



# PARENT-STUDENT HANDBOOK

## 2018 – 2019

*"That they may be called trees of righteousness,  
the planting of the Lord, that He may be glorified."*

*Isaiah 61:3*

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# Tall Oaks Classical School

## Parent-Student Handbook 2018 – 2019

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# Goals and Philosophy

## Mission Statement

The mission of Tall Oaks is to assist parents in preparing their children to excel in every duty and calling God has for them throughout their lives by providing a classical and Christ-centered curriculum designed to equip our graduates with the tools to acquire, process, express, and defend knowledge from a Biblical world view.

## Vision Statement

Guided by the Word of God as our foundation, we will train Christian leaders who will righteously lead in their vocations, families, and church. Through these efforts, God will be glorified now and for generations to come.

## Core values

All the values that God teaches in His Word are essential for those who have been called by faith to believe on His Son, Jesus Christ. As parents, students, faculty, and staff called to work together at Tall Oaks Classical School, we believe the following values are particularly significant in our pursuit of the mission and vision of our school:

**Excellence:** Because of who God is and what He has done for us, all our efforts at Tall Oaks deserve our best effort. Excellence is the standard to which we will aspire in all our actions and work at Tall Oaks.

*His divine power has granted to us all things that pertain to life and godliness, through the knowledge of him who called us to his own glory and excellence. 2 Peter 1:3*

**Perseverance:** Things of value are not achieved in the short-term; they require steadfast effort over time. Our efforts to achieve the mission of Tall Oaks will be marked with perseverance.

*But the one who looks into the perfect law, the law of liberty, and perseveres, being no hearer who forgets but a doer who acts, he will be blessed in his doing. James 1:25*

**Joy:** There is no value in joyless effort. All we do at Tall Oaks, we will do for the joy of it.

*These things I have spoken to you, that my joy may be in you, and that your joy may be full. John 15:11*

## Goals

Recognizing that we are assisting parents to provide their children with a God-honoring education: We aim to graduate young men and women who listen carefully, reason wisely, and think clearly; who are able to write well and speak persuasively; who are grounded in the basics of mathematics, science, history, literature, language, the arts, and the key doctrines of the Bible; who have developed a habit of memorizing Scripture; who understand and appreciate the heritage of Christ's Church, who have acquired the tools of learning; who are constantly increasing in knowledge, yet naive of evil, adept at recognizing the foolishness of the "wisdom" of this world; who are able to evaluate the entire range of their experience in the light of Biblical truth with eagerness and joyful submission to God.

We aim to cultivate these same qualities in our faculty. We desire our teachers to be professionals who are diligent in their work, gifted in teaching, and who have a love for their subject matter and their students. We desire that our teachers clearly understand, appreciate, and apply the classical and Christ-centered philosophy of education in their classrooms. We expect our teachers to nurture new faculty members and serve as academic and spiritual mentors to their students. We desire that our teachers constantly grow in Christ-like character and in their knowledge of and love for God.

We aim to provide an orderly and disciplined academic environment in which our students demonstrate godly character and manners, treat each other kindly, and apply Biblical principles in their dealings with one another.

We aim to provide our students with the facilities and resources needed to accomplish all of the above to His glory. We submit ourselves totally to Him, acknowledging that only He can empower and equip us for this task.

## **Non-Discriminatory Policy**

Tall Oaks does not discriminate on the basis of race, color, national and ethnic origin in admissions of students, employment policies, or educational programs. It does reserve the right to select students on the basis of personal or parental religious commitment and beliefs, academic performance, and willingness to cooperate with the Tall Oaks Classical School administration and faculty and to abide by its policies.

## **Philosophy of Education**

Tall Oaks uses the Christ-centered and classical philosophy of education and teaching methodology set forth in *Recovering the Lost Tools of Learning* by Douglas Wilson. This approach to education is inherently different than offered in schools established, controlled, and developed by those who hold to non-biblical, humanistic philosophies. At all its levels, programs, and teachings, Tall Oaks seeks to do the following:

- Teach all subjects as parts of an integrated whole with the Scriptures at the center (2 Timothy 3:16-17).
- Provide a clear model of Biblical Christian life through its staff and Board (Matthew 22:37-40).
- Encourage every child in the development and maintaining of his relationship with God the Father through Jesus Christ (Matthew 28:18-20).
- Emphasize grammar, logic, and rhetoric in all subjects.
- Encourage every student to develop a love for learning and to achieve his academic potential.
- Provide an orderly and disciplined atmosphere conducive to the attaining of these goals.

## Classical Teaching Methods (Chart)

<b>PHONICS (Pre-Polly)</b>	<b>GRAMMAR (Poll-Parrot)</b>	<b>LOGIC (Pert)</b>	<b>RHETORIC (Poetic)</b>
Grades K-2	Grades 3-5	Grades 6-8	Grades 9-12
Approx. ages 4-8	Approx. ages 9-11	Approx. ages 12-14	Approx. ages 15-18
<i>Student Characteristics</i>	<i>Student Characteristics</i>	<i>Student Characteristics</i>	<i>Student Characteristics</i>
<ol style="list-style-type: none"> <li>Obviously excited about learning</li> <li>Enjoys games, stories, songs, projects</li> <li>Short attention span</li> <li>Wants to touch, taste, feel, smell, and see</li> <li>Imaginative and creative</li> </ol>	<ol style="list-style-type: none"> <li>Excited about new, interesting facts</li> <li>Likes to explain, figure out, and talk</li> <li>Wants to relate own experiences to topic or to tell a story</li> <li>Likes collections, organizing items</li> <li>Likes chants, clever, repetitious word sounds (e.g. Dr. Seuss)</li> <li>Easily memorizes</li> <li>Can assimilate another language well</li> </ol>	<ol style="list-style-type: none"> <li>Still excitable, but needs challenges</li> <li>Judges, critiques, and debates</li> <li>Likes to organize items and others</li> <li>Shows off knowledge</li> <li>Wants to know the "why" behind the facts</li> <li>Thinks and acts at times as though more knowledgeable than adults</li> </ol>	<ol style="list-style-type: none"> <li>Concerned with present events, especially in own life</li> <li>Interested in justice and fairness</li> <li>Moving toward special interests and topics</li> <li>Can take on responsibility and independent work</li> <li>Can do synthesis</li> <li>Desires to express feelings and own ideas</li> <li>Generally idealistic</li> </ol>
<i>Teaching Methods:</i>	<i>Teaching Methods:</i>	<i>Teaching Methods:</i>	<i>Teaching Methods:</i>
<ol style="list-style-type: none"> <li>Guide discovering</li> <li>Explore and find things</li> <li>Use lots of tactile items to illustrate point</li> <li>Sing, play games, chant, recite, color, draw, paint, and build</li> <li>Use body movements</li> <li>Short, creative projects</li> <li>Show and Tell, drama, hear/read/tell stories</li> <li>Experiential learning through field trips</li> </ol>	<ol style="list-style-type: none"> <li>Lots of hands-on work and projects</li> <li>Field trips and drama</li> <li>Make collections, displays, and models</li> <li>Integrate subjects through the above means</li> <li>Teach and assign research projects</li> <li>Recitations and memorization</li> <li>Drills and games</li> <li>Oral and written presentations</li> </ol>	<ol style="list-style-type: none"> <li>Times lines, charts, and maps</li> <li>Debates and persuasive reports</li> <li>Drama, reenactments, and role-playing</li> <li>Evaluate and critique</li> <li>Formal logic</li> <li>Research projects</li> <li>Oral and written presentations</li> <li>Guest speakers and field trips</li> </ol>	<ol style="list-style-type: none"> <li>Drama and oral presentations</li> <li>Research in major areas with goal of synthesizing ideas</li> <li>Papers, speeches, and debates</li> <li>Give responsibilities, e.g. working with younger students and organized activities</li> <li>In-depth field trips</li> <li>World view discussions</li> </ol>



## **In Loco Parentis**

Tall Oaks operates as an extension of the family, believing that the education, training and discipline of children are the responsibility of their parents. Tall Oaks serves parents educating their children according to the doctrines and principles of classical and Christian education. Tall Oaks will not usurp the parents' God-given authority over the education and training of their children.

## **Doctrinal Guidelines**

We understand that not all parents who enter their children into the school interpret the Bible in the same way. The following guidelines establish the nature in which discussion in regard to biblical doctrines will take place in class:

The Bible is the final authority in matters of doctrine. Tall Oaks considers the Westminster Confession of Faith (WCF), while subordinate to Scripture, to be an excellent and accurate summary of the doctrines of the Word of God.

Conversation and classroom discussion will reflect the doctrinal statements as expressed in the WCF and the Tall Oaks Statement of Faith.

Parents should understand that, although other doctrinal positions may be discussed in the classroom, the teacher's position will reflect the doctrinal positions embodied in the WCF.

Should a student explain that his parents' doctrinal position differs from that of the school, the teacher, while showing humble confidence in the teaching of Scripture as expressed in the WCF, is expected to assist the student to study the Scriptures pertinent to the issue, always being careful to show honor and respect for the authority of the parents.

The teacher should encourage the students to follow up any questions they have with their parents.

## **Lifestyle Policy**

The biblical and philosophical mission of Tall Oaks Classical School is to work with families who desire themselves and their children to develop into mature, Christ-like individuals who will be able to exhibit a Christ-like life. Tall Oaks seeks to establish a strong partnership with parents in order to maximize the spiritual and educational influences of the home, church, and school. It is our desire for students to develop and articulate a distinctive Christian world view based on Scripture that impacts their thoughts and actions. In addition, we seek to aid the development of each child spiritually, socially, physically, and intellectually.

Tall Oaks stands firmly upon the historical truth, claims and moral foundation of Christianity. This includes, but is not limited to the biblical definition of marriage, the boundaries of sexuality and moral conduct, and the clear biblical teaching that gender is both sacred and established by God's design. While the student and enrolling parent are involved at Tall Oaks Classical School, they are expected to exhibit the qualities of sexual purity found in the Scriptures and to refrain from certain activities or behavior. Therefore, Tall Oaks Classical School retains the right to refuse enrollment, or withdraw students should the parent or student engage in sexual immorality, including any who practice, promote and/or condone sexual relationships outside of a biblical marriage between one man and one woman, homosexuality, bisexuality or transgender behavior. (Romans 1:24-27; 1 Corinthians 6:9; 1 Thessalonians 4:3-5; Hebrews 13:4)

Parents or legal guardians, who choose to apply, are accepted, and subsequently enroll their children at Tall Oaks Classical School, are agreeing to support these and other basic biblical values derived from Scripture.

## Reverence Policy

As our Mission Statement puts forth, we exist to assist you in giving your child an education that will mold him or her into a man or woman who will truly glorify God in wisdom. In order to achieve this mission, students must be taught at every level to exalt the name and character of God as "the fear (reverential awe) of God is the beginning of wisdom." Therefore, all faculty, staff, volunteers, parents, and students are asked to abide by the following policy.

1. In all areas of instruction, especially Bible classes and related activities, proper respect and consideration of God's character will be given. Specifically, class songs, skits, stories, and discussion that include references to the name and attributes of the Lord must be consistent with biblical law.
2. Things to avoid include:
  - a. Silly or trite references to Jesus Christ and His work on the cross.
  - b. Mockery of angelic powers, whether demonic or heavenly.
  - c. Emphasis on good feelings or works vs. humble obedience and grace.
3. For the sake of the students' spiritual training and the work of Tall Oaks Classical School, joyful encouragement and instruction in reverential knowledge of the Lord is necessary, and is to be honored, and respected, at Tall Oaks Classical School.

## Association of Classical and Christian Schools

Tall Oaks is a charter and accredited member of the Association of Classical and Christian Schools (ACCS). We first became accredited in the spring of 2009. Our accreditation has been renewed twice, the latest being in 2016. We are accredited through 2021. Our teachers are certified through the ACCS certification program as well.

As members of the ACCS, we are committed to supporting others as they labor toward our common Kingdom goal: providing classical and Christian education. That support from Tall Oaks has taken several forms, including our former Headmaster's service as a member of the national ACCS board, members of our faculty and administration speaking at the annual ACCS conferences, our teachers writing for the ACCS publication, *Classis*; providing training opportunities to teachers from other ACCS schools, and giving advice and assistance to start-up schools.

You can find out more about the Association of Classical and Christian Schools by visiting their web site at [www.accsedu.org](http://www.accsedu.org).

## Organization

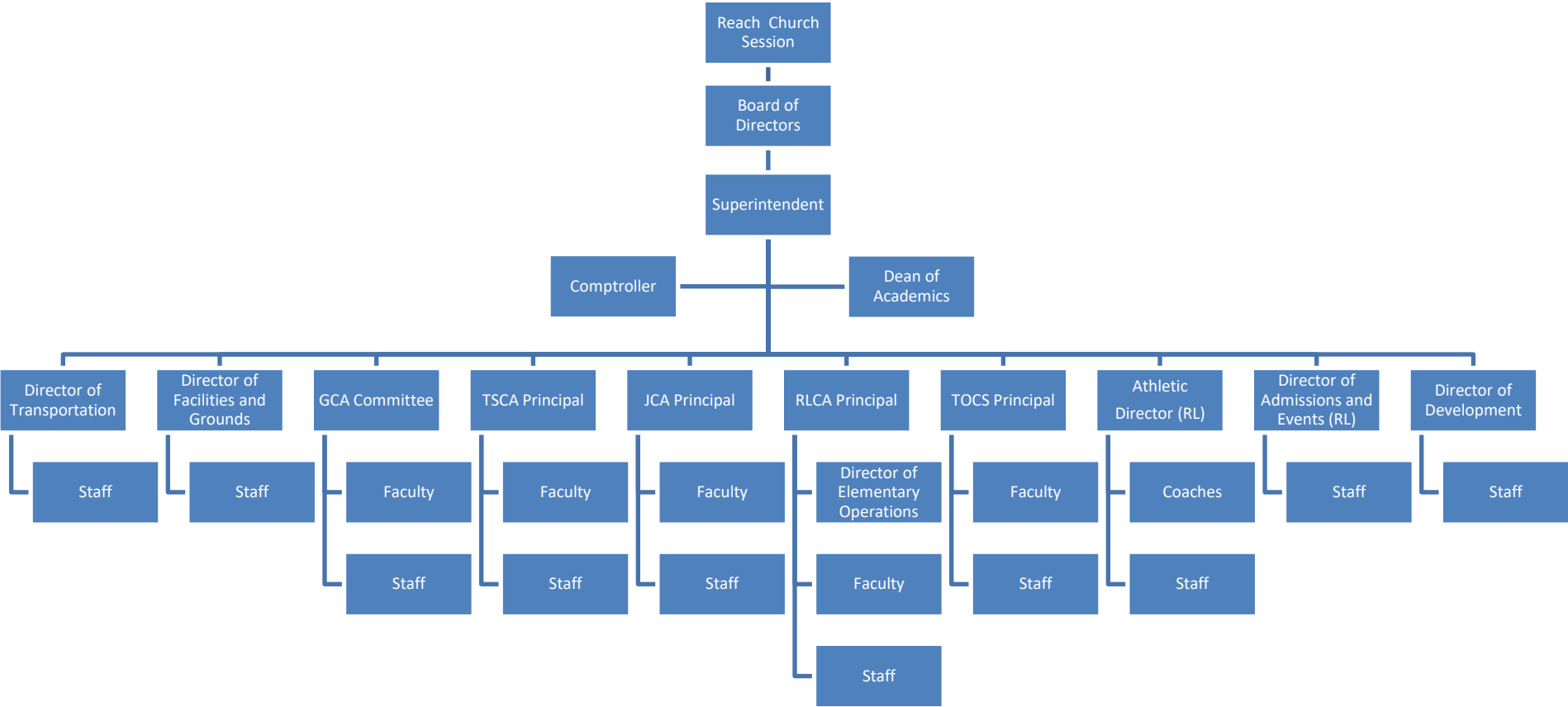
Tall Oaks Classical School is headed by a Board of Directors. The current board members are: Rev., Dr. Chuck L. Betters (Chair), Rev. Steve Coward, Mr. Ethan Dunham, Mr. Lee Geissler, Mr. David Gray, Mr. Adam Jackson, Mr. Kurt Kline, Mr. Harry Marcus, Mr. Rob Matthews, Rev. Chris McGarvey, Mr. Lou Petolicchio, Jr. The Superintendent along with the Comptroller typically attend board meetings; however, they do not vote in board decisions and may be excluded from executive sessions of the board. Board meetings are open for anyone to attend, except when private matters are being discussed in executive session. All board meetings are posted on our RenWeb calendar.

