying behavior is repeated, intentional, and involves an imbalance of power. Parents should call the Dean of Scholars if their child reports being a victim of repeated behaviors that might be bullying.

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 scholars to report issues of bullying. The Bullying/Harassment Parent Reporting Form, located [here](#), should be used by parents to report issues of bullying. Scholars may also call the Speak Out Hotline at 1-800-423-TIPS.

### **XIV. Uniform and Dress Code Policy**

At TCS, we strive to create an environment where scholars 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 TCS 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 scholars that we are engaged in important work. Scholars 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***

TCS 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***

TCS' 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 scholars possess approved uniform items and arrive to school in uniform each day. Scholars 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. TCS hosts a uniform fitting opportunity with Lands' End annually to ensure proper uniform sizing.

### ***Violations of the Uniform and Dress Code***

Scholars, 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 scholar 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 scholar.

3rd Violation – Parent called to come with appropriate uniform item for student and scholar will be removed from class until the correct item is received.

4th Violation – Administration contacted for further action and possible discipline referral

### ***Uniform Shirts and Bottoms***

Scholars 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 are encouraged to 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. Scholars in grades 1-12 wearing pants, shorts, etc. with belt loops are required to wear a solid-colored belt. Approved colors are brown and black. Purchasing Lands' End belts is recommended but not required.

K-5: Green polo shirt; khaki or navy bottoms; plaid skirt or plaid jumper

6-8: Navy blue polo shirt; khaki or navy bottoms; plaid skirt

9-12: White button-down shirt; khaki bottoms; plaid skirt

### ***Outerwear***

Purchasing Lands' End outerwear is recommended but not required. Scholars may wear their own outerwear (coats, sweaters) 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 coats 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 scholars 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. Scholars are also allowed to wear a white long sleeve shirt under their polo.

### ***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 and closed heel shoe and must be worn at all times. Shoes must be solid white or black. Sandals, cowboy boots, bedroom shoes, or slippers are not permitted.

Socks must be worn with footwear at all times. Scholars 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 with ruffles around the top are permitted.

### ***Backpacks and Lunch bags***

Backpacks and lunch bags must be a solid color, devoid of characters or distracting designs. Flowers or geometric patterns are acceptable. Neon colors or sparkles are not allowed. Rolling backpacks are not allowed. 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, 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***

Scholars in grades 6-12 will be required to wear a PE uniform purchased from Land's End. Female scholars in grades K-5 are encouraged 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.

## **XV. Health and Medicine**

### ***Administration of Medication***

TCS is committed to the health and safety of its scholars. Medication and/or medical procedures required by scholars should be administered by a parent/legal guardian at home. Under specific medical 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 employees may administer auto-injectable epinephrine to scholars upon the occurrence of an actual or perceived anaphylactic adverse (allergic) reaction. 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. Scholars may not

bring ANY medication to school without an accompanying form or having a form on file, including over-the-counter products such as cough drops and pain medication..

### ***Scholar Medical Records***

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

### ***Medical Operations***

TCS will participate in workshops, in-services, and/or training offered by Leon County Schools regarding student health. TCS will use Leon County Schools forms for health services. A designated member of the TCS staff, as well as 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 scholar reports to the office with a fever or has been seriously injured. 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.

\*Scholars who are sent home with a fever may only return to school when they have been fever-free for 24 consecutive hours without medication. If a scholar is sent home for vomiting, they may return the following day if no other symptoms have manifested.

### ***Medical Records and Enrollment***

In order to complete the enrollment process, parents/guardians submit all required immunization records and health forms. Parents/guardians have the following obligations to share medical information:

- At all times, ensure that the school has updated medical information on file
- Notify the office if a child has been injured at home and may need special considerations at school.

### ***Food Allergies***

Food prepared by the TCS food vendor will be peanut free. Please check the menu provided by SLA for additional food allergy concerns. Parents must inform teachers 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 Scholars***

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

### ***Lice Policy***

Lice is an extremely contagious issue that can easily spread through a school. Children suspected of lice (e.g., 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 or staff will recheck to ensure no lice or nits before the child is readmitted to class (see next paragraph). Scholars 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, Tallahassee Classical will provide missed work within 24 hours.

