



**Towle Institute  
Student Handbook  
2024-2025**

## IMPORTANT INFORMATION

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**Office Hours**

Towle's staff is paid on a part-time basis. The office is only open on Mondays (or regular school days) during the school year. The office is usually open one day a week during the summer months except for the office summer break. Call the Towle phone line for office hours during the summer. The Towle phone line is checked once daily when the office is not open (with the exception of school breaks, e.g. holidays and summer break). The same holds true for the e-mail account, [information@towleinstitute.com](mailto:information@towleinstitute.com). Please realize that an e-mail sent or a phone message received on a Saturday or Sunday may not be heard (or read) until Monday morning. If it is a true emergency, you may call the principal, e.g. a Towle teacher who is ill or has a sick child that will affect his/her ability to teach the next day, or for a death in the family. Lack of planning on your part does not constitute an emergency, e.g. a college transcript that is due the next day. Please respect your administrators' jobs for what they are-a part-time position

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## OVERVIEW

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### MISSION STATEMENT

TOWLE Institute (TOWLE) exists to equip families with the expertise and resources necessary to provide students with a home-based, Christ-centered secondary education. Recognizing the spiritual, academic, and social advantages of home education, TOWLE desires to make readily available to a broad range of interested families an alternative to traditional home education. The school and faculty provide complementary and supplementary academic assistance through weekly instruction and academic planning, but do not replace parents as primary educators.

### TOWLE OBJECTIVE

To offer an integrated curriculum that addresses the individual's needs, reinforcing previously introduced concepts and providing opportunities for progress in the mastery of skills that will provide a concrete framework for continued education.

The general purpose of TOWLE is to support the parent and child in the learning experience. We hope that by sharing our gifts and resources we can enhance the secondary educational experience of the homeschooler.

### HANDBOOK OBJECTIVE

The purpose of this handbook is to answer any questions that may arise regarding school policies and practices. However, it is impossible in this handbook to cover all the situations and circumstances which may arise during the school year. Final interpretation and implementation of school policies will rest with the Principal and/or Board of Directors. This handbook is subject to change at any time by the Towle Board of Directors.

### MAPPING

Mapping Meetings will be held on the first day of school and on Tuesday evenings as needed throughout the year. This is an opportunity for our teachers to present an overview of the material that they will be covering. A syllabus for the upcoming marking period will be distributed for each class. The syllabus serves as a valuable tool which parents can use to coordinate the learning activities at TOWLE and at home. Keep in mind that the purpose of TOWLE is not to supplant homeschooling parents, but to equip them. Mapping meetings will also provide the forum for parent/teacher communication. **Attendance is mandatory (parent[s] only).**

### SCHOOL RECORDS

Upon registering with TOWLE, all full-time families will be expected to have the following items become a part of the student's file: Application and Registration forms, a current health record (updated biennially), a Contract Signature Page to be initialed and signed by both parents and student (updated yearly). A request for previous school records will also be mandatory. Part-time families will be requested to provide the signed Contract Signature Page.

#### **Forms listed on *Contract Signature Page* (signed annually after reading each form):**

- |                                      |                                  |
|--------------------------------------|----------------------------------|
| - Towle Institute Statement of Faith | - Parental Responsibility        |
| - Integrity Covenant                 | - Lab Day Policies and Practices |
| - Contract for Education             | - Towle Student Handbook         |

### FULL TIME STATUS

Full time status means that a student is taking four or more classes (one of which must be English) and is acknowledging Towle Institute as the school of record. This means all school records will be released from a former school to the property of Towle Institute while the student is enrolled at Towle Institute as a full-time student.

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## ACADEMICS

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### GRADING

Our grading system is:

100-99 A+	98-95 A	94-93 A-
92-91 B+	90-87 B	86-85 B-
84-83 C+	82-79 C	78-77 C-
76-75 D+	74-72 D	71-70 D-

G.P.A.: Grade point average is computed using core courses (English, mathematics, science, social studies and foreign language) only. **A = 4, B = 3, C = 2, D = 1**

### ACADEMIC STANDING

Students with poor academic standing (total core class average of lower than 77%) will be placed on academic probation for one quarter. During that quarter they will not be allowed to hold any class office, including newsletter editor or yearbook editor, nor will the student be permitted to participate in the basketball program while on probation. If the total average does not improve to 77% or greater, they will not be permitted to remain in elective classes. If the student is on academic probation for a third quarter during his/her tenure at TOWLE, we will assume that TOWLE is not working for this student and remove him/her from our roster.

### LATE WORK POLICY

Please note that the TOWLE late policy printed in this handbook represents minimum standards. Some teachers may have stricter guidelines for the assignments in their classes. It is the responsibility of each TOWLE family to understand the late policies of their teachers.