An organizational chart for the management and accountability of Tall Oaks Classical School is as follows:

# Reach Christian Schools

## Organizational Chart

(Revised 8.14.18)



Tall Oaks Classical School (TOCS)  
Is a Ministry of

reach  
CHURCH



*Nothing But Jesus*

www.reachchurch.online  
302-834-4772

Dr. Charles L. Betters.....Senior Pastor and Chairman of  
the Board of Reach Christian Schools  
[clbetters@reachschools.online](mailto:clbetters@reachschools.online)

Dr. Timothy Dernlan.....Superintendent  
[tdernlan@reachschools.online](mailto:tdernlan@reachschools.online)

**We invite you to worship with us on Sundays at 10:30 a.m.**

Reach Church exists to reach all people with “Nothing But Jesus!”

reach  
CHRISTIAN  
SCHOOLS



## **Faculty and Administration**

The following is a list of the faculty and administration of Tall Oaks Classical School for this academic year:

Mr. Jonathan Jones—Principal

Mrs. Dianne Silver—Director of Academic Resources

Dr. Anthony Urti – Dean of Academics

Mr. Eugene Armstrong—Computer Programming teacher

Miss Judy Bech—Third-grade teacher

Mrs. Hannah Berth – Grammar music teacher

Mrs. Resna Brunson—Second-grade teacher

Mrs. Holly Chaffee—Kindergarten teacher

Mrs. Laureen Davison—Spanish teacher and Jr./Sr. trip coordinator

Mrs. Cherylee Deitrich—Administrative Assistant to the Principal

Dr. Nicholas DiDonato – History teacher

Mrs. Robin Gray—Math teacher

Mrs. Lisa Holt – Kindergarten Aide

Mr. Eustace Jacobs-Beazer – Physical Education teacher

Mrs. Marsha Leaby—Fourth-grade teacher

Mr. Michael Lynch – Upper School Latin and Greek teacher

Mrs. Cynthia Marshall—Grammar and Upper school teacher and Etiquette

Mrs. Beth McGarvey - Nurse

Mrs. Brenda Munson—Yearbook advisor

Mrs. Tracie Pope—Office Manager

Mrs. Debbie Pozsonyi—First-grade aide, Librarian

Dr. Mark Reagan – Music Director

Mrs. Jennifer Rippon—ESL, Grammar and Upper School Science teacher

Mr. Stephen Rippon—Literature teacher, Speech & Debate Team coach

Miss Amy Sanders – Grammar Latin teacher

Mrs. Christina Schneider— Upper School Science teacher

Mrs. Barbara Sypher—First-grade teacher

Dr. Steve Turley— Theology teacher

Mrs. Jen Walker – Grammar and Upper school teacher

Mrs. Marsha Welch—Art teacher

## Administrative Policies

### Parent Contract and Computer Use Agreement

To assure that there is clear understanding of the different duties and unique responsibilities of each parent and the staff of Tall Oaks and that each party is willing to uphold its part based on the principles of Holy Scripture, we have written a computer use agreement and parent contract, and agreement between you and us. Therefore, we ask that each parent read and agree to the Computer Use Agreement and Parent Contract. A copy of these agreements, which you (electronically) signed is provided below. Students who use computers on campus are also asked to read, agree to and sign the Computer Use Agreement.

### Computer Use Agreement

As a member of the Tall Oaks family and Christ's Church...

#### I WILL:

Read, understand, and abide by the Computer Use Policy of Tall Oaks Classical School and this Agreement.

Use Tall Oaks computing systems in accordance with the Computer Use Policy, this Agreement, and all other Tall Oaks policies.

Report any observed violation of the Computer Use Policy or this Agreement to a faculty or staff member immediately. Contact a designated Tall Oaks faculty or staff member or parent volunteer if I have any questions or issues using any Tall Oaks computing systems or need any software installed.

Educate students on the proper and safe use of computing systems and monitor student use.

#### I will NOT:

Use Tall Oaks computing system for any non-school-related purpose, including, but not limited to, commercial or for-profit purposes, political lobbying, illegal activities, and social networking. *Exception: Faculty, staff, and parents may, with discretion and good judgment, make limited use of Internet connectivity for personal reasons, subject to the limitations described in the Computer Use Policy and this Agreement.*

Access, store, transmit, or receive any electronic content that is contrary to the law of God and the philosophies and policies of Tall Oaks, including, but not limited to: Unsolicited email (spam), copyrighted material, inappropriate Web sites and entertainment content, software of any kind, malicious software (such as viruses, worms, rootkits, and keyloggers), personal information about another person, and confidential TALL OAKS information (including concerns, grievances, or negative opinions specific to Tall Oaks).

Install software of any kind on any Tall Oaks computing system.

Share any password assigned solely to me for my use.

Play computer games of any kind, unless specifically authorized by a Tall Oaks faculty member for instructional purposes.

Establish live communications (audio and/or video) outside the school without authorization from a Tall Oaks faculty or staff member.

Circumvent, or attempt to circumvent, the security controls of any device, network, or account.

#### I understand that:

Tall Oaks retains the rights to monitor, log, and control all activity on all Tall Oaks computer systems and to allow or deny me access to same.

Any violation of this Agreement is cause for access revocation, disciplinary action, and/or legal action and may constitute a criminal offense.

Tall Oaks has taken reasonable measures to control Internet content accessed from school computer systems but cannot guarantee that inappropriate Internet content will not be accessible.

By signing below, I hereby grant permission for my child to use Tall Oaks computing systems.

## Parent Contract

In making application for my child, I am expressing my intent to have my child complete the school year at Tall Oaks Classical School. Furthermore:

1. I have read and am committed to the stated mission of the school and its philosophy of education, and I pledge my whole-hearted support to the programs and policies of TALL OAKS as promulgated in the Parent-Student handbook. I understand that the faculty and administration of the school will seek to lead each student into a covenant relationship with Jesus Christ as Lord and Savior and will instruct children in the Scriptures and the Creeds of the Church.
2. I understand that the administration will take all responsibility for academic placement according to an assessment by Tall Oaks Classical School. Other generally-accepted educational standards might also be considered.
3. I agree to assume the responsibility for my child's education by providing my child with an adequate and regular time and place to study, supervising homework and working in cooperation with the teachers.
4. I acknowledge our God-given responsibility to discipline our children. When informed by the staff of behavioral infractions, I will properly discipline our child with the goal of ensuring that the infraction does not occur again.
5. I will handle all grievances in accordance with the principles outlined in the eighteenth chapter of the Gospel of Matthew. I will deal with the situation at its source. This usually means first speaking privately with the particular teacher or appropriate school staff member in a constructive and supportive attempt to get clarification or resolution. If honest attempts have been made and the issue remains unresolved, I will then speak to the Principal. If satisfaction is still not realized, I will bring the matter to the Board's attention by writing a letter to them through the Superintendent.
6. I am responsible for the timely payment of all my child's tuition, any activity fees, and cost assessed for damage to books or school property by my child. I will pay tuition and activity fees in a timely manner understanding that there will be additional fees for participation in field trips, music lessons, clubs, and athletics. I understand that all tuition is non-refundable and that all report cards and transcripts may be withheld, and enrollment refused, on all accounts which are past due.
7. If I voluntarily withdraw my child from school, I am responsible for the balance of the entire year's tuition, the cost of books not returned or returned damaged, and any other bills due as of the withdrawal date. Exceptions concerning the payment of tuition must be submitted in writing to the Board for consideration.
8. I commit to participating in activities at Tall Oaks Classical School by volunteering an average of two hours per week. All volunteer hours are to be logged by parents via RenWeb.
9. My child has permission to take part in all school activities including field trips, athletic events and pictures and/or video taken for promotional use. Parents will be properly notified of off campus trips.
10. If, in the opinion of a properly qualified and practicing physician, my child needs medical or surgical services that require my consent before being supplied and I cannot be reached, I hereby authorize, appoint and empower the Principal or his designee to furnish on my behalf such written or oral authorization as may be so required. Further, I release the Superintendent or his designee, and Tall Oaks Classical School, from any liability that might arise from the requesting of medical or surgical services.
11. I understand that my child will not be admitted to class on the first day of school unless the proper forms, including immunization information, are on file in the school office.
12. I agree to support the school's rules, regulations and policies. I understand that the school reserves the right to dismiss any student who does not respect its spiritual standards or does not cooperate with the educational process, or whose parents fail to do the same.
13. Should the time ever come that I can no longer endorse the above statements, I will discreetly and politely withdraw my child from Tall Oaks Classical School by written notice to the Principal.
14. Any claim or dispute arising from or related to this agreement shall be settled by mediation, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Ministries (complete text of the Rules is available at [www.HisPeace.org](http://www.HisPeace.org)). Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy of any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision.
15. My signature below indicates that I have read, understand, and assent to this Parent Statement of Agreement / Commitment.



## RenWeb

RenWeb is our school's management system. It automates the flow of information between school administration, the classroom and the home, via the web, using one database. RenWeb ensures your data's security over the web with the same technologies used by online banking and other secure web applications.

RenWeb's ParentsWeb is a private and secure portal that will allow parents to view academic information specific to their children, while protecting their children's information from others. You can see your child's grades, attendance, homework and conduct as well as other useful school information. You can also communicate with teachers and other school staff online whenever necessary. All you need is an Internet-capable computer.

How to access RenWeb ParentsWeb:

- Open a browser and log on to [www.TallOaksDE.org](http://www.TallOaksDE.org). Click on the **"Quicklink"** at the top right of the screen and down to **RenWeb Parent Login**. RenWeb has implemented a new user name/password security authentication system. All users have had their user name initially set to their email address. At the login screen, you will have the ability to create a new account if you wish.
- Log in as follows:
  - Enter your email address that you provided to the school. If you have logged into RenWeb in the past, your password did not change. Type your password, click on the Parent box and click on the login button.
  - If you have never logged into RenWeb, you have the ability to create a new account. When creating a new account, type in your e-mail address and RenWeb will send you a link which you will then use to set up your new account.
  - You should now be logged in to the School Information home page of ParentsWeb. To learn more about ParentsWeb, click the "Tour the New ParentsWeb" button to take a video tour.

## Parent Volunteers

We depend upon the commitment of parents to volunteer in various capacities throughout the school year. Many private schools require families to perform a certain number of volunteer hours or, as an alternative, pay additional fees. It is our hope that parents, when made aware of the numerous volunteer needs, would desire to joyfully commit to helping their children's school experience without the need for other incentives.

Our biggest need is for ongoing volunteers that will serve on a regular basis, although there are also opportunities to help with one-time events. We are encouraging each family to volunteer an average of 2 hours per week. The following list details many of the opportunities, although others may arise during the school year.

### Ongoing Volunteer Opportunities:

Classroom Helpers  
Coaches, Assistant Coaches, Team Parents  
Concession Stand Workers, Scorers, Timers  
Field Trip Chaperones  
Library Helpers  
Lunch/Recess Helpers  
Office Helpers  
Substitute Teachers  
Used Uniform Coordination and Sales

### Special Volunteer Opportunities:

Day of Service  
Field Day  
Fine Arts Competition  
Grandparents Day  
Host Class Summer Socials  
New Family Mentor  
Pastor Appreciation  
Prospective Parent Night (Fine Dessert)  
Reformation Day  
Spelling Bee  
Teacher Appreciation Committee  
Veteran's Day Assembly

## **Fundraising**

Fundraising is an integral part of the financial planning done by Tall Oaks. In order to keep the cost of tuition attainable for the average family, we rely on fundraisers and regular giving. Our approach to the area of fundraising is from the perspective of stewardship. Our goal is to help each person connect gifts—time, talent, and treasure—with their passions by giving for the glory of God. We depend on cooperation in these activities for the benefit of our school and trust we can count on your full support. Our goal is 100% participation regardless of the amount.

## **Comprehensive Grievance Policy**

These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of Tall Oaks Classical School's operations, between any two parties connected in a direct way to the school. This includes students, parents, staff, volunteers, administration, and Board.

### Guidelines:

#### Students or parents to teachers:

1. All concerns about the classroom must first be presented to the teacher by the parents, or the student.
2. If the problem is not resolved, the parents or student may bring the concern to the Principal.
3. If the problem is still not resolved, the parents should appeal the decision to the Superintendent.
4. If there is still no resolution, the parents should request in writing a hearing from the Reach Christian Schools Board. The request will be passed through the Superintendent.

#### Parents to Principal:

1. If parents have a concern about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the Principal.
2. If the problem is still not resolved, the parents should appeal the decision to the Superintendent.
3. If there is still no resolution, they should request in writing a hearing from the Reach Christian Schools Board. The request will be passed through the Superintendent.

#### Staff to Administration:

1. All concerns about the general operation of Tall Oaks must first be presented to the Principal.
2. If the problem is not resolved, the staff member may appeal the decision to the Superintendent.
3. If there is still no resolution, the staff member should request in writing a hearing from the Reach Christian Schools Board. The request will be passed through the Superintendent.

#### Volunteers to Staff or Administration:

1. If any volunteer has a concern about the volunteer work, he will present that concern to the staff member responsible for his oversight.
2. If the problem is not resolved, the volunteer may appeal the decision to the Principal.
3. If there is still no resolution, the volunteer should request in writing a hearing from the Reach Christian Schools Board. The request will be passed through the Superintendent.

