

# WILLIAMSBURG ACADEMY

HOME OF THE STALLIONS



## SCHOOL HANDBOOK

Revised September 2019

### Foreword

Williamsburg Academy is an independent, college preparatory, co-educational day school for grades 3K – 12. Williamsburg Academy is accredited at the Advanced level by the South Carolina Independent School Association and is also a member of the Palmetto Association of Independent Schools.

The purpose of the *School Handbook* is to provide parents, guardians and students with pertinent information about our school and our rules and procedures. It is impossible to address all policies and procedures in a single booklet. We have attempted to include the major items that affect parents and students regularly. All of the rules and procedures in this *School Handbook* are based upon the school's Charter, Governing Board By-Laws, and Governing Board Policy Manual. Those documents are available for reading in their entirety in the school office. The Head of School will be happy to answer any questions you have.

It is required that all students above the primary level read this handbook, and that a parent or guardian of primary age children read the handbook to their children. It is expected that all parents or guardians of students at the school read the handbook. The *School Handbook* is intended to serve for several school years and is available on the Williamsburg Academy website for future reference.

### Non-Discriminatory Policy

Williamsburg Academy does not discriminate on the basis of race, color, gender, religion, or national or ethnic origin in the admission of students, nor in the hiring of faculty and staff, nor in the administration of academic, athletic, or co-curricular programs.

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# **I. Introduction**

## **Statement of Principles**

Williamsburg Academy subscribes to the belief that the purpose of education is to promote reasoning and critical thinking, social responsibility, moral responsibility, creativity and teamwork. Accordingly, we emphasize academic studies that put students in touch with the fundamental principles of language, literature, social studies, science, and mathematics in such a way that they can continue to learn throughout life.

Williamsburg Academy subscribes to the belief that the purpose of education is to enable each student to reach the maximum level of achievement of which he or she is capable.

We believe that learning is best accomplished in a quiet, orderly, well-disciplined atmosphere and in a small classroom setting where each student may receive close individual attention from caring, highly qualified teachers.

We believe that the most important thing that happens in school is the teaching and learning that takes place in the classroom, and time-on-task is our first priority

We believe that students should learn appropriate behavior, dress, and grooming in school that they may apply to all other aspects of their lives.

We believe in God and country and will provide examples and activities that will engender a sense of spirituality and patriotism in each student. We will begin each day with non-denominational prayer and the pledge of allegiance to our country.

We believe that a well-trained body compliments an educated mind and that the lessons of sportsmanship and teamwork learned through athletic participation are a valuable part of the education experience. Participation in athletics is encouraged to the maximum extent of which a student is capable without detriment to academic achievement.

We believe that co-curricular activities are a vital accompaniment to academics and athletics as part of the total educational experience. Participation in co-curricular activities is encouraged to the maximum extent of which a student is capable without detriment to academic achievement.

## **Mission Statement**

It is the mission of Williamsburg Academy to create a safe, nurturing, Christian environment while providing students with an academically challenging curriculum that promotes critical thinking, social and moral responsibility, creativity, and teamwork. Students are encouraged to strive for personal excellence while becoming independent thinkers and life- long learners.

## **Organization of the School**

Williamsburg Academy was chartered on June 2, 1966 by the state of South Carolina as an eleemosynary corporation to operate a school. The founders of the school wished to provide an alternative to public education for the families of the county, and to operate a school based on the foregoing principles. Williamsburg Academy continues to be the school of choice for the students of Williamsburg County and the surrounding area.

The school's policy is formulated and the school is governed and controlled by a Governing Board comprised of eleven (11) members. Five (5) members are elected by the Governing Board itself to serve three (3) year terms. The remaining six (6) members are parents or legal guardians of students attending the school who are elected by the schools constituency, with each parent or legal guardian of a student having one vote. Two members are elected each year at the annual meeting, held in March. Those elected are from the list of nominees submitted in writing by parents or guardians of students not later than one week prior to the annual meeting.

The Head of School is the administrative head of the school and manages and controls the daily functions of the school within the scope and limitations of the policies and procedures provided by the Governing Board. The Head of School also serves as an *ex-officio*, non-voting member of the Board. Heads of each academic department and of the lower school, an Athletic Director, a Guidance counselor, and Director of Development assist the Head of School.

