



# Tallahassee Classical School

**FAMILY HANDBOOK  
2022-2023**

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Tallahassee, FL 32311  
(850) 391-3830  
[tlhclassical.org](http://tlhclassical.org)

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## **CONTACTS**

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\*PSO - Parent Service Organization

## **SCHOOL HOURS**

7:50 a.m. - 3:00 p.m.	Monday, Tuesday, Thursday, Friday
7:50 a.m. - 1:00 p.m.	Wednesday
7:20 a.m.	Parents/guardians may begin to drop off scholars.
7:20 to 7:45 a.m.	Breakfast
7:50 a.m.	Instruction begins
7:51 a.m.	Scholars are considered tardy. Drivers must park and sign them in.
3:00 p.m. - 3:30 p.m.	Dismissal starts and ends
3:31 p.m.	Parents are late for pick-up
1:00 p.m.	Wednesday dismissal starts
1:30 p.m.	Wednesday dismissal ends
7:20 a.m. - 4:00 p.m.	Office hours

## SCHOOL CALENDAR 2022-23

TCS will follow the [Leon County School district calendar](#)

### 2022

- August 1 Teachers Report
  - 1<sup>st</sup> – 9<sup>th</sup> **Teacher Planning/Inservice Days**
  - 10<sup>th</sup> Scholars Report
- September 5<sup>th</sup> **Labor Day Holiday** (Districtwide)
  - 26<sup>th</sup> **Fall Holiday** (Districtwide)
- October 14<sup>th</sup> End of First Nine Weeks
  - 17<sup>th</sup> **Teacher Planning/Inservice Day**
- November 11<sup>th</sup> **Veterans Day Holiday** (Districtwide)
  - 21<sup>st</sup> – 25<sup>th</sup> **Thanksgiving Holidays** (Scholars and Teachers)
  - 24<sup>th</sup> – 25<sup>th</sup> **Thanksgiving Holidays** (Districtwide)
- December 14<sup>th</sup> – 16<sup>th</sup> Middle and High School Exam Days
  - 16<sup>th</sup> End of Second Nine Weeks/End of the First Semester
  - 19<sup>th</sup> – 30<sup>th</sup> **Winter Holidays** (Districtwide)

### 2023

- January 2<sup>nd</sup> **Winter Holidays** (Districtwide)
  - 3<sup>rd</sup> **Teacher Planning/Inservice Day**
  - 4<sup>th</sup> Scholars Return
  - 16<sup>th</sup> **Martin Luther King, Jr. Day Holiday** (Districtwide)
- February 20<sup>th</sup> **Presidents Day Holiday** (Districtwide)
- March 10<sup>th</sup> End of Third Nine Weeks
  - 13<sup>th</sup> – 17<sup>th</sup> **Spring Break**
  - 20<sup>th</sup> **Teacher Planning/Inservice Day**
  - 21<sup>st</sup> Scholars Return
- April 7<sup>th</sup> **Spring Holiday**
- May 22<sup>nd</sup> – 24<sup>th</sup>
  - 24<sup>th</sup> Middle and High School Exam Days, All Grades Early Release
  - 24<sup>th</sup> Last Day of School/End of Fourth Nine Weeks/End of Second Semester
  - 25<sup>th</sup> - 26<sup>th</sup> **Teacher Planning/Inservice Day**
  - 29<sup>th</sup> **Memorial Day Holiday** (Districtwide)
- June 5<sup>th</sup> Four-Day Workweek (M-Th) Begins for Administrative Team & Faculty
  - 19<sup>th</sup> Juneteenth Holiday (Districtwide)
- TBD Summer Learning Academy
- July 4<sup>th</sup> **Fourth of July Holiday** (Districtwide)
  - 27<sup>th</sup> Last Day of Four-Day Workweek

\***Bolded dates are school holidays.**

## **MISSION**

The Mission of Tallahassee Classical School (TCS) is to train the minds and improve the hearts of young people through a content-rich classical education in the liberal arts and sciences, with instruction in the principles of moral character and civic virtue.

## **VISION**

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

## **ROLES OF STAKEHOLDERS**

### **Role of Head of School**

- The Head of School will oversee the implementation of a traditional, classical, liberal-arts curriculum.
- The Head of School makes final decisions on curriculum, subject to the approval of the Board of Trustees.
- The Head of School, while chiefly the academic leader, is also responsible for the staffing, discipline, moral culture, operations, financial priorities, and well-being of the school.