#### General:

1. It is understood that if any disputes arise which are not specifically covered by this policy, the general pattern of procedures established by this policy will be followed.

## Arrivals and Departures

When coming to the main Tall Oaks entrance door you will be buzzed in by a person in the office. Upon entering the building, you must sign-in at the main office and receive your visitor's pass. Sign out is at the same location upon departure.

### **Arrivals**

We urge parents to make every effort to deliver their children no earlier than 7:30 A.M. and no later than 7:50 A.M. The day begins at 8:00 A.M. for all grades. Students are marked tardy after 8:00 AM. Excessive tardiness may result in some form of restitution at the Principal's discretion. Please make every effort to be on time so the teacher does not lose class time repeating instructions or regaining class attention. Before care is available from 7 AM – 7:30 AM. Contact the finance office for regular before care registration.

All students should be dropped off in the morning in the car line between the Red Lion Upper School building and the Tall Oaks building (refer to the Morning Drop-off map below). **Please do not drop your child off in the parking lot to walk through the traffic. Please do not park your car in the drop-off lane and then enter the building.**

Upon arrival, grammar school students should report to the auxiliary gym. Upper school students should go directly to their lockers, store their belongings, and get what they need for their first period class and report to homeroom. After 8:00 all students should report to the main office.

### **Departures**

All students are to be picked up in the car line between the Red Lion Upper School building and the Tall Oaks building (refer to the Afternoon Pick-up map below). Place the card with your car number against the passenger side of the windshield. You will follow the pick-up line and proceed to the farthest curb space, stop your car, place it in park and remain in your car. Staff members will escort the students to their cars.

Please do not park in the right lanes, since they are used to allow cars to depart. If you need to enter the building, park in the designated parking area for parents and enter the building through the main entrance doors. Please do not enter the building through the gym entrance or any other way while the dismissal is going on.

Dismissal begins at 3:05 PM for all grades (12:25 PM on early release Wednesdays). If your child is delayed, you may be asked to return to the end of the line. If you need to speak to a teacher, please park your car in the parent parking lot, not in the departure lanes.

All students should be picked up by 3:20 PM (12:40 PM on Early Release Wednesdays). If students are not picked up by these times, they will be supervised by the extended care staff. If you arrive after 3:40 PM (1:00 PM on ERW), you will be charged the appropriate extended day rate. If you arrive after 6:00 PM, you will be charged an additional \$25 per 15 minutes.

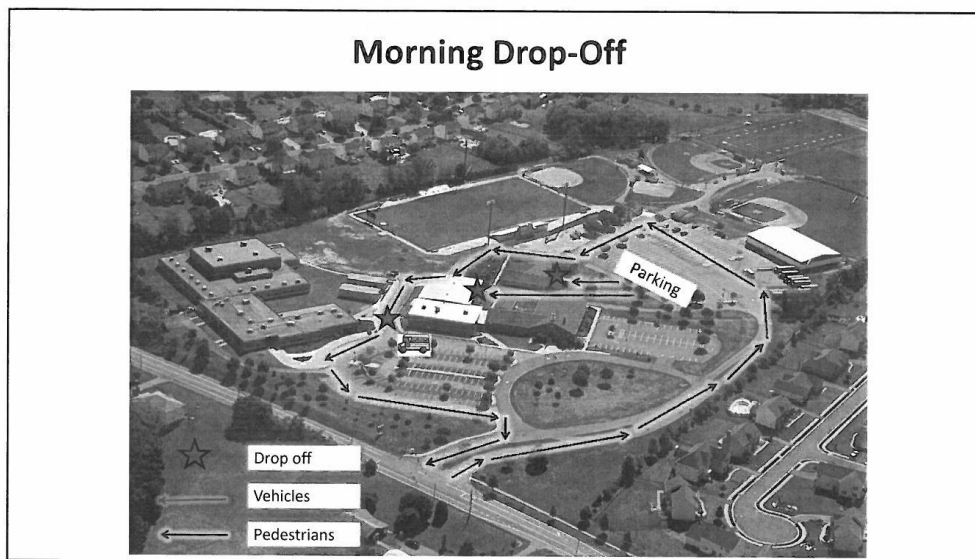
To pick up your K-5 children from extended care, park in the Red Lion Lower School lot and enter the RL Lower School building via the front door (ring the doorbell to enter). Upper school extended care is housed in the Red Lion Upper School building in the Multi-Purpose Room (MPR).

Safety is paramount. There should never be unsupervised children in the parking lot, especially at arrival and departure time. We appreciate your cooperation in keeping Tall Oaks as safe as possible.

Please observe the 15 mph speed limit at all times when driving on the parking lot.

See the following maps for designated areas of parking and entering and exiting.

## Map of Traffic and Parking



## Inclement Weather Policy

Reach Christian Schools uses local school districts' closing/delay information to help guide its decision during inclement weather. During inclement weather days please use your best parental judgment when traveling in potentially dangerous conditions. Always drive with caution. On inclement weather days students will not be marked tardy. In the event of a delayed opening, school closing, or early dismissal due to inclement weather, the school will contact families via the following methods. Please do not call the school office.

- Internet – Facebook

- Email
- Text message – Remind (Free subscription required)
- Radio - Announcements on WDEL (1150 AM), WSTW (93.7)
- Television - 6 ABC, NBC 10, and Fox 29

## **Transportation**

Parents often work together to accomplish the task of transporting their children to and from school. If your children are authorized to ride home with someone other than their parents, you must notify the school. If there are temporary changes to your schedule, please call or email the main office to let us know who will be picking up your child.

## **Appointments with the Staff**

Since the faculty are preparing for the school day each morning and working with the students consistently throughout the day, parents are asked to conference with them after 3:25 PM or by appointment. Please do not interrupt a class or a teacher's preparation times to have a discussion with a teacher.

## **Lunches and Recess**

All students are required to bring their own lunches and drinks or to participate in our hot lunch programs when they are available. Check with the school office for monthly menus or on the Red Lion website. All lunch orders are made and paid for in advance before the beginning of every quarter. Orders are made online through the Red Lion website.

Lunch and snacks should be eaten in the cafeteria. Students may not take any food or drinks to their classroom unless approved. Students are expected to dispose of all trash and crumbs in the area where they were seated.

Students may not share their lunches or snacks with other students because of allergies and other dietary restrictions. If you pack food items containing tree nuts or peanuts, please be sure your child knows this so he or she does not sit at a "no nuts" lunch table that day. These nut-free tables are provided for the safety of students with severe tree nut or peanut allergies.

Several adults, normally parent volunteers and members of the faculty, will be assigned to supervise first through sixth grade lunch and recess. Students may not go outside for recess until they have been released and the designated adult supervisor is present.

## Academic Program

The curriculum at Tall Oaks is designed for a full-orbed, classical Christian education.

Because God is sovereign over all of His creation, because in Jesus Christ are hidden all the treasures of wisdom and knowledge, and because the Holy Spirit guides you into all truth, the Bible teaches that truth, beauty, and goodness are also essential components of a Christian education. Therefore, included in our curriculum are music, art, physical education, yearbook, computers and drama.

All students are expected to attend and participate in the Christmas music program and the spring music program, in the Fine Dessert, in the Fine Arts Recitation, in Scripture recitation, and in Field trips. Some courses require events outside of regular school hours, such as the Science Olympiad, Debate Tournaments (Argumentation and Debate) and Drama productions. For exact days and times please see the Tall Oaks calendar on RenWeb.

We are also offering after-school programs in instrumental music, including piano, strings, woodwinds, brass and percussion instruments. Group lessons and private lessons are available, and ensembles will be formed as appropriate to student abilities.

## Grading Guidelines

The following is the official policy that teachers will use to determine your child(ren)'s academic achievement in grades one through twelve. Kindergarten has a different way of assessing their students.

The following numerical grading scale will be utilized for academic course grades:

98-100% = A+	88-90% = B+	78-80% = C+
94-97% = A	84-87% = B	74-77% = C
91-93% = A-	81-83% = B-	70-73% = C-
69% or below is Failing		

The following grading scale is used for non-core classes, electives.

E = Excellent  
S = Satisfactory (passing grade)  
U = Unsatisfactory (failing grade)

I = Incomplete (coursework not completed and must be completed or course must be repeated.) Students who are withdrawn, expelled, or leave the school before the end of a grading period without completing all required coursework will receive an "I" for incomplete.

## Character Grades

Although it may be more difficult to evaluate character than knowledge in a particular subject, we believe that character is equally important. God calls us to be holy even as He is holy. Who a student is will affect what a student does in all areas of his life.

To remove some of the subjectivity of character grades on the student's report card, we make evaluations with more objective quantifications. Therefore, character is graded as follows:

5 = always    4 = usually    3 = inconsistently    2 = rarely    1 = never

## Honors and Awards

Tall Oaks maintains a system of formal honors and awards for several reasons. First, the recognition of good work is endorsed in the scriptures. Therefore, we seek to publicly recognize those students who accomplish the requirements. Second, we hope to encourage good work among all the students by demonstrating to them that such work is not overlooked or taken for granted, but rather it is noticed and commended. Third, we want to draw public attention to the high quality of work being done by our students, to the glory of God and the praise of the students and their parents.

Quarterly academic honors will be announced at the end of each quarter. The recipients of annual awards will be recognized at the annual awards assembly.

### Academic Honors

There are two levels of academic honors for grammar school students, awarded quarterly and at year's end:

- Honor Roll A: Student has all A's and character grades no lower than 4.
- Honor Roll AB: Student has all A's and B's, with no more B's than A's and character grades no lower than 4.

There are three levels of academic honors for logic/rhetoric school students, awarded quarterly and at year's end:

- Summa cum Laude: Grade point average 4.0 and character grades no lower than 4.
- Magna cum Laude: Grade point average 3.70-3.99 and character grades no lower than 4.
- Cum Laude: Grade point average 3.5 -3.69 and character grades no lower than 4.

### Year End Awards

Year-end awards are not intended for students who do what is expected of them. They are awarded to students who distinguish themselves by a level of excellence that goes beyond what is expected. The following awards may be awarded by the teachers, if they are earned, at year's end:

- Kindergarten Awards
- Good Behavior Award (Gr 1-5)
- Bible Memory Award (Gr 1-12)
- The Titan Scholarship Award (athletics)
- Art Awards (K-12)
- Grammar Music Awards (Gr 1-4)
- Cursive Handwriting Award (Gr 1-6)
- Latin Scholar (Gr 3-8)
- Greek Scholar (Gr 12)
- Spanish Scholar (Gr 9-11)
- Outstanding Writer (Gr 8-12)
- Outstanding Debater (Gr 10-12)
- Outstanding Rhetor (Gr 12)
- Outstanding Mathematician (Gr 12)
- Outstanding Scientist (Gr 12)
- National Mythology Exam (Gr 4-12)

### David Award

The highest honor awarded by Tall Oaks is the David Award. Teachers or staff may nominate students for this award, which is awarded by the administration. This award goes to the select few students who demonstrate the following qualities:

- Hardworking: consistently works with determination, non-complaining, obedient
- Humble: knows his or her place before God and other people, exhibits a servant attitude
- Honors others: looks out for the interests of others, encourages them to excel, and rejoices with those who do.

### **Graduating Class Speakers**

The administration, with counsel from the logic and rhetoric faculty, will choose a Valedictorian and a Salutatorian to address the class at the graduation ceremony. School officials refer to the following criteria:

- Grade point average: While we consider the students' GPA's, the honors do not necessarily go to the students with the highest GPA's.
- Character, as demonstrated by character grades and by other factors, such as service, general attitude, kindness, and humility
- Embodiment of the classical and Christian philosophy of education, including a love of God, a love of learning, and an enthusiasm for one's studies
- Embodiment of our core values of Excellence, Perseverance, and Joy
- Years at Tall Oaks and the students' participation in a well-rounded variety of activities.

### **Homework**

The purpose of homework is to give additional practice time and reading time, studying for tests and to finish work started in class. It is not for learning material that will not be taught in class. Homework is not assigned for the purpose of busywork but to give the student practice in areas needed and to prepare the student for class participation in the following days.

Tall Oaks always endeavors to assign reasonable amounts of homework that will not overly burden the average student and will respect the need for adequate family time. When you view the homework and lesson plan on RenWeb, the average time needed to complete the assignment will be in parentheses. Of course, students' abilities vary and some will need to spend more time doing homework to achieve the same grade as a peer for whom the work comes more easily.

Please inform the appropriate teacher if you ever find that your children are continually spending more time on homework than the amount stated. If the problem continues, you should speak with the Principal. Should you need to do this, it would be very helpful if you can be very specific. What night was the homework load excessive? How much time did the student spend on each subject?

As of October 2017, in an effort to reduce the homework load for students, allow a night of rest from homework for families, and to give opportunity for families to attend Wednesday church gatherings, homework will no longer be given on Wednesday nights. Similarly, there will not be tests assigned on Thursdays so that students would not need to study for them on Wednesday evenings.

Students are expected to complete their assignments on time. Students handing in late assignments will be assessed 30% off for the first day and assignments become a "0" (zero) after the second day. In order to pass a course, students will be expected to complete all major assignments, even if one or more are too late to receive and grade points.

Parents will be able to view their children's homework for the following week on RenWeb after 6:00 PM Friday.

We encourage students to use spare classroom time and study halls to complete as much assigned homework as possible during school hours. Homework may be assigned on weekends as the teacher deems necessary, but it should not infringe on Lord's Day worship, fellowship, family time, and rest.

Students who have been absent will be expected to turn in all work due and take any scheduled tests on the day of their return unless other arrangements have been made with the teacher in advance of the student's return.

Students who are absent due to planned events, such as a doctor's appointment or a family vacation, must make arrangements with their teachers to turn in all work and take all tests prior to the student's absence. Work turned in after a planned absence will be considered late and penalized according to the guidelines stated above. Be sure to give teachers adequate time to gather the materials necessary for a vacationing child to complete his or her work in advance.

### **Standards for Written Work**



All handwritten work should be done in neat cursive script. All papers should be neat and free of tears, doodles, or extraneous marks. Papers should not be turned in with torn edges from spiral notebooks.

All answers on tests or assignments in the third grade or above should be in complete sentences, and where appropriate, in well-organized paragraph form.

Most papers written in the eighth grade or above should use MLA formatting. If you need to review MLA style, Purdue University has an excellent online resource which is easy to navigate:

<http://owl.english.purdue.edu/owl/resource/747/01/>.

Perhaps the most important concept that must be learned is how to properly cite sources in order to avoid plagiarism. Plagiarism is taken very seriously as a discipline issue. A good resource about plagiarism can be found at <https://www.evidenceexplained.com>; choose QuickLesson 15.

Students are responsible for printing out their own papers and turning in hard copies. Assignments can be submitted via email if the teacher has approved it. School copiers are for staff use only. Students may not use them to print out their assignments nor ask teachers or staff to print out their papers for them.