1. All work (tests, worksheets, papers, etc.) is due at class time.
2. A teacher **may** choose to accept late work if it is received within 48 hours of class time. Each assignment will be penalized a minimum of one full letter grade (8 points). **No work will be accepted more than two days after its due date** (i.e. a zero is received on each missed assignment.)
3. We realize that occasionally a student leaves a test at home. If this occurs, the student will be allowed to call home to have the test delivered to the principal later that day. Due to the nature of our school, it would be unfair to accept tests at a later time from any student.
4. **Sickness:** Contact each of the student's teachers promptly (by Friday or Saturday) as soon as it is determined that the student has been sick and probably will be unable to complete the work due by the upcoming Monday.

**Some advice:** Don't print papers the day before an assignment is due. A printer problem is not a valid excuse for late work.

If you know that you have a church retreat, a lot of employment hours or some other activity that will take up much of the week or weekend, be sure to plan ahead. Being "really busy" during the week does not allow you to hand in late work.

### HONORS POLICY

A high school student may elect to participate in an Honors class (English, history, or science) upon **recommendation by the teacher only**. The privilege of remaining in the Honors section of a class will be dependent upon the student's ability to complete all assigned work, quizzes, and tests maintaining an 80% average or better each marking period.

If the student earns a grade of 70% or lower on one test, it is assumed the parent will address the problem with the student. If the student earns a grade of 70% or lower on a second test, the teacher of that class will communicate, in writing or by phone, with the parents of said student, stating that the student's standing as an Honor Student is in jeopardy. No student may be readmitted into the Honors section of a class in that year after having been dropped.

## DIPLOMA REQUIREMENTS

### 24 Credits for graduation

**Must be a full-time student. See Page 1 for definition of full-time status.** Please note: One credit is equal to one year (unless a college course).

4 credits English	1 credit computer literacy
4 credits mathematics*	1 credit fine arts: visual and performing arts
3 credits science	.5 credit health
4 credits history ( <i>Must include Worldview in Senior year</i> )	3.5 credits electives: additional academic, visual and performing arts, religion, service, vocational-technical
2 credits foreign language ( <i>in the same language**</i> )	
1 credit physical education ( <i>1/2 credit over two years</i> )	

*\*Many four-year institutions do not recognize Consumer Math as an academic math. While Towle values the life skills that Consumer Math offers, and it can fulfill a math credit at Towle, if one is pursuing college, they should plan on enrolling in four academic math courses in addition to Consumer Math in their high school years.*

*\*\*We do not think it is in the student's best interest to forgo taking a verbal form of a foreign language (i.e. Spanish, French, German, Italian, etc.). The reason is that some institutions may or may not accept ASL high school credits for admission into their institutions. However, we will allow two years of American Sign Language (ASL) to fulfill the foreign language requirement at Towle. Please understand that even some institutions who do accept ASL for admittance (e.g. University of Delaware), will NOT allow it to fulfill their foreign language credit. Therefore, a student would have to start fresh in a foreign language to meet the post-secondary education foreign language graduation requirements.*

These diploma requirements are to allow TOWLE to meet or exceed Delaware State requirements and currently meet the University of Delaware requirements. Other similarly-ranked or higher-ranked colleges and universities will have similar requirements. You should always check with the college(s) in which you are interested. Those families from other states (PA and MD) should check to see what their state requires. Most PA and MD districts do not consider home-schooled students as private school students nor do they consider TOWLE a private school.

To receive a TOWLE diploma a student must have a minimum of 75% (18) of their credit hours (exceptions made on a case-by-case basis) awarded in TOWLE or pre-approved Independent Study\*\*\* classes.

We will list previous high school's grades and credits on the student's transcript. Courses are worth 1 credit for year-long courses, .5 credit for half-year courses, .25 for each season of an organized sport or 42.5 logged hours of physical education, and .25 for driver education.

\*\*\*Independent study for credit may be arranged in any area **except English** (see statement about Independent Study impact on Valedictorian/Salutatorian class rank status on page 5). Evaluation for TOWLE credit will be based on objectives, syllabus, and documentation of hours of study and progress. The course must have a framework for accountability and evaluation prior to commencement of project. To enroll for Independent Study, the form **INDEPENDENT STUDY CLASSES** must be obtained from the office. (See sample in Appendix.) The form must be completed, returned and approved by Week 3 of the school year in which the credit is to be earned. **All credits to be counted toward graduation must be turned in to the office by Week 33.**

A student may only earn credit one time for any repeated course to qualify for the total 24 credits needed for graduation.

- For example, if an incoming student has taken Algebra 1 at another school and elects to take it again (in tenth, eleventh or twelfth grade), he/she will have to "double up" in math in one of those three years in order to earn four distinctly different math classes as needed for graduation.
- If a student starts to take a course, but withdraws after Week 5; a "Withdraw/Pass" or "Withdraw/Fail" will be recorded on the report card and transcript for that year. If he/she elects to take it again in a subsequent year, the credit will then be issued upon completion and passing of the course.