### **Parent Communication with Teachers, Coaches, Administration and the Governing Board**

Communication with parents or guardians of students is a high priority. In the interest of handling parent questions and concerns in the most efficient manner possible, we will follow, and insist that students and parents follow, the chain of authority. Questions or concerns should first be addressed to the teacher or coach concerned, who has the most detailed knowledge. If unanswered or unresolved, questions or concerns should then be addressed to the Head of School, as should questions or concerns pertaining to other matters, such as discipline, policy, etc.

The Head of School will bring to the Governing Board, through the appropriate committee of the Board, any questions or concerns that are unresolved. He or she will report the Board's response to the parent immediately following the Board meeting. If the parent wishes to meet privately with the Board, the Head of School will arrange to have this placed on the agenda.

#### **Parent Open Forum**

Parents wishing to observe the open portion of a meeting of the Governing Board or to address the Board on policy issues or general concerns are encouraged to attend the Parent Open Forum, which is a part of each regular monthly meeting of the Board. Board meetings are scheduled on the school calendar.

### **Parent/Guardian-Teacher Conferences**

We believe that close and frequent contact between parents and teachers is vital to our philosophy of education. Parents will be called to schedule a conference whenever we have concerns about your child. Certain circumstances require a parent conference (see Discipline).

Should you wish to schedule a conference with us, please notify the teacher to arrange a mutually convenient time. It is helpful if you will let us know the general subject of the conference so that we can do our "homework" in advance and be better prepared to help you.

Please do not attempt to have an unscheduled conference in the morning before school. That is a virtually impossible time for a teacher to give you the undivided attention you deserve.

Ethics and confidentiality requirements preclude our faculty and staff from discussing any child with any person other than the parent, guardian, or responsible party on the enrollment contract, or discussing any child when other persons are present.

## **Parent/Guardian Visits**

Parents or guardians of students are welcome to observe any class, student activity, or sports practice. Classroom visits are allowed only to parents, guardians, and responsible parties on enrollment contracts and must be scheduled in advance by the Head of School. Visits are not permitted when major tests or exams are being administered or when a rehearsal or practice is designated in advance as closed. Parents or guardians visiting during the school day must check in with the school office immediately upon arrival

## **Family Emergencies**

We stand ready to assist every student and every family in any crisis or emergency. Please call the Head of School, day or night, in any circumstance where he or she or the faculty or the staff may be of assistance, or any circumstance of which we need to be aware.

## **Accreditation**

Williamsburg Academy holds the Advanced level of accreditation from the South Carolina Independent School Association (SCISA). In order for the school to maintain Advanced Accreditation from the South Carolina Independent School Association, rigorous standards for facilities, administration, academic programs, attendance, faculty qualifications, quality of teaching, record-keeping, scheduling and financial stability, must be met. In addition, the following standards of student achievement must be met:

- Four grade levels within the first through eighth grades must average at the 60th percentile (National) on the Stanford Achievement Test
- All graduating seniors who take the Scholastic Aptitude Test must average above the South Carolina state average or the top 25% must average 1100.

## **Affiliations**

Williamsburg Academy is a member of the South Carolina Independent School Association (SCISA) and of the Palmetto Association of Independent Schools (PAIS). PAIS is an organizational member of the Southern Association of Independent Schools (SAIS) and the National Association of Independent Schools (NAIS).

## **Teacher Qualifications**

Williamsburg Academy employs only teachers whose academic training, experience, or combination of both fully indicate the professional ability, insight, and enthusiasm necessary to complete classroom assignments satisfactorily; who have a minimum of state certificate and/or a bachelor's degree; and who are fully qualified in accordance with the current SCISA *Standards for Advanced Accreditation*

## **Admissions**

Williamsburg Academy's academic program is intended for students of average or above average school ability. We are able to teach students with minor learning disabilities who respond to close individual attention and who, with limited resource assistance, are able to function in a small classroom setting. We provide reasonable after-school assistance to diligent and attentive students who require some extra help.