### **Role of Administration Team**

- Head of School, Director of Operations, Deans of the Upper and Lower School
- To assist the Head of School in upholding the mission and vision of the school by supporting teachers, scholars, and parents/guardians.
- Run the everyday operations of the school.
- Abide by TCS, district, and state laws where applicable and appropriate.

### **Role of Teachers**

- The Head of School 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 Head of School.

### **Role of Parents/Guardians**

- TCS believes parents/guardians have a responsibility in their children's education and that the school's role should be viewed as a supportive one. One of the primary responsibilities of parents/guardians is educating their children. The school, extensively knowledgeable in the proper content, method and means of education is entrusted with that task by the parents/guardians.
  - Conduct themselves with dignity and respect in the TCS community.
  - Consistently bring scholars to school on time— absenteeism is truancy and repeated truancy must be reported to the state.
  - Provide your scholar(s) in the correctly sized and fitted [uniform](#).

- Ensure scholar(s) are well-groomed and clean for school.
- Ensure uniforms are well maintained and replaced if there is significant wear such as holes and slits.
- Ensure their scholar(s) names are labeled with the scholar's first and last name as Lands' End has labels on all their clothing.
- Monitor your child's academic progress (i.e. – review their 'Friday Folder' and assessments/assignments returned by the parents/guardians).
- Register with FOCUS and keep it up to date.
- Create a MySchoolBucks Account and keep it in good standing.
- Respect the privacy of others when taking photographs at TCS events.
- Volunteering a minimum of 5 hours per semester, per family is desired.

## Role of Scholars

- TCS believes that being a scholar on our campus is a privilege. This education that is liberally given provides a unique opportunity for each individual scholar to be treated as a human being with dignity and worth in order to learn as much as they possibly are able. With this privilege comes certain expectations and responsibilities.
  - Arrive on time and be prepared for all classes.
  - Be in uniform, adhering to the [dress code](#).
    - Rhetoric scholars must wear their school blazer every Monday.
    - Wear the school uniform as outlined in the uniform policy including shoes and jackets/sweaters.
    - Be well-groomed and clean for school.
    - Maintain and replace uniforms if there are holes.
    - Keep shirts tucked in and wear a uniform appropriate belt.
    - Ensure belts match your uniform appropriate shoes.
  - Scholars will be polite and respectful at all times to all peers and adults.
  - Scholars will hold their education and their peers' education in high regard and will not disrupt the learning environment.
  - Scholars will be responsible for their learning and assignments. This includes completing classwork and homework assignments and turning them in on time.
  - Adhere to the [Scholar Code of Conduct](#).

## SCHOOL OPERATIONS

### END OF DAY PROCEDURES

***Dismissal begins at 3:00 p.m. and ends at 3:30 p.m.*** At 3:30 all remaining scholars will be escorted into the building, and drivers must park and bring their I.D. inside to sign the scholar out with the TCS staff. There will be no exceptions. We prefer that all adults who are permitted, or not permitted, to pick up a scholar be listed in FOCUS to further ensure scholar safety. We will take a verbal confirmation over the phone the day-of for another person to pick up scholars. We prefer all of those able to pickup or not pickup be listed in FOCUS for further protection. \*Dismissal starts at 1:00 p.m. on Wednesdays and ends at 1:30 p.m.

### ***Carline Procedures:***

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. Scholars are dismissed to designated zones. As you pull forward you will wait for directions from school staff. Scholars must wait until they are dismissed from their zone by a staff member. **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 which is under the overhang. TCS staff will direct vehicles to this area as well. Please use your blinker to indicate to others around you that you are switching lanes. 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. **No exceptions. This is for the safety of our scholars.**

### ***For the Safety of Scholars, Staff, Parents/Guardians, and Drivers must:***

- not be on their cellphones while moving
- silence music
- stop and show the car tag or hang it up
- follow the directions given by faculty and staff
- not use profanity, or be rude
- not enter through the side doors
- not honk their car horn or display any forms of aggression

### ***Consequences***

Families who cannot adhere to the carline rules for the safety of our scholars, will be called in to meet with administration and could be subject to dismissal to their home-zoned school.

**Student Drivers** will be required to apply for and obtain a TCS parking permit in order to park on campus. Please contact the office for an application.

**Late fees** will be assessed for pick-ups after 3:30 p.m. or 1:30 on Wednesday. Scholars will be escorted to the Artemis Aftercare Program at 3:30 p.m. if not picked up by then and parents will be charged \$15 per scholar for the day. Scholars with outstanding fees will not be permitted to attend field trips or any off-campus events including sports or clubs.