## **Standards for Oral Work**

Teachers should hold students to high standards of oral presentation. This would include projecting their voices properly, making good eye contact, using clear diction, and an appropriate pitch. Oral answers should be given in complete sentences in all grades.

Teachers will make oral presentation a regular part of classroom activity so that the students gain experience in both presenting and politely listening to presentations.

## **Grading and Returning Work**

All work should be graded, recorded in RenWeb, and returned to the student in four class days or less. The parent of a grammar school parent may not see it in the student's work folder until the following week. If work is not received within these limits, the student or parent should first talk to the teacher, and if it is not resolved within twenty-four hours, please contact the Principal.

## **Progress Reports**

Parents are able to view progress reports for their children by way of RenWeb. Except for the first two weeks of a quarter (when there are too few grades in the grade book to give a meaningful assessment of a student's progress) and the last two weeks of a quarter (when report card preparations cause the grade book to change quickly), parents are able to see the category averages and the overall averages for each of their child's classes.

Please note that in some classes, such as art, handwriting and physical education, in which the non-standard grading system is used (S, S+, E, etc., rather than A, B, C), the percentages shown on the progress report may seem quite low. This is because of the calculation system the teachers are using to record the grades and should be no cause for concern. A percentage grade of 60% represents an "S" or "Satisfactory" using this system. Only the "S" will appear on the report card.

## **Memorization**

All Tall Oaks students will be required to memorize verbatim selected portions of Scripture and the Westminster Shorter Catechism. Prose, poetry, and other selections of literature may be chosen by the individual teachers for memorization by their class. The majority of the work is intended to be done at home. Scripture and the Westminster Shorter Catechism recitation work will be performed or written on the first day of each week. If sixth- to twelfth-grade students are absent, it is their responsibility to make up the assignment on the day of their return.

## **Comprehensive Exams (Midterms and Final Exams)**

At the end of the second and fourth quarters, students in grades seven through twelve will have comprehensive exams in all core courses. These exams will cover the material studied in that semester. Regular classes will be suspended during the three-day exam period. Students should receive, at least a week prior to the beginning of the exam days, guidance from their teachers on how to prepare for the exams and what material will be covered. No homework will be given during the exam period. In most cases, mid-terms and finals count for between 20% and 30% of that quarter's grade.

## **Standardized Tests**

Our students in grades 1 through 10 are tested most years in April. We use the CTP4 produced by Educational Records Bureau (ERB). The best schools throughout the country use the ERB. The students are tested in verbal reasoning, word analysis, auditory comprehension, reading comprehension, vocabulary, writing mechanics, writing concepts and skills, quantitative reasoning, mathematics and algebra.

The 9<sup>th</sup> – 11<sup>th</sup> grades take the PSAT each year. National Merit Scholar Semifinalists are chosen based upon this test when taken by 11<sup>th</sup> graders. The 10<sup>th</sup>-12<sup>th</sup> graders also begin taking practice SAT exams for the SAT (college entrance) exams.

## **Advanced Placement Tests**

Advanced Placement (AP) Exams are tests administered by the College Board for the purpose of allowing students to earn college credit for course work completed while in High School. The tests are offered each May and students may register through the College Board and pay a fee to take individual AP Exams. Students at Tall Oaks are encouraged to take AP Exams although Tall Oaks course curriculum does not necessarily follow the prescribed AP Course Description as published by the College Board. Because of our academically rigorous classical training, we believe that our students will excel in taking AP Exams. These tests are administered at Tall Oaks by our staff.

## **Student Placement & Promotion**

Tall Oaks has established a consistent set of standards to be applied in determining grade placement or promotions for all Grammar and Logic/Rhetoric students.

Guidelines:

1. Enrollment will be closed for any core course that exceeds the maximum class size.
2. The following tools will be used to determine the appropriate grade placement of new students:
  - a. Records from their previous school documenting successful completion of the previous grade by a demonstrated proficiency in reading, writing, math, and English grammar.
  - b. Assessment by the teacher of their present grade to determine their abilities in relation to the current class of students. These tests will cover reading, reading comprehension, spelling, vocabulary, math, math facts, English grammar, and writing.
  - c. Standardized test scores.
  - d. Those entering the ninth grade or above should have had Logic or make plans to take Logic during the summer.
3. Current students must meet the following criteria to be promoted to the next successive grade. The final decision to promote or retain a student rests solely with the Principal. In order to make a decision which is best for the student, the Principal may use the following information in consultation with the teacher(s) and parents.
  - a. Academic proficiency
  - b. Passing report card grades for all core subjects.
  - c. Standardized test scores
  - d. Student's preparation for the next level of work
  - e. Work Ethic: A student will be accountable in class for diligence, neatness, orderliness, thoroughness, promptness, and responsiveness to instruction.

- f. Parental Involvement: Parents are involved in providing academic help to their child and cooperating with administration and teachers in solving problems.
  - d. School Attendance: In general, a student may not be eligible for promotion if they are absent for twenty (20) scheduled school days each year.
4. Students seeking to graduate from Tall Oaks Classical School must meet all applicable graduation requirements. (See appropriate policy.)

## **Academic Probation**

Tall Oaks has established the following guidelines to maintain its academic standards.

### *Guidelines:*

1. A grade point averages (GPA) for each Logic/Rhetoric student will be calculated at the end of each quarter.
2. Logic/Rhetoric students are required to maintain at least a 2.0 GPA during each academic quarter in order to avoid probationary status.
3. If a student's GPA is below 2.0, that student will be placed on academic probation during the following quarter. A parent/teacher conference will be arranged at this time to design a plan to improve that student's performance.
4. If at the end of the next quarter, the student's quarterly GPA is not at least a 2.0, that student may be expelled.
5. Students who are on academic probation are ineligible to participate in co-curricular activities during the quarter in which they are on probation.
6. Grade point equivalents:
  - A = 4.0
  - B = 3.0
  - C = 2.0
  - F = 0.0

Any student (all grades) who, in the judgment of the Principal, demonstrates a trend toward marginal or failing academic performance as evidenced by (but not limited to) a lack of academic motivation or effort, poor effort regarding studies, poor attitude in the classroom, or multiple failing grades at the end of any quarter is subject to being placed on academic probation for a period of time to be determined by the Principal. Failure of the student to rectify the deficiency during the probation period may result in the student being suspended, denied re-enrollment the following year, or expelled before the end of the school year.

Parents will be notified in writing by the Principal when and why a student is placed on academic probation.

## **Learning Disabilities**

Tall Oaks does not admit students with severe learning disabilities or other conditions that prevent them from functioning in a regular classroom and meeting the same academic requirements as other students. Students with severe disabilities, but who can maintain normal classroom behavior, may be permitted to audit classes, participate in school activities, etc., as long as the child's parents are providing any needed special education or medical services. Generally, teachers will not reduce academic requirements for graded coursework in order to accommodate the special needs of students who are enrolled as regular, graded students. Reasonable accommodations, such as seating students in the front row, allowing more time for tests, or allowing the use of laptop computers can be made for students with mild challenges or disabilities.

## **Educational Therapy (NILD Discovery Center)**

Tall Oaks Classical School offers an educational therapy program for students with learning disabilities or learning challenges. Our educational therapists are trained by the National Institute for Learning Development (NILD), a Christian organization that has been a pioneer in the field of educational therapy. NILD has developed specific methods of therapy which promote brain development in areas of the brain which are underdeveloped in students who present with learning disabilities or other learning struggles which prevent them from progressing as efficient learners. For example, specific therapies address directionality, sensory integration, the ability to form mental images, short-term memory, visual processing, etc.

NILD educational therapy does *not* “teach according to a child’s strengths,” make permanent accommodations, or lower the academic standards for learning disabled students. Rather, it targets a student’s weaknesses and strengthens them with the goal of moving the student toward independence as a learner. For this reason, the goals of the NILD program and the mission of Tall Oaks, line up very well.

Our purpose in providing an NILD program is to help those families who are already committed to classical Christian education to be able to keep their children in our school. Over the years, we have watched many students with learning differences leave our school or persevere through great hardship to remain here. As we want to provide a classical and Christian education to as many of the Church’s covenant children as desire it, our hope is that this program will reduce the struggle for these students and allow them to stay and graduate from our program.

Parents pay an additional fee to receive these services.

Parents who want more information about NILD educational therapy program should contact the Director of the Discovery Center. The following are some of the characteristics of students who may benefit from educational therapy:

- Seems to know something one day and forget it the next
- Incapable of producing neat, well-controlled handwriting
- Reversals of letters, numerals or words beyond first grade
- Performance and abilities in some areas are much lower than in other areas. For example, a whiz at math who reads very poorly or a student who can memorize very well, but has difficulty understanding what she reads
- A poor vocabulary or an inability to understand multiple meanings of words
- Reads without good expression, phrasing or fluency
- Disorganized writing or words missing from writing
- An inability to solve word problems in math
- An inability to interpret maps, solve visual/geometric puzzles or deal with a document with a complex layout (several columns, headings or sections, for example)
- An inability to follow multiple-step instructions
- A resistance to “crossing their mid-line,” that is, to reaching with one hand to the other side of the body to write or perform other manual tasks. (For example, to avoid crossing the mid-line, a student might move his whole body to the left in order to write with his right hand on the left side of a paper or white board. He might pick up a pencil lying on the left side of his desk with his left hand and pass it to his right hand rather than reach over with his right hand.)
- Loses track of the time, spends too much time getting work done
- Difficulty organizing personal space, school papers and backpacks
- Cannot memorize math facts
- Difficulty orienting oneself in space, easily lost in the hallways or busy rooms, or bumping into things when navigating the classroom
- Difficulty ignoring distractions and staying on task.

**Academic Support**

If full-time students need extra help to transition into Tall Oaks or have other short-term tutoring needs, their teacher may request help from our Discovery Center director. The academic coaching service is not meant to be a long-term solution to chronic academic problems or learning disabilities. Rather, it helps students complete missed work, fill gaps in their previous experience, or get extra practice or help with an area of difficulty. Parents pay an additional fee for academic coaching or tutoring services. Academic coaching is not offered to à la carte students.

**Graduation Requirements**

The following chart reflects the Tall Oaks graduation requirements. The Principal will create an alternative graduation plan for students who enter Tall Oaks in the eighth grade or later if needed.

## Overview of the Core Upper School Courses

All Tall Oaks students are exposed to a rigorous classical and Christian curriculum which comprises the core program. Electives are available to supplement, not supplant, the core curriculum.

7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
<i>Pre-Algebra</i>	○ <i>Algebra I</i>	<i>Geometry</i>	<i>Algebra II</i>	<i>Pre-Calculus</i>	▪ <i>Calculus<sup>1</sup></i>
<i>Science</i>	○ <i>Logic</i>	<i>Physical Science</i>	▪ <i>Biology and Lab</i>	▪ <i>Chemistry and Lab</i>	▪ <i>Physics and Lab</i>
<i>OT Biblical Theology I</i>	○ <i>Western Civilization I</i>	<i>Western Civilization II</i>	▪ <i>U. S. History I</i>	*▪ <i>Civics (Fall)</i>	*▪ <i>Economics (Spring)</i>
	○ <i>OT Biblical Theology II</i>	<i>NT Biblical Theology</i>	▪ <i>Systematic Theology</i>	* <i>Aesthetics (Fall)</i> *▪ <i>Hermeneutics (Spring)</i>	<i>Apologetics</i>
<i>Latin I</i>	○ <i>Latin II</i>	▪ <i>Spanish I</i>	▪ <i>Spanish II</i>	▪ <i>Spanish III</i>	▪ <i>Greek I</i>
<i>Literature</i>	○ <i>Classical Literature and Composition I</i>	<i>Classical Literature and Composition II</i>	<i>American Literature</i>	<i>British Literature</i>	▪ <i>Advanced Literature</i>
<i>Composition</i>					
				▪ <i>Rhetoric I</i>	▪ <i>Rhetoric II</i>
<i>Art</i>	<i>Art</i>	<i>Debate</i>	* <i>Art</i>	* <i>Art</i>	* <i>Art</i>
◇ <i>Etiquette</i>	◇ <i>Etiquette</i>	◇ <i>Etiquette</i>	◇ <i>Etiquette</i>	◇ <i>Etiquette</i>	◇ <i>Etiquette</i>
			◇ <i>Personal Finance</i>		◇ <i>Leadership</i>
7 <sup>th</sup> – 9 <sup>th</sup> <i>Grade Chorus</i>	7 <sup>th</sup> – 9 <sup>th</sup> <i>Grade Chorus</i>	<i>Music (w/Chorus)</i>	<i>Music (w/Choir)</i>	<i>Music (w/Choir)</i>	<sup>2</sup> <i>Music (w/Choir)</i>
<i>Physical Education</i>	<i>Physical Education</i>	+ <i>Physical Education</i>	+ <i>Physical Education</i>	◇ <i>College Prep (Spring)</i>	◇ <i>College Prep (Fall)</i>

\* Denotes a .5 credit course. All other courses are 1 credit unless otherwise noted.

+ Physical education requirement may be met by participation in school athletics, out-of-school athletics (with approval of Dean of Academics) or through a physical education elective (may not be offered every year). Special circumstances to be addressed case by case.

◇ Non-credited, required course

○ Denotes high school level course taken in 8<sup>th</sup> grade. These courses are not factored into GPA calculation.

▪ Dual-credit course in conjunction with Cairn University

<sup>1</sup> Need not be taken as a standard graduation requirement. However, Calculus must be taken to be considered for valedictorian or salutatorian.

<sup>2</sup> Total credit requirement for Music will be scaled in accordance with prior year credit designations for that course. For example, the Class of 2019 will have received .2 credit in ninth grade; .5 credit in tenth grade, and 1 credit in eleventh grade. Combined with the twelfth-grade year, the Class of 2019 will have attained 2.7 music credits which will meet the graduation requirement.

**Electives:** Computers, Speech/Debate (Gr.10-12), Yearbook, and Vocal Ensemble.

### Diploma Requirements<sup>3</sup>

31.5 credits (grades 9-12) are required for the awarding of the diploma. A requested change to any academic requirement (including for those students transferring into the ninth through eleventh grades and requesting transfer credit or an individualized graduation plan) is made on a case-by-case basis with approval of the Dean of Academics. High school credits attained at a school other than Tall Oaks are not calculated into a student's GPA and will be denoted on the student's transcript by a "T".

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<sup>3</sup> The prospective nature of the amended requirements herein will have some effect on the classes of 2019 and 2020 (primarily as concerns music) and thus the requirements will be adjusted to reflect the courses and crediting of prior years.

## **Administrative Procedures for Independent Study and Transfer Classes**

### Definitions:

An independent study course is a course taken by a student and supervised by Tall Oaks faculty or administrators. The course may be one that is not normally offered to students, or a course taken at a time that is different from the usual schedule for that grade.

