



Tallahassee Classical School

Scholar Code of Conduct

2022-2023

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Tallahassee Classical School's Philosophy of Discipline

Tallahassee Classical School (TCS) is committed to developing, fostering and maintaining the most efficacious classical learning environment for its scholar population. TCS scholars are expected to be always well-behaved, to respect themselves, to respect others, and to respect property. 'Discipline' derives directly from the Latin word *disciplina*, meaning "teaching, learning, knowledge."

The purpose of discipline is primarily to teach scholars how to behave in a virtuous manner, for their own wellbeing and future happiness. Secondly, it is to ensure the integrity of the learning environment – that the opportunity for all scholars to learn and grow in knowledge and virtue is not infringed. Finally, it is the hope of TCS that scholars properly trained in virtue and knowledge will benefit society at large.

In addition to this *Scholar Code of Conduct*, please also review the **TCS Family Handbook** which details how discipline will be consistently administered.

In short, the practical goals of discipline at TCS are:

1. To utilize the need for discipline as a rich opportunity for scholars to grow in virtue, to learn about themselves and others, and to provide scholars with actual Character Education and lessons.
2. To maintain a highly effective learning environment where scholars focus on gaining knowledge with as few distractions as possible.
3. To develop good citizens for the common good of society.

The Deans' Role in Discipline – Meeting with the Deans

The goal of any meeting between a scholar and the Dean is that of a learning opportunity for the scholar to implement a positive change in behavior. The process will involve a discussion of the *Ten Pillars of Character Development: Wisdom, Justice, Courage, Temperance, Integrity, Faithfulness, Perseverance, Courage, Humility, and Compassion*. In almost all instances' parent(s)/legal guardian(s) will be notified of the scholar's visit to the Dean's office. The primary goal of the choice of consequences by the Dean is to require the scholar to take personal responsibility for the infraction, and to replace bad behavior with good behavior.

The included goals of a parent conference with the Dean are:

1. To exchange accurate information about the scholar and the circumstances that require a meeting
2. To determine how the parent-school partnership can best work together to lead the scholar to reform his behavior.

The Dean will preserve the integrity of the disciplinary process at TCS. By modeling the *Ten Pillars of Character Development* and consistently treating scholars and their families with respect and professionalism, the Dean will become an extremely valuable and accessible part of a scholar's character development and education. Our goal is to create a safe, respectful, and responsible environment where learning can take place for all scholars.

Teachers

Teachers have the authority to implement discipline in their classrooms that is consistent with the **TCS Family Handbook**. Teachers will utilize the Dean to implement discipline whenever appropriate and most especially when disciplinary action by the teacher would take away from maintaining an effective learning environment in the classroom for the other scholars.

Student Rights and Responsibilities

Students have a right to:

- A. An education appropriate to their needs.
- B. A positive learning climate free of disruption.
- C. A copy of clearly defined rules of student conduct and that the rules will be enforced fairly, and without discrimination.
- D. Express their viewpoints in appropriate ways, always in a respectful manner.
- E. Meet together in accordance with school rules and the scheduled use of our facilities.
- F. Privacy of their personal possessions and personally identifiable or confidential information.
- G. Prior notification of any general search of book bags, lockers, or vehicles, unless administration/staff have reasonable grounds for suspicion of items or knowledge of information that would pose a danger to the health, safety, or property of themselves and others.
- H. Participate in all eligible school programs and activities.
- I. Be provided due process (prudent and just treatment) in all instances involving disciplinary actions or the exercise of their rights.
- J. Attend a school where all students and adults are treated equitably without regard to race, color, religion, national origin, age, sex, sexual orientation, marital status, disability, perceived disability (according to the Fifth and Fourteenth Amendments of the United States Constitution), or a known record of disability (as defined by the *Americans with Disabilities Act*).
- K. Participate and learn in an environment free from sexual and any other harassment.

Students have a responsibility to:

- A. Make an effort to learn.
- B. Come to class prepared with required books and materials; complete all assignments.
- C. Ask questions, seek help, and make up missed work due to excused absences or tardiness.
- D. Become familiar with the *Scholar Code of Conduct* and the school student handbook.
- E. Know and always observe the school rules and regulations related to conduct and behavior.

- F. Express themselves in a manner that does not interfere with the orderly process of education, violate school rules, or infringe on the rights of others.
- G. Conduct themselves and their activities consistent with the educational objectives of the school.
- H. Not disrupt the educational process or endanger the health, safety, or welfare of other students, staff, faculty, or guests.
- I. Not carry or conceal anything prohibited by law, such as weapons, ammunition, or fake guns which are considered ZERO TOLERANCE matters as outlined in the **TCS Family Handbook**.
- J. Abide by the rules for co-curricular or other school-sponsored activities.
- K. Use the grievance procedures described within this Code and the **TCS Family Handbook** when a serious problem arises.
- L. Treat others equitably, fairly, and with mutual respect at all times both on campus, off-campus, and at school-sponsored events.

Conduct themselves and their activities in such a manner that they do not harass or discriminate against others; and

- M. Report occurrences of discrimination, sexual harassment, or knowledge of any ZERO TOLERANCE issue, or threats to the Head of School ..
- N. Report circumstances that may jeopardize the health, safety, or property of others to a Teacher, a member of the Administration, or to the School Resource Office (SRO).

Parent Rights and Responsibilities

Parents and guardians are afforded numerous statutory rights including:

- A. The access to a quality education for their child through a uniform, safe, secure, efficient, and high-quality system.
- B. The opportunity to request and be granted permission for the absence of the scholar from school for religious instruction or religious holidays.
- C. A written notice and an administrative review by certified mail prior to placement in a dropout prevention, academic intervention or other special program.
- D. The opportunity to request exemptions related to certain health issues, including school entry health exams, immunizations, participation in biological services, if offered by the school.
- E. Timely notification of any verified substance abuse violation by the scholar.
- F. A good-faith effort by a TCS Teacher, Dean, or administrative staff to notify the parent by telephone of a student's suspension and the reason why, and a report in writing within twenty-four (24) hours delivered by U.S. mail.
- G. A good-faith effort to use parental assistance before *suspension* unless the situation requires immediate suspension, as cited in the **TCS Family Handbook**.
- H. A written notification of a *dismissal* including the charges against a scholar. Please consult the

TCS Family Handbook. A dismissal means that a scholar may not return to TCS.

- I. A written notification of an *expulsion*, which is only appropriate after consultation with Leon County Schools, including the charges against a scholar. Please consult the **TCS Family Handbook**. An expulsion means that a scholar is not able to attend any *public school* in Leon County, which is why Leon County Schools must agree to an expulsion because it applies county-wide to all *public schools*.
- J. That victims and the victim's siblings are kept separate from the scholar offender, if the offender has committed certain felony offenses, both at school, at school-sponsored functions, and during school transportation.
- K. That all public-school choice options (must be requested by March 1st of each year) will be communicated in a timely fashion.
- L. Access to all educational programs, activities, and opportunities offered by the Leon County Schools without discrimination on the basis of race, ethnicity, national origin, gender, disability, or marital status.
- M. Notice and due process for a parent of a public-school scholar with disabilities including the right to a written Individual Education Plan (IEP).
- N. Receipt of ESOL (English for Speakers of Other Languages) instruction and parental involvement for limited English proficient students.
- O. A written request to excuse a student from reciting the Pledge of Allegiance.
- P. Access, waiver of access, the right to challenge and the right to privacy regarding scholar records of their child or children.
- Q. An easy-to-read Report Card on a regular basis that clearly depicts and grades the scholar's academic performance in each class or course, the scholar's conduct, and the scholar's attendance.
- R. An appraisal at regular intervals throughout the school year of the academic progress and any other needed information about their child or children, and
- S. Notification, in writing, requiring written consent before a student may be transported in a privately-owned vehicle to any school function.

