

# GREYFRIARS

## CLASSICAL

### SCHOOL VERSES:

“Like arrows in the hand of a warrior are the children of one’s youth.” – Psalm 127:4

“He has told you, O man, what is good; and what does the LORD require of you but to do justice, and to love kindness, and to walk humbly with your God?” – Micah 6:8

### SCHOOL MOTTO:

Sagittae Formosae et Praeacutae – Arrows, Beautifully Formed and Sharpened

### MISSION STATEMENT AND PURPOSE OF GREYFRIARS CLASSICAL TUTORIALS

The mission of Greyfriars Classical Tutorials is to assist Christian families to classically educate hearts and minds for Christ’s kingdom. We serve Christian families by providing accountability, guidance and structure that is thoroughly biblical, academically rigorous, covenantally nurturing, and financially accessible to as many as possible.

Greyfriars Classical Tutorials is a tutorial service and not a school: The in-class and at-home teaching times are designed to be complementary. GCT commits to thorough and clear communication between teachers and parents to enable parents to continue and fulfill assignments initiated by GCT. Parents are expected to conduct regular homeschooling duties, which in the state of North Carolina currently include opening a homeschool when a child turns 7, keeping attendance records, conducting annual testing, and determining when a child has attained mastery of a subject. GCT does not conduct entrance or exit testing to determine grade placement; while we are glad to help advise parents on the subject of placement, the responsibility for this decision rests with the family. At the time of application, parents must select a grade level for each child.

### PURPOSE OF THE HANDBOOK

The policies set forth in this handbook are intended to communicate clearly the commitment of Greyfriars Classical Tutorials (GCT) to execute the responsibilities entrusted to us by the parents of our students. This handbook also outlines the commitments expected of parents and their students toward GCT.

### AUTHORITY STRUCTURE and GRIEVANCE POLICY

The headmaster of Greyfriars Classical Academy and Tutorials (K-12) has authority over all operations of the Tutorials program, including discipline and the implementation and interpretation of the policies and procedures set by the Board. The headmaster delegates responsibility for the daily operations of each program to its director.

Student Grievance/Complaint Policy: All grievances should be handled according to the principles revealed in Matthew 18. A problem should be addressed at its source. This usually means initially speaking privately with the particular student, teacher or staff member in a constructive and supportive manner, attempting to get clarification and resolution. Only after such attempts have honestly been made, and resolution has not been achieved, may a person proceed to the next level of authority. If a parent has any concern involving a teacher (grades, homework, classroom incident, etc.), the parent must first go to the teacher personally (Matthew 18:15). Only after the teacher has been approached in the manner above may the matter be brought to the attention of the director.

### GENERAL POLICIES FOR BOTH PROGRAMS (GRAMMAR AND LOGIC)

#### NON-DISCRIMINATORY POLICY

GCT admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students in the program. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies,

admissions policies or any other policy. As a sincerely Christian homeschool program, Greyfriars Classical Tutorials does reserve the right to select applicants for admission on the basis of personal religious commitment and beliefs. Greyfriars requires at least one parent to affirm full agreement with the statement of faith listed in our by-laws and on the application for student admission. Other factors considered are academic performance, and a willingness to cooperate with the Greyfriars Classical Academy Board and Administration and to abide by its policies.

## PARENTAL INVOLVEMENT

Although GCT, on behalf of the parents, has employed tutors to help meet our goals, parents retain the sole responsibility for the education and upbringing of their children. In order for GCT to provide a quality of service which best glorifies God, parents need to do their best to make sure that each student is prepared and able to fully participate in each week. Each family is committing itself to be a contributing and supportive member of the Greyfriars community in the following ways:

- Attend Orientation as appropriate: For Grammar, first-time parents need to attend the New Parent Orientation (Saturday, August 16, 2025) before the first enrolled school year. For Logic, all parents (new and returning) should attend Orientation Day (Logic) each school year (August 18, 2025).
- Pay all bills in a timely manner
- Participate as a volunteer when requested (all Grammar parents are required to contribute volunteer hours)
- Maintain a way to consistently receive homework and other assignments and announcements via e-mail
- Arrive at GCT on time
- Promptly respond to communications from the tutor or administration (this includes being intentionally available by phone or text on class days if we should need to speak to you about your child)
- Encourage your child's progress by reading all notes from tutors and all papers sent home
- Know what the assignments are and when they are due, and assume responsibility for the child's completion of all assignments. Parents have authority to omit or adjust assignments, but the parent should communicate to the tutor any such decisions.
- Conduct regular home-schooling duties, including the following: keeping necessary records, testing, and determining when a child has attained mastery of a subject. Each parent must indicate that they will comply with the Family Commitment Statement and submit it with the Registration for admission or re-enrollment
- Pray for our teachers, students, administrators, and Board

