



Family Handbook

2023-2024

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General Information

Contact Information

School Phone	850-296-1970	
School Fax	850-296-1969	
Headmaster	Cara Wynn	cwynn@tlhclassical.org
Director of Operations	Michelle Stringer	mstringer@tlhclassical.org
Dean of the Grammar School	Hannah Pitts	hpitts@tlhclassical.org
Director of Personnel Relations (Logic and Rhetoric Academics and Discipline)	April Finney	afinney@tlhclassical.org
Food Service Director	April Finney	afinney@tlhclassical.org
Executive Administrative Assistant	Kelly Roberts	kroberts@tlhclassical.org
Receptionist	Christina Barco	cbarco@tlhclassical.org
School Nurse	Lakechia Nix-Griffin	lnix@tlhclassical.org
Behavior Interventionist	Craig Hampton	champton@tlhclassical.org
Parent Liaison	Matt Mohler/Anita Davis	parentliaison@tlhclassical.org
PSO (Parent Service Organization)		pso@tlhclassical.org
Attendance		attendance@tlhclassical.org
Registrar		registrar@tlhclassical.org

School Hours

Regular Hours (not Wednesdays)	7:50 a.m.-3:00 p.m.
Wednesdays	7:50 a.m.-1:00 p.m.
Drop-off begins and ends	7:20 a.m. - 7:50a.m.
Breakfast	7:20 a.m.- 7:45 a.m.
Instruction Begins	7:50 a.m.
Marked Tardy	7:51 a.m.
Dismissal Starts and Ends	3:00 p.m. - 3:30 p.m.
Wednesday Dismissal Starts and Ends	1:00 p.m. -1:30 p.m.
Office Hours	7:20 a.m. - 3:45 p.m.
Summer Office Hours	Monday-Thursday 8:00 a.m. - 4:00 p.m.

4141 Artemis Way
Tallahassee, FL 32311
(850) 296-1970
tlhclassical.org

School Calendar

July

- 24 Teachers Report
- 24-31 Teacher Planning/Inservice Days

August

- 1-9 Teacher Planning/Inservice Days
- 8 Orientation
- 10 First Day of School
- 17 Boosterthon Kick-Off
- 25 Boosterthon
- 31 Grammar School Open House (K-6)

September

- 4 Labor Day Holiday (Districtwide)
- 7 Logic & Rhetoric School Open House (7-11)
- 25 Fall Holiday (Districtwide)
- 29 Go Gold Spirit Day

October

- 13 End of First Nine Weeks
- 16 Teacher Planning/Inservice Day
- 23-27 Spirit Week
- 27 Book Character Day

November

- 9 Veteran's Day Event
- 10 Veterans Day Holiday (Districtwide)
- 13-17 Food Drive
- 20-24 Thanksgiving Holidays (Scholars and Teachers)
- 23-24 Thanksgiving Holidays (Districtwide)

December

- 1 Welcome to Whoville-Literacy Night
- 19 End of Second Nine Weeks/End of the First Semester
- 20-29 Winter Holidays (Districtwide)

January

- 1-3 Winter Holidays (Districtwide)
- 4-5 Teacher Planning/Inservice Day
- 8 Scholars Return
- 15 Martin Luther King, Jr. Day Holiday (Districtwide)

February

- 14 Compassion Day
- 19 Presidents Day Holiday (Districtwide)

March

- 8 End of Third Nine Weeks/Grammar School Field Day
- 11-15 Spring Break (Scholars and Teachers Out)
- 18 Teacher Planning/Inservice Day
- 19 Scholars Return
- 25-29 Spirit Week

April

- 1 Spring Holiday
- 2 Campus Beautification Day

May

- 6-10 Teacher Appreciation Week
- 24 Last Day of School/End of Fourth Nine Weeks/End of Second Semester
- 27 Memorial Day-Holiday (Districtwide)
- 28-29 Teacher Planning/Inservice Day

1. School Community

1.1 Mission and Vision

The mission is at the heart of everything we do.

Tallahassee Classical School seeks 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.

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

1.2 Roles of Stakeholders

TCS is an open enrollment school with no enrollment criteria outside of statutory and contractual requirements. TCS practices require a small K-12 atmosphere with a closed campus. This conscious choice ensures that all scholars are known and educated by our faculty and staff. The Headmaster is accountable for the well-being of every scholar. Faculty members personally know each of their scholars as well as others. Scholars and employees will adhere to a dress code. The dress code is enforced by staff and faculty for the main purpose of having an orderly environment focused on learning and not the latest fashions or preferences that can create cliques. Discipline policies are designed to prevent interruption of teaching and learning as well as reinforce the core virtues.

Role of the Administrative Team

- The Administrative Team consists of the Headmaster, Director of Operations, Dean of the Grammar School and Director of Personnel Relations.
- The Administrative Team will work together to uphold the mission and vision of the school by supporting teachers, scholars, and parents/guardians.
- The Administrative Team will ensure the everyday operations of the school run smoothly and safely.
- The Administrative Team will abide by TCS, district and state laws where applicable and appropriate.

Role of Headmaster

- The Headmaster will oversee the implementation of a traditional, classical, liberal-arts curriculum.
- The Headmaster makes final decisions on curriculum, subject to the approval of the Board of Trustees.

- The Headmaster, while chiefly the academic leader, is also responsible for the staffing, discipline, moral culture, operations, fiscal priorities and the well-being of the school.

Role of Director of Operations

- The Director of Operations will oversee the compliance of Tallahassee Classical School in the areas of registration, attendance, scheduling.
- The Director of Operations will oversee the compliance of all policies and procedures required by Leon County Schools.
- The Director of Operations will oversee the compliance of all policies and procedures required by Florida Department of Education.