Whenever a scholar is found to be infested with head lice or is found to have nits, parents are provided with directions for treatment of head lice and of District procedures related to head lice. The scholar cannot return to school until the parent completes [Form 8450A F3](#), and school personnel or the local health department confirms that the child is free of any head lice and nits. The necessary treatment is contained in [Form 8450A F1](#) which is sent to the parent along with the cover letter ([Form 8450A F2](#)).

The other scholars in the infested student's classroom and the scholar'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 infestation are identified or if one-third (1/3) of the scholars in the classroom have been previously identified with active cases. The examinations can be completed by the scholar's parents, the school nurse or school health room staff, school staff designated by the Principal to provide school health room services, the Principal or the Principal's designee. In the event that one-third (1/3) of the scholars in a classroom is identified with active cases of head lice, then the Principal shall send home [Form 8450A F1](#) and [Form 8450A F4](#) to notify all parents in the class.

## ***XVI. Scholar 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 financial obligations must be rectified prior to registration for the upcoming school year. Any scholar with outstanding financial obligations will not be allowed to attend or participate in any field trips or events. Fees are only meant to assist with funding services that are not funded by monies from the state. Tallahassee 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 financial hardship prevents their scholar from attending and even or activity..

### ***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.

## **XVII. Transportation**

When scholars are being transported on buses for field trip purposes, scholars must 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 scholars 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 scholars 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 scholars and staff.

In consideration of the opportunity for scholars 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 Tallahassee Classical School, 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 TCS faculty/staff do not transport scholars in their personal vehicles.

## **XVIII. Scholar Publications**

Scholar publications must uphold the TCS mission, philosophy, core virtues, and policies. The purpose of such publications is to inform the TCS community of school-related events, achievements, and business. In addition, scholar publications are a way for scholars to learn and to practice responsible writing and journalism. Scholar 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.

## **XIX. Food**

### ***Snacks & Drinks***

Scholars are permitted to bring healthy snacks to be consumed during the designated snack time.

However, candy and soda are not permitted, as these are not considered healthy food items. Carbonated water, such as La Croix , is permitted during lunchtime, but it will not be permitted inside the classrooms. Please inform the Clinic Aide and teachers of any allergies. Please be mindful that several scholars on campus have severe allergies.

Each scholar is required to bring a refillable, no-spill water bottle every day for snack times and throughout the day. No other drink option will be allowed for snack time or throughout the school day. Scholars will be allowed to refill their water bottles during lunchtime and other times periodically throughout the day. As a precaution against sickness, scholars should not share or drink from the same bottle. With the exception of water bottles, food and drink are not permitted in the classrooms or outdoor facilities, except on days with inclement weather when TCS has determined that it is in the best interest of all to stay indoors. Scholars may not chew gum on campus at any time.

### ***Lunch/Breakfast***

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 the scholar'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.\*

Breakfast is available between 7:30-7:50am. Any scholar who arrives at school between 7:50-7:55, will receive breakfast in a bag and will be allowed to eat it during their morning snack time.

### ***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 negative 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.

### ***SLA Management, Tallahassee Classical's Food Service Vendor***

To register, go to [www.slalunch.com](http://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, setup 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](mailto:info@slamgmt.com) or [Online@slamgmt.com](mailto:Online@slamgmt.com) SLA’s Webpage is also available at the following address: <https://slamgmt.com>

## **XX. Special Events and Extracurricular Activities**

### ***Birthday Celebrations***

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

On the last Friday of every month, parents may bring treats in to celebrate their child’s birthday. All scholars who have a birthday that month will celebrate their birthday together. Please coordinate with the classroom teacher several days in advance as several scholars may have a birthday in the same month. Parents are encouraged to eat lunch with their child on his/her specific birthday in order to celebrate their special day.

### ***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 class curriculum. If possible, the scholars 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, including 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 scholars 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.

### ***Off-Site Extra-Curricular Activities***

The logistics of all TCS 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 TCS parents.