Parents and guardians can ensure proper discipline in school by meeting the following responsibilities:

- A. Encouraging respect for the authority of teachers, administrators, and other school staff members.
- B. Showing interest in their child's school progress.
- C. Working with school personnel to solve disciplinary and academic problems.
- D. Getting to know their child's school, staff, programs, and activities.
- E. Attending parent-teacher conferences and school/parent functions, such as Parent Service Organization (PSO) meetings and activities, and/or School Advisory Committee meetings, and hopefully volunteering to help in the classroom, at the school, or at school-sponsored events.

- F. Teaching their child to be clean, well groomed, and wear clothes that are appropriate for school at all times.;
- G. Making sure their child gets to school on time every day unless their child is ill or has a contagious disease.
- H. Keeping up-to-date information including home, work and emergency telephone numbers, addresses, and health data with TCS.
- I. Contacting the school to explain why their child is absent, as is required by Florida statutes and TCS policies; and
- J. Teaching their child, by word and example, respect for the law, the authority of the school, and the rights and property of others.

Tallahassee Classical School's Scholar Guidelines for Behavior

Scholars will:

1. Be polite and attentive.
2. Attend school consistently, be on time, and take responsibility for making up any work promptly when absent. Each scholar will bear the responsibility for his or her own conduct. Each scholar will respect the school's atmosphere of learning by attending class and being prepared and punctual.
3. Follow directions when they are given.
4. Follow all reasonable requests made by adults on the premises with a positive attitude, and show respect for self, others, and all property. Each scholar is expected to cooperate with and respect the faculty and staff, including administrators, teachers, secretaries, custodians, and any other people working at TCS.
5. Communicate in an acceptable tone of voice using an acceptable choice of words.
6. Follow lunchroom, playground, field trip, lab, and individual classroom rules. Each scholar is expected to follow all school rules when participating in all school-related events.
7. Adhere to the dress code.
8. Never use threats or intimidation against any other person in words or actions.
9. Respect the health and safety of others, safety rules, and never to use tobacco, alcohol, or other illegal substances at TCS or any TCS-sponsored event including, but not limited to PSO meetings.
10. Be dismissed by the teacher, rather than the bell or the clock.
11. Never leave school or the playground before dismissal without first personally signing out in the main office.
12. Cell phones / smartphones must either be left at home or immediately turned into the teacher upon arrival. Other electronic devices (tablets, smartwatches, music players, personal computers, etc.) must be left at home. If a scholar is found to be using such devices, the devices will be immediately confiscated, and appropriate disciplinary action will be taken. Acceptability of

non-electronic toys is at the discretion of the teacher(s) and administration, but as a rule of thumb if it may be a distraction or disruption in the school environment, scholars should not bring it.

13. Scholars will not bring anything to school that could be used to harm another or that is illegal. TCS will follow state statutes regarding discipline and safety. For details about the Florida State Statutes on “ZERO TOLERANCE ” offenses, please see [Florida Statutes/Rules for Student Discipline](#) on the Florida Department of Education website.

FLDOE and LCS Statutes & Policy on Expulsion and “ZERO TOLERANCE” Offenses

The State of Florida requires that certain offenses be punished with immediate dismissal or expulsion, and refers to them as “[ZERO TOLERANCE](#)” offenses. See the [Leon County Schools Student Code of Conduct](#) for more information on the expulsion process, which can be found at:

- <https://www.leonschools.net/site/default.aspx?PageType=3&ModuleInstanceId=71248&ViewID=C9E0416E-F0E7-4626-AA7B-C14D59F72F85&RenderLoc=0&FlexDataID=175423&PageID=928&Comments=true>

Offenses on TCS property, school-sponsored transportation, at a school bus stop, or during a school-sponsored function or activity that pose a serious threat to the health or safety of students, staff, or others will lead to immediate dismissal or immediate expulsion. Please see the TCS Family Handbook. The appropriate TCS administrator shall recommend to the Leon County School Superintendent for expulsion pursuant to this section, any student who has been found to have committed any of the following offenses:

- A. homicide (murder or manslaughter)
- B. sexual battery
- C. armed robbery
- D. aggravated battery
- E. battery or aggravated battery on teacher or other school personnel
- F. kidnapping or abduction
- G. arson
- H. possession, display, transmission, use or sale of any firearm or weapon, or such object which is utilized as, or is intended to function as a weapon while the student is on school property, in attendance at a school-sponsored function, in a school vehicle, or at a school bus stop. Weapons shall include but not be limited to those defined in F.S. Chapter 790, : air rifle, BB or pellet gun, a long gun or rifle, shotgun, zip gun, stun gun, pistol, ammunition or any explosive device (no matter how limited), incendiary device, ice pick, knife, box cutter, machete, hypodermic needle(s), brass knuckles, a club, nunchakus, razor blade, slingshot, spear, sword, or any other object that can reasonably be considered a weapon. Exceptions may be made ONLY with the prior written approval of the TCS Principal or Leon County School Superintendent.
- I. making a threat or deliberate false report of any explosive or destructive device.

ZERO TOLERANCE policies are not intended to be applied to petty acts of misconduct or

misdemeanors, which would not be required to be reported to a law enforcement agency. These include, but are not limited to:

- A. Disorderly conduct.
- B. Disrupting a school function.
- C. Simple assault or battery.
- D. Affray (physical fighting).
- E. Theft of less than \$300.00,
- F. Trespassing; and/or
- G. Vandalism of less than \$1,000.00.

Any scholar who, without the prior written approval of the TCS Head of School or Leon County School Superintendent, that brings a firearm or weapon on school grounds or on a school bus, at a school bus stop, or to a school-sponsored function or activity, or who makes a threat or false report, in writing, orally, or through any form of social media shall face immediate dismissal or expulsion.

The following mitigating factors, uniformly applied to all students, must be documented:

- A. Nature and circumstances of the offense;
- B. The age, grade level and the ability of the student to comprehend the policy's intent;
- C. The student's past disciplinary and attendance history;
- D. The effect upon other students and/or the welfare, safety or discipline of the school.

Except for possession of a firearm or a weapon or a threat or false report of an explosive device on Board property as specified in F.S. 1006.13 (12) (a) and (b), the principal or site administrator may recommend to the Superintendent, and s/he may approve, a suspension or a stipulated agreement in lieu of expulsion for any offense, the documentation of the mitigating factors. The expulsion shall be held in abeyance pending the completion of all required conditions in the agreement.

Any disciplinary or prosecutorial action taken against a student who violates a zero-tolerance policy must be based on the particular circumstance surrounding the student's misconduct.