A transfer class is a class taken from and supervised by another institution, either another school, an online school, or a home school. Transfer classes can be considered for the purpose of meeting graduation requirements, but they do not become a part of the student's GPA at Tall Oaks. Transfer classes can include high school level work completed by a student prior to enrolling in Tall Oaks, or classes taken while a student at Tall Oaks. They may be considered equivalent to a Tall Oaks course or they may be for classes we do not offer.

### Procedures for Independent Study Classes:

Create an independent study course (if the course is not one we offer) or a section of an existing course (if it is a course we offer) and enroll the student in it.

Set up the course to report to the report card and the transcript as usual for any other Tall Oaks course.

If there is a resulting change in the student's schedule that may affect future schedules or the completion of graduation requirements, complete an Alternative Graduation Form for that student. (See procedures for creating and maintaining the Alternative Graduation Form.)

### Procedures for Transfer Classes Taken by Currently Enrolled Students:

The school principal should approve any plans for current students to take courses for the purpose of transferring credits to Tall Oaks prior to the student enrolling in the class.

If the circumstances surrounding the need for transfer credits (such as failing a required class or being unable to schedule it) may affect future schedules or the completion of graduation requirements, complete an Alternative Graduation Form for that student. (See procedures for creating and maintaining the Alternative Graduation Form.)

When the course work is completed, the student should submit a transcript or certificate of completion to establish successful completion of the course. This documentation will become a part of the student's school file.

Manually enter the course on the student's RenWeb transcript. Record it as a transfer credit, enter the grade as P, and do not include the class in GPA calculations.

Update the student's Alternative Graduation Plan to reflect the completion of the course.

The course will not appear on the student's Tall Oaks report card.

### Procedures for Applying Transfer Credits from Other High Schools for New Students:

When the new student enrolls, the principal will evaluate the student's transcript from his or her previous school and determine which credits will transfer.

The principal will develop an Alternative Graduation Plan for the new student and present the plan to the student and his or her parents. (See procedures for creating and maintaining the Alternative Graduation Form.)

All credits which are determined by the principal to be eligible for transfer credit, should be manually entered on the student's transcript in RenWeb as a transfer credit, with a grade of P, and no grade points.

## **Field Trips**

Teachers are encouraged to plan field trips that enrich classroom instruction. Field trips assist the teacher in meeting the stated curriculum objectives. These trips are an integral part of the curriculum; Expenses for field trips are covered by parents as they arise. Transportation for field trips will be by bus or private transportation, depending on what is more economical.

To maximize learning and to ensure the safety and security of our students, the following guidelines should be followed by teachers, parent drivers, chaperones, and students.

## **Student Guidelines**



Because field trips are a class event, the interaction of all the classmates with each other and the chaperones and teachers must follow the same standards we use here at school. The use of individual audio or video players will not be permitted on field trips. Student cell phones (if allowed at all), must remain powered down unless needed for an emergency.

### **Parent Responsibilities**

Parents who assist on field trips, either as drivers or chaperones, do so under the authority of the teacher. They must sign the Parent Field Trip Volunteer Form (one per parent) and agree to its provisions prior to their service as a chaperone or driver. Parents must also sign the Private Transportation Release of Liability (one per student) in order to give their student permission to ride in a private vehicle for a field trip. Teachers will be provided with a list of eligible chaperones and drivers soon after the beginning of the school year. If at any time a parent is not cooperative with the teacher or fails to follow school policy or state law, that parent's name will be removed from the list of eligible drivers or chaperones.

### **Parent Field Trip Volunteer Agreement**

Below is the text of the agreement signed by all parents or grandparents on the approved driver and chaperone list. (The information the parents must provide is omitted in this copy.)

#### **PARENT FIELD TRIP VOLUNTEER**

Throughout the school year, students may go on field trips that support classroom instruction. We welcome parents as chaperones and/or drivers on field trips and appreciate their willingness to help supervise the students assigned to them. **To be eligible to serve as a volunteer chaperone or field trip driver, parents must agree to adhere to and enforce the following guidelines and supply the insurance and license information requested below.**

## General Guidelines

- The number of chaperones for each field trip will be determined by the teacher and the guidelines of the destination to be visited.
- Field trips are considered an integral part of the curriculum; therefore, student attendance is required and all school and classroom standards concerning dress and behavior will apply.
- Because field trips are a class event, the interaction of all the classmates with each other and the chaperones and teachers is important. Therefore, **the use of CD, DVD, MP3, etc. players will not be permitted on field trips.** Cell phones are for emergency only and must remain powered down unless needed for emergency purposes.
- Field trips are limited to Tall Oaks students in that class. Chaperones or drivers should not bring preschool children or siblings on field trips as this may distract from their primary responsibility of supervising the students assigned to them.
- No “unrelated” stops are to be made on the way to or from the facility. Making unauthorized stops to or from a field trip site places our school’s insurance coverage for that trip into question.
- In most cases, time is not built into any trip for purchasing “souvenirs” or snacks. Individual groups should not be shown preference over others in this area. **Please do not buy or provide anything for the students on any trip unless it is on the teacher’s agenda.**
- Maps, a list of students for which the chaperone is responsible and cell phone numbers for the teacher and other chaperones will be provided to each chaperone prior to the trip.
- Chaperones and drivers serve under the authority of the teacher in charge. They are not permitted to override the teacher’s decisions, separate students from the group unless instructed to do so, change car pool assignments or make any alterations to the field trip agenda. They should not be making any side trips or leave the group for personal business, such as visiting the museum gift shop or purchasing a snack.
- When serving as chaperones or drivers, parents should consider their own children as equal with all other students in the class. Their children will be expected to be a part of the class car pool, rather than driving in a car alone with their parent; they will be expected to stay with the class and follow the same instructions as the other children. For example, a parent chaperone may not separate his or her child from the group in order to buy souvenirs or a snack when the other children are not given this opportunity.
- Drivers should not provide drinks or snacks to the children in their cars unless drinks and snacks are being offered in every car participating on the trip per instructions from the teacher.
- Because chaperones are charged with setting an example before the students, they should dress and behave appropriately.
- Choosing those parents who will be chaperones is the responsibility of the teacher in charge. Parents do not have a right to be chosen. Parents who are not serving as chaperones or drivers may not accompany the class or participate in the field trip in any way.
- Since these guidelines exist for the safety and benefit of our students, chaperones or drivers who violate these guidelines will not be given another opportunity to serve as a driver or chaperone.
- Parents not serving as drivers or chaperones may not drive their own child (only) to a field trip site. If parents do not trust another parent to drive their child, their child should stay home from school that day.

**Obeying Government Laws**

- All drivers must be able to show a valid driver's license and liability insurance on their vehicle and provide the school with the license and insurance information requested below.
- Students under age 12 and 65 inches in height must sit in the backseat of a vehicle that has an active airbag in the front seat, per Delaware State Law.
- All students through age 8 or 65 pounds must ride in child safety seat, per Delaware State Law.
- All students must be buckled up.
- All drivers should be careful to obey all traffic laws (speed limits, parking, etc) (Romans 13:1)
- When considering the number of students you can carry in your car, please remember that the number of student passengers is the number of seats available that are suitable for children and have working seat belts. Do not count driver's seats; do not count front seats equipped with air bags in classes with students less than twelve years of age.

By volunteering to serve as a field trip driver or chaperone, I am verifying that I have read and I promise to abide by the above guidelines.

## Computing Systems

Tall Oaks encourages the responsible use of computers, computer networks (including the Internet), portable storage devices and other electronic resources in support of the mission and goals of Tall Oaks. Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is nearly impossible to control. Tall Oaks has established this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on Tall Oaks-owned computer equipment or networks.

All student use of any electronic device must be done under the direct supervision of a school faculty member and is limited to uses directly related to their school work (conducting research, making presentations or completing online assignments). Until a teacher has given permission for a specific school-related use at a specific time, all electronic devices (including laptops, electronic readers, iPads or similar devices) must remain powered down and in the student's locker. Once the authorized use is completed, the device must once again be powered down and returned to the student's locker. Students may not use these devices (or allow a classmate to use their devices) at lunchtime, aftercare or other free times or for any purpose or time other than that for which they were granted specific permission. Violation of this standard may result in the confiscation of the device and the withdrawal of all computing privileges.

**Parents, please understand that if you allow your son or daughter to bring electronic computing devices to school, you do so at the risk of losing the device for a time determined by the administration, should they be used by anyone (your child or a classmate) in violation of the procedures outlined above or the Computer System Use Agreement which you signed when enrolling your child.**

## Student Conduct and Discipline

### School Conduct Rules

As a Christian community, our standards of behavior and speech are of two categories. First are those standards which God's Word reveals to guide us in righteousness and the avoidance of sin. These standards are summarized in the Ten Commandments and expounded upon in many other Scriptures. (For a good exposition of the Ten Commandments and their application, please see the Westminster Shorter Catechism questions 39 to 81.) Lack of conformity to these standards is, under all circumstances, sin.

The second category of standards includes those "house rules" that are designed to help us, keep order and organize us for a common purpose. Lack of conformity to these standards does not represent sin in all circumstances; however, because they are the standards that all members of our community have agreed to uphold, violating them here at school or at school events represents an offense against the community and its authorities and is, therefore, sin on those grounds. If any member of the school community wishes to see a change in any of the house rules, he or she may present his or her case to the Principal. Such an appeal should be made while the person is in compliance with the standard and not after being caught violating it. While we do not expect any student, parent, teacher, or administrator to be in complete agreement with every house rule, we feel these standards are reasonable and, if upheld, will accomplish the order and unity we desire. For the sake of peace and order in our community, we joyfully submit ourselves to upholding our house rules.

### ***God's Rules:***

Students, teachers, parents, administration, and staff should behave at all times in a manner befitting a disciple of Christ by upholding biblical standards including, but not limited to:

- Respect for God's name, Word, Gospel, and character with gratitude for His provisions.

- Respect for the authority under which God has placed us, including parents, the school faculty, the administration, and the school board.
- Respect for all persons as image-bearers of God, to be treated as we would wish ourselves to be treated, placing the needs of others above our own, preferring to serve rather than be served.
- Respect for the property of others and of the school and the church by good stewardship of God's material provisions and by making proper restitution when we are responsible for the loss or damage of the property of another.
- Respect for the time of others, as demonstrated by being on time for class, prepared for class, and ready to work.
- Respect for ourselves and our place before God and men as demonstrated by modesty in speech, behavior, and dress.
- Respect for the Truth, as demonstrated by honesty in speech, behavior, and class work, including the avoidance of plagiarism and cheating.
- Respect for the vocations God has given us, as demonstrated by diligence and excellence in our work.
- Respect for the names and reputations of others by avoiding gossip and slander in speech, writing, and all other means of communication, on or off campus, including email and social networking.
- Respect for the peace of our community by pursuing biblical means of resolving conflict or responding to offenses, always seeking repentance, forgiveness, and restoration. (See Matthew 5:23-26, 7:1-5 and 18:15-17.)

#### ***House Rules:***

To provide the order and organization necessary for us to labor together for God's purposes at Tall Oaks, the following student standards have been agreed upon:

- Students may not have electronic entertainment devices, such as Mp3 players, smart phones, or video games, on the school property or on field trips. Students may have cameras only if they are needed for legitimate school use and the student has received permission in advance. For example, a camera may be used for an assignment or for work on the school yearbook if the teacher gives permission.
- All student use of any electronic device must be done under the direct supervision of a school faculty member and is limited to uses directly related to their school work (conducting research, making presentations, or completing online assignments). Until a teacher has given permission for a specific school-related use at a specific time, all electronic devices (including laptops, electronic readers, iPads, or similar devices) must remain powered down and in the student's locker. Once the authorized use is completed, the device must once again be powered down and returned to the student's locker. Students may not use these devices (or allow a classmate to use their devices) at lunchtime, during aftercare or other free times or for any purpose or time other than that for which they were granted specific permission. Violation of this standard may result in the confiscation of the device and the withdrawal of all computing privileges, including the use of school-owned student computers.
- Student cell phones must remain turned off in the school building, including before and after regular school hours. They are to remain in the student's locker during the school day and in his or her backpack at all other times. Students found to have cell phones turned on at any time, or outside of their lockers or backpacks at any time, will have their cell phones confiscated.
- Students may not bring any weapons or dangerous items, including, but not limited to, knives, razors, guns, or explosives on school property or on field trips. Such items will be confiscated and the student subject to suspension or expulsion.

- Students may not bring any recreational drugs, alcoholic beverages, or tobacco products on school property, on field trips, or to any school events. Such items will be confiscated and the student subject to suspension or expulsion. Prescription or over-the-counter medications must be brought to the school nurse, who will store and supervise their administration.
- Students who seriously assault others, either verbally or physically, will be subject to suspension or expulsion.
- Students may not engage in any public displays of affection or indicate a love interest during school hours or at school events including, but not limited to, field trips or after school athletic events. In general, there should be no behavior toward one boy or girl that is exclusive or would not be appropriate toward all boys or girls in the student's class.
- Food may be eaten in the school cafeteria only, unless a member of the faculty or administration has given prior permission. Chewing gum is not permitted on campus. Food may not be stored in student lockers.
- Students may not leave campus at any time without the permission of their parents and without first signing out at the school office. Parents should contact the school office directly to give their permission to school employees to release their child.
- Students should never be in a classroom without the presence of a teacher or other staff member. Students should not linger in stairwells or rest rooms. Teachers should lock their classrooms and turn out the lights when leaving them. Students should use only the stairwells designated for use by their grade level.
- Students who use any computers in the school building will be expected to follow the Computer Use Agreement. Those who violate this agreement may be subject to losing all computer privileges, suspension, or expulsion.
- Students are expected to address their teachers respectfully and obey their instructions immediately. This includes displaying a good and cheerful attitude, making good eye contact, maintaining a respectful posture and verbally acknowledging a teacher's instructions. ("Yes, sir" or "Yes, Mr. Smith.")
- When students receive a tally or demerit from a teacher, they should not interrupt the flow of a class to argue the merits of the discipline. If a student desires that a teacher reconsider a matter of discipline, he or she should respectfully approach the teacher privately after class.
- Teachers have the authority to establish particular classroom rules and procedures and enforce them according to Tall Oaks' discipline policies.

## **General Principles of Discipline**

The goals of biblical discipline include:

- Leading the students to understand the nature of their sin and repent of it
- Leading the students to seek restoration with God and their fellow men through asking for forgiveness wherever it is appropriate
- Helping students to understand what a beautiful thing forgiveness is, so that they value it enough to be less tempted to cover their sin or make excuses for it
- Reminding students that the price of our forgiveness was paid at the Cross by Jesus Christ
- Providing a means for students to make restitution to individuals or the community when appropriate
- Providing a means for students to practice and develop self-discipline and self-control.
- Providing an orderly learning environment for our students
- Building and maintaining a God-honoring school culture
- Providing an environment that is conducive to the health and safety of our students, volunteers, and employees.