The Head of School will admit only students whose prior school work and school ability scores indicate a reasonable chance of achieving at a level that will allow the foregoing Advanced Accreditation standards to be met. In making the admission and placement decisions, the Head of School must consider the effect the prospective student may have on the average achievement scores of the grade to be entered and how that in turn will affect maintaining Advanced Accreditation.

An application for admission must be completed by the parents or guardian of all prospective students. The application must be accompanied by copies of all academic, attendance, and discipline records from all previous schools, copies of all standardized testing. No admissions decision may be made until all documentation is received.

Students transferring from member schools of SCISA that hold advanced accreditation and who are achieving in the 60<sup>th</sup> percentile or higher will be admitted upon transfer of records.

All other students will be tested for school ability by the Guidance Counselor. The results of such testing, along with previous school records, will be evaluated by the Head of School to determine the student's potential for achievement and, if admitted, to determine grade placement.

Prospective students for 5K must be five years of age by September 1 of the year in which they enter. Prospective students for first grade must be six years of age by September 1 of the year in which they enter. A locally prepared readiness test will be used to screen prospective first grade students.

Prospective students in grades 2 through 8 must take the Otis-Lennon School Ability Test unless they have taken it within two years of applying. In cases of students transferring from non-accredited schools, or students who have been home-schooled, further testing to determine appropriate grade placement will also be required.

Grades for independent schools accredited by SCISA or by a recognized regional accrediting organization such as the Southern Association of Colleges and Schools (SACS) are considered valid predictors of success at this school. The Public Schools' program for testing students' ability is not considered to be a valid predictor of success at this school.

Carnegie units (high school credits) from accredited high schools, public or private, for courses included in our program or courses that are acceptable substitutes for courses in our program may be accepted for transfer credit at the discretion of the Head of School. Units for courses not included in our program may be accepted for transfer up to the maximum number of elective units currently allowed by SCISA in meeting diploma requirements. **No courses from non-accredited schools will be accepted for high school credit.**

Students with a history of disciplinary problems or illegal drug use will not be accepted for admission to Williamsburg Academy.

Williamsburg Academy does not admit any new student who is married or pregnant.

All new students accepted to Williamsburg Academy in Grades 2-12 will be admitted on a provisional basis for 9 weeks. At the end of 9 weeks all teachers will submit an academic report to the Head of School via the Guidance Counselor. The student's academic progress and behavior will be evaluated and if both are satisfactory the student's admission will become final. If a student receives an out of school suspension or is not progressing academically as deemed necessary during the provisional period, he or she may be dismissed. Additionally, the Head of School may provide individual New Student Contracts which outline expectations and guidelines for final admission

## **Class Size**

Maximum class size will be in accordance with the current accreditation requirements of the South Carolina Independent Schools Association. If there are more applications than vacancies, priority will be given (in order) to:

- Siblings of current students or graduates.
- Children of teachers at the school.
- Children of graduates.
- Transfer students from other member schools of SCISA.

Should the Head of School feel that an individual case warrants an exception to any part of the foregoing policy, he or she will present the case to the Board of Directors for their advice and consent. The parents or guardians of any prospective student denied admission by the Head of School may request a review of the case by the Board of Directors. Such requests must be made in writing to the Chairman.

Williamsburg Academy does not discriminate in the admission of students on the basis of race, color, gender, religion, or national ethnic origin.

## **Assignment of Students to Sections**

In grades with multiple sections, the administration and faculty make student assignments based on the following considerations:

- ◆ Approximately equal numbers of students in each section.
- ◆ Equal ratio of boys/girls.
- ◆ Relationships (kin) to teachers or other students.
- ◆ Special educational needs of individual students.

Parents who wish to ensure that the school is aware of relationships to teachers or other students or special educational needs may do so by letter to the Head of School. In order to be considered such letters must be received by May 15 of the preceding school year for returning students under contract. Parents of new students may submit this information along with the enrollment contract. Requests for a child to have a specific teacher or to not have a specific teacher cannot be honored. Requests for the inclusion or separation of specific students who are not related cannot be honored.