## **SCHOOL FOOD SERVICE**

TCS participates in the National School Lunch and Breakfast Programs, allowing the school to serve affordable and healthy meals to our scholars. Meals are required to meet strict sodium, calorie, and saturated fat standards. The goal is to provide nutritious and delicious meals that include a variety of fresh fruits and vegetables, low-fat milk options, lean proteins, and whole grains.

Breakfast and lunch are available each day in the cafeteria. Parents/guardians are welcome to attend

lunch with their scholar after they have checked in at the front office with their I.D. We encourage all scholars to have money placed in their lunch account for times when their lunch is forgotten at home.

### **Waiver to Offer Free Meals Expired**

The waiver extended by the US Department of Agriculture allowing free meals to all scholars has expired. Due to this, TCS will be returning to normal program operations for the 2022-2023 school year.

### **Free or Reduced Meals**

The federal free and reduced-price meal program is designed to support scholars whose families are struggling financially by providing nutritious meals for free or at reduced prices. To qualify for the program, families must complete the online application (only 1 per family). TCS will process and review the application as submitted. To review the eligibility criteria, please click [here](#).

- Applications for free or reduced meals are available for families in the front office or here: [Free Reduced Lunch Application](#)

### **MySchoolBucks**

TCS now utilizes [MySchoolBucks](#), a convenient online service that allows families to securely pay for their scholar's meals online using a credit/debit card or electronic check. All parents/guardians must set up a [MySchoolBucks](#) account to put money in their scholar's account. This account is also used for purchasing other items at the school and for field trips.

### **Lintons Food Service**

TCS partners with Lintons Food Service to provide nutritious and delicious meals to your scholar(s). Lintons goal is to meet the specific needs of each and every scholar.

**Lintons TCS Food Service Manager:** Mark Johnson

**Email:** [Tallahassee694@lintons1.com](mailto:Tallahassee694@lintons1.com)

### **Accommodations to Meals Served Due to Disability**

TCS will make accommodations for scholars who are unable to eat the school meal as prepared because of a disability. In most cases, scholars with disabilities can be accommodated through the various options offered in the school cafeteria.

For TCS to make substitutions that fall outside of the meal pattern requirements, the school must have a written [medical statement](#) signed by a recognized medical authority on file that indicates the underlying medical condition and the food to be avoided (i.e., the allergen) and a brief explanation of how exposure to the food affects the child.

### **Lintons SMART Café and My School Menus**

TCS is pleased to introduce Lintons SMART Café and My School Menus, brought to you by Health-e Pro. Complete with interactive menus, this site is designed to provide all the information families need for every meal. Menus display product descriptions, nutrition and allergen information,



carbohydrate reports, and product photos.

Visit [myschoolmenus.com](http://myschoolmenus.com) to access your school menus. Type in Tallahassee Classical School and then select available menus from the drop-down.

Please note, there may be times that the menu presented by Linton's varies due to supply issues.

### Lunch Rules

Due to safety concerns, scholars are not permitted to share food. Scholars are to leave soda and candy at home. They are not permitted at school. Scholars are to remain seated and use an appropriate volume during lunch. When they are dismissed they are to clean up after themselves.

### Lunch Account Negative Balance Policy

If a scholar's lunch account balance becomes negative, a notification will be sent to the parent(s). Up to three grace period meals will be served. The scholar's parent or guardian will be notified of the negative balance and given the opportunity to put funds into the account. After the grace period, if the account is not restored, the scholar will be served a cold lunch. If at the end of an academic period the account balance remains negative, the scholar's report card will be withheld until the account is restored.

### Scholar Fees

Fees may be charged for the purpose of funding services beyond the classroom such as athletics, clubs, special activities, field trips, late pickup, aftercare, etc. All financial obligations must be rectified prior to registration for the upcoming school year. Any scholar with outstanding financial obligations could be in jeopardy of losing the privilege to participate in activities and events. Fees are only meant to assist with funding services that are not funded by monies received from the state. TCS does not want to exclude anyone from field trips or other activities due to financial constraints, so families should speak with a member of the administration or an office staff member if financial hardship prevents their scholar from attending an event or activity. It is the policy of TCS that fees paid to the school will only be reimbursed upon request for up to thirty (30) days after payment is received. After that time period, fees received by the school become nonrefundable.