Role of the Dean of the Grammar School

- The Dean of the Grammar School will oversee the development of the hearts of minds of Kindergarten through Sixth grade scholars via the implementation of virtue education and discipline.
- The Dean of the Grammar School will oversee the implementation of a classical curriculum in all Kindergarten through Sixth grade classes.
- The Dean of the Grammar School will oversee the Professional Development of faculty members.

Role of the Director of Personnel Relations

- The Director of Personnel Relations will oversee the development of the hearts of minds of Logic and Rhetoric scholars (7th-12th grade) via the implementation of virtue education and discipline.
- The Director of Personnel Relations will oversee the implementation of a classical curriculum in all Logic and Rhetoric classes (7th-12th grade).
- The Director of Personnel Relations will oversee all TCS events and House Group activities.
- The Director of Personnel Relations will oversee the operation and compliance of the Food Service Program.
- The Director of Personnel Relations will oversee the daily operations of the front desk and the clinic.

Role of Parents and Guardians

- TCS believes parents and 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 and 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 and guardians.

Parents and guardians will:

- 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.

- o ensure their scholar is in the correctly sized and fitted uniform. They will ensure scholars are well groomed and clean for school, uniforms are in good condition and replaced if there are stains or tears.
- o monitor their child’s academic progress by reviewing the Friday Folder for Grammar School scholars and work sent home for Logic and Rhetoric Scholars.
- o have a FOCUS account and keep it up to date.
- o create a MySchoolBucks account and keep it in good standing.
- o respect the privacy of others when taking photographs at TCS events.
- o volunteer a minimum of 5 hours per semester, per family. (recommended)

Role of Scholars

- TCS believes that being a scholar on our campus is a privilege. This education 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 possible. With this privilege comes certain expectations and responsibilities.

TCS Scholars will:

- arrive on time and be prepared for all classes.
- be in uniform, adhering to the dress code.
- be polite and respectful at all times to all peers and adults.
- hold their education and their peers’ education in high regard and will not disrupt the learning environment.
- 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.

2. School Operations and Policies

2.1 Academic Policies

Grading is a measurement of progress. TCS will assign grades in order to accurately reflect the range between true mastery and non-mastery of a subject. Grade inflation is not practiced at TCS. Parents, guardians and scholars should be regularly informed of the scholar’s progress by accessing the FOCUS parent portal to see their child’s 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 and 1st only)	
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*A weighted 5.0 scale is used for honors classes.

It is the parents'/guardians' responsibility to check your scholars' grades on a regular basis in the FOCUS parent portal. If the parent/guardian has any concerns about their child's grades, they should contact the teacher immediately.

Grading Policy

- Grades are not 'curved,' as it defeats the purpose of assessment - to measure/demonstrate the knowledge of the scholars.
- Test retakes are permitted in extraordinary circumstances at the discretion of the teacher, Dean, or Headmaster.
- 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](#).

Scholar Organization and Planning

Organization is an important part of self-governance and is woven into our curriculum in grades K - 12. All scholars must have an organizational system to manage assignments, communication, and grades, as outlined below.

Grammar School:

- Kindergarten through Sixth Grade will have an Archer Binder, which must be purchased by the scholar's family.
- Kindergarten through First Grade will have a communication log, provided by the teacher that will remain in their Archer Binder. They will communicate daily behavior.
- Second-Sixth Grade will have a monthly calendar in their Archer Binder, provided by the teacher. The scholars will record assignment and assessment dates in the monthly calendar. Communication between parents and teachers should be done through email.
- All Kindergarten through Sixth grade scholars will have a Friday Folder. This folder will come home every Friday with graded work. It is the parent/guardian's responsibility to check through this folder and talk to their scholar about their academic progress and to let the teacher know if they have any concerns.

Logic and Rhetoric School:

- Seventh-Twelfth grade scholars will have a composition notebook or planner for keeping track of daily assignments and quizzes and tests. The composition notebook or planner needs to be purchased by the scholar’s family.
- Seventh-Twelfth grade scholars will need to have either a binder or an expanding file folder to keep track of graded and homework assignments.

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 Logic and Rhetoric Schools as well as post-secondary institutions and 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. We ask all teachers and parents to respect the boundaries of the parent/teacher relationship and to not use personal cell phone numbers or social media accounts to communicate with each other. Teachers are discouraged from following parents or allowing parents to follow their social media accounts.

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, substitutes, volunteers, or board members at the school. Teachers have up to 2 business days to respond to any form of communication from a parent.

2.2 Curriculum

Tallahassee Classical School aims to educate scholars to be lifelong learners, seeking truth, goodness, and beauty in the world around them. Therefore, TCS offers a content-rich curriculum with a focus on math, science, literature, history and Latin, incorporating the love of music, art, and physical education. When a scholar attends and engages at TCS for their entire educational career, they will learn not only facts, vocabulary, and literacy, but how to integrate this knowledge in order to communicate effectively and clearly, and to develop high-level skills in logic and argumentation.