Notwithstanding any other provision of TCS policy, pursuant to F.S. 1006.13(5), any student found to have committed an act of assault or aggravated assault, or battery or aggravated battery, on any elected official of the School District, teacher, administrator, or other School District personnel, shall be recommended for immediate expulsion or placement in an alternative school setting, as deemed appropriate by the Leon County School Superintendent.

Students with Disabilities

Short-Term Removals. To the extent that children without disabilities would be disciplined, TCS may remove a child with disabilities for up to ten (10) consecutive or cumulative days in a school year when that child has violated the TCS code of conduct.

Long-Term Removals. TCS may also remove a child for more than ten cumulative days in a school year when the removal is not considered a pattern of exclusion. When determining whether or not there has

been a pattern of exclusion, the following factors must be considered: (1) the length of each removal; (2) the total amount of time the child has been removed; and (3) the proximity of the removal(s) to one another. Whenever a child is removed for more than ten (10) school days in a school year, TCS administration and/or appropriate staff will meet to determine whether the conduct in question was caused by or had a direct and substantial relationship to the student's disability or if the conduct in question was the direct result of TCS' failure to implement an IEP.

Interim Alternative Educational Setting

An Interim Alternative Educational Setting (IAES) is a different location where educational services are provided for a specific time period due to disciplinary reasons. The IAES must be determined by the IEP team and must be selected to enable the child with a disability to continue to progress in the general curriculum, albeit in another setting, and to continue to receive those services and modifications, including those described in the child's current IEP that will enable him/her to meet the IEP goals. The IAES must also include services and modifications to address the behavior which resulted in the removal and that are designed to prevent the misconduct from recurring.

If your child, as a student with a disability, commits any of the following offenses, TCS may place your child in an IAES for up to 45 school days without your written consent:

1. Carries or possesses a weapon to TCS or to a school-sponsored function; or
2. Knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at TCS or a TCS-sponsored function; or
3. Has inflicted serious bodily injury upon another person while at TCS, on school premises, or at a TCS-sponsored function..

The IEP Team will determine where educational services will be provided and this process may be completed without a formal meeting. When the decision to place your child in an IAES has been made, TCS must notify you of this decision that day and provide you with a copy of the notice of procedural safeguards. TCS must also follow all of the procedures described above under Long-Term Removals.

If you disagree with the decision and request an expedited due process hearing, your child will remain in the IAES placement pending the decision of the hearing officer or until the 45-day time period expires, whichever occurs first, unless you and TCS agree otherwise.

Discipline at TCS

Teachers' Authority

The primary role of the teacher is to educate scholars, and to that end, order and safety must be maintained in the classroom. According to Florida state law ([F.S. 1003.32](#)), teachers and other instructional personnel shall have the authority to undertake any of the following actions in managing student behavior thereby providing for the safety of all students:

- A. Establish classroom rules of conduct.
- B. Establish and implement consequences, designed to change behavior, for infractions of classroom rules.
- C. Have disobedient, disrespectful, violent, abusive, uncontrollable, or disruptive students removed from the classroom for behavior management intervention.

- D. Have violent, abusive, uncontrollable, or disruptive students temporarily removed from the classroom for behavior management intervention or formal administrative discipline.
- E. Assist in enforcing school rules on school property, on TCS- sponsored transportation, and during school-sponsored activities.
- F. Request and receive information as to the disposition of any referrals to the TCS administration for violation of classroom or school rules.
- G. Request and receive immediate assistance in classroom management if a student becomes uncontrollable or in case of an emergency.
- H. Request and receive training and other assistance to improve skills in classroom management, violence prevention, conflict resolution, and related areas.
- I. Press charges if a crime has been committed against the teacher or other instructional personnel on school property, on TCS- -sponsored transportation, or during school-sponsored activities.
- J. Use reasonable force, according to standards recommended by the Education Standards Commission and the Education Practices Commission and adopted by the State Board of Education, to protect himself/herself or others from injury; and
- K. **Although [F.S. 1003.32](#) allows for the use of “corporal punishment,” teachers, administrators and staff are **NOT permitted** to do so at TCS, or at any Leon County Schools. .*

When knowledgeable about the likely risk of physical violence at TCS, TCS (and Leon County Schools) shall take reasonable steps so that teachers, other school staff, and scholars are not at undue risk of violence or harm.

A teacher may send a student to the Head of School or the Dean’s office to maintain effective discipline in the classroom. The Head of School (Principal) or Dean shall respond by employing appropriate discipline-management techniques consistent with the Student Code of Conduct and state law.

Generally, the classroom management techniques and skills of the teacher will be adequate to resolve minor misbehaviors in the classroom. For such minor misbehavior, TCS has obtained a subscription to [Demetrius \[need to restore the link and re-check the spelling of this program\]](#), which both tracks and informs parents of such misbehavior through email. However, A teacher may:

- A. Have disobedient, disrespectful, violent, abusive, uncontrollable, or disruptive scholars temporarily removed from the classroom for behavior management intervention; or
- B. Have violent, abusive, uncontrollable, or disruptive students directed for information or assistance from appropriate school or district personnel; or
- C. A teacher may have removed from a class a scholar whose behavior the teacher determines interferes with the teacher's ability to communicate effectively with the other scholars in the class or with the ability of the scholar's classmates to learn.

If a teacher has a scholar removed from class under this section, the Head of School or Dean may decide to not return the scholar to that teacher's class without the teacher's consent unless the "Placement Review Committee" established under [F.S. 1003.32](#) determines that such placement is in the best interest of the scholar or is the only available alternative. The Placement Review Committee must review all relevant documentation, including previous student

infractions and teacher interventions and render a decision within five (5) days of the removal of the scholar from the classroom.

Discipline by Administrators

The activity of learning requires scholars to be attentive and polite. Scholars are expected to adhere to this *Student Code of Conduct* and the *Ten Pillars of Character Development: Wisdom, Justice, Courage, Temperance, Integrity, Faithfulness, Perseverance, Courage, Humility, and Compassion*. If a scholar does misbehave, the consequences for the infraction will be immediate, relevant, and effectual. In evaluating consequences, teachers and the Head of School will determine if the act is a “first time,” a “repeated,” or a “habitual” offense.

TCS cannot and does not tolerate scholars who disrupt class and requires all scholars to be “polite and attentive” at all times. Scholars who disrupt class are given a “Major” demerit in [Demetrius \[please re-check the spelling and restore the link\]](#), and sent (or escorted, for younger scholars) to the administrative office with a disciplinary referral, or “virtue slip.” The levels of discipline are indicated on this form and in the **TCS Family Handbook**. The following action will be taken when scholars go beyond their fourth disciplinary referral.

A two-day suspension will be given for every disciplinary referral after four incidents. When a scholar is issued five or more referrals he or she will be considered a habitually disruptive scholar by TCS. If a scholar is issued four or more disciplinary referrals, TCS may request the Leon County School Board to expel that scholar from TCS. Any scholar expelled from TCS would also be expelled from all public schools in Leon County. Florida state law clearly states that a scholar can be expelled for “continued willful disobedience or open and persistent defiance of proper authority.”