## CLASS BEHAVIOR & DISCIPLINE

1. We believe that the nurture and discipline of children is primarily the responsibility of the parents, under God. Because we view ourselves as partners with parents in the training of children, we will keep parents informed if we are having trouble with a child, and we will seek to have discipline issues addressed by the parents whenever possible.
2. While we support and strongly encourage godly, wise and loving corporal punishment within the home as God directs (Prov. 13:24, Prov. 29:15), we do not believe it is the place of the school to administer physical punishment.
3. As the children of believers and those under the authority of both parents and church, students at GCT are expected to conduct themselves at all times in a way that brings honor to Christ.
4. The purpose of the discipline policy is to maintain order in the classroom and to help students grow in self-discipline and self-control. We believe that practicing habits such as punctuality, preparedness, and

submitting to authority pleases the Lord (Eph. 5:9-10, 6:1) and promotes academic success (Prov. 12:24).

5. For Greyfriars Tutorials to function well, an environment of discipline and self-control must be maintained. Students are expected to
  - demonstrate a spirit that is willing and eager to learn and grow
  - work at home on assignments and participate in classroom learning
  - arrive to class on time
  - show respect to the tutor and fellow classmates
  - follow the dress code (see later section far below)
6. While we believe in and practice gracious and loving training, especially in the earliest years of a child's growth, if a child does not possess sufficient self-control to participate in class without undue disrespect and distraction, we reserve the right to refuse continued participation, under the guidelines below:

Grammar and Logic Programs:

- If an infraction occurs, tutors will first remind students of their duties.
- Continued infractions will be addressed in each program as noted below.
- Repeated or aggravated offenses will be brought to the attention of parents and may result in further disciplinary action, including sitting in the office for the duration of a specific class or being sent home for the remainder of the day.
- If needed, a parent conference will be arranged to discuss how to obtain correct student behavior in the future.
- If a student's behavior does not improve, he/she may be expelled from Greyfriars Tutorials without a tuition refund.

Grammar Program Only:

- Any tutor may dismiss a student to see the Director for inappropriate classroom behavior (e.g., excessive talking, disrespectful attitude, disobeying).
- The Director will address the issue, make sure expectations are clear, pray with the student, and return him or her to the classroom for an apology and another try.

Logic Program Only:

- Logic Tutors will clearly articulate their expectations for classroom behavior to the students.
  - If a student disrupts the class (talking out of turn, engaging in horseplay, purposely arriving late to class, etc.), the Logic tutor will issue a yellow card to that student (and any other offending students) and again remind the class of their duties.
  - If a student disrupts the class after having already received a yellow card, then the Logic tutor will give him or her a red card.
  - Students receiving a yellow or red card will remain seated at the end of class so that the Logic tutor can collect the cards and address the students.
  - Students receiving a yellow card will then be dismissed for break.
  - Students receiving a red card will be asked to proceed to the office where they will remain for five minutes.
  - The Director will notify the parents of any student receiving a red card.
7. Dishonesty violates the basis of trust within a relationship and will not be allowed. Any form of dishonesty, including cheating or plagiarism, will be taken very seriously and may lead to dismissal from the program. Our writing teachers, especially in Logic, will work with students to make sure they understand the importance of giving credit to others where that credit is due, and parents should work at home to convey the importance of honesty, diligence, and fair attribution. The use of artificial intelligence (AI) in any form is not acceptable, unless explicitly directed to do so by the tutor on a

per-assignment basis (i.e. permission to use AI for one assignment does not imply broader permission to do so).

8. Electronic devices should not be brought into the classroom. Phones and other cellular or wireless devices (smart watches, etc.) are discouraged, but if a parent wants a child to have such a device at school, the device should be powered off completely and stored in the school office upon entrance to the building each day. Calls or texts may be made only in the presence of, and with the permission of, the office staff. Exceptions to this policy will be considered if a student needs a device turned on for medical assessment or alerts; a parent should contact the director in advance to make specific arrangements.