Simply put, TCS teaches its scholars **how** to learn. Tallahassee Classical School's curriculum is centered around three stages:

1. **The Grammar Stage** (K-6), where scholars learn vocabulary, or building blocks, to build upon for their remaining education. In this stage, TCS uses the following curriculum: Literacy Essentials, a variety of classical works of literature and poetry, Well-Ordered Language, Institute for Excellence in Writing, Dimensions Math, Core Knowledge History and Science, and English from the Roots Up.
2. **The Logic Stage** (7-8), where scholars use dialogue to understand, sort, and compare the vocabulary they learned in the Grammar Stage. In the Logic Stage, TCS uses the following curriculum: A variety of classical works of literature and poetry, Well-Ordered Language, Lost Tools of Writing, Reveal Math, Land of Hope and Core Knowledge History, and Wheelock's Latin.
3. **The Rhetoric Stage** (9-12), where scholars use their grammar and logic knowledge to solve problems and research all sides of an argument, creating true philosophers who contribute virtuously to the world around them. In this stage, TCS uses the following curriculum: a variety of classical works of literature, poetry, philosophy, history and economics, Traditional Logic, Aristotle's Logic, Dave Ramsey's Personal Financial Literacy, Reveal Math, Florida Standard Aligned Science, And Wheelock's Latin

Classical curriculum includes classical works of art and music, and parents should be aware that all classical works of art, literature, and music contain topics and pieces that may be considered inappropriate or offensive to some in today's culture. Faculty and administrators work together to ensure that sensitive materials are taught only when age-appropriate. If you have any questions about topics covered in your scholar's class, please contact his or her teacher or dean.

2.3 Attendance Policy

Tallahassee Classical adheres to the Leon County Schools attendance policy as outlined below.

Attendance

Florida law requires each parent of a child from five to sixteen years of age to be responsible for the child's school attendance.

Scholars who have attained the age of 16 years and who have not graduated are subject to compulsory school attendance until the formal declaration of intent to terminate school enrollment is filed with the district school board by the scholars or parent/legal guardian of a scholar who is less than 18 years of age.

Parent Responsibilities

Florida Statutes, 1003.24 defines the responsibility of parents for the attendance of their child at school and requires them to provide an explanation for any absence from school. If a scholar has unauthorized absences sufficient enough to jeopardize academic progress and it

is determined that the scholar's parent or legal guardian is at fault for the absence, in accordance to F.S. 1003.24, the procedures under Florida Statutes 1003.26 and 1003.27 shall be followed by the appropriate school personnel.

Excused and unexcused absences

It is the parent/guardian responsibility to notify the school regarding the reason for a scholar's absence in a timely fashion.

Absence is nonattendance of a scholar at school or in an approved educational activity/field trip or program on days school is in session. A scholar who is not physically present at school or not participating in an approved school activity as defined under the compulsory school law shall be counted absent and shall not be recorded as in attendance on that day.

The law allows absences for illness or medical care, death in the family, religious holidays, prearranged absences for educational purposes approved by an administrator, financial and certain other special circumstances or insurmountable conditions. A scholar with an excused absence is not subject to any disciplinary or academic penalties.

An unexcused absence takes place any time a child is out of school for reasons not recognized in the law. In these cases, the child may be subject to academic penalties. Unexcused absenteeism sufficient enough to jeopardize academic progress at the elementary and middle school levels is defined as a scholar being absent without an acceptable reason five (5) times in a calendar month or ten (10) times in a 90-calendar day period.

Tardiness

Tardiness is any arrival at school after the tardy bell has sounded without an approved excuse. Likewise, scholars who leave school before the end of the school day have their learning interrupted. Unless the reason for leaving or late arrival is covered under Florida Statute, elementary and middle school scholars who are chronically tardy or leave early without an acceptable excuse more than five (5) times in a calendar month or ten (10) times in a 90 calendar day period will be subjected to action as dictated by 1003.27, F.S.

If the parent is the cause of the chronic tardiness or leaving early without an acceptable excuse, then 1003.27, F.S. shall be used to gain compliance. Tardiness and leaving early without an acceptable excuse are seen as a form of nonattendance, which is in violation of compulsory attendance statutes.

Truancy

A truant is one who is not in attendance, with or without approval of the parent or other person having charge of the scholar and whose absence has not been excused.

A habitual truant is a scholar who has fifteen (15) unexcused absences within ninety (90) calendar days with or without the knowledge or consent of the scholar's parent or legal guardian. A scholar's primary teacher shall report to the principal or his/her designee if the scholar is exhibiting a pattern of non-attendance and is a potential habitual truant because of

at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period.

If a child subject to compulsory school attendance will not comply with attempts to enforce school attendance, the parent, the guardian, the Superintendent or his/her designee shall refer the case to the district staff and Child In Need of Services/Family In Need of Services (CINS/FINS) provider committee. If the child has had more than 15 unexcused absences on a 90 calendar day period the Superintendent or his/her designee may file a truancy petition pursuant to the procedures in F.S. 984.151.

High School Attendance (Rhetoric School)

Scholars are not allowed to be absent from school except for the following documented reasons:

- Illness and/or medical care
- Death in the family
- Legal reasons
- Financial conditions
- Religious Holidays
- Pre-arranged absences for educational purposes approved by an administrator
- Unexcused absences are absences which are not used for the legitimate purposes as described above. For each class in which
- the scholar has four (4) or more unexcused absence(s), a grade of "F" shall be assigned for that nine (9) week grading period.

Tardiness: A scholar who arrives unexcused to class up to 10 minutes after the bell scheduled beginning time shall be recorded tardy. Four tardies shall equal one late.

A scholar who arrives unexcused to class over 10 minutes after the scheduled beginning time shall be recorded as late.

A scholar with 4 tardies shall be required to attend in-school suspension or Saturday school.

A scholar with absences and/or lates totaling four (4) shall be assigned a grade of "F" for that 9-week marking period for that class if any absences or lates are unexcused, subject to a parent/guardian conference.

The goal of the TCS faculty and staff is to ensure the safety of all scholars during arrival and dismissal of school. Please read the below policy and be sure to direct questions to a member of the Administrative Team to help us provide a safe experience for everyone.