Any ZERO TOLERANCE offense committed by a scholar will result in immediate dismissal from TCS, and potentially a subsequent recommendation for expulsion to Leon County Schools, according to state statute. However, for offenses OTHER than ZERO TOLERANCE TCS has adopted the following procedure for disruptive behavior that requires a referral to the administrative office. The teacher will issue the scholar a Discipline Referral form, and the scholar is required to visit the Behavior Interventionist, Dean or Head of School. The following actions may be taken by the administration, per their discretion:

1. Scholar is removed from class and sees an administrator or behavior interventionist.
2. Scholar is removed from class and sees a Dean or Head of School, who then calls the parent(s)..
3. Scholar is removed from class, sees a Dean or Head of School who then calls the parent(s), and a formal discipline referral is recorded on the student’s educational record with Leon County Schools. Per the Head of School’s/Dean’s discretion, and according to the nature of the offense(s), circumstances, and/or severity of the infraction, the scholar may be subject to any, or all of the following:
 - a. After School detention***
 - b. Saturday detention***
 - c. In-school Suspension***

- d. Out-of-school suspension¹**
- e. Parents are required to shadow their child at TCS for a day.**
- f. Loss of field trip privileges**
- g. Loss of participation in any or all TCS extracurricular activities**
- h. Immediate Dismissal from TCS which means that the scholar will return to the scholar's home-zoned school.**

Suspended scholars will not be on the honor roll for that quarter. Scholars may receive any of the preceding consequences for reasons other than being sent to the Head of School or Dean a third time – i.e., depending on the nature, circumstances and/or severity of the offense, and the administration may or may not use the preceding measures the first time he or she is called, or not at all.

The Head of School or Dean has the authority to suspend scholars as appropriate.

Suspensions last from one to five (1-5) days depending on the severity of the infraction. All suspensions will require a parent-Head of School / Dean conference. The Head of School or Dean may require the parent to attend a full day of class with the scholar upon return. For the purposes of this issue, "disruptive behavior" is behavior that:

- A. Interferes with the scholar's own learning or the educational process of others and requires attention and assistance beyond that which is traditionally provided or results in frequent conflicts of a disruptive nature while the scholar is at TCS either in or out of the classroom; or
- B. Severely threatens, orally or in writing, or on social media, the general welfare of scholars or others with whom the scholar comes into contact.

TCS policy is that a scholar may be declared habitually disruptive after being suspended three times in one year for causing a material and substantial disruption in the class, on school grounds, in school vehicles, or at school-sponsored activities or events because of behavior that was initiated, and/ or willful and overt on the part of the scholar, The suspensions will be for:

- A. Continual, willful disobedience or open and persistent defiance of proper authority
- B. Willful destruction or defacing of school property
- C. Behavior on or off school property, which is detrimental to the welfare or safety of other scholars or of school personnel
- D. Serious violations of the Student Code of Conduct or the Family Handbook while at TCS or on school property
- E. Repeated interference with TCS' ability to provide educational opportunities to other scholars

Regarding ZERO TOLERANCE offense(s) committed by a scholar, it will result in immediate expulsion from TCS and is solely up to Leon County Schools. TCS may only recommend expulsion of a scholar to Leon County Schools. The expulsion process and proceedings will follow all Leon County Schools policies.

¹ Note that ESE scholars Out of School Suspensions are limited to 10 days without an FBA (Functional Behavior Assessment).

Bullying and Harassment

Statement prohibiting bullying and harassment

It is the express policy of TCS that all of its scholars, employees, and volunteers learn and work in an environment that is safe, secure, and free from harassment and bullying of any kind or type made in any fashion including, but not limited to orally, written or in social media and TCS will not tolerate bullying and harassment of any type, at any time.

Definition of bullying and definition of harassment

Bullying means intentionally and repetitively inflicting physical hurt or psychological distress on one or more scholars or employees and may involve, but is not limited to:

1. Teasing
2. Social Exclusion
3. Threat
4. Intimidation
5. Stalking, including cyber stalking as defined herein
6. Physical violence
7. Theft
8. Sexual, religious, racial or gender orientation harassment
9. Public humiliation
10. Destruction of property

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a scholar or employee that:

1. Places a scholar or employee in reasonable fear of harm to his or her person or damage to his or her property.
2. Has the effect of substantially interfering with a scholar's educational performance, opportunities or benefits.
3. Has the effect of substantially disrupting the orderly operation of TCS.

Bullying and harassment also encompasses:

- Retaliation against a scholar or employee by another scholar or employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
- Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass or cause emotional or physical harm to a scholar or school employee by:

- Incitement or coercion
- Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system or computer network
- Acting in a manner that has an effect substantially similar to the effect of bullying or harassment
- Cyber stalking, which is defined as engaging in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person or persons, that causes substantial emotional distress to that person and serving no legitimate purpose. See s. 784.048(1)(d), F.S.

Expected Behavior

TCS expects scholars to conduct themselves as appropriate for their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other scholars and school staff, and the care of school facilities and equipment.

TCS believes that standards for scholar behavior must be set cooperatively through interaction among the scholars, parents/legal guardians, staff and community members producing an atmosphere that encourages scholars to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school and community property on the part of scholars, staff, and community members. Since scholars learn by example, school administration, faculty, staff and volunteers will demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate harassment or bullying. TCS upholds that bullying of any scholar or employee is prohibited:

1. During any education program or activity conducted by the school.
2. During any school-related or school-sponsored program or activity.
3. On a school bus or TCS-sponsored transportation; or
4. Using data or computer software that is accessed through a computer, computer system, or computer network within the scope of TCS.

Consequences for an act of bullying or harassment

Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action. Consequences and appropriate remedial action for scholars who commit acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or reassignment, as outlined in school's policies, and the Family Handbook.

Consequences and appropriate remedial action for an employee found to have committed an act of bullying or harassment on a scholar(s) shall be disciplined in accordance with TCS policies, procedures, and agreements. Additionally, egregious acts of harassment by certified educators may result in a sanction against an educator's state issued certificate. (See State Board of Education Rule 6B-1.006, FAC, The Principles of Professional Conduct of the Education Profession in Florida).

Consequences and appropriate remedial action for a visitor or volunteer, found to have committed an act of bullying or harassment upon a scholar, teacher, administrative staff shall be determined by the

Head of School after consideration of the nature and circumstances of the act, including reporting to appropriate law enforcement officials. Accusations made in good faith, even though subsequently determined to be false, may not be subject to discipline, consequences or remedial action as called for by this section.

Consequences for intentional misreporting

Consequences and appropriate remedial action for a scholar found to have wrongfully and intentionally accused another as a means of bullying or harassment range from positive behavioral interventions up to and including suspension or reassignment, as outlined in TCS' policies. Consequences and appropriate remedial action for an employee found to have wrongfully and intentionally accused another as a means of bullying or harassment shall be disciplined in accordance with TCS policies, procedures, and agreements. Consequences and appropriate remedial action for a visitor or volunteer, found to have wrongfully and intentionally accused another as a means of bullying or harassment shall be determined by the Head of School after consideration of the nature and circumstances of the act, including reporting to appropriate law enforcement officials.