## MEDICATION, INJURY, & ILLNESS

1. Students are not allowed to possess medication on campus. Parents should deliver any medication that a student may need to take during school hours to the director or director's office assistant with instructions for how it should be administered. The director will keep the medication in the office and give it to the student as directed by the parents.
2. If a student experiences illness or injury during the course of a school day, office staff will address the situation immediately. We do not employ a nurse, but at least one person with CPR training is on campus at all times during the school day.
3. The signed parental waiver allows the administrators of GCT to make decisions about the care of a child in an emergency situation. Every effort will be made to contact the parents immediately, but if this is not possible, administrators will make necessary judgments about emergency care.
4. Minor first aid may be administered without parental consent, but an incident report will be given to the parent no later than the end of the school day.
5. Any discretionary medications such as ibuprofen may be given to a student by office staff only after confirmation of permission from a parent.
6. In order to minimize the spread of any infectious diseases within GCT, and to ensure the health and safety of all children and tutors, please do not bring your child to class if he or she is sick or has exhibited any of the following symptoms within the past 24 hours:
  - Rash
  - Runny nose with colored discharge
  - Discharge from eyes or ears
  - Communicable diseases (chicken pox, roseola, conjunctivitis, mumps, measles, influenza, etc.)
  - Fever that is 100 degrees or higher (please do not consider a child fever-free if he or she is taking fever-reducing medicines)
  - Diarrhea
  - Vomiting
  - Head lice/nits within the past 72 hours without first discussing the treatment with the administrator
7. Immunizations: As we are not a school, we are not required to seek or maintain proof of immunization for students enrolled in the program. Students who continue to Greyfriars Academy in the 9th grade will be required to provide proof of immunization as required by state law, or submit a statement of religious exemption.

## INCLEMENT WEATHER AND SCHOOL BREAKS

1. We do not always follow the Charlotte-Mecklenburg and/or Union County school closings or delays. Communication will go out to all families as soon as information is available concerning a change to our normal schedule. We do not make up a canceled class due to inclement weather.

2. Regular week-long breaks are scheduled four times each year: in early October, at Thanksgiving, in early March, and at Easter. In addition, a three-week semester break is scheduled at Christmas. During these breaks, no homework will be assigned, although upon completion of the break week, at-home work may be assigned during earlier days of the week preceding an in-class day.
3. For Logic, assignments begin after Orientation Day, preceding the first official school day.

## DRESS CODE

Christian character ought to be demonstrated in every area of life, and personal appearance is no exception. As a general rule, unkempt or ostentatious clothing or hair is unbecoming. Additionally, Greyfriars seeks to promote and cultivate within our students a spirit of excellence and a sense of the importance of what they are gathered to do. The GCT dress code is designed to assist students in making wise and responsible decisions in the areas of modesty, self-control, prudence, discretion and loving respect for others. We want our students to look and feel “ready to learn” in a way that differentiates the school day from the at-home days. To that end, we provide the following guidelines:

### All:

- All clothing should be neat, clean, and free from tears (jeans may not have cut-off fringe or intentional distressing)
- No tight-fitting tops or pants (see note on leggings for girls below). As a guideline, pants or jeans are too tight if a student cannot easily pull extra fabric away from the thigh using a thumb and finger.
- No sweatpants, gym shorts, or other clothing designed as athletic wear
- No hats or distracting headgear may be worn indoors, including sweatshirt hoods
- Hair must be in a natural color and a style that is not ostentatious (drawing attention to oneself)
- Visible tattoos or body piercings are prohibited, except a single pair of earrings for young ladies
- No graphic shirts or sweatshirts (includes advertisements of all kinds, printed logos, pictures, sports team names or mascots, or large brand identifiers. A small, discreet pocket logo is fine)

### Boys:

- Collared shirts (polo style or button-down [ordinarily needed to be tucked in])
- Pants must have a button and zipper
- Shorts must be no more than 3 inches above the knee
- No athletic pants or athletic shorts
- Neat, solid jeans are allowed (no rips, tears, cutoffs, or obvious patches)
- No flip-flops (closed-toe shoes are recommended since outdoor play may take place on a paved surface)
- Hair must be clean, combed and kept out of the eyes
- Any facial hair is to be neatly trimmed or shaven