## **Merits, Demerits, Tallies, and Bears (Discipleship Reminders)**

We use demerits (upper school), tallies (grades one to five) and bears (kindergarten) as gentle reminders when students transgress. Single demerits or tallies have no consequence in and of themselves. However, when multiple incidents reveal a pattern of sin, it is the obligation of the faculty and/or the administration to deal with the issue to lead the student to repentance and restoration through Christ. Occasionally, students display a pattern of behavior that negatively impacts the culture of the school, the safety of other students or the student's own ability to benefit from their attendance at Tall Oaks. In those cases, when opportunities for repentance and restoration have been rejected, suspension or expulsion may be necessary.

Students of all levels may also receive merits for exemplary behavior. Use merits to encourage students who have behaved above expectations in being kind or helpful or who show wisdom and boldness in dealing with difficult situations.

Teachers should respond appropriately to the behavior of any student whom they may encounter during the course of the day, not just those students whom they teach. Any teacher witnessing an incident in the hallway, for example, should praise or correct the student(s) and record any appropriate merits or demerits.

While a tally or demerit may be a sufficient reminder to students for many minor incidents, many incidents, even when minor, require more attention from the teacher. For example, when a child behaves in an unkind way, the teacher may need to deal with the heart issues at the root of this sin and/or mediate reconciliation between the two students involved. While tallies and demerits serve as reminders to students and as a means of recording patterns of behavior for parents and administrators, they cannot substitute for the biblical pattern of self-reflection, repentance, restoration, and sanctification made available to us through the work of Jesus Christ and the Holy Spirit. Teachers have a responsibility to guide the students through this process. That does not mean that every issue that requires attention requires that attention immediately, thus interrupting the flow of the class. Teachers should ask students to stay after class or meet with them at a convenient time to address problems. When a problem needs to be dealt with and the teacher does not have time to deal with it, the student(s) may be sent to their Principal's office for a meeting.

## **Behavior Bears (Kindergarten)**

At the start of each day, kindergarten students are given a paper "good behavior bear" which hangs in the classroom. If the student fails to follow classroom rules, the bear is taken down. If there is a second infraction, the bear is hung upside down. Most importantly, students will be learning the biblical pattern of confession, repentance, seeking and granting forgiveness and restoration. Some incidents or patterns of behavior may involve a discipleship meeting with the principal. The kindergarten teacher or aide will record the incidents in RenWeb for parents to see.

## **Tally System (Grammar Level)**

Grammar school students receive tallies for infractions. Tallies are categorized according to the following acronym, which should be referenced on a tally board in each classroom: HOW I ACT. The acronym stands for the following categories of infractions:

- **H**ullabaloo: Horseplay, distracting behavior, etc.
- **O**ut of Order: Being out of line, not where they are supposed to be, etc.
- **W**ork Not Finished: Homework not completed, class work unfinished because of inattention
- **I**ntentional Disobedience: Insubordination, refusal to follow instructions. (Transgressions deserving this tally should, in most cases, result in an office visit to the Principal or Headmaster)
- **A**ttitude: Complaining, grumbling, scoffing, etc.
- **C**ourtesy Lacking: Unkindness, pushing ahead of others, rudeness
- **T**alking: Talking out of turn, not raising hand when appropriate, conversing while the teacher is talking, etc.

Tallies are removed at the end of each week. Classroom teachers are to record each tally in RenWeb. Multiple tallies in one week represent a pattern of misbehavior that requires teacher and parental attention. Teachers who notice a pattern of misbehavior should inform the child's parents by phone or by email. Parents will also be informed of serious incidents or incidents that may have upset their child. Otherwise, parents should regularly check RenWeb for information on their child's tallies. If a pattern continues, the Principal will be informed, so that he may counsel the student.

The Principal will conduct a formal office visit with students with excessive tallies and meet with parents when necessary. If the problem behaviors remain uncorrected, the student may be placed on social probation or be expelled.

### **Demerit System (Logic and Rhetoric Level)**

Logic and Rhetoric level students receive demerits rather than tallies. Demerits are recorded in RenWeb, usually the same day. Students should not attempt to discuss a demerit with the teacher during class time. If a teacher or a student wishes to discuss the matter further, they may do so after class or at another convenient time.

When a student receives excessive demerits in a quarter, he or she may be required to serve “restitution,” depending upon the nature of the offenses. The biblical principle is that the student has demonstrated a pattern of sinning against the whole school community, and through the service of restitution, has an opportunity to pay back the community. Restitution service usually involves cleaning chores, such as washing boards and vacuuming. It may also be more directly related to the student’s offenses. For example, a student who has written on school lockers may be assigned the task of scrubbing all the lockers. Restitution is intended to be restorative rather than punitive. Counting demerits for the purpose of earning restitution begins anew at the start of each quarter.

If a Logic or Rhetoric level student earns excessive numbers of demerits, a formal office visit (See below) may be scheduled with the parents, student, and Principal. The purpose of this conference is for the parents and the school to be unified in our approach to handling the behavior issues. If the problem behaviors remain uncorrected, the student may be placed on social probation or be expelled.

### **Corporal Punishment**

While we affirm that corporal punishment is a biblical method of discipline, and encourage parents to use it as God requires, we leave that duty to the parents. Tall Oaks teachers or administrators will not administer corporal punishment. However, employees may restrain students as necessary to keep them from harming themselves or others.

### **Formal Office Visits**

Matthew 18: 15 – 17 describes levels of discipline as we seek to lead a sinner to repentance. First, we are commanded to go alone to the one who has offended and encourage him or her to repent. If this is unsuccessful, we are to go again, this time with another Christian along as a witness. Finally, we are to bring a case before the established authorities for a final warning which, if unheeded, will result in the expulsion of the offender. An important principle of this process is that the sinner is given multiple loving opportunities to repent with increasing levels of seriousness. The formal office visit is a step of that process within the context of the school. If a teacher has spoken with a student, given him or her opportunities to repent and yet not seen any improvement, the teacher may request an office visit with the Principal and the student. Patterns of excessive tallies or demerits also represent opportunities to repent that were not heeded and therefore necessitate a formal Office Visit as described above.

Other offenses, because of their severity, require an immediate formal Office Visit. Per the Tall Oaks Policy manual, these include disrespect shown to any staff member, dishonesty (lying, cheating, stealing), rebellion or outright disobedience (such as refusing to follow a teacher’s instructions), fighting and obscene or vulgar speech, or taking the Lord’s name in vain. Teachers may, at their discretion, require an office visit for other serious infractions not included on this list.

Students who have excessive numbers of Office Visits may be subject to in-house suspension or expulsion at the discretion of the Principal. The Principal may also by-pass the Office Visit process and impose suspension or expulsion any time he deems the situation warrants that action.

### **Informal Office Visits**

Not every visit to the office is a formal Office Visit. Students may be sent to the office for assistance in working through a dispute with another student or to receive counsel on a personal problem. Young children who are being disruptive may be sent to the office as a means of helping them to settle down. There may also be situations in which a



student should be led through a process of self-examination and repentance, but the teacher cannot interrupt the class to do it. In situations such as these, the Principal may assist the teacher by guiding the student through this process. Visits such as these will not be considered formal Office Visits in the process of discipline described in the previous section.

## **Gossip and Scoffing**

As we consider school discipline—or discipline of any kind—we are wise to consider the role of two destructive sins of the heart and tongue: gossip and scoffing. These two forces can destroy the unity of any group. All members of the Tall Oaks family (teachers, staff, parents, and students) must be diligent to first keep themselves from these sins, and second, not tolerate them within our school.

Gossip, or tale bearing, can be defined as sharing a negative report about someone with a person who is neither a part of the problem nor the solution. Gossip is shared for reasons other than seeking a biblical solution. Gossip should be avoided to protect the reputation of a brother or sister who may come to repentance or who may have been misunderstood. (Reports of repentance and corrections of misinformation rarely travel as rapidly or as far down the grapevine as the reports of sin and misinformation travel.) Gossip is shared by either speaking bad reports or by listening to them. We must be as scrupulous with our ears as we are our tongues. If we begin to hear a report that may be gossip, we have an obligation to stop the speaker and determine whether the conversation should proceed. If someone begins to share a bad report about someone else, the hearer should stop the speaker and insist that he or she go immediately to the person with whom they have a complaint.

Students should be taught the difference between being a “tattletale,” which is gossip, and seeking the help of an adult. Of course, children, and even young men and women, must understand that it is sometimes necessary to alert adults to potentially dangerous situations. Young children are right to let an adult know that a fellow student has run out into the parking lot or is kicking another student. Likewise, teens are right to report dangerous behavior such as drug use or suicide threats. What makes such reports right is the speaker’s desire to seek help rather than to get someone “in trouble.”

Scoffing, which can be communicated through words, expressions, or body language, flows from a heart that has disdain for others. The objects of disdain may be equals (teacher to teacher, parent to parent, or between students), superiors (students toward teachers or teachers toward the administration), or toward inferiors (teachers or administrators toward students). Like gossip, scoffing undermines the very fabric of any community and destroys its unity. Like gossip, its motivation is self-centered and prideful. Again, we must first guard ourselves from scoffing and mocking speech and behavior, but we must also be swift to reject it in our midst.

The role of students in holding each other accountable in avoiding gossip and scoffing is an important part of maintaining a godly school culture. Students should be taught to confront one another according to Matthew 18 when they fall into sinful patterns of speech or behavior.

## Social Probation

Students displaying a pattern of misbehavior without repentance may be placed on social probation at the discretion of the Principal. Students may also be placed on Social Probation following one serious incident. Parents of students on Social Probation will be informed of their child's status by letter. A meeting will be set up with the Principal, the student's parents, and the student. A plan will be established for improvement, including specific goals in regards to behavior by a given deadline.

During the probation period, a student's privileges will be restricted, including the privilege of participating in school events and athletic programs. If the agreed-upon improvement goals are not met, the student will be expelled.

## Uniform Policy

Tall Oaks is a community of believers bound together for the glory of God to carry out our stated mission. Our uniform policy is designed to reflect our unity of purpose and our equality before Christ and to remind us that we work as members of the body of Christ, rather than for our own glory. Just as military uniforms, sports uniforms and occupational uniforms indicate that the wearers represent something beyond themselves—a nation, a team, a trade, or a company—our uniforms are meant to communicate that our students are representatives of Tall Oaks Classical School and of their Lord, Jesus Christ. In this sense, wearing our uniforms well is a contribution to the community. We hope our students will learn to wear them with joy, while cherishing what they represent.

A uniform policy (as opposed to a dress code) has other advantages as well. It removes temptations to judge others based on externals, to become too focused on fashion trends, or to be covetous of the clothing of classmates. Our uniforms are of excellent quality and reasonably priced, so most parents find uniforms to be more cost-effective than maintaining wardrobes of "street clothes" for their children. Parents and teachers also appreciate the simplicity of a set uniform, because it eliminates the need for discussion or interpretation of complicated dress code rules.

There is a dress standard for every school event, whether on- or off-campus, or whether the student is participating in the event or just a spectator. If an event does not have a particular dress standard published for it, students should adhere to either the Professional Dress Guidelines or the Off-Campus Event Guidelines (below) as appropriate. For example, a student attending graduation or a sports banquet should adhere to the Professional Dress Guidelines; a student attending a basketball game or selling at a bake sale fundraiser should follow the Off-Campus Event Guidelines. Students who do not adhere to the dress standards for any event, may not be allowed to participate in that event.

General guidelines concerning uniforms:

1. Students are required to wear only prescribed uniform items.
2. The uniform should be worn to and from school (student should be dressed before entering school). If there is need to change before leaving school, a student must request and receive permission.
3. Uniforms should be clean and kept in good condition.
4. No outerwear (coats, jackets, sweaters, hoodies, etc.) is to be worn in the building except for prescribed uniform pieces. Outerwear may be worn only when arriving or departing from the building.
5. All students will be held accountable to the following uniform policy.

Non-compliance with these standards will be recorded and dealt with by faculty and administration.

## Grammar (K-5) School Uniform

Boys	Girls
<p>*Navy blue pants</p> <p>*Navy blue shorts (optional, Aug.-Oct. &amp; April-May)</p> <p>*Navy V-neck vest</p> <p>*Navy V-neck, long-sleeve sweater (optional in cooler weather)</p> <p>*Uniform tie (for dress uniform)</p> <p>White polo/golf shirt</p> <p>White turtleneck (optional, Nov.-March)</p> <p>White oxford cloth, button-down collar, long-sleeve dress shirt (for dress uniform)</p> <p>Black smooth leather belt</p> <p>Black or blue crew-length socks</p> <p>Shoes:</p> <ul style="list-style-type: none"> <li>Black dress shoes (leather or leather-like uppers) in an oxford style that tie</li> </ul> <p style="text-align: center;"><i>OR</i></p> <ul style="list-style-type: none"> <li><b>All black</b>, low top, athletic shoes (optional)</li> <li>Boys in grades K – 3 may wear shoes with Velcro fasteners.</li> </ul> <p><u>Dress Uniform:</u> White oxford shirt with <u>long</u> sleeves, uniform tie, navy blue vest, navy blue long pants, and black dress shoes (no athletic shoes).</p> <p>*Items with an asterisk must be purchased through Flynn O’Hara.</p>	<p>*Royal &amp; powder blue plaid jumper (drop waist style) Please note: All jumpers <b><i>must touch the top of the knee cap.</i></b>**</p> <p>*White Peter Pan-style blouse, long sleeves (short sleeves optional)</p> <p>*Navy blue pants w/belt (optional in cooler weather)</p> <p>*Navy cardigan (optional in cooler weather)</p> <p>White turtleneck (optional in cooler weather)</p> <p>Navy blue knee socks or tights</p> <p>Shoes:</p> <ul style="list-style-type: none"> <li>Black shoes (leather or leather-like uppers) in either lace-up oxfords or</li> <li>Mary Jane style with closed toes, closed heels and flat heels (without embellishments)</li> </ul> <p style="text-align: center;"><i>OR</i></p> <ul style="list-style-type: none"> <li><b>All black</b>, low top, athletic shoes (optional)</li> </ul> <p><u>Dress Uniform:</u> Royal &amp; powder blue plaid jumper, white Peter Pan-style blouse with <u>long</u> sleeves, black shoes, and navy blue knee socks (no tights &amp; no athletic shoes).</p> <p>Navy blue shorts worn under the jumper are strongly recommended for young girls.</p> <p><b><i>**In order for growing girls’ jumpers to remain at the proper length throughout the year, it is recommended that girls begin the year with jumpers longer than required.</i></b></p> <p>*Items with an asterisk must be purchased through Flynn O’Hara.</p>