## GRADES AND PROMOTION

Grading is a measurement of progress. TCS will assign grades in order to accurately reflect the range between true mastery and insufficient knowledge of a subject. Grade inflation is not practiced at TCS. parents/guardians and scholars should be regularly informed of the scholar's progress and can, at any time, access the FOCUS parent portal to see their grades. The letter and numerical grades for this system are listed below:

Grading Scale		Rhetoric GPA points	
A	90-100%	Excellence	4.0
B	80-89	Above Average	3.0
C	70-79	Average	2.0
D	60-69	Below Average	1.0

F	0-59	Failing	0.0
N	0-69	Needs improvement	*K

\*A weighted 5.0 scale is used for honors classes.

Please check your scholars' grades on a regular basis in the FOCUS parent portal. If the scholar receives a 69% or below on the progress report, or thereafter, teachers and parents/guardians should contact each other to schedule a conference.

## Grading Policy

- Grades are not 'curved,' as it defeats the purpose of assessment – to measure/demonstrate the knowledge of the scholars.
- There are no test retakes in the normal course of events. Retakes are permitted in extraordinary circumstances at the discretion of the teacher, Dean, or Head of School. Teachers may require test corrections, but such corrections will only be counted as homework assignments.
- Scholars must make up work and assessments in a timely manner. A scholar may have one day for each day that they had an excused absence to make up assignments. After that, 10 points will be deducted per day from missing assignments, and after five days, it will be marked as a zero in the gradebook. In exceptional circumstances, a scholar may be excused from various assignments or assessments, per teacher discretion.
- Cheating will 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. Cheating comes in many forms such as one scholar copying off another, a scholar using a "cheat sheet" to answer questions on a test, or a scholar trying to pass off another scholar's work as his own are a few common examples of cheating. A scholar who knowingly allows others to copy his work will also be considered cheating.
- TCS follows the [Leon County Schools Scholar Progression Plan](#).

## The Archer Binder for Scholars

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

- For kindergarten there is no planner, but the Archer Binder is still sent home every night for parents/guardians to sign.
- 1st-8th grade scholars will use a TCS-issued planner, and parents/guardians of 1st-6th grade scholars must sign that they have checked it each day.
- 9th-12th scholars must buy their own planner.

## **The Purpose of Homework**

Parents/guardians are critical in helping their children develop effective study skills. Assisting your scholars with their homework is a fundamental part of TCS's general academic program. We are preparing scholars for the upper school and post-secondary institutions as well as post-graduation professional pursuits. The discipline of homework helps develop a strong work ethic and habit of organization.

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

Kindergarten:	10 minutes plus 20 minutes of family reading time
Grade 1:	10 minutes plus 20 minutes of 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:	60 minutes plus reading time
Grades 7-12:	90 minutes

## **Parent/Teacher Communication**

Communication between families and the school is vital. Parents/guardians may use any of the following ways to contact or communicate with teachers: email the teacher directly, call the front office and leave a message, or use the Remind App. TCS employees may not use social media or text messages, except for through The Remind App.

Parents/guardians should schedule, in advance, a phone call or meeting with a teacher. Parents/guardians who are in the building for another reason should not use their access to faculty to circumvent the normal means of contacting a teacher unless that teacher clearly invites such a conversation. This policy applies to parents/guardians who are themselves teachers, other employees, volunteers, or board members at the school. Teachers have up to 48 business hours to respond to any form of communication from a parent.

## **DISCIPLINARY POLICY AND PROCEDURES**

TCS is committed to cultivating wisdom and virtue in all scholars as well as creating a culture of accountability and personal responsibility. 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 campus or at a school-sponsored event.

### **ZERO TOLERANCE and Felony Offenses**

Scholars should be aware that commission of any felony offense, whether on or off the school campus or at a school-sponsored event, will result in immediate dismissal from TCS administration back to the home-zoned school.

Disciplinary issues will be handled in the classroom. If they cannot be resolved by the teacher, the teacher will enlist the help of the administration at the school. TCS will follow state statutes regarding discipline and safety.

For details about the Florida State Statutes on “Zero Tolerance” offenses, see [Florida Statutes/Rules for Scholar Discipline](#). For details about Tallahassee Classical’s specific disciplinary policies and procedures, see the [TCS Scholar Code of Conduct](#).

### **Dress Code Violations**

Parents and guardians are the first line of enforcement of the school [uniform policy](#) for their scholars. If scholars arrive at school improperly dressed, school faculty and/or administration will handle violations. All interpretation of the policy is at the discretion of the school administration. In the event of egregious dress code violations we will follow the [Florida state statute on dress code](#) (see page 3).