### Girls:

- Dressy-casual blouse or top is required
- No tank tops or exposed shoulders (halter-style or off-shoulder),
- No graphic t-shirts.
- No midriff-revealing shirts. As a guide, have student raise her arms and make sure no part of her trunk shows. If there is any doubt, student should wear a tank top underneath.
- Jeans, pants, skirts or long shorts are allowed; shorts must be no shorter than the tips of fingers extended at one’s side and skirts must reach at least to the knee.
- Skirts should have biking shorts or leggings worn under them for additional modesty during active play.

- No skinny jeans. As a guideline, pants or jeans are too tight if a student cannot easily pull extra fabric away from the thigh using a thumb and finger.
- Leggings may not be worn as a substitute for pants, even on spirit days. If leggings are worn with shorts or skirts, the requirements above regarding length still apply.
- No flip flops (closed-toe shoes are recommended since outdoor play may take place on a paved surface)

If a dress-up day (Grammar) or Spirit Day (Logic) is announced, the Director may indicate ways in which the dress code is suspended, but families should keep these principles and goals in mind at all times.

## FACILITIES

Resurrection Presbyterian Church (RPC) has graciously allowed us to use its facilities during the week. As members of the body of Christ, and in response to the generosity of RPC, participants in GCT should always promote the beauty and care of the facilities.

- Outside play should take place only in areas designated by the supervising teacher.
- Students should not be in any building without a teacher unless with specific permission from a teacher or director.
- The earliest allowed drop-off time is 7:30 a.m. Please make every effort to pick up your students promptly in the afternoons; if you are going to be more than ten minutes after the stated end of the class day, please contact the appropriate director or assistant and let her know that you are delayed.
- If any part of the RPC property is damaged or broken, whether willfully or by accident, the parents of the responsible student(s) may be required to make amends at the discretion of the GCA board, in consultation with church staff. Do not attempt to make repairs without consulting the program director first.

## LUNCHTIME

- Lunch will be eaten outside or, in the case of inclement weather, on the covered patio next to the fellowship hall. Lunch monitors (staff or parent volunteers) are always provided for GCT students. Students should not eat in the classrooms without permission, as these rooms are not typically supervised during the lunch period. All trash should be disposed of properly.
- The allergies noted on your registration form each year are printed on the back of the child's nametag. We do not restrict the foods that are brought to school, so if your child has allergies, you should ensure that he or she knows not to accept shared food or to come in close contact with other children while eating.
- Grammar students will not have access to microwaves; please do not send with Grammar students food that needs to be microwaved. Logic students will be permitted to use the microwaves.
- The kitchen in the fellowship hall may not be used in any capacity (refrigerator, sink, etc.).

## TUITION, FEES, and PAYMENT

1. Textbooks  
The price of textbooks is not included in tuition; parents are responsible to purchase all books. Every effort is made to choose books that are readily available in used copies and thus inexpensive. A textbook list will be made available to parents by early summer, and a spreadsheet for buying and selling used textbooks within the community will be made available. Families should be careful to get the exact ISBNs listed.
2. Tuition & Fee Amounts for the 2025-2026 school year are posted on the [school website](#).
3. Payments

The registration fee should accompany the submission of a completed application. If the student's application is approved, the registration fee will reserve his or her space in class until the next payment is due. Additional payment details are available on the school website and on the application. If a tuition payment plan is desired, this must be communicated at the time of registration.

4. Refund Policy

- Registration and other fees are non-refundable.
- Tuition payments are non-refundable after June 30.

5. Financial Assistance

The mission of Greyfriars Classical Academy and Tutorials includes providing an education for Christian families that is financially accessible to as many as possible. Our unique structure allows us to charge a tuition that is well within the reach of most families. We are not able to honor requests for financial assistance at the Tutorials level.

6. Opportunity Scholarships

At this time, the North Carolina Opportunity Scholarship Program does not apply to homeschool tutorials programs such as GCT. Opportunity Scholarships are available for students at the high school level (GCA), for both full-time and part-time (homeschool status) students.