Arrival

Carline Procedures:

1. Be sure your car tag is displayed and visible to school staff. 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 the scholars.**
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. During arrival, staff members will be available to assist scholars and direct adults as to the flow of traffic. Please follow the directions of all staff members.
4. ***Scholars may not get out of their cars on the far side of the parking lot. Please keep your scholar in the vehicle until you have pulled up to the front of the school and have been signaled to allow your scholar to exit your vehicle.***
5. Scholars will be signaled at 7:20 when they can start getting out of their vehicles and entering the school by the side door of the cafeteria.

All scholars will enter through the cafeteria and are welcome to partake in breakfast until 7:45. Scholars will be allowed to leave the cafeteria and head to class starting at 7:30. They are expected to be in class by 7:50. Anyone not in their classroom by 7:50 will be marked tardy.

If your scholar has not entered the building by 7:50 a.m., you will need to park your vehicle and walk them in. You will be required to sign them in by using the kiosk at the front desk. The receptionist will only provide their Leon County issued scholar ID one time. After that, it is the parent's responsibility to know their number for logging in or have the app available on their phone.

Dismissal

Dismissal begins at 3:00 p.m. and ends at 3:30 p.m. Dismissal starts at 1:00 p.m. on Wednesdays and ends at 1:30 p.m.

Carline Procedures:

1. Be sure your car tag is displayed and visible to school staff. 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 the scholars.**
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 (under the overhang). TCS staff will direct vehicles to this area. Please use your

blinker to indicate to staff that you need to be directed to overflow. **Do not attempt to pick up a scholar before reaching the overflow area.**

For the safety of scholars, staff, parents/guardians, and drivers must:

- not be on their cellphones while moving
- silence music
- follow the directions given by faculty and staff
- be kind and courteous
- 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.

Rainy Day Procedures

During times of heavy rainfall, scholars will be housed in the building and we will only load cars in the "overflow" area. Dismissal will take longer on these days. Please continue to follow all safety procedures and directions from faculty members. Do not exit your vehicle at any point.

Late Pickups

At 3:30 all remaining scholars will be escorted to the after-school program. Parents/guardians will be charged a drop-in rate. Drivers must park and bring their I.D. to the cafeteria door to sign the scholar out with the TCS After School staff. There will be no exceptions. All adults who are permitted to pick up a scholar must 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.

Excessive Late Pick-Ups

Scholars that are not picked up on time will be put in the Artemis Afterschool Program and billed the day rate of \$15. Excessive late pick-ups could lead to the scholar being dismissed from Tallahassee Classical School. If you are going to consistently pick up your child after 3:30 (1:30 on Wednesdays), you must sign up for the After School Program. Scholars with outstanding fees will not be permitted to attend field trips or any off-campus events including sports or clubs.

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

2.5 Extra-Curricular Activities

Eligibility for Team Sports

Scholars are eligible for extracurricular activities if their GPA is above a 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.

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. Fees will be published on the Artemis Afterschool information sheet. Clubs and sports will be an additional fee. The same behavior during school hours will be expected during after school care.

2.6 Special Events

Birthdays

Birthday snacks may be sent in on the *last Friday* of each month. These snacks must follow the School Nutrition Standards outlined in the TCS Wellness Policy listed on the website. 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.

Field Trips

Each grade level in Grammar School will attempt to take two field trips during the year. Teachers will plan field trips with the approval and help of the Administrative Team. Logic and Rhetoric School grades will attempt to take at least one field trip during the year.

Spirit Days

The last Friday of each month will be TCS Spirit Days. Scholars will be allowed to wear a TCS spirit shirt or House shirt for Logic and Rhetoric scholars, and jeans. Jeans must not have rips or holes. Grammar School scholars may wear jean shorts that are at least fingertip length. Shoes will still need to follow the dress code policy.

Fundraisers

Since TCS is a public, tuition free, charter school we depend on enrollment for most of our financial needs. However, the allotment of funds we receive is less than we need for our daily operating expenses. For that reason, we will conduct fundraisers occasionally. We appreciate your support in helping our school reach its financial responsibilities so that we can provide a top-class education for your child.

If you would like to donate to TCS at any point, please visit the website and click the "Donate" button.

2.7 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 Headmaster, 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 24 hours after the last episode if no other symptoms have manifested such as a fever, 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 Headmaster shall send home [Form 8450A F1](#) and [Form 8450A F4](#) to notify all parents/guardians in the class.

2.8 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.

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 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.**

Whitsons Culinary Group

TCS partners with Whitsons Culinary Group to provide nutritious and delicious meals to your scholar(s). Whitsons' goal is to meet the specific needs of each and every scholar.

Whitsons TCS Food Service Manager: Simon Howard

Email: howards@whitsons.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.

My School Menus

TCS utilizes My School Menus to provide daily menus for scholars. 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 the link on the TCS website under "Nutrition" to access the menus.

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

Unpaid Meal Policy

- All scholars are given a MySchoolBucks account upon enrollment at TCS. The parent or guardian is responsible for setting up their own parent portal and adding funds to each scholar's account prior to the first day of school.
- If a scholar's account balance becomes negative, an automatic notification will be sent to the parent(s) by MySchoolBucks.
- If a negative balance reaches -\$50, TCS staff will notify the scholar's parent or guardian of the negative balance and given the opportunity to put funds into the account.
- If the account is not replenished, two additional attempts will be made to contact the guardian. After three attempts, the scholar's report card will be withheld, and the scholar will not be permitted to attend field trips or extracurricular activities until the account is restored.
- At no time is a student **not** provided a meal.

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.