Reporting an act of bullying or harassment

The Head of School or their designee, is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the Head of School or designee. All other members of the school community, including scholars, parents/legal guardians, volunteers, and visitors are encouraged to report any act that may be a violation of this policy anonymously or in-person to the Head of School or designee. In order to report incidents of bullying, individuals may meet with either the Head of School or designee to make the report. Any report made in-person should be followed up within 24 to 48 hours of the reporting with a written report or a written explanation to the TCS office. Should the Head of School wish, other forms of reporting may be created, but it must be approved by the TCS Board. The methods of reporting bullying will be prominently publicized to scholars, staff, volunteers, and parents/legal guardians, as well as how the report will be acted upon. The victim of bullying, anyone who witnessed the bullying, and anyone who has credible information that an act of bullying has taken place may file a report about the bullying to the Head of School or Dean. An employee, school volunteer, scholar, parent/legal guardian or other persons who promptly reports in good faith an act of bullying or harassment to the appropriate official and who makes this report in compliance with the procedures set forth in TCS policy, and/or the Family Handbook is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments. Written and oral reports shall be considered official reports and reports may be made anonymously but formal disciplinary action may not be based solely based on an anonymous report.

Investigation of whether a reported act is within the scope of the school

The Head of School (or designee) will initiate an investigation of whether an act of bullying or harassment has occurred and the circumstances of the incident. The investigator will provide a report on results of investigation with recommendations for the Head of School who will make a determination if an act of bullying or harassment falls occurred at TCS or at a TCS-sponsored event and will act according to the following protocols:

1. If it is within the scope of the school, further investigation will commence immediately.
2. If it is outside the scope of the school, and determined to be a criminal act, it will be referred to the appropriate law enforcement agency.

3. If it is outside the scope of the school and determined to not be a criminal act, the Head of School will inform the parents/legal guardians of all scholars involved.

Prompt investigation of a report of bullying or harassment

The investigation of a reported act of bullying or harassment is deemed to be a school related activity and begins with a report of such an act.

The Procedures for Investigating Bullying and/or Harassment include:

1. The Head of School (or a designee with or employed by the school) will be assigned to initiate the investigation. The designee(s) may not be the accused perpetrator (harasser or bully) or victim.
2. Each individual (victim, alleged perpetrator, and witnesses) will be interviewed separately.
3. The investigator shall collect and evaluate the facts including, but not limited to:
 - a. Description of the incident including nature of the behavior; context in which the alleged incident occurred, etc.
 - b. How often the conduct occurred.
 - c. Whether there were past incidents or past continuing patterns of behavior.
 - d. The relationship between the parties involved.
4. The characteristics of the parties involved (i.e., grade, age, etc.).
5. The identity of the perpetrator, including whether the perpetrator was in a position of power over the scholar allegedly subjected to bullying or harassment.
 - a. The number of alleged bullies/harassers.
 - b. The age(s) of the alleged bullies/harassers.
 - c. Where the bullying and/or harassment occurred; and
 - d. Whether the conduct adversely affected the scholar's education or educational environment.
6. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances and includes:
7. Recommended remedial steps necessary to stop the bullying and/or harassing behavior, and
8. A written final report to the Head of School.

Where the victim is a scholar, according to the severity of the infraction, the Head of School (or designee) shall promptly notify the parent(s)/legal guardian(s) of the victim via telephone or personal conference of any actions being taken to protect the victim. The frequency of notification will depend on the severity of the bullying incident. A maximum of ten (10) school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps, though a one-time extension may be granted by the Head of School based on extenuating circumstances.

Determination of consequences and due processes for a perpetrator:

Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances, followed by the determination of disciplinary sanctions appropriate to the perpetrator's position within the school.

1. Consequences and appropriate interventions for scholars who commit acts of bullying may range from positive behavioral interventions up to, but not limited to suspension, or reassignment as outlined in TCS' policies, the TCS Family Handbook, and the Leon County School's Code of Conduct.
2. Consequences and appropriate interventions for an employee found to have committed an act of bullying will be instituted in accordance with TCS policy cited in the TCS Family Handbook. Additionally, egregious acts of bullying by certified educators may result in a sanction against an educator's state issued certificate (Rule 6B-1.006 F.A.C.).
3. Consequences and appropriate intervention for a visitor or volunteer, found to have committed an act of bullying shall be determined by the Head of School after consideration of the nature and circumstances of the act, including reporting to appropriate law enforcement officials.
4. These same actions will apply to persons, whether they are scholars, school employees, or visitors/volunteers/independent contractors, who are found to have made wrongful and intentional accusations of another as a means of bullying.
5. If a complaint of bullying or harassment is made by the alleged victim during or after the commencement of an investigation into employee or scholar misconduct, it shall not be a defense to the allegations of employee or scholar misconduct but may be considered as a mitigating factor under TCS policy, if appropriate.

Providing immediate notification to the parents/legal guardians of a scholar victim:

The Head of School, or designee, shall by telephone and in writing, report the occurrence of any incident of bullying as defined by this policy to the parent(s) or legal guardian(s) of all scholars involved on the same day an investigation determines that an act of bullying has occurred. Notification must be consistent with the scholar's privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

If the bullying incident results in the perpetrator being charged with a crime, the Head of School, or designee, shall by telephone or in writing by first class mail, inform parent(s)/legal guardian(s) of the victim(s) involved in the bullying incident according to the Unsafe School Choice Option (No Child Left Behind, Title IX, Part E, Subpart 2, Section 9532) that states "A scholar attending a persistently dangerous public elementary school or secondary school, as determined by the State in consultation with a representative sample of local educational agencies, or a scholar who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school or secondary school that the scholar attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school."

Once the investigation has been completed, appropriate local law enforcement agencies will be notified by telephone and in writing so they may determine whether to pursue criminal charges.

The Hope Scholarship Program

Pursuant to section 1002.40, the Hope Scholarship Program allows scholars who were subjected to an

incident of violence or bullying an opportunity to transfer to another school, or to apply for scholarship funds to assist in enrolling and transferring to a private school. The school where the reported incident is responsible for the following:

1. Upon receipt of a report of an incident, the Head of School I, or his or her designee, shall provide a copy of the report to the parent(s) of legal guardian(s) and investigate the incident to determine if the incident must be reported as required by s. 1006.09(6). Notification must be consistent with the scholar's privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).
2. Within 24 hours after receipt of the report, the Head of School or his or her designee shall provide a copy of the report to the parent(s) of legal guardian(s) of the alleged offender and to the Leon County Schools Superintendent.
3. Upon conclusion of the investigation or within 15 days after the incident was reported, whichever occurs first, the Head of School or his or her designee shall notify the parent of the Hope Scholarship Program and provide the parent with a completed Hope Scholarship Notification Form. It is important to understand that the incident does not need to be substantiated for TCS to notify the parent(s) or legal guardian(s) of the Hope Scholarship Program. The school shall retain a copy of the form in the scholar records and provide the original document to the parent(s) or legal guardian(s).

Referral of victims and perpetrators of bullying or harassment for counseling

After an investigation has determined that an act of bullying has occurred, as defined herein, the school shall discuss with both the victim and perpetrator's parent(s)/legal guardian(s) options available such as counseling. This may include referrals to community agencies or partner agencies that TCS has relationships with. Parent(s)/legal guardian(s) shall be notified if TCS does not have a counselor or mental health specialists on staff.

The Head of School (or designee) shall also refer the perpetrator to TCS' Scholar Success Team to develop strategies to be used within TCS to prevent the bullying behavior from continuing. The Head of School (or designee) shall decide if a similar recommendation would be prudent for the victim.