If scholars arrive and are not dressed properly then the faculty and administration will communicate with the parent(s) and will administer all violations. All interpretations of the policy are left to the discretion of the administration but it is our desire to make the dress code as explicit and simple to understand as possible. If a scholar is not in compliance with the [uniform and dress code requirements](#), the following consequences will be enforced as follows:

**1st Violation** - Parents/guardians will receive an email or note in the Archer Binder describing the violation.

**2nd Violation** - Parents/guardians will receive a phone call to report to the school with appropriate uniform items for the scholar within a reasonable amount of time that day or the scholar will serve a lunch detention.

**3rd Violation** - The teacher will refer the scholar to the Lower or Upper School Dean and Behavior Interventionist who will call the parents/guardians to bring the item within 2 hours of the phone call or the scholar will serve an after-school detention.

**4th Violation** - The Director of Operations and the Lower or Upper School Dean will be notified by the teacher that this is a 4<sup>th</sup> violation. The Lower or Upper School Dean will have the parents/guardians come in for a face-to-face conference. Additional violations will result in a referral.

### **Dismissible Offenses**

To ensure the TCS mission, a partnership between the scholar(s), families, and the school community is vital. Those in disharmony may encounter the possibility of dismissal from TCS to their home-zoned school. Below are some of the offenses that would warrant dismissal.

1. Scholars who commit any of the ZERO TOLERANCE offenses will be dismissed to their home-zoned school or if particularly egregious expelled, which means that they are not allowed to go to any public school in Leon County.
2. Scholars who have 10 or more unexcused absences (including a tally of 5 tardies = 1 unexcused absence) will be required to sign an Attendance Contract. If the Attendance Contract is broken or signature is refused, scholars will be dismissed to their home-zoned school.

3. Scholars who receive more than 10 infractions within 30 days will be required to sign a Behavior Contract. Contracts will be tailored to a scholar's specific behavior issue(s). If the Behavior Contract is violated, after signed, by another infraction then the scholar will be dismissed to their home-zoned school.
4. If a scholar receives a total of 8 suspensions, the administration will conduct either a Dismissal Meeting if they are a General Education scholar, or a Manifestation Meeting if they are ESE.
5. Parents/guardians and scholars who fail to uphold the Scholar Honor Code are subject to dismissal.
6. 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 scholar, teacher, other member of the school, or TCS itself is in violation of the standards of TCS and is subject to school disciplinary action.

*\*This is not a comprehensive list.*

### ***Expulsion***

Any scholar committing an offense listed in [Section 1006.07\(2\)\(l\) or \(m\), F.S.](#) shall be immediately expelled, which means they cannot attend any public school in Leon County.

## **DISCIPLINE REFERRAL PROCESS**

TCS has adopted a system of discipline referrals for disruptive behavior that interferes with the education of others. Scholars who receive a referral may be assigned after-school detention, Saturday detention, in-school or out-of-school suspension, or dismissal, which means that the scholar may not come back to TCS. Such consequences will be determined at the discretion of the administration.

### ***Suspension***

All suspensions will require a conference between the parent(s), the Dean of the Lower or Upper School, Behavior Interventionist and/or the Head of School. 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 scholar 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 dismissal back to the home-zoned school or expulsion as detailed in the Leon County Schools expulsion policy which is found in the Leon County School Board scholar Code of Conduct, which means that the scholar may not attend any public school in Leon County.

### ***Bullying***

TCS follows [Leon County School's Bullying and Harassment Policy](#). 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 scholar or employee that places a scholar or employee in reasonable fear of harm to his or her person or damage to his or her property. This has the effect of substantially interfering with a scholar's educational performance, opportunities, or benefits, or has the effect of substantially disrupting the orderly operation of a school. In the event bullying has been determined, parents/guardians will be

notified of their scholar's eligibility for the H.O.P.E Scholarship.

Conflict is normal in a child's life. To help distinguish between normal conflict and bullying, bullying behavior is considered repeated, intentional, and involves imbalance of power. and includes actions, statements, or threats via texts, social media, etc.

Parents/guardians that suspect, have proof or, or general concerns about their scholar(s) being bullied should follow this protocol:

1. Scholars are entitled to fill out the ["Leon County Bullying/Harassment Reporting Form"](#). We have these forms available for scholars to fill out. Please encourage your scholar to tell the teacher, an administrator ,or the Behavior Interventionist so that we can best serve them.
2. Parents/guardians are able to fill out ["Leon County Bullying/Harassment Reporting Form"](#). It is important for a scholar to tell a teacher or administrator so we can support them, so please encourage your scholar to talk to us. In the case of cyberbullying please attach screenshots and any proof with your reporting form.