- If a student completes the course but with a failing grade, no credit will be issued; and it will affect his/her GPA. If he/she then takes it a subsequent year, the new grade will be factored in the GPA, but the prior grade is not removed/dropped.

### CLASS RANK (Internal GPA)

Class rank for graduation is based on the internal grade point average (GPA). This GPA is used to rank students for use on college applications and valedictorian and salutatorian awards only. Eligibility for Valedictorian and Salutatorian is restricted to students who have attended TOWLE full-time for both their junior and senior years. The internal grade point average is calculated on all credits earned at TOWLE in grades nine through twelve in the core classes (except pre-approved Independent Study credits; they are not included in the internal ranking *unless a full-time student takes a college level class that is at a level beyond what Towle can offer, then that class should be considered as part of the internal GPA for class rank. A quality factor of 1.33 will applied to any advanced college-level courses*). NOTE: If a student repeats a TOWLE course, the highest grade earned at TOWLE will be counted in the GPA although both classes will appear on the transcript.

The internal grade point average for **awards and ranking** is determined in the following manner:

- Beginning in grade nine, students are awarded a certain number of quality points for core courses that they successfully complete. **Core courses are English, mathematics, science, social studies and foreign language.**
- For all College Preparatory courses and courses without special designation, the value of the letter grade is A=5, B=4, C=3, D=2.
- Passing grades in honors, so designated on both report card and transcript, are assigned one extra quality point when calculating the internal GPA for class rank. The value of the letter grades is A=6, B=5, C=4, D=3.
- Passing grades in courses specially designed as General, are assigned one fewer quality points when calculating the internal GPA for class rank. The value of the letter grade is A=4, B=3, C=2, D=1.
- The following **TOWLE** courses will be weighted by a factor of 1.33 times the numerical value of the grade for GPA: Algebra 2, Precalculus, Trigonometry, Calculus, Honors Biology, Honors Chemistry, Honors Anatomy and Physiology and Physics.
- For each class a full-time student takes at Towle, they earn an extra 0.2 % towards their internal GPA, one for each core class (4) and a foreign language, which would equal a maximum of 1% toward their internal GPA.
- Upon graduation, all quality points earned will be added together and divided by the total number of credits taken to determine the internal grade point average.

Numerical Values for GPA for awards and ranking only:

Regular Courses				Courses earning 1.33 quality pts.			
	Honors	CP	General		Honors	CP	General
A+	6.33	5.33	4.33		8.42	7.01	5.76
A	6	5	4		7.98	6.65	5.32
A-	5.66	4.66	3.66		7.53	6.2	4.87
B+	5.33	4.33	3.33		7.01	5.76	4.43
B	5	4	3		6.65	5.32	3.99
B-	4.66	3.66	2.66		6.2	4.87	3.54
C+	4.33	3.33	2.33		5.76	4.43	3.1
C	4	3	2		5.32	3.99	2.66
C-	*	2.66	1.66		*	3.54	2.21
D+	*	2.33	1.33		*	3.1	1.77
D	*	2	1		*	2.66	1.33
D-	*	1.66	0.66		*	2.21	0.88
*Student is not permitted to remain in Honors when quarterly grade falls below C.							

## **COLLEGE ADVISEMENT**

College advising is provided for high school students in the TOWLE diploma program only. While it is each family's responsibility to research post-TOWLE options on its own, TOWLE will provide some general assistance in the college application process. In the fall of the junior year, a Junior and Parent Night is scheduled (see school calendar). Attendance by all full-time diploma program junior families is mandatory. All rising seniors who are in the diploma program are strongly advised to meet with the college advisor for a one-on-one session.

## **EARLY GRADUATION REQUIREMENTS**

(Only be considered on a case-by-case basis and under special circumstances.)

## **GRADUATION CEREMONY PARTICIPATION REQUIREMENTS**

Only TOWLE diploma recipients are eligible to participate in TOWLE's graduation ceremony. (For requirements, see "Diploma Requirements", p. 3.)

## **STANDARDIZED TESTING**

Standardized testing will be administered Week 36 (Finals Week). TOWLE requires all full-time junior high students to test. Part-time students and siblings of full-time students are able to test for a fee. The testing is offered to 4<sup>th</sup> through 8<sup>th</sup> graders. Senior High students are strongly encouraged to take the PSAT and SAT tests. The PSAT is offered at TOWLE in the fall of the school year. Students sign up for the SAT independently. Our school number is 080071 and is to be used by full-time TOWLE students only. A College Board approved photo I.D. can be obtained from the office if student doesn't have one. *You must bring a recent photo of yourself and must request 2 weeks prior to exam date.*

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## **CONDUCT**

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### **INTEGRITY POLICY**

TOWLE staff wants to nurture an environment where cheating is not tolerated and honesty is esteemed. Parents need to discuss this matter with their students and make sure that grading keys are inaccessible to their students.