## POLICIES SPECIFIC TO PROGRAMS

### GRAMMAR

1. Grammar Courses

MORNING BLOCK:

- a. Homeroom. During homeroom, which takes most of the morning block, students remain with a single teacher. In addition to reviewing memory work, teachers offer instruction in the weekly lessons for spelling, mathematics, history and Bible. Beginning in grade 3, homeroom teachers also conduct beginner-level book discussions with the students.
- b. Music. Each class has a 30- to 40-minute music lesson during the morning block. These classes are taught by an experienced musician and culminate in a concert for parents and friends at the end of each semester. All students will be instructed in choral music. G4 students will also learn the recorder using "Recorder Karate" as an incentive to make progress in mastery. G5 students will also learn the ukulele (and continue these studies in grade 6). Recorders and ukuleles are provided by the program through the supply fee, and they become the property of the student at the end of the school year.

AFTERNOON BLOCK:

- a. Art (G1-G5). Greyfriars teaches art according to the Monart method, which has demonstrable success in teaching students to draw, color, and shade. Student art will be displayed at the concerts whenever possible and will become the property of the student at the end of the school year.
- b. Story Hour (G1 only). First-grade students have two Story Hour sections in each afternoon block. One is devoted to the history for the week: the teacher will discuss the topic briefly and assist the students to complete a passport piece. A completed passport will be sent home with the student at the end of the unit for a record of that unit's historical study. The other section is devoted to literature: the teacher will usually read aloud to the students a portion of an age-appropriate chapter book. The teacher will also work with the students to practice sentence awareness, writing, and comprehension.
- c. Science (G1-G5). Our Grammar science program contains semester-long explorations of six scientific fields: biology, anatomy, chemistry, physics, geology, and astronomy. Each week the

students will participate in a hands-on project or experiment to reinforce the lesson summarized in the memory work.

- d. Latin (G2-G5). Our Grammar Latin program uses Song School Latin in grades 2-3, and students in G4-G5 use the Lively Latin program, which they will continue in grades 6-8. Parents are required to buy the digital version of Lively Latin Big Book 1 for use in grades 4-5. Students will receive a workbook printed by GCT.
  - e. Grammar and Composition (G2-G5). Students in grades 1-2 are asked to work through the First Language Lessons for the appropriate grade. The second-grade Grammar and Composition teacher will reinforce these lessons in the classroom. In G3, students begin to use the Shurley Grammar curriculum, which they will use through the sixth grade. In addition to Shurley Grammar, students in G4-G5 use the IEW History-Based Writing curriculum that is aligned with the era of history being studied in that year.
2. Parent Volunteer Program  
In order to accomplish our goals with younger children, we need each family to donate up to 12 work hours over the course of the year. A signup for these jobs is sent out in the summer, and we work to ensure that the differing times and responsibilities will allow each set of parents to find manageable ways to fulfill this commitment.
  3. At-home expectations  
Parents are expected to follow the syllabus for each course and ensure that students come to class prepared. Since this is a tutorial program and not a school, parents are free to adjust or decline assignments; however, continued participation in the program may be jeopardized by a low level of participation.

## LOGIC

1. Logic Courses
  - a. Mathematics. Math will be offered at each of the Logic Grade levels. Advanced 8th grade students may take a placement test at the end of the year and, if successful, receive transcript credit for Algebra I and take Geometry at GCA during their 9th grade year. All other students will be expected to take Algebra I in 9th grade at the high school level (a different textbook is used).
  - b. Latin. GCT-Logic uses the Lively Latin curriculum to continue Latin studies from GCT-Grammar. Latin is offered at the 6th, 7th, and 8th grade levels. If space and personnel allow, an Intro to Latin class will also be offered for students in any grade level with no previous Latin experience.
  - c. Science. 6th and 7th grade students will take two semester-long classes aimed at preparing them for high-school level science courses. These include the following, taught at the middle-school level (not suitable for high school credits): Chemistry, Astronomy, Physics, and Geology. 8th graders will take a year-long course in Life Science (may be counted as a high school credit if homeschooling for high school).
  - d. Writing. GCT-Logic seeks to prepare students for the robust writing program of Greyfriars Classical Academy. 6th-grade writing focuses on sentence and paragraph structure, with one larger research project to introduce use of secondary sources. 7th-grade writing focuses on Literary Analysis, using short stories and poems as primary sources. 8th-grade writing focuses on argumentative writing and is integrated with the historical studies of the current year. All classes incorporate components of grammar, editing, and sentence diagramming, as well as vocabulary studies. Eighth-graders also study informal logical fallacies.
  - e. History. GCT-Logic students study history in a 3-year cycle that is aligned with GCT-Grammar. This strategy allows families to study a historical period all together in the

homeschool. Students may take the courses in any order, depending on the program's scheduling. The three courses are Ancient History (Creation through the Fall of Rome), Medieval and Renaissance (500 - 1500), and American (1620 - present). The workload is adjusted for each of the three grade levels.