2.9 Volunteers and Visitors

TCS welcomes parents/guardians and visitors to our campus. All visitors, vendors, and volunteers check in at the front office. There are various ways to participate at TCS.

1. **Visitors** must report to the main office immediately upon arriving on campus and present valid state identification. All visitors are screened through our safety software 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 and must be escorted by a TCS staff member at all times while in the building.
2. **Volunteers and chaperones** must be approved by the Headmaster and complete a form with the TCS 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.

2.10 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** if the grievance cannot be resolved with the teacher, and the matter regards discipline.
3. **Contact the Headmaster** 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 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.

3. Uniform Policy

3.1 Rationale

At Tallahassee Classical, scholars wear uniforms to foster a sense of community and school pride, eliminate distractions, to diminish economic and social indicators, and as a reminder that the community of TCS is doing important work.

The spirit of the uniform policy is that scholars will dress and groom themselves in a manner that is traditional, not obstructive, and not distracting.

Scholars will dress according to the mandatory and optional items listed on the board-approved uniform policy for boys and girls, respectively, plus the following series of directives. All uniform criteria are listed on the Tallahassee Classical website.

3.2 Uniform Requirements by Grade

Grammar School (K-6):

- Green polo shirt with TCS logo
- Khaki or navy-blue bottoms – pants, shorts, skirts, or skorts
- Polo dress (K-2 only) and jumper or skirts/skorts from the TCS Uniform website are approved for girls. A white button-down shirt may be worn with the jumper or a skirt.
- Forest green or navy-blue TCS logo sweaters and jackets if needed

Logic School (7-8):

- Navy blue polo shirt with TCS logo
- Khaki or navy-blue shorts or pants
- Skirts from the TCS Uniform website are approved for girls.
- Forest green or navy-blue TCS logo sweaters and jackets if needed

Rhetoric School (9-12):

- White Oxford shirts with TCS logo
- Navy blue cross tie for girls and plaid tie for boys must be worn on formal days. Ties can be purchased at TCS.
- Khaki or navy-blue pants
- Skirts from the TCS Uniform website are approved for girls
- Navy blue with TCS logo blazer must be worn on formal days

6th Grade, Logic and Rhetoric School Physical Education:

- Forest green or navy-blue fingertip length shorts or pants and gray shirts with TCS logo must be worn. Proper athletic shoes and socks are also required.

Spirit Wear and Dress Down Days:

Tallahassee Classical will host Spirit Days on the last Friday of every month. The dates are located on the school calendar. Scholars may wear TCS related spirit wear with jean pants or fingertip length shorts (Grammar and Logic School only). Dress Down Days may be held for special occasions and scholars must wear appropriate clothing that adheres to the Leon County dress code.

3.3 Requirements for All Grades

All scholars must always be in uniform (unless approved by administration). No other clothing other than uniform tops and bottoms is permitted. No outside tops, jeans, bottoms, or outerwear are permitted in the building.

All uniform items must be purchased from the French Toast Uniform Company. Land's End items will be grandfathered in for the life of the garment (must be in good condition, not tears, stains or discoloration). If the item is shown for your scholar's grade level, it is grade-appropriate for the scholar.

- All **shirts** must always be tucked in. · All girls' and boys' polo shirts may have the top button unbuttoned. All other buttons must be buttoned.
- Navy blue or white crew-length **socks or stockings**. Socks must be worn every day, no matter the type of shoe.
- Solid black, gray, navy, forest green or white **leggings** may be worn under dresses and skirts in cold weather.
- Solid black, navy, forest green, or white **long sleeve shirts** may be worn under uniform shirts in cold weather.

- A solid-colored black or brown **belt** must be worn with pants or shorts (Kindergarten excluded).
- **Skorts/skirts/dresses and shorts** must be at least fingertip length and **pants** must not be too tight. Blue or black shorts should be worn under all skirts and dresses for Grammar School scholars.
- **Shoes** may be a combination of the following colors: black, brown, white, navy blue or forest green. Refer to the uniform board on the website for examples.
- No boots **of any length may be worn.**

3.4 Rules and Expectations

- Scholars may use any **backpack and lunchbox** if it is clean and tasteful. No sequins, characters or sayings are permitted. For example, they may have geometric shapes, flowers, stripes. Please write the scholar's name inside the backpack.
- Scholars may wear their own **outerwear (coats, sweaters)** outside of the school building and on the playground. If they are cold in the classroom, they must wear one of the long sleeve uniform items, or one of the uniform outerwear items.
- **Hair** must be clean, neat, and styled traditionally. Only natural colors are allowed. Hair must be natural looking and conservative in its color and style (no feathers or threads, bleaching or unnatural streaking/highlighting, no deep/bright colors, no artificial jet-black coloring, and no unnatural colors). Boys' hair must be out of their face and not covering their eyes. Their hair must be a length that is appropriate for school. No facial hair is allowed. Girls' hair must be out of their face and not covering their eyes. Girls may wear neat bows, barrettes, headbands, and "scrunchies" are permissible so long as they coordinate with the uniform (white, navy blue, forest green, gold, black, or light blue). No kitty cat, unicorn or other character headbands will be permitted.
- Modest **jewelry** is allowed, including a watch (no smart watches) or one small necklace, limited in length to the neckline so that it will not get caught on anything and become a hazard. Choker necklaces are not permitted. Watches and bracelets should be limited to two per arm to prevent distractions. An object that has a purpose other than jewelry cannot be worn as jewelry (i.e., chains or collars). Girls may wear two earrings per ear on the earlobe. No stretched piercings (gauge) or holes may be visible. Boys will not be permitted to wear earrings. If jewelry becomes a safety hazard or overly distracting the scholar will be asked to remove it.
- **Tattoos** must always be covered.
- **Makeup** must look natural and is not permitted in grades K-4.
- No **hats or sunglasses** permitted in class. Hats include visors and bandanas. Religious headdress is permitted.