Tests must be returned in sealed envelopes with the parent signature over the seal. If required by the teacher, the signed affidavit must be included in the envelope. Tests not returned within these guidelines will be penalized one full letter grade. The student will be sent to the principal and the parents will be called. If it is discovered that the test was improperly proctored or that cheating occurred, the student will receive a zero. Other disciplinary actions will occur as well.

All work must be completed before the student reports to school and parents should ensure this. Students caught cheating (including improper proctoring and/or plagiarism) will receive a disciplinary letter from the principal to be signed by parents and returned the following week. Students will receive a zero on the work or test and will be required to serve on a clean-up detail after school for two consecutive weeks. This is a form of detention and it will be the responsibility of the parent to ensure the student's availability and successful completion of this work detail. If a student is found cheating a second time in the school year, he/she will be removed from our roster. If a student is found cheating on a final test, he/she will be subject to disciplinary action.\*

### **CONFLICT RESOLUTION**

Unfortunately, from time-to-time conflicts arise between parent and teacher. In such case that either parent or teacher is unhappy with how something is being handled, Towle would request the following procedure take place:

- 1) Please make an effort to talk to the teacher/parent and work out the difference. If after discussing, the offended party does not believe the issue has been resolved, move on to step two.
- 2) Contact the head of the department for that particular class (listed on inside front cover of Handbook) e.g. history, English, math, science or foreign language/electives. Discuss your concerns and allow the department head to assist in the resolution. If one does not feel that they are understood and that the problem still exists, move on to step three.
- 3) Contact the principal. If all other methods have been exhausted, the head of the department/parent



should inform the principal of the problem. If a resolution cannot be reached, move on to step four.

4) Write a letter/email to the board explaining your position and request a meeting.

Because Towle seeks to be a Christ-centered school, please cover all aspects with prayer. Step back and put yourself in the other person's place and ask God to give wisdom and direction before proceeding.

## CONDUCT

In order to preserve the function and integrity of Towle Institute as a Body of Christ, and to provide a biblical role model to those associated with Towle Institute, it is imperative that all people employed by Towle Institute and/or who serve as volunteers, as well as Towle families, agree to and abide by Towle Institute's Statement of Faith.

Towle Institute believes that every person must be afforded compassion, love, kindness, respect, and dignity, as noted in Mark 12:28-31 and Luke 6:31. Hateful and harassing behavior towards anyone is wrong, not in accordance with Scripture nor the doctrines of Towle Institute, and therefore will not be sanctioned or accepted within Towle Institute.

Students of TOWLE are to refrain from the use of tobacco in any form. Members are expected not to abuse the use of legal substances.

Gambling (exchange of money or goods by wagering or betting) is an unwise use of God-given resources, and therefore is not acceptable in any form.

No knives, guns nor any other weaponry or lighters, laser pens (nor other items that would distract students) are to be brought to school or at any TOWLE activities.

Cheating will not be tolerated under any circumstances. Children are expected to do their own homework, labs, and tests. **Parents are not to coach students on tests; nor preview tests before they are administered.** Any student caught cheating will receive a zero on the work.

No loitering in or around cars in the parking lot. No one is to leave school without checking in with the study hall monitor unless it is the end of 7<sup>th</sup> period.

No public displays of affection on school grounds or at TOWLE events will be tolerated.

***\*Violations of any of the above standards and/or the Statement of Faith are grounds for disciplinary action and may include expulsion from TOWLE. If a student is asked to miss a day of school due to disciplinary action, he/she will be required to take a "zero" on all work due that missed day (including final exams).***

## DISCIPLINE

Due to the unique nature of our school, it is imperative that valuable instructional time not be spent on the handling of disciplinary problems. Students are expected to take their own education seriously and in no way impede or prohibit the instruction of their classmates. In view of these facts, the following disciplinary policy has been adopted:

If a teacher reprimands a student, he/she will be sent to the principal. The student is allowed two reprimands in a day. Should a third reprimand be necessary, the student's parents will be called to retrieve the student. The student will not be permitted to return to class for the remainder of the day. Parents will be notified by phone when reprimands are given. If the student's parents must be called in three times during the school year, we reserve the option of expelling him/her from TOWLE for the remainder of the year. We cannot stress the importance of parental authority over the student's behavior during class time.