Providing instruction regarding bullying and/or harassment

TCS seeks to ensure that we sustain a healthy, positive, and safe learning environment for all scholars. It is important to change the social climate of the school and the social norms with regards to bullying. This requires the efforts of everyone in the school environment including all school staff, parent(s)/legal guardian(s)s, scholars and school volunteers.

Scholars, parent(s)/legal guardian(s), all school staff and, and school volunteers shall be offered instruction at a minimum on an annual basis on the TCS' Policy and Regulations against bullying and harassment. The instruction shall include evidence-based methods of preventing bullying and harassment, as well as how to effectively identify and respond to bullying at TCS.

Regularly reporting of actions taken to protect the victim

The Head of School (or designee) shall by telephone and in writing report the occurrence of any incident of bullying as defined by this policy to the parent(s) or legal guardian(s) of all scholars involved on the same day an investigation of the incident has determined an act of bullying has occurred. According to the level of infraction, parent(s)/legal guardian(s) will be notified by telephone and in writing of actions being taken to protect the child; the frequency of notification will depend on the seriousness of the

bullying or harassment incident. Notification must be consistent with the scholar's privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

Publication of the policy

At the beginning of each school year, the Head of School shall, in writing, inform school staff, parent(s)/legal guardian(s), or other persons responsible for the welfare of a TCS scholar of this policy. The Head of School shall also, in writing, make all contractors working with scholars aware of this policy.

The Head of School shall ensure the development of an annual process for discussing the policy on bullying and harassment with scholars in a scholar assembly or other reasonable format.

Plagiarism

Plagiarism shall not be tolerated by any TCS scholar in any subject. Scholars progress academically only by receiving comments and corrections on work they turn in and by taking these comments and corrections to heart in order to improve their performance. The entire system of assessment rests on the assumption that the work a scholar turns in is his or her 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 paraphrasing an author's words can also constitute plagiarism. The words of authors can only be used when properly quoted and cited. Teachers will provide the guidelines of acceptable citation. When in doubt, the scholar has the responsibility to ask how an author should be used in an assignment. Whenever a scholar has been caught plagiarizing, the following process will be followed.

1. The teacher will keep a copy of the scholar's assignment and, whenever possible, a copy of the plagiarized work. The teacher will also write a brief description of the instance of plagiarism. These materials will be placed in the scholar's permanent record.
2. The teacher will inform the Head of School of the plagiarism.
3. Either the teacher or the Head of School will inform the scholar's parents of the plagiarism.
4. The scholar will receive an F on the assignment if it is the first offense.
5. For a second offense, the scholar will fail the entire course, and further disciplinary action, including suspension or expulsion, may be instituted.

A disciplinary referral will be issued if plagiarism has occurred.

Upper School scholars found guilty of academic dishonesty or similar serious offenses will not be ranked, and therefore cannot be Salutatorian or Valedictorian.

Cheating

Like plagiarism, cheating shall not be tolerated by any teacher in any subject. Cheating occurs when a scholar uses someone else's work or a prohibited source of information to gain an unfair advantage on a test or an assignment and to avoid doing his or her own work. Cheating comes in many forms. One scholar copying off another, a scholar using a "cheat sheet" to answer questions on a test, and a scholar trying to pass off another scholar's work as his or her own are some examples of cheating. Whenever a teacher suspects two scholars of cheating, the teacher should confront the scholars individually before speaking to them together. Otherwise, the same process outlined for plagiarism should be followed for instances of cheating. A scholar who allows others to copy his work will also be held accountable in the

same fashion.

A disciplinary referral will be issued if cheating has occurred. Upper School scholars found guilty of academic dishonesty or similar serious offenses will not be ranked, and therefore cannot be Salutatorian or Valedictorian.

Tallahassee Classical Uniform and Dress Code Policy

The purpose of the uniform and dress code 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 to school and at all school sponsored events. Items that differ from the uniform and code specifications shall not be accepted.

Dress Code Violations

It is the responsibility of the parent(s)/legal guardian(s) to enforce the uniform policy with their own scholars. If scholars arrive and are not dressed properly then the administration will handle any violations. All interpretations of the policy are left to the discretion of the TCS administration. For details on the TCS dress code, see [Tallahassee Classical Uniform and Dress Code Policy](#) on the [TCS Website](#) and cited in the **TCS Family Handbook**.

Approved Vendor: Lands' End

Website: <https://www.landsend.com/co/account/school-uniforms> School Number: 900190828

Please set up an account based on the scholars' grade level to see all approved Lands' End items. The following lists show mandatory grade level uniform options from Lands' End. Also, you can find identical guidelines in the **TCS Family Handbook**.

Grades K-5:

Boys: Green polo shirt, khaki or navy short or long pants, Lands' End jacket or sweater

Girls: Green Polo shirt, plaid skirt, Khaki short or long pants, Lands' End jacket or sweater (K-2: Plaid jumper with white Peter Pan collared white shirt)

Grades 6-8:

Physical Education:

Girls: Navy blue short or long-sleeved polo shirt; khaki or navy long or short pants, plaid skirt, Land's End jacket or sweater

Boys: Short or long-sleeved shirt, short or long pants (green); navy blue polo, khaki or navy short or long pants, Lands' End jacket or sweater Physical Education: Short or long-sleeved shirt, short or long pants (green)

Grades 9-12:

Girls: Short or long-sleeved white button-down shirt, khaki long pants or plaid skirt, cross tie, Lands' End jacket, sweater, and blazer

Boys: White oxford shirt, tie, khaki long pants, Lands' End jacket, sweater, and blazer

Optional purchases from Lands' End:

Headbands, cartwheel shorts, socks, leggings, belt, solid white, black, navy, or brown shoes, backpack, lunch bag, and gray physical education sweater.

- All Lands' End clothes already purchased are grandfathered in for the life of the garment.

Girls Uniform Details

Shirts must be clean, neat, and without stains. Shirts must be always tucked in. The shirts must have the TCS logo and have been purchased from Lands' End. Please use the grade guide to purchase the certain colors required. The bottom buttons must be buttoned with the top button undone.

Leggings must cover their entire legs and can be black or navy. No patterns, sayings, or characters are permitted. The leggings must fit securely around the waist without sagging.

Pants and skirts (including physical education shorts) may not be shorter than 3" above the knee when standing.

Socks must be forest green, navy, black or white. They may not have characters on them and must always be visible. Sock types are crew, knee, or ankle and can have frills.

Belts are for Grades 1-12 for those who wear pants or shorts. Belts must be worn with belt looped pants. The belts must be navy, black, or brown. Purchasing Lands' End belts is recommended but not required.

Hair must be natural and out of the face. No distracting colors. Headbands or bows must be navy, white, forest green, or plaid from Lands' End. No other colored headbands or bows are allowed.

Shoes must be solid white, black, navy, or brown, not a combination of colors, and no other colors are permitted. Close-toed shoes are required with non-marking soles. No boots of any kind are allowed, this includes combat boots, ugg and cowboy boots. Also, no slippers, branded shoes (like Nike) with any other colors on them are permitted.

Jackets/Sweaters must be navy blue or forest green without any sayings. No other color jacket will be allowed at TCS. No jean jackets or jackets or sweaters with hoods are permitted. All jackets and sweaters worn at TCS must have a TCS logo. Make sure to put your scholar's name inside all of their outerwear.