- Good **personal hygiene** is always required. This includes wearing neat, clean clothing. Strong/offensive body odors or excessive use of perfumes or cologne are inappropriate. Scholars in Logic or Rhetoric school must wear deodorant.
- Should a scholar require reasonable uniform **alterations** based on religion, disability, or medical condition, please contact administration.
- All items should be **labeled** with the scholar's first and last name.
- **Lost and Found**- It is the scholar's/parent's responsibility to search for items in the Lost and Found. An appointment must be made with the receptionist to search the lost and found. Appointments are available Monday- Friday at 3:30. These items are donated monthly.

3.5 Dress Code Violation Policy

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. Kindergarten through second grade scholars who are in violation of the dress code policy will receive an email from their classroom teacher. Third through twelfth grade scholars who are in violation of the dress code policy will receive a demerit through Demeritus. The consequences will follow the Discipline Matrix listed in the Code of Conduct section of this handbook.

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 calling home for a change of clothes, suspension, dismissal from TCS to the scholar's zoned school, and/or recommendation for expulsion to Leon County Schools.

4. Code of Conduct

4.1 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 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.

4.2 Roles of Administration and Teachers

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 this 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.

4.3 Scholars' Rights and Responsibilities

Scholars have a right to:

- An education appropriate to their needs.
- A positive learning climate free of disruption.
- A copy of clearly defined rules of scholar conduct and that the rules will be enforced fairly, and without discrimination.
- Express their viewpoints in appropriate ways, always in a respectful manner.
- Meet together in accordance with school rules and the scheduled use of our facilities.
- Privacy of their personal possessions and personally identifiable or confidential information.
- 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.
- Participate in all eligible school programs and activities.
- Be provided due process (prudent and just treatment) in all instances involving disciplinary actions or the exercise of their rights.
- Attend a school where all scholars 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*).
- Participate and learn in an environment free from sexual and any other harassment.

Scholars have a responsibility to:

- Make an effort to learn.
- Come to class prepared with required books and materials; complete all assignments.
- Ask questions, seek help, and make up missed work due to excused absences or tardiness.
- Become familiar with the *Scholar Code of Conduct* and the school scholar handbook.
- Know and always observe the school rules and regulations related to conduct and behavior.
- 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.
- Conduct themselves and their activities consistent with the educational objectives of the school.
- Not disrupt the educational process or endanger the health, safety, or welfare of other scholars, staff, faculty, or guests.
- Not carry or conceal anything prohibited by law, such as weapons, ammunition, or fake guns which are considered ZERO TOLERANCE matters.
- Abide by the rules for co-curricular or other school-sponsored activities.

- Use the grievance procedures described within handbook when a serious problem arises.
- 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
- Report occurrences of discrimination, sexual harassment, or knowledge of any ZERO TOLERANCE issue, or threats to the Headmaster.
- 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).

4.4 Parents/Guardians Rights and Responsibilities

Parents and guardians are afforded numerous statutory rights including:

- The access to a quality education for their child through a uniform, safe, secure, efficient, and high-quality system.
- The opportunity to request and be granted permission for the absence of the scholar from school for religious instruction or religious holidays.
- A written notice and an administrative review by certified mail prior to placement in a dropout prevention, academic intervention or other special program.
- 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.
- Timely notification of any verified substance abuse violation by the scholar.
- A good-faith effort by the Dean, Behavior Interventionist or Administrator to notify the parent by telephone of a scholar's suspension and the reason why, and a report in writing within twenty-four (24) hours delivered by U.S. mail.
- A good-faith effort to use parental assistance before *suspension* unless the situation requires immediate suspension.
- A written notification of a *dismissal* including the charges against a scholar. A dismissal means that a scholar may not return to TCS.
- A written notification of an *expulsion*, including the charges against a scholar. An expulsion applies county-wide to all public schools, meaning that a scholar is not able to attend any public school in Leon County. Therefore, Leon County Schools must agree to an expulsion.
- 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.
- That all public-school choice options (must be requested by March 1st of each year) will be communicated in a timely fashion.
- 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.
- Notice and due process for a parent of a public-school scholar with disabilities including the right to a written Individual Education Plan (IEP).
- Receipt of ESOL (English for Speakers of Other Languages) instruction and parental involvement for limited English proficient scholars.

- A written request to excuse a scholar from reciting the Pledge of Allegiance.
- Access, waiver of access, the right to challenge and the right to privacy regarding scholar records of their child or children.
- 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.
- An appraisal at regular intervals throughout the school year of the academic progress and any other needed information about their child or children, and
- Notification, in writing, requiring written consent before a scholar 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:

- Encouraging respect for the authority of teachers, administrators, and other school staff members.
- Showing interest in their child's school progress.
- Working with school personnel to solve disciplinary and academic problems.
- Getting to know their child's school, staff, programs, and activities.
- Attending parent-teacher conferences and school/parent functions, such as Parent Service Organization (PSO) meetings and activities, and/or School Advisory Committee meetings, and volunteering to help in the classroom, at the school, or at school-sponsored events.
- Teaching their child to be clean, well groomed, and wear appropriate TCS uniforms at all times.
- Making sure their child gets to school on time every day unless their child is ill or has a contagious disease.
- Keeping up-to-date information including home, work and emergency telephone numbers, addresses, and health data with TCS.
- Contacting the school to explain why their child is absent, as is required by Florida statutes and TCS policies; and
- Teaching their child, by word and example, respect for the law, the authority of the school, and the rights and property of others.