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## SCHEDULES/CALENDAR

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### DAILY SCHEDULE

Devotions ... 8:00 – 8:10  
First Period ... 8:10 – 9:10  
Second Period ... 9:15 – 10:15  
Third Period ... 10:20 – 11:20  
Fourth Period ... 12:05 – 1:05  
Fifth Period ... 1:10 – 2:10  
Sixth Period ... 2:15 – 3:15  
Seventh Period ... 3:20 – 4:20

### LUNCH

A lunch program is offered that features pizza, sodas and snacks. Students may bring a lunch and drink of their own. **There are no microwaves or refrigerators for student use.**

The Board of Directors will not allow students to leave school by foot or car for lunch (with the exception of seniors). TOWLE will not assume responsibility for those students leaving the facility for lunch or any other reason.

### IMPORTANT DATES AND HOLIDAYS

- Labor Day: School begins the following day, Tuesday.
- Thanksgiving Holiday: One full week.
- Christmas Break usually begins the Monday before Christmas but is subject to change.
- Easter Break begins Good Friday and continues through the following week.
- Memorial Day: no classes. **Classes resume the next day, Tuesday.**
- Junior/Senior Banquet held on the Friday of Seniors' Finals Week.
- Middle School standardized testing and high school finals held Week 36.
- Graduation Rehearsal is from 7:00 p.m. to 9:00 p.m., Tuesday of graduation week.
- Graduation held on the Friday following the Junior/Senior Banquet at 7:00 p.m.
- Awards assembly held Monday following finals week from 9:00 a.m.-11:00 a.m.

### SCHOOL CLOSING IN BAD WEATHER

It is the policy of TOWLE to keep normal schedules unless weather conditions or other emergencies do not permit. On the day which a weather condition or emergency exists, we will usually follow the recommendations for the Red Clay School District.

You may log onto TOWLE's website [www.towleinstitute.com](http://www.towleinstitute.com) to see if we are abiding by the school district's orders. In most cases, a decision will be made by 5:30 a.m. on the day in question.

If your teacher has not emailed any special requirements, you must contact the teacher by phone or e-mail.

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## ATTENDANCE/DISMISSAL

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### ATTENDANCE

A total of 180 days constitutes a full year of school with each student allowed 10 total absences per year. Students attending the full-time program at TOWLE will be allowed **one class absence per 9-week session**. It is the responsibility of the parent to notify the office of a student's illness prior to 9:00 a.m. and turn in the student's work for that week. Part-time students are permitted up to four absences per year per class. *If a student (full-time or part-time) misses a class or classes beyond the fourth absence, he/she may be required to do extra work in addition to the assignments in the syllabus.*

All 1 credit classes at TOWLE run on a 36-week cycle. **Attendance at all scheduled labs is mandatory.**

**Tardiness:** If a student is tardy to school 3 times during the school year, he/she will be charged a \$5 late fee starting with the fourth and each tardy occurrence thereafter. Due to the nature of our school (meeting only one day a week) it is important that the student attend classes on time to receive maximum instruction. ***Being in the building by 8:00 a.m. is not considered being on time unless student is in morning assembly.*** Only seniors are exempt from being in morning assembly by 8 a.m.

**Part-time Student Attendance:** Part-time students are just that. They are to be at TOWLE only for the classes in which they are enrolled. If a part-time student has one study hall in between two classes, he/she is permitted to stay as long as he/she obeys the rules established for every student.

### ABSENTEEISM

If a student is to be absent from classes, it is the responsibility of the parent to notify the school by phone by 9:00 a.m. on that day.

Absenteeism- when a student is sick on class day, **all work is still due that day**. The work is to be turned in by 9:00 a.m. in the school office. Corrected work and daily assignments handed out by the teacher in class will be held in the study hall for the student. Parents should make arrangements for pickup at the end of the day.

Sickness during the week- the parent must contact his/her student's teachers and the principal at least **2 days** prior to class about the illness that has prevented the student from completing his/her course work for the upcoming due date. Under normal circumstances, all work will still be due within 48 hours of class.\*

Vacations- In general, work missed due to vacation will be due **before** the student leaves, so plan ahead. Therefore, both the principal and each teacher must be notified in writing 3 weeks prior to departure and initialed by the principal.

\*Refer to page 2 (#4 Sickness) for additional information.

### EARLY DISMISSAL

If it is necessary for a student to leave school, he/she must have a written or phoned-in permission from a parent. Seniors will be allowed to leave school with permission of a parent. No other student is to leave school grounds at any time (including lab days\*\*). Any student (except seniors) who is off-campus during school time will be suspended for the next school day. No schoolwork will be accepted for the day of suspension. In case of unavoidable medical appointments, the student should bring the written excuse into the office at the start of the school day or upon his/her arrival at school.

If situations develop in the home concerning your child and dismissal procedures, the school must be notified. If you have specific people who will be responsible for picking up your child, please notify the office.

\*\*Refer to Lab Day Policies and Practices.

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## WITHDRAWAL

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Students may withdraw from a class up to five days after receiving first quarter report cards. If the student withdraws within the first five weeks of the course, Withdrawal Pass/Fail will not be recorded on the transcript. Students will be charged through the current quarter.