Backpacks/Lunch bags may have flowers, geometric shapes, lines without sayings, logo's smaller than a credit card. No scholar may have an ostentatious backpack. The colors can be any color so long as they are not neon or any metallic colors. They may have their name embroidered on it or have the school logo from Lands' End. NO characters, superheroes, or sayings are permitted. Please write the scholars' name inside.

Water Bottles must be devoid of characters and sayings. They can be any color except neon colors. Their name needs to be on the bottom or on the bottle marked clearly.

Jewelry may be worn in moderation. Only two (2) necklaces at a time may be worn inside the uniform. No chokers are permitted. Watches may be worn if they are standard. No smart watches are permitted to be worn. No visible body piercing will be permitted, other than girls having their ears pierced.

Makeup and nails must be natural. No fake nails or dark nail polish. No red or bright lipstick.

Boys Uniform Details

Shirts must be clean, neat and without stains. Shirts must be always tucked in. The shirts must have the TCS logo and have been purchased from Lands' End. Please use the grade guide to purchase certain colors. The bottom buttons must be buttoned with the top button undone.

Shorts/Pants must be khaki or navy blue and must be chino style. No baggy or super tight pants. No drawstring, no jogging shorts, no cargo style, or anything other than chino style pants are permitted.

Belts are for Grades 1-12 for those who wear pants or shorts. Belts must be worn with belt-looped pants. The belts must be navy, black or brown. Purchasing Lands' End belts is recommended but not required.

Hair must be natural (no distracting colors) and out of the face and eyes. Boys with long hair must have their hair pulled back out of their face and must be well-groomed. No facial hair is permitted.

Shoes must be solid white, black, navy, or brown. No combination of colors, and no other colors are permitted. Close-toed shoes are required with non-marking soles. No boots of any kind and this includes combat, ugs, and cowboy boots. Also, no slippers, branded shoes (like Nike) with other colors on them are permitted.

Socks must be navy, forest green, black or white and with no characters and must be visible at all times. They must be crew socks and must be always worn.

Jackets/Sweaters must be navy blue or forest green without any sayings. No other color jacket will be allowed at TCS. No jean jackets or jackets or sweaters with hoods are permitted. All jackets and sweaters worn at TCS must have a TCS logo. Make sure to put your scholar's name inside all outerwear.

Backpacks/Lunch bags may have flowers, geometric shapes, lines without sayings, logo's smaller than a credit card. No scholar may have an ostentatious backpack. The colors can be any color so long as they are not neon or any metallic color. They may have their name embroidered on it or have the school logo from Lands' End. NO characters, superheroes, or sayings are permitted. Please write the scholars' name inside.

Water Bottles must be devoid of characters and sayings. They can be any color except neon colors. Their name needs to be clearly marked on the bottom of the bottle or on the bottle.

Watches may be worn if they are standard. No smart watches are to be worn. No visible body piercings will be permitted.

Physical Education Uniform Policy

Scholars in grades 6-12 will be required to wear a physical education uniform purchased from Land's End. Female scholars in grades K-5 are encouraged to wear solid colored bike shorts, cartwheel shorts or leggings underneath their skirts on physical education days. Approved colors are navy, black, and white. Non-marking athletic shoes, without any logo other than Lands' End, are required for physical education. Shoes with cleats or spikes are not permitted.

- **The TCS Logo is the property of the school and logos cannot be replicated or distributed outside of Lands' End**

Hats and Visors

TCS 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. They will be available for purchase in the front office for \$10. Please clearly write your scholar's name inside or have their name embroidered on them.

- ***Administration must approve, in writing and in advance, any adaptations from the uniform and the dress code policy due to religious and/or medical reasons. Please fill out the form in the back of the TCS Family Handbook and then drop off the completed form at the front office.***

Lost and Found

Please ask the front desk to look at any item that is lost or found. We collect lost items that are not claimed within 30 days and those that do not have a name clearly written. If they DO have a name, we shall return them to the scholar. All non-uniform items are donated at the end of the month. Any uniform related items shall be cleaned and put in our gently used section at the TCS Gently Used Uniform Store.

Gently Used Uniform Store

Shopping in the Gently Used Uniform Store requires approval from the Dean of Administration & Operations. Applications to apply to shop in the Gently Used Uniform store may be obtained in the front office. Once approval is granted, an appointment must be made with the front desk receptionist to shop.

Uniform Expectations of Parents

1. Ensure their scholar(s) are dressed entirely in the school uniform and within the dress code boundaries.
2. Ensure scholar(s) are well-groomed and clean for school.
3. Ensure uniforms are well maintained and replaced if there is significant wear and no holes and slits are permitted.
4. Ensure their scholar(s) names are clearly labeled with the student's first and last name. Lands' End has labels on all their clothing for such purposes.
5. Ensure uniforms are sized and fitted correctly. Oversized and undersized uniforms are unacceptable and will not be permitted.

Uniform Expectations of Scholars

1. Scholars must wear the school uniform properly as outlined in this policy.
2. 2. Scholars should be well-groomed and clean every school day.
3. Scholars' uniforms must be maintained and replaced if there are any holes or slits.
4. Scholars' names must be clearly written on the label inside their shirts, pants, skirts, and jackets.
5. Scholars' uniform should always fit correctly.
6. All shirts should be always tucked in, and all scholars should wear a black, brown, or blue belt (except for Kindergarteners).

7. All belts should match their shoes.
8. Scholars should wear proper shoes every day. No exceptions.
9. 9. Scholars should only wear TCS logo shirts, blouses, jackets as outlined in our policy.

Violations of the Uniform and Dress Code

It is the responsibility of the parent(s)/legal guardian(s) to enforce the uniform policy with their own scholar(s). If scholars arrive and are not dressed properly then the faculty and administration will handle all violations. All interpretations of this policy are left to the discretion of the administration. The form includes a list of the violations. If a scholar is not in compliance with the uniform and dress code requirements, the following consequences will be enforced as follows:

1. **First Violation** – Parent(s)/legal guardian(s) shall receive an email from Demeritus.
2. **Second Violation (for repeat infraction)** – Parent(s)/legal guardian(s) shall receive an email from Demeritus. Parent(s)/legal guardian(s) shall come to TCS with appropriate uniform items for the scholar within 1 hour of the 2nd dress code violation for the same infraction as before.
3. **Third Violation (for repeat infraction)** – Parent(s)/legal guardian(s) shall receive an email from Demeritus. The Behavior Interventionist will call or contact the parent(s)/legal guardian(s) to bring the item(s) needed within 1 hour of the phone call for dress code violation for the same infraction as before. The scholar will serve a lunch detention.
4. **Fourth Violation** – Parent(s)/legal guardian(s) shall receive an email from Demeritus. The Director of Operations will receive the forms from the TCS Behavior Interventionist, Dean or the Head of School, when there is a 4th violation for the same infraction as before. The Dean will have the parents come in for a conference. If the parent(s)/legal guardian(s) do not respond in a timely manner, then the administration will remove privileges of convenience from the parents, such as access to the carline, etc. Further, the student will continue to receive detentions for repeated violations.