The enrollment of new students during the summer often creates situations where sections are added just prior to the opening of school. Accordingly, the assignment of teachers to classes and the assignment of students to sections will be made official and made known to parents within one week prior to the opening of school. Assignment of middle and upper school students to classes will be posted at the school within one week prior to opening day.

## **II. Academics**

### **Curriculum**

#### **Lower School**

The curriculum in grades 4K through 5 is designed to encourage intellectual curiosity in addition to developing essential academic skills in the fundamental subjects. Enrichment programs in foreign language, computers, library, physical education, music, art and other topics such as etiquette are introduced at this level.



### **Middle School**

In grades 6 through 8, work is concentrated on strengthening basic skills and developing greater academic responsibility and disciplined work habits. Scheduling permitting, students in grade 8 who have demonstrated the ability may, upon the recommendation of their teachers and the approval of the Head of School, take high school courses.

### **High School**

A college preparatory curriculum including honor and dual credit is offered in the high school.

### **College Prep Curriculum**

The College Prep curriculum stresses preparation for a four-year college or university baccalaureate program and closely follows the requirements for admission to state colleges and universities.

### **Honors Courses**

Within the College Prep curriculum, certain courses are designated as Honors courses. These courses are more academically rigorous and challenging, and grades in these courses are weighted to reflect the increased level of effort and work. Entry into 8<sup>th</sup> grade Honors courses is based upon teacher recommendation, class average, and standardized test scores. The final approval is made by school administration.

### **College Courses**

Certain baccalaureate level courses at or through Williamsburg Technical College (WTC) may be taken for dual high school and college credit. Students must be recommended by the faculty and the Guidance Counselor and approved by the Head of School to take college courses. WTC charges tuition for these courses. Williamsburg Academy has no control over the transferability of these courses. Before enrolling in these courses, students should verify their transferability with WTC and their acceptance to the institution they plan to attend.

### **Physical Education Classes**

Physical education is provided in grades 4K through 8, and one unit in PE must be earned in high school, normally in the 9<sup>th</sup> grade. Only one unit of PE per year may be used to fulfill graduation requirements.

Grades 4K – 5 are not required to dress out for PE, but it is suggested that they wear suitable clothing and athletic shoes on their scheduled PE days.

Students in grades 6 – 9 must dress out and participate in every scheduled PE class unless prevented by a documented medical or health condition. If a student does not dress out or does not participate, he or she will be assessed penalties from the nine week's grade. Students who present a doctor's or parent's note to the instructor before class will be excused from dressing out. They will be given an alternate assignment such as scorekeeping, written report, or textbook work.

### **Textbooks**

Textbooks are loaned to students (except for some college courses). Books are issued by number to students at the first of the school year and must be turned in at the last class meeting or end-of-year examination. A fee to cover the cost of consumable workbooks, computer supplies, etc. is charged at the beginning of each school year. The cost of textbooks is included in tuition, budgeted at approximately 20% of the costs of all of a student's books per year. Accordingly, a hardbound textbook is expected to last for at least five years. Lost books must be paid for at the original cost less 20% depreciation per year of use. A damage fee will be charged for any book damaged beyond normal one-year wear and tear. We will not issue report cards or send transcripts until all books are returned or loss or damage fees paid.

### **Library**

The library is for the use of Williamsburg Academy students, faculty, and staff only. Students in grades 6 -- 12 may check out books for two weeks, then renew if there is no waiting list for the book. Students in grades 4K -- 5 may check out books for one week. Accelerated Reader books are to be returned as soon as they are read and the computer test is taken. Students wishing to check out a book that is out will be placed on a waiting list. All books will be checked out from and returned to the librarian's desk. Reference books and periodicals may not be checked out nor removed from the library. Teachers may request that a book be placed on reserve either to be checked out for one day only or not to be checked out.

Lost library books must be paid for at the replacement cost. A damage fee will be charged for any book damaged beyond normal wear and tear. We will not issue report cards or send transcripts until all books are returned or loss or damage fees paid.