Under extraordinary circumstances, students are permitted to withdraw at the end of any quarter. No credit will be issued for incomplete course work. Formal notification will be accepted **in writing only** two weeks prior to release of report card or transcript. Fees will be prorated to the end of the quarter of withdrawal. Anytime a parent withdraws a student from a class, the family must immediately return all books and will not receive future syllabi or any other class materials.

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## PORTFOLIO

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TOWLE strongly encourages that a portfolio of each student's work for the present school year be compiled. Portfolios for siblings (grades K-5) of full-time students enrolled in our Sibling Program are required and will be reviewed at the year-end conference. Parents are responsible for the construction of the portfolio. Keeping good and up-to-date records will aid in this process.

The basic requirements shall be as follows:

Attendance record.

Lesson plans.

Objectives for each class.

Book list: includes the books your child has read or listened to.

Samples of your child's work in subject area (enough to document progress).

Year-end report

Description of volunteer activities or special projects.

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## ACADEMIC RECORDS

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TOWLE will maintain academic records on each full-time student. Parents may review these records as needed.

Upon withdrawal academic records will remain the property of TOWLE until all accounts are paid in full. A written request for transfer of records to the new school should be made within one month of leaving TOWLE.

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## MEDICINES/PERSONAL BELONGINGS

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### MEDICINES

All medicines are to be kept in the original container and brought to the office if needed during school hours.

### PERSONAL BELONGINGS

TOWLE cannot take responsibility for lost, damaged or missing belongings. Students are urged to keep track of their belongings and valuables. No electronic equipment (for example cell phones\*, gaming devices) or audio devices, including MP3, CD/radio players, are allowed on campus. No skateboards, scooters or in-line/roller blades are allowed on the premises at any time.

\*TOWLE realizes that some parents wish their students to have their cell phones with them for safety. However, a student may not use a cell phone in class or in study hall without permission from the teacher/study hall monitor (including text messaging). There are pockets in each classroom designed to hold cell phones. A student is asked to leave phone in a pocket while in the classroom. If a student is caught using the phone at any

time while at Towle, he/she gives up the right to hold the cell phone. It will be left in the office until the end of the day. If the student chooses to ignore the rule a second time, the parents will be called to retrieve the cell phone.

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## **PAYMENT/FEES**

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### **BOOK DEPOSIT**

A \$150 deposit is due with registration for use of TOWLE books for first time full-time students. The rate is \$100 each year thereafter. Part-time students pay non-refundable \$50 book fee per class. Upon the student's withdrawal from TOWLE books should be returned for inspection.\* Books must be covered.

The following classes require an additional fee: Art (all classes)-\$50, Drama-\$50, Food Prep/Advanced Cooking-\$50 each, and Science Olympiad (to be determined).

\*Please note: if at the time of inspection, a book (or books) has been unusually worn, has been defaced with writing on or in the book, or not returned by the student's last day of school, the family will be requested to pay for said book(s). All records will be held by Towle until payment has been made in full.

### **SERVICE HOURS**

In an effort to keep costs down and to better involve families in the life of the school, parents of full-time students are required to volunteer a minimum of ten hours per family per school year. Parents may opt either to sign the Parent Service Hours Form and submit a log of time spent or pay \$150 to cover the cost of providing ten hours of service. It is the responsibility of the family to turn in documentation of their volunteer hours by the end of the school year. TOWLE will not be responsible for contacting families to remind them of their obligation toward volunteer hours. If a family is called upon to serve and continually turns down requests made of them, it will be assumed that said family would prefer to be billed for volunteer hours rather than serve them.

### **PAYMENT POLICY**

Payments are to be mailed to: **P.O. Box 580, Hockessin DE 19707**

First tuition payments are due August 1 of that school year. (New families will pay their first month's tuition at the time of enrollment.) Tuition payments are to be paid by the first day of each month. Payments postmarked (or hand delivered) after the 5<sup>th</sup> will be assessed a 10% late fee.

**Accounts in arrears** (past due): Any accounts 30 or more days past due will be contacted by the bookkeeper to obtain payment or to work out a payment plan. Report Cards will be held until payments are brought up to date. If a satisfactory agreement cannot be obtained, students will be withdrawn from Towle. All records will then be held by TOWLE until payment has been made in full.

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## DRESS CODE

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*"Let no one look down on your youthfulness, but rather in speech, conduct, love, faith and purity, show yourself an example of those who believe." 1 Timothy 4:12*

The TOWLE dress code is designed to ensure that students attend school in attire that is befitting a Christian learning environment. The definition of such attire is, by nature, problematic. In order to avoid controversy, certain items of clothing have been excluded entirely. While such items may be inoffensive to many, the goal of these guidelines is to "not put a stumbling block in a brother's way." Students are required to follow the dress code on the one day a week they attend classes at TOWLE and **on lab and drama days**. Research and experience have shown that teachers and students perform better in an atmosphere in which all are neatly dressed. The policy is not meant to be economically restrictive, and allows for students to express their personal taste in clothing within reason.