4.5 Guidelines for Scholar 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.

Scholars will:

- Be polite and attentive.
- 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.
- Follow directions when they are given.
- 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.
- Communicate in an acceptable tone of voice using an acceptable choice of words.
- 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.
- Adhere to the dress code.
- Never use threats or intimidation against any other person in words or actions.
- Respect the health and safety of others, safety rules, and never use tobacco, alcohol, or other illegal substances at TCS or any TCS-sponsored event including, but not limited to PSO meetings. They will not participate in vaping of any kind.
- Be dismissed by the teacher, rather than the bell or the clock.
- Never leave school or the playground before dismissal without first personally signing out in the main office.
- Cell phones / smartphones must either be left at home or immediately turned into the front office 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. Parents/guardians must pick up the device from the front office. 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.

- 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 Scholar Discipline](#) on the Florida Department of Education website.

4.6 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 scholar behavior thereby providing for the safety of all scholars:

- Establish classroom rules of conduct.
- Establish and implement consequences, designed to change behavior, for infractions of classroom rules.
- Have violent, abusive, uncontrollable, or disruptive scholars temporarily removed from the classroom for behavior management intervention or formal administrative discipline.
- Assist in enforcing school rules on school property, on TCS- sponsored transportation, and during school-sponsored activities.
- Request and receive information as to the disposition of any referrals to the TCS administration for violation of classroom or school rules.
- Request and receive immediate assistance in classroom management if a scholar becomes uncontrollable or in case of an emergency.
- Request and receive training and other assistance to improve skills in classroom management, violence prevention, conflict resolution, and related areas.
- 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.
- 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
- **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 scholar to the Headmaster or the Dean's office to maintain effective discipline in the classroom. The Headmaster or Dean shall respond by employing appropriate discipline-management techniques consistent with the Scholar 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 [Demeritus](#) which both tracks and informs parents of such misbehavior through email.

If a teacher has a scholar removed from class under this section, the Headmaster 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 scholar infractions and teacher interventions and render a decision within five (5) days of the removal of the scholar from the classroom.

4.7 Administrators Authority, Procedures for Discipline

The activity of learning requires scholars to be attentive and polite. Scholars are expected to adhere to this *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 Headmaster 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](#), and sent (or escorted, for younger scholars) to the administrative office with a disciplinary referral, or "virtue slip." The levels of discipline are indicated in section 4.9. 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."

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 Headmaster. 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 Headmaster, who then calls the parent(s).

3. Scholar is removed from class, sees an Administrator who then calls the parent(s), and a formal discipline referral is recorded on the scholar's educational record with Leon County Schools. Per the Administrator'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:

- *After-school detention*
- *In-school suspension*
- *Out-of-school suspension¹*
- *Loss of field trip privileges*
- *Loss of participation in TCS extracurricular activities*
- *Immediate dismissal from TCS*

Suspended scholars will not be eligible for "Scholar of the Month" awards. Scholars may receive any of the preceding consequences for reasons other than being sent to an Administrator 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.

An Administrator 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-Administrator conference. A second parent-Administrator conference will also be required before the scholar may return to class.

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:

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

Discipline Matrix

K-2 Expectations (Kindergarten will not begin using Demeritus until after the first 9 weeks)

- 1-9 demerits = an email home
- 10-14 demerits = modified lunch recess
- 15-19 demerits = lunch detention
- 20-24 demerits = after-school detention with Behavior Interventionist
- 25-29 demerits = half day of OFI (Opportunity for Improvement) with Behavior Interventionist
- 30 demerits = OSS (Out of School Suspension), Referral in FOCUS, Parent Conference with Behavior Contract
- 31-34 demerits = OSS, Referral in FOCUS
- 35 demerits = Dismissal meeting

3rd - 11th Grade Expectations

- 1 demerit = email home
- 2-4 demerits = lunch detention
- 5-9 demerits = after-school detention with homeroom teacher
- 10 demerits = after-school detention with Behavior Interventionist
- 11-14 demerits = after-school detention with Behavior Interventionist and a Referral in FOCUS
- 15 demerits = OFI, Referral.
- 16-19 demerits = OFI for each additional demerit with subsequent referrals added.
- 20 demerits = ISS (In School Suspension), Referral, Parent conference.
- 21-24 demerits ISS
- 25 demerits = OSS (Out of School Suspension), Referral, Parent Conference with a Behavior Contract.
- 26-29 demerits = OSS, Referral
- 30 demerits = Dismissal Meeting

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

4.8 Suspensions, Dismissal and Expulsion

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), Behavior Interventionist and an Administrator. Any suspension 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.

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 unexcused absences within a 90-day period 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. 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.
4. Parents/guardians and scholars who fail to uphold the Scholar Honor Code are subject to dismissal.
5. 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.

4.9 Zero Tolerance

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.

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.