The school will investigate all reports of bullying or harassment and the parents/guardians will be notified in writing at the conclusion of those investigations.

Scholars may also call the *Speak Out Hotline* at 1-800-423-TIPS.

### **Property and Materials**

- *Cell Phones:* Every classroom is equipped with a telephone, and each teacher has a cell phone. It is unnecessary and distracting for scholars to have cell phones at school. Scholar cell phones should not be seen, used, or heard while on campus. A cell phone observed during the school day will be confiscated and will result in a Saturday detention.
- *Electronic devices:* Personal electronics are not to be brought to school. This includes but is not limited to: airpods, i-pads, laptops, chromebooks, smart watches and video game devices.
- *Lockers:* Private lockers are not provided to TCS scholars. Storage space is provided in the classrooms.
- *Academic Textbooks and Materials:* Scholars will receive a variety of books and materials. Materials that are loaned or given to scholars are to be treated appropriately and scholars are responsible for these materials. These include, but are not limited to the planner, workbooks, reading books, packets, chromebooks, etc. If materials given or loaned to a scholar are lost or damaged, the parent of the scholar must pay for any needed repair or replacement. In the case that reimbursement has not been made to TCS for lost or damaged materials, the parent needs to pay their account for the amount owed, otherwise their scholar(s) may not go on field trips. Families will receive a supply list for additional materials and are required to purchase them by the beginning of the school year. Please see our website for our most up-to-date supply list.

### **Parent Grievances**

TCS firmly believes that adults must model good character, even in the most challenging of 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.

1. **Schedule a meeting with the teacher via email.** 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. Issues that arise in a particular classroom should be addressed to the teacher of that classroom, as they have a more direct knowledge of the scholar and/or situation. Parents/guardians should schedule a meeting with the teacher by sending an email directly to the teacher. Except in emergency circumstances or situations involving imminent danger, parents/guardians 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 scholar to have a discussion in the presence of the scholar, they may do so. Teachers have 48 business hours to respond.
2. **Contact the Dean of the Lower School or the Dean of the Upper School** if the grievance cannot be resolved with the teacher, and the matter regards discipline.
3. **Contact the Head of School** after steps one and two have first been attempted and the matter requires further attention.
4. **Contact the Board of Trustees' Parent Liaison** after steps one, two and three have been attempted and the grievance is still unresolved. The parent liaison for TCS' board of trustees can be reached at [parentliaison@TLHclassical.org](mailto:parentliaison@TLHclassical.org). The parent liaison will review the grievance and investigate and provide a written response within 10 business days.

TCS adopts the school board of Leon County's grievance processes and procedures to provide for the prompt and equitable resolution of scholar 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.

## **VOLUNTEERS AND VISITORS**

TCS welcomes parents/guardians and visitors to our campus. We do request that all visitors, vendors, and volunteers check in at the front office. There are various ways to participate at TCS and different protocols for participation.

1. **Visitors** must report to the main office immediately upon arriving on campus and present valid state identification. All visitors are screened through our system and TCS staff will be immediately notified if any visitors are flagged, banned, or otherwise restricted. Visitors are required to wear a school-issued identification badge on the exterior of their clothing. Visitors cannot be alone with a scholar or group of scholars.
2. **Volunteers and chaperones** must complete a form with TCS's front office in order for a background check to be performed at the Leon county school board office. At that time, those who pass their background checks will be fingerprinted and cleared to serve as school volunteers. When arriving at the school, volunteers must enter through the front office and provide their Leon County-issued identification. Volunteers and chaperones who complete this process and display their identification are permitted to be alone with a scholar or group

of scholars at the discretion of the staff.

- 3. We encourage chaperone volunteers for field trips.** Teachers will communicate the need for the number of chaperones and how to sign up prior to the field trip. No siblings or other children may accompany the chaperone. Field trip fees must be turned in on time. Chaperones must attend to assigned duties and must model the TCS core virtues, including modeling appropriate attire. Violators of this policy will not be permitted to chaperone future events.

## **SPECIAL EVENTS**

### **Birthdays**

Birthday treats may be sent in on the last Friday of each month. Please coordinate with your scholar's homeroom teacher for K-6 and with their 7th period teacher for 8-12th, at least a week in advance. This is not an opportunity for a birthday party for your child.

### **Invitations**

If you would like your scholar's teacher to pass out invitations to a personal celebration, all children in a class or all children of a gender need to be invited. If not, you will be responsible to pass out invitations outside of school hours. This avoids hurting the feelings of others.