The spirit, as well as the letter of the dress code must be observed. When questions arise as to what is and what is not appropriate, the faculty and administration reserve the right to make final decisions.

Parents and students should review the dress code carefully and ensure that attire chosen for TOWLE classes, labs, and field trips follow stated guidelines, unless exceptions are made. Failure to adhere to the dress code will result in renting a Towle shirt or a possible call home for the parent to bring appropriate clothing. Any teacher or board member may enforce the dress code.

The school reserves the right to require conformity to both the letter and the spirit of the dress code. The classroom time is so limited and precious we do not want to detract from it by addressing dress code issues. **With that in mind, parents should make it a priority to see that their student arrives at TOWLE in compliance with the dress code.** *TOWLE shirts must be worn as long as the student is on school property.*

### GENERAL GUIDELINES

1. Clothing must be modest, clean, neat, in good repair, and properly worn.
2. Hair must be clean and neatly groomed.
3. Jewelry should be modest and not distracting; no spacers, gauges or bars. Faculty has the right to make the determination if in question.
4. Hats, bandannas, caps or sunglasses are not to be worn inside the school building by boys or girls.
5. Coats or jackets (designed for outside wear) are not to be worn inside, except in the case of an exceptionally cold classroom (determined by the teacher).
6. All students are required to wear an official TOWLE polo shirt or a TOWLE oxford shirt.
7. Sweatshirts and loose-fitting sweaters (waist length or longer) may be worn over a TOWLE shirt. College logos or sports teams logos may be printed or sewn on a sweatshirt, but no other messages, slogans or inappropriate designs (as determined by staff) will be permitted.
8. Tattoos, temporary or permanent, should not be visible.

### BOYS' GUIDELINES

1. Boys must wear a TOWLE polo shirt or a TOWLE oxford shirt. Sweatshirts and sweaters may be worn as indicated in the General Guidelines.

2. Dress pants, casual pants, or jeans may be worn. All pants (including shorts) must be neat worn at the waistline (no underwear visible). Pants **must be hemmed** so as not to drag on the floor or ground. Modest, neat shorts may be worn during warm months of the school year.

#### **BOYS' GUIDELINES** (Continued)

3. Hair must be neatly groomed and cut above the eyes (or worn securely pulled back, behind the ears).

#### **GIRLS' GUIDELINES**

1. Jumpers and skirts are permitted, but not required. Skirt length must extend to four or fewer inches above the knee.
2. Girls must wear a TOWLE polo shirt or a TOWLE oxford shirt. Sweatshirts and sweaters may be worn as indicated in the General Guidelines.
3. Dress pants, casual pants, or jeans may be worn. Tight leggings will not be allowed. All pants (including shorts) must be neat worn at the waistline (no underwear visible). Pants **must be hemmed** (the rolling up of hems will not suffice) so as not to drag on the floor or ground. Modest, loose-fitting shorts of appropriate length (to tips of fingers while arms are at sides) may be worn during the warm months of the school year.

*"...I want women to adorn themselves with proper clothing, modestly and discreetly..." 1 Timothy 2:9*

It is impossible to address every issue that will arise concerning students' dress. It is the hope of the TOWLE School Board that each family and student will strive to dress neatly and modestly. When a question arises, please err on the side of modesty.

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## APPENDIX

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### INDEPENDENT STUDY GUIDELINES

When on rare occasions Towle may accept independent study for junior high English, the following rubric will be utilized:

- Vocabulary – 10%
- Grammar – 10%
- Composition – 30%
- Literature – 30%
- Tests (all components) – 20%

### High School Level Core Courses

Towle will be recognizing the following rubric for each core discipline (math, science, history and foreign language) to promote Independent Study courses being comparable to Towle courses.

NOTE: All high school core courses must include both a mid-term and a final exam.