Offenses on school property, school-sponsored transportation, or during a school-sponsored function or activity that pose a serious threat to the health or safety of scholars, staff, or others are those in which the appropriate punishment is expulsion, with or without continuing educational services, for a period of not less than one (1) full calendar year, and referral to the criminal justice or juvenile justice system. The appropriate school authority shall recommend to the Superintendent for expulsion pursuant to this section, any scholar who has been found to have committed the following offenses:

- homicide (murder or manslaughter)
- sexual battery
- armed robbery
- aggravated battery
- battery or aggravated battery on a teacher or other school personnel
- kidnapping or abduction
- Arson
- 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 scholar is on school property, in attendance at a school function or in a school vehicle. For use in this policy, weapons shall include but not be limited to those defined in F.S. Chapter 790, and the following: air rifle, BB or pellet gun, rifle, shotgun, zip gun, stun gun, pistol, ammunition or explosive device (no matter how limited), incendiary device, ice pick, knife, box cutter, machete, hypodermic needles(s), brass knuckles, club, nunchakus, razor blade, sling shot, spear, sword, or any other object that can reasonably be considered a weapon. Exceptions may be made only in an authorized and supervised school-sponsored activity or program with the prior approval of the Superintendent.
- threat or intimidation using any pointed or sharp object or the use of any substance or object as a weapon with the threat or intent to inflict bodily harm
- making a threat or deliberate false report of any explosive or destructive device

Any scholar who, without the prior approval of the Superintendent, who is determined to have brought a firearm or weapon on school grounds or a school bus, or to a school-sponsored function or activity, or who is determined to have made a threat or false report shall be expelled, with or without continuing education services, from the scholars regular school for a period of not less than one (1) full calendar year and referred for criminal prosecution. The Leon County School Board may assign the scholar to a disciplinary program or alternative learning center for

the purpose of continuing educational services during the period of expulsion. The Superintendent may consider less than a one (1) year expulsion requirement on a case-by-case basis and request the Board to modify the requirement if determined to be in the best interest of the scholar and the school system based on information submitted by the school administration. The following mitigating factors, uniformly applied to all scholars, must be documented:

- nature and circumstances of the offense;
- the age, grade level and the ability of the scholar to comprehend the policy's intent;
- the scholar's past disciplinary and attendance history;
- the effect upon other scholars 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 scholar who violates a zero-tolerance policy must be based on the particular circumstance surrounding the scholar's misconduct.

4.10 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:

- Teasing
- Social Exclusion
- Threat
- Intimidation
- Stalking, including cyber stalking as defined herein

- Physical violence
- Theft
- Sexual, religious, racial or gender orientation harassment
- Public humiliation
- 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:

- Places a scholar or employee in reasonable fear of harm to his or her person or damage to his or her property.
- Has the effect of substantially interfering with a scholar's educational performance, opportunities or benefits.
- 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.

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 Headmaster 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 Headmaster 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 Headmaster 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 Headmaster 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 Headmaster or designee. In order to report incidents of bullying, individuals may meet with either the Headmaster 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 Headmaster 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 Headmaster 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 Headmaster (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 Headmaster 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 not to be a criminal act, the Headmaster 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 Headmaster 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 Headmaster.

Where the victim is a scholar, according to the severity of the infraction, the Headmaster (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 Headmaster 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 Headmaster 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 Headmaster 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 Headmaster , 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.

4.11 The Hope Scholarship

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 Headmaster 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 Headmaster 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 Headmaster 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 Headmaster (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 Headmaster (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 Headmaster (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 Headmaster 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 Headmaster shall also, in writing, make all contractors working with scholars aware of this policy.

The Headmaster 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. Using a program such as Chat GPT or something similar would be considered 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's words should be used in an assignment. Whenever a scholar has been caught plagiarizing, the following process will be followed.

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

Consequences

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 an Administrator of the plagiarism.
3. The teacher 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 two or more offenses, scholars will be referred to the Discipline Committee and appropriate disciplinary action will be taken.

4.13 Information Technology and 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 scholar 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.

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.

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:

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

This summary does NOT include disclosures:

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

This summary DOES include:

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

4.14 Media Policy and FERPA

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, they must indicate that in Schoolmint when registering or re-enrolling.

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 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.

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 scholar'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 scholars over eighteen (18) years of age (eligible scholars) certain rights with respect to the scholar's educational records. These include the right to:

- Inspect and review the scholar's education records within the forty-five (45) days of the day TCS receives a request for access.
- Parents or eligible scholars should submit to the Headmaster I a written request that identifies the record(s) they wish to inspect. The Headmaster 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.

- 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 Headmaster, 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.
- Consent to disclosures of personally identifiable information contained in the scholar's educational records, except to the extent that FERPA authorizes disclosure without consent.
- 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 scholar's educational records without consent. These include but are not limited to disclosures to/of:

- School officials with legitimate educational interests.
- 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; scholar 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.
- 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 scholar seeks or intends to enroll.
- Directory information (a scholar'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](#)

LCS Nondiscrimination Notification and Contact Information

“No person shall on the basis of sex, marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, military status or genetic information be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving federal financial assistance, except as provided by law.” No person shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society. An employee, student, parent or applicant alleging discrimination with respect to employment, or any educational program or activity may contact:

- Tonja Fitzgerald, Divisional Director Equity Compliance Officer (Students) Leon County School District 2757 West Pensacola Street Tallahassee, Florida 32304 (850) 487-7309 fitzgeraldt@leonschools.net
- Wallace Knight, Director Equity Compliance Officer (Employees) Title IX Compliance Officer Leon County School District 2757 West Pensacola Street Tallahassee, Florida 32304 (850) 487-7210 knightwa@leonschools.net
- A student or parent alleging discrimination as it relates to Section 504 of the Rehabilitation Act may contact: Jennifer Benton, 504 Specialist (850) 487-7317 bentonj@leonschools.net



2023-2024 Family Handbook Parent and Scholar Acknowledgement

All parents/guardians and scholars are to sign for each scholar at TCS and turn it into their Homeroom Teacher by **Friday, August 18th**. If you have any questions about this handbook please email an administrator.

I, _____ (printed name of parent),
parent/guardian of _____ (scholar name),
do hereby acknowledge receipt and review of the 2023-2024
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: _____

For 2nd through 11th grade scholars only:

I, _____ (printed name of scholar),
do hereby acknowledge receipt and review of the 2023-2024
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: _____