### ***Eligibility for Sports***

Scholars are ineligible for extracurricular activities if their GPA is lower than 2.5 in core subjects (i.e., mathematics, English, science, history, and Latin). Academic eligibility will be determined at the time of progress reports and again with quarter-ending grades. Ineligible scholars will remain ineligible until their 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 Scholars***

Only enrolled scholars may participate in Tallahassee Classical School extra-curricular activities. Scholars 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 p.m. – 6 p.m. daily, and 1 pm – 3 p.m. on Wednesdays. 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.

## **XXI. PARENTS AND THE COMMUNITY**

### ***Parent Communications with Principal, Faculty, & Staff***

TCS 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, scheduled in advance using one of the means above. Tallahassee Classical School employees **will not** use social media, text messages, or an app, (such as Remind), to communicate with parents or scholars.

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, volunteers, or board members at the school.

TCS teachers and administrators will respond to parents as quickly as possible. In general, parents should expect to hear from a teacher or administrator 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.

#### ***Communicating with Parents with Joint Custody***

The school will recognize and communicate with parents unless there is a court order on file that restricts a parent’s rights. 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 and Volunteers***

TCS 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 event, and strictly followed. 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 volunteers and chaperones must be certified via submission of a volunteer application.

The administration will maintain accurate records to confirm that the following requirements are met: 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 process allows volunteers who have passed the security screening to chaperone field trips and assist in the classroom or one-on-one with scholars.

## **XXII. Information Technology and Security**

### ***Consequences for Violation of Computer Use Policy and Rules***

Scholar use of TCS computers, networks and internet services is a privilege, not a right. Compliance

with policies and rules concerning computer use is mandatory. Scholars 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. Administration shall have the final authority to decide whether a scholar's privileges will be limited, suspended, or revoked based upon the circumstances of the particular case. Scholars may also receive additional disciplinary action.

### ***Acceptable Use Policy***

TCS 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 scholars are using computers. Scholars 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 TCS 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. TCS assumes no responsibility for illegal activities of scholars while using school computers.
- Violating Copyrights – Copying, downloading, or sharing any type of copyrighted materials (including music or films) without the owner's permission. TCS assumes no responsibility for copyright violations by scholars.
- 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. TCS assumes no responsibility for illegal software copying by scholars.
- 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 TCS 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 TCS' 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***

TCS computers remain under the control, custody, and supervision of TCS at all times. Scholars 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 scholar's family is responsible for compensating TCS 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 violations. TCS assumes no responsibility for any unauthorized charges or costs incurred by a student while using school computers.

### ***Scholar Security***

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

### ***System Security***

The security of TCS computers, networks, and Internet services is a high priority. Any scholar who identifies a security problem must notify the teacher immediately. The scholar 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 computer privileges limited, suspended, or revoked.

### ***Additional Internet Safety Measures***

In order to provide additional safety measures for scholars 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: 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.

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

- Prevent scholars 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;

- Oversee issues of safety in scholars' use of e-mail, chat rooms, and other types of electronic communication;
- Prevent scholars from engaging in unauthorized or unlawful on-line activities, including hacking;
- Prevent scholars from making unauthorized disclosure, use or dissemination of personal information; and
- Otherwise monitor and enforce compliance with the Acceptable Use Agreement.

#### ***Personal Laptops or Other Electronic Devices***

A scholar may **not** bring his/her personal laptop or tablet to school. During the school day (7:30 a.m. – 3:30 p.m.) TCS 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 TCS Scholar Computer and Internet Use Rules apply to scholars using personal devices, both on and off campus. Tallahassee Classical School assumes no responsibility for personal devices brought to school by scholars.

#### ***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.

### **XXIII. 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 TCS scholar 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 TCS. The school may use, at no cost, photos or video of scholars 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 TCS scholar 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 TCS 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. Scholars to whom the rights have transferred are "eligible scholars." Parents or eligible scholars 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 scholars to review the records. Schools may charge a fee for copies. Parents or eligible scholars 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).

The requirements, programs, fees, policies, and all other subjects covered in this publication may be changed without notice. Users of this publication should contact the TCS Registrar to learn the current status of matters covered herein.

**Parent Acknowledgement**

I, \_\_\_\_\_ (printed name of parent), parent/guardian of  
\_\_\_\_\_ (student name), do hereby acknowledge receipt and  
review of the 2021-2022 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: \_\_\_\_\_