#### History Quarterly Grade:

- Homework – 60% (a certain percentage of which may be for a project)
- Tests and Quizzes – 40%

#### Math Quarterly Grade:

- Ungraded homework (where answers are available to student) – 20%-30%
- Tests and Quizzes – 70%-80%

#### Science Quarterly Grade:

- Homework – 15%
- Labs/Projects – 35%
- Tests and Quizzes – 50%

#### Foreign Language Quarterly Grade:

- Written homework – 25%
- Oral language work – 20%
- Project (cultural study or oral presentation, etc.) – 5%
- Tests and Quizzes – 50%

To compute year end grade for the course average, the mid-term and final grades are averaged and become 20% of the year-end grade. The four quarterly grades are also each 20% of the year-end grade.

$$\frac{1^{\text{st}} \text{ quarter}}{20\%} + \frac{2^{\text{nd}} \text{ quarter}}{20\%} + \frac{\text{Mid-term}}{10\%} + \frac{3^{\text{rd}} \text{ quarter}}{20\%} + \frac{4^{\text{th}} \text{ quarter}}{20\%} + \frac{\text{Final exam}}{10\%} = \frac{\text{Year-end grade}}{100\%}$$

Finally, for a parent generated course, quarterly grading must coincide with Towle quarters to be recorded on report card. (College courses or other school courses may have different reporting dates.) It is the sole responsibility of the family to set-up the quarterly review with the department head (reviewer) so that the work can be reviewed and the grade recorded in the office by the reviewer no later than the grade reporting deadline for each quarter. Credit will not be issued if course isn't completed in a timely manner. Extensions will only be granted rarely and on a case-by-case basis.



## INDEPENDENT STUDY CLASSES

All students registered for independent study classes will be required to follow one of the following methods for determining completion of course material.

1. A student who has a schedule conflict with another TOWLE class may opt to take a course independently. The student will receive the full syllabus for each course from the TOWLE teacher. The homework, exams and finals will be turned in to the teacher on the same due date as a student currently enrolled in the class. The teacher reserves the right to request that the student come in for oral presentations. It is the responsibility of the student to get the material to and from the teacher. Grades will be given quarterly by the teacher. If a quarterly grade drops below a "C", we will need to reassess this method of teaching. The student will need to attend classes or have tutoring. This course will **not** appear as Independent Study on report card.
2. Where the parent would like to design the course or use outside material for TOWLE credit, he/she will be responsible for supplying to TOWLE a curriculum list, syllabus, grading rubric and grades for their student. The parent is required to submit the syllabus and this form for evaluation and approval to the TOWLE Department Head by Week 3 of the school year in which the student is to receive credit. Once approval has been gained, a portfolio style of record keeping, which includes samples of work, tests and grade book, is to be reviewed quarterly and documented on page 2 of this form (Quarterly Review Sheet) by Department head and submitted to the office each quarter by grade submission deadline. **It is incumbent upon the parent to know the grade reporting deadlines and to submit portfolio for review to reviewer in time for reporting grades to office.**

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Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Subject: \_\_\_\_\_ School Year: \_\_\_\_\_

Text title(s): \_\_\_\_\_ Author/Publisher: \_\_\_\_\_

Department Head checklist:

Syllabus \_\_\_\_\_ Grading Structure \_\_\_\_\_

All needed materials (workbooks, lab materials, tests, etc.) \_\_\_\_\_

3. Courses taken at other schools must also be pre-approved by Department Chair if the student/family desires that they be recorded on the report card/transcript. We realize that reporting dates may not coincide with Towle's quarterly reporting, **but it is the responsibility of the parents to report the grading as soon as it is published.**

Suggestions: \_\_\_\_\_

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Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Office Use: **Option #3:** Final Grade: \_\_\_\_\_ Final Percentage: \_\_\_\_\_ Credit Earned \_\_\_\_\_

Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**All completed paperwork due in office by Week 36 (except senior year which must be Week 33).**

# INDEPENDENT STUDY CLASSES

(#2 Parent Designed Course)

## FORM FOR QUARTERLY REVIEW

Student Name: \_\_\_\_\_ Course: \_\_\_\_\_

**1<sup>st</sup> Quarter** (review deadline \_\_\_\_/\_\_\_\_/\_\_\_\_)

Work Samples \_\_\_\_\_

Quarterly grade: .

Tests \_\_\_\_\_

Percentage: .

Grading Sheet \_

**Towle Signature** \_\_\_\_\_

**2<sup>nd</sup> Quarter** (review deadline \_\_\_\_/\_\_\_\_/\_\_\_\_)

Work Samples \_\_\_\_\_

Quarterly grade: .

Tests \_\_\_\_\_

Percentage: .

Grading Sheet \_

Mid-term grade: . (core  
course)

**Towle Signature** \_\_\_\_\_

**3<sup>rd</sup> Quarter** (review deadline \_\_\_\_/\_\_\_\_/\_\_\_\_)

Work Samples \_\_\_\_\_

Quarterly grade: .

Tests \_\_\_\_\_

Percentage: .

Grading Sheet \_

**Towle Signature** \_\_\_\_\_

**4<sup>th</sup> Quarter** (review deadline \_\_\_\_/\_\_\_\_/\_\_\_\_)

Work Samples \_\_\_\_\_

Quarterly grade: .

Tests \_\_\_\_\_

Percentage: .

Grading Sheet \_

Final exam grade: \_ (core  
course)

**Towle Signature** \_\_\_\_\_

Year-end grade: \_\_\_\_\_