## Logic and Rhetoric (6-12) School Uniform

Boys	Girls
<p>*Gray trousers</p> <p>*Light blue oxford cloth, button-down collar, dress shirt (long sleeves for dress uniform, short sleeves optional for daily uniform)</p> <p>*Class tie: required to be worn daily by rhetoric students (grades 9 – 12) and only with the dress uniform by logic students (grades 6 – 8)</p> <p>*Navy V-neck vest</p> <p>*Navy V-neck, long-sleeve sweater (optional in cooler weather)</p> <p>Bowtie (Optional on Fridays) See the office to purchase the school-approved bowtie.</p> <p>Black smooth leather belt</p> <p>Black or blue crew-length socks</p> <p>Shoes:</p> <ul style="list-style-type: none"> <li>• Black dress shoes (leather or leather-like uppers) <b><i>in an oxford style that tie</i></b></li> <li>• Athletic shoes, sneakers, or sport shoes are not acceptable for grades 6 – 12.</li> </ul> <p><u>Dress Uniform:</u> Everything as above including the vest; light blue, oxford cloth, long-sleeve shirt; and class tie</p> <p>*Items with an asterisk must be purchased through Flynn and O’Hara.</p>	<p>*Royal &amp; powder blue plaid, knife pleated skirt</p> <p>Please note: All skirts must <b><i>touch the top of the knee cap</i></b>**.</p> <p>*Light blue oxford cloth, button-down collar, dress shirt (long sleeves for dress uniform, short sleeves optional for daily uniform)</p> <p>*Navy V-neck vest</p> <p>*Navy V-neck, long-sleeve sweater (optional in cooler weather)</p> <p>Navy-blue knee socks and tights</p> <p>Shoes:</p> <ul style="list-style-type: none"> <li>• Black leather or leather-like Mary Jane style, ballet style, or oxford style shoes.</li> <li>• Shoes must have closed toes, closed heels, and flat heels.</li> <li>• <b><i>Shoes must be without embellishments</i></b>, such as bows, sparkles, decorative stitching, designs, or patent leather.</li> <li>• Athletic shoes, sneakers or sport shoes are not acceptable for grades 6 – 12.</li> </ul> <p><u>Dress Uniform:</u> Everything as above worn with long-sleeve shirt, vest and navy-blue tights.</p> <p><b><i>**In order for growing girls’ skirts to remain the proper length throughout the year, it is recommended that young ladies begin the year with skirts longer than required.</i></b></p> <p>*Items with an asterisk must be purchased through Flynn and O’Hara.</p>

## **P.E. Uniforms**

Students in kindergarten through 8<sup>th</sup> grade\* must purchase and wear the Tall Oaks PE uniform which consists of sweatshirt and t-shirt, and sweatpants and shorts. No other shirts, shorts, jackets, or hoodies will be allowed (including spirit wear). Students must wear white, black, blue, or gray athletic socks and athletic shoes to P.E. class (no Heelys, light-up shoes, or hard-soled shoes). Properly fitting athletic shoes are essential to preventing injury. *Grammar students are to wear their P.E. uniform all day; logic and rhetoric students will change prior to P.E. class.* The P.E. uniform is to be ordered through Flynn O'Hara. A doctor's note or note from parents is required for students to be excused from P.E.

\*9<sup>th</sup> - 12<sup>th</sup> grade students do not have PE class, but must purchase and wear PE t-shirts for various events and activities throughout the year, including field trips and service events.

## **Uniform Supply Company**

Tall Oaks Classical School contracts with Flynn O'Hara School Uniforms to supply our daily, dress, and P.E. uniforms. A representative from Flynn O'Hara will be on the Tall Oaks/Red Lion campus during the summer (dates will be announced) or you may order new uniforms via their website ([www.flynnohara.com](http://www.flynnohara.com)), by telephone (1-800-441-4122), or at a local retail store. A full list of Flynn O'Hara stores may be found on their website or by contacting them at their toll-free telephone number. The Exton, PA store carries Tall Oaks' uniforms and will silk screen PE uniforms on site, while you wait.

## **General Guidelines for Student Attire and Grooming**

While on school campus, all students are expected to:

- Dress neatly: All shirts tucked in, sleeves rolled down and buttoned, shoes on and tied, no holes/tears in clothes, clothing appropriately sized for the wearer, belts worn.
- Wear the uniform properly during the entire time they are on school campus, from when they arrive until they depart, even if they are on campus after school hours and have not changed into street clothes.
- Be clean, that is, recently washed, hair kempt. Unusual haircuts, color or styles that would draw undue attention to a student are not permitted.
- Have no visible tattoos (real or imitation).
- Avoid heavily scented body products in order to prevent irritation caused by allergies in others.
- Adhere to the dress standards appropriate for the event. Students who do not adhere to the dress standards for any event, may not be allowed to participate in that event.

Boys are expected to:

- Wear their pants above the hips and hemmed to a proper length.
- Not wear jewelry (e.g., necklaces and bracelets) with the exception of a class ring and one watch.
- Keep hair off the ears, off the neck, off the collar and out of the eyes. Hair should be tapered all the way around or have a close-cut. Boys' hair may not be braided.
- Be clean shaven. (No mustaches or beards)
- Keep sideburns shorter than the bottom of the earlobe.

Girls are expected to:

- Have hair groomed neatly and may be adorned only with a plain, unembellished (no bows, flowers, designs, etc.) navy blue, black, or white scrunchie, barrette, hair beads, or headband. Girls may also wear school plaid headbands without a bow.
- Wear very little make-up, if any and no eye make-up or mascara.
- Wear only clear nail polish, if any.
- Wear their skirts to the top of the knee cap or longer, whether in uniform or not.
- Wear, at most, one set of pierced earrings in the lobes which are post style (no hoops) and do not dangle below the ear lobe. Cartilage or other piercings are not permitted to be worn during school events.

- Wear, at most, one simple necklace (not a choker).
- Wear, at most, a Tall Oaks class ring or a purity ring if special permission has been requested in advance by parents. No other rings are permitted.
- Wear, at most, one watch.
- Wear no jewelry other than that permitted above.

### **Casual Dress Guidelines**

Occasionally, students may be given the opportunity to participate in Casual Dress day. Casual Dress day is a privilege. Each student is required to adhere to the guidelines completely. If there is any question about whether or not an article of clothing is appropriate, please contact the school office. Students who do not adhere to the dress standards for any event, may not be allowed to participate in that event.

#### **Girls:**

- Properly fitting slacks or jeans without holes and that are not cut too low. Shorts are not permitted.
- Modest skirts or dresses (not form fitting) that are no shorter than the top of the knee cap are acceptable.
- Modest blouses and sweaters are acceptable. Shoulders and cleavage are to be covered. May not wear t-shirts.
- Shoes must have an enclosed back. Athletic shoes are acceptable. Flip-flops and clogs are not permitted.

#### **Boys:**

- Properly fitting slacks or jeans without holes and that are not cut too low. Shorts are not permitted.
- May wear shirts with collars. These may be a polo-style shirt or a button-up shirt. Sweaters are permitted. May not wear t-shirts.
- Shoes must have a closed back. Flip-flops are not permitted.

### **Professional Dress Guidelines**

Logic / Rhetoric students will participate in activities in which they will need to dress in a professional manner (debates, Fine Arts Festival, thesis presentations, graduation, etc). Each student is required to adhere to the guidelines completely. Failure to do so may result in personal consequences. If there is any question about whether or not an article of clothing is appropriate, please contact the school office. Students who do not adhere to the dress standards for any event, may not be allowed to participate in that event.

#### **Girls:**

- Modest skirts or dresses (not form fitting) that touch the top of the knee cap are acceptable.
- Blouses and sweaters are acceptable. Shoulders and cleavage are to be covered. Tops and blouses are not to be form fitting.
- Dress shoes (up to two-inch heels optional). Athletic shoes, flip-flops, and clogs are not permitted.

#### **Boys:**

- Properly fitting slacks or suit pants
- Jacket (sport coat or matching suit jacket)
- Collared dress shirt
- Tie or bowtie
- Dress shoes or loafers (athletic shoes and flip-flops are not permitted.)

## **Social Event Dress Guidelines**

Logic / Rhetoric students will participate in school sponsored social events through the school year. Each student is required to adhere to the guidelines completely. Failure to do so may result in personal consequences. If there is any question about whether or not an article of clothing is appropriate, please contact the school office. Students who do not adhere to the dress standards for any event, may not be allowed to participate in that event.

### **Girls:**

- Properly fitting slacks that are not cut too low are acceptable. Shorts, jeans and capri pants are not permitted.
- Modest skirts or dresses (not form fitting) that are no shorter than the top of the knee cap are acceptable, measured by the under-skirt (if applicable).
- Blouses and sweaters are acceptable. Shoulders and cleavage are to be covered. Tops and blouses are not to be form fitting.
- Shoes must have an enclosed back (up to three-inch heels optional). Flip-flops and clogs are not permitted.

### **Boys:**

- Properly fitting slacks that are not cut too low are acceptable. Jeans and shorts are not permitted.
- May wear shirts with collars. These may be a polo-style shirt or button-up shirt. Sweaters are permitted. Tee shirts are not permitted.
- Shoes must have a closed back. Flip flops are not permitted.

## **Off-Campus Event Dress Guidelines**

Off-Campus Event Dress Guidelines are to be used for TOCS-sponsored events in which casual or professional dress does not apply (service projects, sports events, etc.) Please remember we are representing both our school and our Lord at such events. All clothing must represent truth, goodness, and beauty. Students who do not adhere to the dress standards for any event may not be allowed to participate in that event.

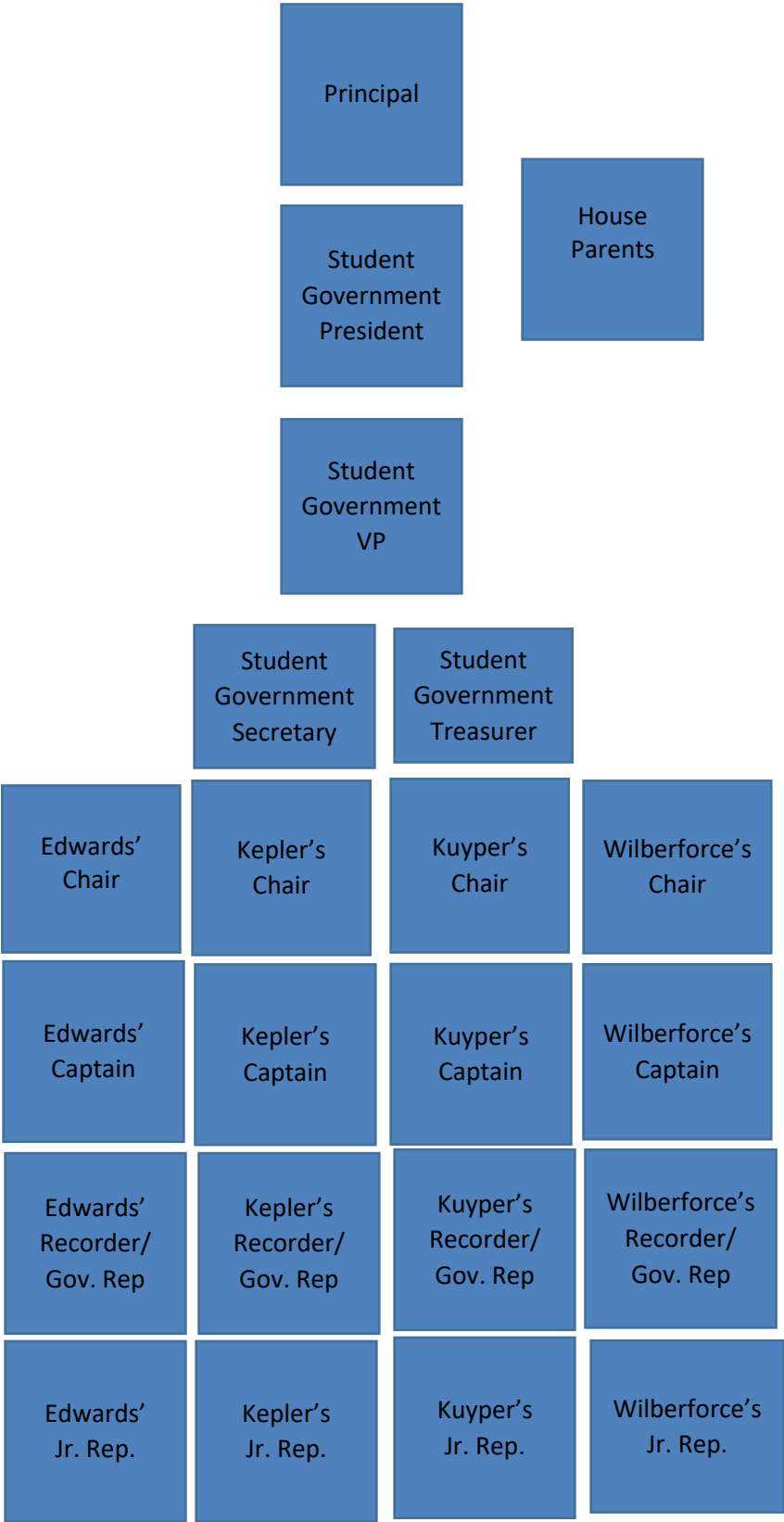
### **Girls:**

- Properly fitting slacks, jeans, capris pants or shorts that are no shorter than fingertip-length. Pants or shorts cannot be form-fitting.
- Modest skirts or dresses (not form fitting) that are no shorter than the top of the knee cap are acceptable.
- T-shirts with appropriate (non-offensive) wording or pictures. Shoulders, cleavage and midriff are to be covered and shirts are not to be form fitting. Halter-tops are not acceptable.

### **Boys:**

- Properly fitting slacks, jeans or walking shorts without holes and that are not cut too low.
- T-shirts with appropriate (non-offensive) wording or pictures. Sleeves must cover the shoulders and midriff must be covered. Undershirts are not acceptable.

# Student Government and Houses





***Purpose:***

The purposes of the student government include:

- Providing an opportunity for students to practice leadership skills and learn to work within an organization.
- To plan student events that promote the fellowship and spiritual development of Tall Oaks students and give them an opportunity for service to the school and the community.
- To give a voice to students as they make a positive contribution to the Tall Oaks community.

***Student Responsibilities:***

As a body, the Student Government will perform the following functions:

- Planning: The Student Government has the responsibility to plan events in keeping with its stated purposes.
- Communication: The Student Government has the responsibility to communicate its plans and activities with the school administration, in particular the Principal, the other members of the Student Government, the student body, the parents, the teachers, and the staff.
- The Student Government has the responsibility to seek approval from the Principal for its plans and policies.
- The Student Government has the responsibility to determine and carry out the procedures and policies it will use to carry out its business.
- The Student Government will hold regular meetings, at least monthly. All members will be informed of all meetings.
- Major decisions will be made by majority vote. A quorum of 75% of members must be present for any decisions to be binding. Minor procedural decisions may be made by consensus.
- The Student Government will keep accurate and up-to-date records of its business, including minutes of all meetings and regular financial reports.

***Descriptions, Duties, and Procedures (In Reverse Order from the Flow Chart):***

Jr. Rep: Will be one 7<sup>th</sup> or 8<sup>th</sup> grader who represents their house at student government meetings; this position will serve under the tutelage of senior house reps and house leadership. This position will be voted upon by the 7<sup>th</sup> and 8<sup>th</sup> graders of each house.