## **EXTRA-CURRICULAR ACTIVITIES**

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

Scholars are ineligible for extracurricular activities if their GPA is lower than 2.5 in all subjects. 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.

Scholar Athletes must show exemplary behavior and conduct. If a scholar fails to uphold our virtues a meeting will be held between the administration, teachers, coach and Athletic Director as to whether or not the scholar may continue to participate in the sport. Reinstatement will be determined by this team as well.

### ***Clubs***

After school clubs, provided by TCS will be announced throughout the year as staff volunteers are available to run them. Please be on the lookout for flyers and emails. Behavior must be exemplary to remain in the club.

### ***Before and After School Program***

The administration is committed to seeing the continuation of our virtues, processes and procedures continue after class time is over. TCS has our own after school program. The cost per scholar is \$175 for the month. We will have a day rate of \$15.00/day. Club and sports will be an additional fee. The same behavior during school hours will be expected during after school care.

## **ATTENDANCE POLICY**



Regular school attendance is important to ensure academic achievement. TCS maintains records of all scholar attendance, including absences, tardies, early pickups and late pickups.

1. Please arrive at school on time.
2. When your scholar(s) are out sick please email the teacher with the reason and copy [attendance@TLHclassical.org](mailto:attendance@TLHclassical.org) so we may mark it excused in FOCUS. Please allow 3-5 days to see the change in FOCUS.
3. After 3 days of absences, a doctor's note must be submitted to excuse the absences.
4. Update your preferences in FOCUS so you will be notified everyday of your scholars' attendance.
5. Please schedule vacations or trips during school holidays.
6. Try to avoid medical and other appointments during school hours. When such appointments are unavoidable, scholars are responsible for any make-up work.
7. It is helpful to both scholar and teacher to make prior arrangements for all absences.

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

An unexcused absence is any absence which has not been properly documented:

5 unexcused tardies = 1 unexcused absence

4+ unexcused absences in 1 class= failing grade for scholars in 7-12th grade per quarter

10 unexcused absences (which includes tardies) = Email/Phone call from the Director of Operations to meet and discuss the attendance policy and sign an Attendance Contract.

Once a scholar reaches a total of 10 unexcused absences, parents/guardians 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. If the parent does not respond, does not sign the contract, or does not adhere to the contract, their scholar will be dismissed back to their home-zoned school.

Scholars with unresolved attendance issues such as excessive absences, excessive tardiness and Attendance Contracts will be in jeopardy of participating in extracurricular activities.

Our rigorous and intense curriculum requires parents/guardians and scholars to be committed to being at school unless otherwise legitimately sick or have an excused absence stated below.

The following will be considered excused absences:

- Religious Holidays
- Absences for medical reasons with documentation
- Absences for mental or emotional disabilities documented by a medical professional
- Pre-arranged absences of an educational nature that are approved by the Head of School
- Attendance at any school-sponsored activity
- Bereavement

### ***Excessive Absences Notification Letters***

Leon County School District provides generated attendance letters regarding truancy when scholars reach these amounts of absences outlined below. Parents/guardians 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/guardians as needed by the Director of Operations. These tardy letters require you to respond by phone or email.

### **Withdrawal Process**

In the event of withdrawal, the parent/legal guardian will need to email the Registrar at [registrar@tlhclassical.org](mailto:registrar@tlhclassical.org) with the following information:

1. Name of the Scholar
2. Last day at TCS
3. The school they will be attending next with the city and state if out of the Tallahassee area.

You will then receive a withdrawal form via email or in person for you to sign and then scan back for our records. In order to protect the scholar'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.

## **HEALTH AND CLINIC PROCEDURES**

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 Head of School, his/her designee, or self-administered by the scholar per written physician's orders and written parent/guardian authorization. The parent/guardian must complete and sign a form for each medication to acknowledge that the school assumes no responsibility for medications or procedures that are self-administered.

Parents/guardians will be informed when:

1. The scholar reports to the office with a fever. If a parent/guardian cannot be reached via phone, 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/guardian or designee within 1 hour. Scholars sent home with a fever may only return to school when they have been fever free for 24 consecutive hours without fever reducing medication.
2. The scholar reports to the office for vomiting, they may return the following day if no other symptoms have manifested such as a fever, more vomiting, stomach issues, etc.
3. Parents/guardians of scholars needing medical attention will receive a phone call. If a parent/guardian cannot be reached via phone, school personnel will determine what action needs to be taken.