- f. Literature. In a given year, GCT-Logic students study literature that is aligned with the historical time period that is being covered. Some differences in book choices may be made to ensure grade-level appropriateness.
  - g. Bible. GCT-Logic offers a three-year Bible Survey course, two years covering the Old Testament and one year covering the New Testament. Students may take these courses in any order, depending on the program's scheduling. This is a necessary foundation for the Theology courses that they will study in high school. Minimal homework may be required for this class (not more than 30 minutes/week).
  - h. Aesthetics. In a given year, GCT-Logic students study the Aesthetics of the historical time period that is being covered. This course exposes students to the fine arts (paintings, sculptures, architecture, etc.) created in the period and evaluates the relationship of these works to the historical, religious, and philosophical atmosphere surrounding them.
  - i. Art. Continuing to build on the foundation laid in GCT-Grammar, Art classes in Logic focus on basic skills and techniques that all students can learn, not just those gifted artistically. Students will explore a variety of styles, media, and types of projects.
  - j. Music. Continuing to build on the foundation laid in GCT-Grammar, Music classes in Logic seek to provide all students with the skills and appreciation beneficial to worshippers of God who will spend a lifetime praising him in song. The fall semester will focus on choral application, and the spring semester will focus on instrumental application. Each semester will involve learning music to a level that is polished enough to be presented at a concert, and thus will require some at-home time for written and oral preparation.
2. At-Home Expectations: Parents are expected to follow the syllabus for each course and ensure that students come to class prepared. Since this is a tutorial program and not a school, parents are free to adjust or decline assignments; however, continued participation in the program may be jeopardized by a low level of participation.
3. Grading
- a. Grade Reports  
Course grades will be determined by Logic teachers and emailed to parents twice each year, in December/January and May. Since GCT students are homeschooled, the parent is the primary teacher and ultimately determines the final grade assigned for a particular class, if desired. [The state of North Carolina does not require that transcripts for home-schooled students be kept until high school.] However, as a drop-off program, we realize that parents need to know how their student is doing in the classroom and in mastering the subject matter. Therefore, students will be assigned a grade in each class for feedback purposes. These grades will also be made available to the GCA administration if a student applies to GCA for high school; they will be used only as an indication of proficiency/readiness.
  - b. Grading Scale  
Course grades will be assigned using the following grade scale (with corresponding point values):

A	90% – 100%
B	80% – 89%
C	70% – 79%
D	60% – 69%

4. Course Options

- a. While some homeschool programs offer a la carte classes, Greyfriars is primarily intended as a resource for those who have come to share the vision we have for a child's entire education. The Greyfriars Board considers that producing a Greyfriars graduate who has rightly ordered loves requires instruction in theology and the fine arts. As such, opting out of Bible, Art, Music and Aesthetics courses is not permitted. Literature, History, Writing and Science are also required.
- b. If a parent feels confident teaching middle school mathematics and is using a different curriculum from that used by GCT, the family may decline the GCT math course and the student may sit in a study hall. Note that a successful placement test will be needed for the student to enroll in math classes at GCA (9th grade or higher).
- c. Refunds or discounts are not available if opting out of Latin or mathematics.

5. Transferring to Another School or Program:

Greyfriars Tutorials is a tutorial program and not a school. The status of a child during enrollment at Greyfriars Tutorials is *homeschooled*. We do not provide attendance records, transcripts or records of grades received, or any other record. Such records are the responsibility of the homeschool, in accordance with the requirements of the state of North Carolina. We cannot fulfill a request to "transfer" a student's grades to a full-time school. If a school requests an evaluation of a student's work in a particular area, such as writing, the parent may make a request of a particular writing teacher to fill out such an evaluation, with the understanding that it is a special request and not a standard requirement.