Recorder/Gov. Rep: Will be one 9<sup>th</sup>-12<sup>th</sup> grader who represents their house at student government meetings. This position will also take official notes at house meetings, present those notes to the other house officers and parents for corrections and then present a final, approved draft to the Principal via email. He or she will also train the Jr. rep in school protocols and precedents.

House Chair: Will be one junior or senior appointed by the Principal. Chairs will run house meetings, collaborate with other officers, and can represent the house at student government meetings along with other reps. Chairs should also act as facilitators for their house, taking an active interest in any activities requiring organizational management.

House Captain: Will be one junior or senior voted on by the house members. Captains will help run house meetings, collaborate with other officers, and can represent the house at student government meetings along with other reps. Captains should also help as facilitators for their house, taking an active interest in any activities requiring organizational management.



House Parent: Will attend house meetings\*\*, teach and mentor captains to run orderly meetings (loosely following [Robert's Rules of Order](#)), as well as receive and correct any house minutes before submission to the Principal. House parents will have final approval on any requests or representations that go to the student government and the Principal. Parents should also attend house functions or help provide adult oversight if they cannot attend, (e.g. annual house service project).

Student Government Treasurer: Will take responsibility of all fiduciary duties, to include accounts receivable, accounting records, counseling the governing body concerning budget and cash flow, planning and budget, and interacting with the Tall Oaks office over purchase ordering, deposits, and records comparisons. This position is for 9<sup>th</sup>-12<sup>th</sup> graders, elected\*\*\* by the student body.

Student Government Secretary: Will take notes at all student government meetings, present drafts to the other officers for corrections, and present each final set of student-government-approved notes to the Principal via email. This position is for 9<sup>th</sup>-12<sup>th</sup> graders, elected\*\*\* by the student body.

Student Government Vice President (VP): Is second in command, will take the place of the president if absent and a meet has been called\*\* the day of absence. With the president and treasurer, the VP should review all meeting notes, revise, edit, and approve for final presentation to the Principal. This position is for 11<sup>th</sup>-12<sup>th</sup> graders, elected\*\*\* by the student body.

Student Government President: Will oversee all student government meetings, practicing (with mentoring from the Principal) the use of [Robert's Rules of Order](#). This means he or she should control the floor for orderly business. He or she should call for and announce meetings a week beforehand. Meetings should take place every two weeks. If a tie should occur on any vote, he or she has an added tie-breaking vote. A main interest of the president's is to maintain a fluid relationship between the government and the houses as an arm of the school for service, leadership, and fellowship opportunities.

Principal: The principal or his designee should attend student government meetings to mentor leaders through orderly means of running meetings, assist with decisions with counsel while the floor is open, and serve as liaison between the houses and the office staff and faculty. When the student-led organizations are serving the school at functions, the Principal may often be called upon to organize, run, and officiate (in some capacity) at events like Reformation Day, Fine Dessert, or any other event where students as a whole could be representing publicly. The Principal also receives minutes of all meetings, seeks clarity, particularly where it involves interaction with other spheres of the school like planning for coming events. The Principal has final say when student leaders approach with requests or action items.

\*\*Note, student government and houses should meet about every two weeks.

\*\*\*Note, elections take place in the early fall. Students may campaign with posters, lunch meetings, etc. for one week. At the end of that week, candidates for each elected position must give a campaign speech before the entire upper school student body. Elections will take place the next day. The votes will be counted by the next morning, and the announcement will be made at lunch that day.

## **Athletics**

Tall Oaks students have the opportunity to participate in athletic teams with the rest of the Reach Christian School students through the Red Lion Athletic Department. Please refer to the Red Lion Athletic Handbook for details.

### **Eligibility**

To participate on any athletic team, student-athletes must maintain a “C” in all classes. The student-athlete will be suspended from games (and might be suspended from practice) until a “C” is attained.

Student-athletes are expected to exhibit Christ-like character in all areas of life. Student-athletes are expected to submit to authority, obey the rules of the game and all rules established by the coach. Appearance and behavior (in the classroom, lunchroom / cafeteria and throughout the school day) should be exemplary.

## **Medical Policies**

### **Immunization Policy**

The school’s immunization policy adheres to Delaware Public Health Law, which requires all entering and attending students to meet the established immunization requirements. All entering students must present documentation of the immunizations that are required. These immunizations can be obtained by contacting the office. If immunizations are not given to a child for religious reason a notarized letter is acceptable.

### **Medication Policy**

In order to dispense medications safely and accurately, it is necessary that parents and students follow certain guidelines. These guidelines are intended to ensure the safety of all students, not just those receiving medication.

- Students may not self – administer medication at any time during school or during school related activities. Students are not permitted to carry medication on their person or in their backpacks. All medications are to be brought to the office upon arrival to school to be stored properly.
- Prescription medications: Written parental authorization to administer medication is required. Please be sure that the student’s name, the name of the medication, strength, dose, and time of administration is included. A physicians’ order should accompany the parent’s written permission. Please have the physician note the reason for prescribing the medication.
- Medications must be sent to school in a properly labeled container from a pharmacy. The instructions on the label should match the written instructions provided by the physician or parent. It is suggested that a separate container to be kept at school be requested when the prescription is filled, even for short-term medications such as antibiotics.
- Non-prescription medications: Nurses (or trained office personnel) may give non-prescription with parental permission. If the need for such a medication is anticipated, written authorization may be sent in and kept on file. If no statement is on file, the parent

will be contacted by phone and verbal permission obtained. No medication will be given without parental permission. Parents may send in non-prescription medication to be administered during school. The medication must be in the original container, clearly labeled with the child's name and dosage requirements. A parental note should always accompany the medication.

## **Emergency Cards & Emergency Procedures**

At the beginning of the school year, all families **MUST** have all emergency information on file in RenWeb. This information is used to contact the proper people in case of a medical emergency. In cases of minor illness or injury, the school nurse or office personnel will assist students. Parents will be notified as to the situation and its seriousness. With more serious conditions or injuries, the family will be contacted immediately and parents requested to pick up their child. In cases where no contact can be made, the principal or headmaster may have to make a decision, in conjunction with the school nurse, to call an ambulance. The family health care provider also will be notified of the situation. It is extremely important to inform the office immediately should your phone number change.

## **Student Health Policies**

All students enrolling in Tall Oaks Classical School must provide a report of a current physical examination. The Delaware Pupil Medical form or the Delaware Interscholastic Athletic Association (DIAA) with a copy of immunizations will be accepted.

Subsequently, physicals for the upper school are required for the ninth grade.

Any student, sixth-twelfth grade, playing a sport must have a DIAA physical.

Current immunizations must be shown, and maintained, for all students. According to Delaware law, students can be exempt from school without proof of current immunizations and screening tests.

## **Illness**

Students with a temperature (100 degrees F or higher) are excluded from school. A child that develops a fever while at school will be sent home. Students with fever should not return to school until they are fever-free (less than 100 degrees F *without anti-fever medication for at least 24 hours*).

## **Communicable Disease**

Certain infections are considered contagious and require at least 24 hours of antibiotic treatment before a student can be re-admitted to school. These include:

- Strep Throat
- Scarlet Fever
- Bacterial Conjunctivitis (Pink eye)
- Ring worm - 24 hour

A student with Chicken Pox is excluded for a minimum 7 days from the first appearance of the rash.

Lice, scabies, and pinworms are also contagious, and require treatment before re-admittance.

Re-admittance to school for other contagious conditions shall be determined by the student's physician.

It is very helpful when parents communicate their child's treatment for a contagious illness to school nurse or other office personnel. Additional spread can often be limited by prompt surveillance of new cases and notifying parents of an infection that may be troubling our community.

### **Sick Day Guidelines**

The following guidelines are used to determine dismissals and may be helpful for parents to determine appropriate attendance. **Keep your child home from school if he or she:**

- has been vomiting during the night
- has a cold with sneezing or coughing and a persistent runny nose
- has diarrhea
- has an oral temperature of 100 degrees or higher (A child that develops a fever while at school will be sent home) Students with a fever should not return to school until they are fever-free (*less than 100 degrees F without anti-fever medication*) for at least 24 hours.
- has a severe sore throat
- does not eat breakfast because of a stomach ache
- has pink bloodshot eyes with yellow or green drainage
- has just begun antibiotics. Any child with a contagious condition, such as strep throat, pink eye, ring worm, must be taking the medication for 24 hours before returning to school.
- has lice or nits. A child must be checked by the school nurse before returning to the classroom to be sure that he/she is nit free following lice treatment.
- has chicken pox. A student is excluded for a minimum 7 days from the first appearance of the rash.

Re-admittance to school for other contagious conditions shall be determined by the student's physician.

It is very helpful when parents communicate their child's treatment for a contagious illness to school nurse or other office personnel. Additional spread can often be limited by prompt surveillance of new cases and notifying parents of an infection that may be troubling our community.

### **Severe Allergy Management**

Students, who have a severe allergy, where a life-threatening allergic reaction called anaphylaxis can develop, should have a prescribed epinephrine auto-injector (like EpiPen or Auvi-Q) at school. The student's EpiPen or Auvi-Q will be kept in the Nurse's Office.

A Severe Allergy Action Plan should be filled out prior to the school year and reviewed with the School Nurse. The Medical Order and Parent Authorization forms to administer prescribed medications during a severe allergic reaction must be on file at school. All of these forms are available from the office. In the case of food allergies, a meeting with the parents, School Nurse and administration is necessary to review classroom management that will create a safe and inclusive environment for the student.

In some cases, a severe reaction can occur from peanuts and/or nuts coming in contact with the student's skin as well as ingestion. Complete avoidance of peanuts and nuts and products made with peanuts and nuts is the only way to prevent a serious allergic reaction. For classroom management in these instances, letters are sent out before the start of school to all the parents of classmates of the

student who is allergic. Parents are told not to send in any daily snacks or birthday treats that contain peanuts and/or nuts or have peanut and/or nut ingredients. The teacher supervises the food in the classroom and consults as needed with the School Nurse or parents of the student with the food allergy.

A *"Peanut/Nut Free Table"* is maintained in the lunchroom. This table is available to any child who has no peanuts, nuts, or anything made with peanuts, nuts, or their products as part of their lunch. The table is cleaned with a separate designated cloth and cleaning solution, to be used only on nut-free tables.

## **School Events**

Following is an overview of school events that are planned for the year. Please consult the school calendar available on RenWeb for exact date, time, and location of each event.

### **Back to School BBQ**

WHO: All Tall Oaks Families

WHEN: An evening the week before the first day of school.

WHAT: A time to meet your Tall Oaks family! Each family may be asked to bring a dish according to your last name.

WHERE: Red Lion Campus

### **Grandparents Day**

WHO: Grandparents and special friends of our students

WHEN: Middle - End of September

WHAT: Grandparents are treated to breakfast and have the opportunity to join their grandchildren in the classroom. Students are dismissed early so grandparents may have the option to go out to lunch and spend the afternoon with their grandchildren (signed permission slip necessary). Parent volunteers are needed for this event.

WHERE: Red Lion Campus

### **Reformation Day**

WHO: All students

WHEN: Last week in October

WHAT: Reformation Day is a half-day long event celebrating our rich heritage of the Reformation. Students dress up in period costume. Parent volunteers are vital.

WHERE: Tall Oaks building

### **Christmas Concert**

WHO: All students (Participation is mandatory.)

WHEN: December (evening)

WHAT: Our school choirs, orchestra, and a variety of student musicians will perform.

WHERE: Reach Church

### **Prospective Parent Night**

WHO: All Tall Oaks families and their guests. (Participation is mandatory.)

WHEN: February

WHAT: This evening event showcases to parents and guests the Trivium and Classical education. Children will perform while guests enjoy a dessert.

WHERE: Red Lion Campus



**Pastor Appreciation**

WHO: Pastors, wives, officers and staff of all churches represented by families of the Reach Christian Schools as well as those pastors in the community who would like to know more about the schools.

WHEN: March

WHAT: Visitors are treated to a light breakfast and will have the opportunity to visit the classrooms of their church families. Parent volunteers are needed for this event. Information regarding volunteer needs is disseminated prior to the event.

WHERE: Red Lion Campus

**Fine Arts**

WHO: All students (Participation is mandatory.)

WHEN: February

WHAT: Tall Oaks students will recite scripture and / or poetry that they have memorized. Students are judged and graded in areas such as memorization, diction and poise. Parents are welcome and encouraged to attend the recitations on Fine Arts days.

WHERE: Tall Oaks

**Fine Arts Festival**

WHO: All Tall Oaks families

WHEN: One week after the Fine Arts recitations

WHAT: This evening event is the culmination of the Fine Arts program. A selection of student recitations and other artistic gifts are on display, including such talents as dance, musical performances, photography, paintings, and sculptures.

WHERE: Red Lion Campus

**Day of Service**

WHO: All Tall Oaks students

WHEN: April

WHAT: Students working in class teams disperse throughout the community to serve churches, nursing homes and charitable organizations for the day.

WHERE: In various locations throughout the community.

**Protocol**

WHO: 7<sup>th</sup>- 8<sup>th</sup> grade students

WHEN: April / May

WHAT: Students are given protocol training throughout the year. The year-end event involves an informal cake and punch reception with invited guests (friends of the school and those within the community).

WHERE: Tall Oaks

WHO: 9<sup>th</sup>- 10<sup>th</sup> grade students

WHEN: April / May

WHAT: Students are given protocol training throughout the year. The year-end evening event involves a semi-formal reception with invited guests (friends of the school and those within the community), dinner and evening event, such as a concert or a show.

WHERE: Local restaurant and theater or concert venue.

**High Protocol**

WHO: 11<sup>th</sup> – 12<sup>th</sup> grade students

WHEN: April / May

WHAT: Students are given protocol training throughout the year. The year-end evening event involves a formal reception with invited guests (friends of the school and those within the community), dinner and evening event, such as a concert or a show.

WHERE: Local restaurant and theater or concert venue.

**Spring Concert**

WHO: All students (Participation is mandatory.)

WHEN: May (evening)

WHAT: Our school choirs, orchestra, and a variety of student musicians will perform.

WHERE: Reach Church

**Jr / Sr Thesis Presentations**

WHO: Junior and Senior students

WHEN: May

WHAT: Junior and Senior students present and argue their theses. All Tall Oaks families and friends of the school are invited to attend.

WHERE: Tall Oaks

**Field Day and Awards Assembly**

WHO: All Tall Oaks students and their families.

WHEN: The last day of school.

WHAT: Students and their families will work together for a morning of family fun, including games, contests, and food concessions. Following the event, we will gather as a school for an informal awards assembly at which we will celebrate and thank God for many of the accomplishments of our students.

WHERE: Red Lion Campus

**Commencement**

WHO: All TALL OAKS families are encouraged to attend our commencement exercises and reception.

WHEN: The Saturday after the last day of school.

WHERE: Reach Church