If a scholar violates the uniform and dress code requirements in an egregious or obscene way (indecent exposure, for instance), they will be subject to severe disciplinary repercussions, up to and including such things as Saturday detention, suspension, dismissal from TCS to the student's zoned school, and/or recommendation for expulsion to Leon County Schools.

Scholar Security

Scholars are not allowed to reveal private information about themselves or others while using a TCS device(s) or social media of the Internet. Scholars shall 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 or issue must notify the teacher or a member of the administration 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.

Prohibited Uses of Technology

- 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 any illegal materials.
- Illegal Activities – Using school computers, networks, and any internet services or social media for any illegal activity or in violation of any TCS policy or TCS 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 the administration. Unauthorized copying of software is illegal and may subject the scholar 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 always 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 our 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, or any action that would make possible the hacking of TCS' computers by others.
- Scholar's personal devices on TCS' Wi-Fi are expressly prohibited.

Scholar Privacy

Scholars possess the right of privacy as well as freedom from unreasonable search and seizure as guaranteed by the Fourth Amendment of the U.S. Constitution. This individual right, however, is balanced by the school's responsibility to protect the health, safety, and welfare of all its scholars, and to ensure compliance with school rules. School administrators may conduct searches of property or persons when they may have reason to suspect that the health, safety, or welfare of scholars or staff may be endangered or threatened.

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, and scholars may also be required to be involved in the maintenance or repair of damaged property.

Uses and Disclosures of Your Protected Health Information

Protected health information includes demographic and medical information that concerns the past, present, or future physical or mental health of an individual or scholar.

Demographic information could include your name, address, telephone number, social security number, and any other means of identifying you as a specific person. Protected health information contains specific information that identifies a person or can be used to identify a person.

Protected health information is health information created or received by a health care provider, health plan, employer, or health care clearinghouse. This medical information is used in many ways while performing normal business activities.

Your child's protected health information may be used or disclosed by TCS for purposes of treatment, payment, and health care operations. Health care professionals also use medical information in the clinics or hospitals that take care of your child. Your child's protected health information may be shared, with or without your consent, with another health care provider for purposes of treatment of your scholar (s).. TCS may use or disclose your child's health information for case management and related services, only when appropriate. TCS may send the medical information to insurance companies or community agencies to pay for the services provided to your child(ren).

Your child's information may be used by certain TCS personnel to improve the operations of TCS' health care components. TCS personnel may also send your child appointment reminders, information about treatment options, or other health-related benefits and services.

Some protected health information can be disclosed without your written authorization as allowed by law. Those circumstances include:

- A. reporting abuse of children, adults, or disabled persons.
- B. investigations related to a missing child.
- C. internal investigations and audits by TCS or Leon County School's divisions, bureaus, and offices.
- D. investigations and audits by the State's Inspector General.

This summary does NOT include disclosures:

- A. made or authorized to you.
- B. to individuals involved with your care.
- C. made to carry out treatment, payment, and health care operations.
- D. for public health.
- E. for health professional regulatory purposes.
- F. to report abuse of children, adults, or disabled persons prior to April 14, 2003.

This summary DOES include:

- A. purposes of research, other than your authorization in writing.

- B. responses to court orders, subpoenas, or warrants.

You may request a summary of disclosures for not more than a six (6) year period from the date of your request.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Education Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; 34 C.F.R. Part 99, is a federal law that generally requires the District to obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, as one exception to this general rule, FERPA permits TCS to disclose appropriately designated "directory information" without written consent, unless you have advised TCS to the contrary. Directory information is limited to the student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas, certificates, awards received, and the most recent previous educational agency or institution attended.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over eighteen (18) years of age (eligible students) certain rights with respect to the student's educational records. These include the right to:

- A. Inspect and review the student's education records within the forty-five (45) days of the day TCS receives a request for access.
- B. Parents or eligible scholars should submit to the Head of School I a written request that identifies the record(s) they wish to inspect. The Head of School will decide for access and notify the parent(s)/legal guardian(s) or eligible scholar of the time and place where the records may be inspected.
- C. Request an amendment of the scholar's educational records that the parent(s)/legal guardian(s) or eligible scholar believes are inaccurate or misleading; Parent(s)/legal guardian(s) or eligible scholars may ask TCS to amend a record that they believe is inaccurate or misleading. The parent(s)/legal guardian(s), or eligible scholar should write to the Head of School, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If TCS decides not to amend the record as requested by the parent (s)/legal guardian(s), or eligible scholar. TCS will notify the parent(s)/legal guardian(s) or the eligible scholar of the decision and advise them of their right to a hearing regarding the request for amendment. This notice will include information regarding the hearing procedures.
- D. Consent to disclosures of personally identifiable information contained in the scholar's educational records, except to the extent that FERPA authorizes disclosure without consent.
- E. File a complaint with the U.S. Department of Education concerning alleged failures by TCS to comply with the requirements of FERPA.

The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

In certain circumstances, FERPA permits TCS to disclose personally identifiable information contained in a student's educational records without consent. These include but are not limited to disclosures to/of:

- A. School officials with legitimate educational interests.
- B. A school official is a person employed by TCS as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or entity with whom the District has contracted to perform services or functions required by the institution (such as legal; auditing; health care; safety and security; therapy; student support; or assessment, progress monitoring and other data services); or to a parent(s)/legal guardian(s) or a scholar serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (such as a volunteer). A school official has a legitimate educational interest if the official needs to review an educational record to fulfill his/her professional responsibility.
- C. Officials of another school district; upon request, TCS may disclose educational records without consent to officials of another school system or district in which a student seeks or intends to enroll.
- D. Directory information (a student's name; photograph; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation or program completion; diplomas; certificates; and awards received, and the most recent previous educational agency or institution attended) may be disclosed unless the parent has specifically informed the school (in writing) not to disclose directory information.

For a complete list of the entities and circumstances in which disclosure is authorized under FERPA, please visit [U.S. Department of Education](#).



Tallahassee
Classical School

Scholar Honor Code

Mission of Tallahassee Classical School: *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.*

Ten Pillars of Character Development: *Wisdom, Justice, Courage, Temperance, Faithfulness, Compassion, Diligence, Gratitude and Humility.*

Being a scholar at Tallahassee Classical School is a privilege. The education that is given provides a unique opportunity for each individual scholar to be treated as a human being with dignity and worth to learn as much as they possibly are able. With this privilege comes certain expectations and responsibilities for each scholar. Therefore, each scholar must commit to uphold each of the following:

To Parents:

I will attempt to honor my parents in everything I think, say, and do. I will seek to learn all that I can from them. I acknowledge that I cannot receive what I need in life without them.

To My Teacher:

I will demonstrate respect, attentiveness, gratitude, and obedience to my teachers. I will seek to do all the work I have been assigned with diligence, and integrity. I will do my utmost to learn as much and achieve as much as I possibly can.

To My Classmates:

I will honor and respect the time, work, and feelings of my fellow scholars. I will try to model honesty, integrity, kindness, and modesty in all my relationships. I realize that disturbances affect everyone at school and will thus strive for peace.

As a Tallahassee Classical School scholar, I commit to uphold the standards of this Honor Code.

Parent and Scholar Signatures:

Student Name: _____

Signature: _____

Date: _____

Parent Name: _____

Signature: _____

Date: _____

*Tallahassee Classical School is a non-profit corporation under Internal Revenue Code Section 501(c)(3).