### **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. Records will only be released to service providers as allowed and dictated by TCS and state regulations. Please 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. Parents/guardians are to keep scholars home when they have a communicable disease such as a fever, stomach bug, stomach troubles, pink eye, strep, lice. Parents/guardians must inform teachers and administration

of any food allergies prior to the start of the school year.

## **Lice Policy**

Lice is an extremely contagious issue that can easily spread through a school.

1. Children suspected of lice (e.g., scratching heads, visible lice or nits) will be checked. Should lice be found, siblings will be checked as well. Children with head lice may not attend school.
2. Parents/guardians will be notified of the situation and asked to pick up their child. Information on the treatment of head lice will be provided by the district. The necessary treatment is contained in [Form 8450A F1](#) which is sent to the parent along with the cover letter ([Form 8450A F2](#))
3. TCS's policy requires that no lice or nits (white eggs) be present when the child returns to school. 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.
4. Scholars should be rechecked within 10 days of treatment to see if further treatment is necessary.

The other scholars in the classroom should be examined for evidence of either the lice or lice eggs (nits). In the event that one-third (1/3) of the scholars in a classroom are identified with active cases of head lice, then the Head of School shall send home [Form 8450A F1](#) and [Form 8450A F4](#) to notify all parents/guardians in the class.

## **INFORMATION TECHNOLOGY AND SECURITY**

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

- A scholar's use of TCS electronics, networks and internet services is a privilege, not a right. Scholars must adhere to TCS technology policies. Scholars who violate these policies may have their technology 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. Please refer to the scholar Code of Conduct for the TCS Acceptable Use Policy.
- TCS electronics are the property of TCS at all times. Scholars have no expectation of privacy in their use of school technology, including e-mail, stored files, and internet access logs.
- In order to provide additional safety measures for scholars in their use of school technology, and to comply with the Children's Internet Protection Act (CIPA), 66 Fed. Reg. 19394 (April 16, 2001), the following steps shall be taken: The school shall utilize technology protection measures. Staff shall monitor the on-line use and technology use of scholars.
- The scholar's family is responsible for compensating TCS for any losses, costs, or damages incurred by the school for violations of policies while the scholar is using TCS technology, including the cost of investigating violations. TCS assumes no responsibility for any unauthorized charges or costs incurred by a scholar while using school technology.

## **Media Policy**

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 indicate that in Schoolmint when you register or re-enroll. If you have any concerns, please contact the Director of Operations.

## **Parent Review of Records**

The Family Educational Rights and Privacy Act (FERPA) gives parents/guardians certain rights with respect to their children's education records. These rights transfer to the scholar 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."

1. Parents/guardians or eligible scholars have the right to inspect and review the scholar's education records maintained by the school.
2. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents/guardians or eligible scholars to review the records. Schools may charge a fee for copies.
3. Parents/guardians or eligible scholars have the right to request that a school correct records which they believe to be inaccurate or misleading.
4. If the school decides not to amend the record, the parent or eligible scholar 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 scholar has the right to place a statement with the record setting forth his or her view about the contested information.
5. Any parents/guardians wishing to review their child's records may submit a request in writing to the Registrar at [registrar@TLHclassical.org](mailto:registrar@TLHclassical.org) and an appointment will be scheduled to do so. Parents/guardians must first provide an identification and signature prior to reviewing or receiving education records for their scholar(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.

## Tallahassee Classical School 22-23 Family Handbook Parent Acknowledgement

(Please take home a copy of our Family Handbook for 22-23 or read online before signing this agreement. It is very important that you read it. We will not accept this signature page at the *Meet the Teacher*. All parents/guardians and scholars are to sign for each scholar at TCS and turn it into their Homeroom Teacher by **Friday, August 19th**. If you have any questions about this handbook please email: [info@TLHclassical.org](mailto:info@TLHclassical.org))

I, \_\_\_\_\_ (printed name of parent), parent/guardian  
of

\_\_\_\_\_ (scholar name), do hereby acknowledge receipt  
and review of the 2022-2023 Tallahassee Classical School Family Handbook. As a  
parent of a child enrolled at Tallahassee Classical School, I agree to abide by these  
terms and support the mission and operations of the school.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I, \_\_\_\_\_ (printed name of scholar), do hereby  
acknowledge receipt and review of the 2022-2023 Tallahassee Classical School  
Family Handbook. As a scholar enrolled at Tallahassee Classical School, I agree to  
abide by these terms and support the mission and operations of the school.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_