### **Homework**

Teachers will assign a moderate and reasonable amount of homework. The completion of all homework assigned is mandatory. Weighting of homework grades is at the teachers' discretion, and will be published at the beginning of the year. Parents are encouraged to facilitate the completion of homework by providing a suitable place in which the student may concentrate on homework and by ensuring that time is allotted in the student's day for completion of homework. Homework assignments can be viewed over the Internet and will be updated weekly on Homework Hero.

### **Extra Help**

Teachers will provide extra help after school or at other times outside of class time to diligent and attentive students to the maximum extent permitted by their schedule and their responsibilities to their other students. Extra help will not be used to make up deficiencies caused by a student's inattentiveness, misbehavior, or failure to turn in assignments. Should the level of extra help required by a student exceed the teacher's capabilities, the teacher will recommend that the parents obtain a tutor or consider enrolling the student in the school's learning disabilities resource program.

### **Remedial and Make-up Work**

Students are required to make up all class work, tests, and homework assignments missed due to absence, tardiness, late arrivals or early dismissals. Responsibility for submitting and scheduling make-up work rests with the student. Students must make up all major tests as assigned by the teacher within no more than five school days of returning to school or receive a grade of zero. Teachers may extend this period of time for extenuating circumstances, which must be documented in writing to the Head of School. Make-up tests will be a different test than was given during the classroom administration. All make-up tests must be taken before or after school or during lunch in the presence of the teacher or a qualified proctor. Students are not to take tests in the room where detention is being held. Students may not miss a class to take a make-up test.

### **Extra Credit Work**

At the teacher's discretion, extra credit work may be assigned to diligent and attentive students who have a need and sincere desire to raise their grades. Extra credit work must be requested by the student before the end of the eighth week of a grading period and must be completed two days before the end of the grading period. The weighting of grades on extra credit work is at the teacher's discretion. **No extra credit work will be accepted until all regularly assigned work is turned in.**

### **Examinations**

Semester Examinations will be given in each subject to students in the 6<sup>th</sup> through the 12<sup>th</sup> grades. Examinations will count 20% of the course grade.

All students must take the first semester examination in one-year courses. If a particular subject requires an examination to validate the integration of concepts not otherwise tested (e.g. foreign language 2 & 3), the teacher may, with the Headmaster's approval, require all students in that class to take the second semester examination.

For all other subjects, students who have demonstrated academic excellence throughout the semester may be exempted from second semester examinations in one-year courses and final examinations in one-semester courses. To exempt an examination, a student in grades 6 through 11 must have an overall average of 90 or higher for the Spring semester, and an average of 90 or higher for the last nine weeks of the semester. To exempt an examination, a student in grade 12 must have an overall average of 85 or higher for the Spring semester, and an average of 85 or higher for the last nine weeks of the semester. In the case of one-semester courses, if the examination is given before winter break, the 85 or higher average for the last nine weeks of the semester will be computed at the mid-point (the date interim reports are due) of the last nine weeks.

Any student suspended during the school year will not be allowed to exempt 2<sup>nd</sup> semester exams.

## **Grades**

### **Computation and Reporting of Grades**

Grades for daily work, homework, projects, reports, tests etc. will be combined to determine an overall grade for each nine weeks of the school year. Examination grade, if applicable, will be factored in to determine semester grades, and semester grades will be averaged to determine yearly grades. At the beginning of the school year, teachers will publish the weighting of each individual element of the course or class grade. Numerical averages will be recorded on the report card at the end of each nine weeks. Report cards will be sent home in accordance with the school calendar. Report cards must be signed by a parent or guardian and returned to the classroom or homeroom teacher not later than the second school day after issuance. A detention hall will be assigned after the second day.

Parents are encouraged to monitor their children's academic progress on the HeadMaster Online website.

### **Grading Scale**

90 – 100	(A)	Superior Work
80 – 89	(B)	Excellent Work
70 – 79	(C)	Average Work
60 – 69	(D)	Below Average Work
0 – 59	(F)	Failing Work

Certain courses designated in the *Curriculum Guide* are graded as follows:

S+	Superior Work
S	Satisfactory Work
S--	Needs Improvement
U	Failing Work

## **Grade Point Average (GPA) and Class Rank**

Grade Point Average (GPA) and Class Rank are used to determine academic awards for high school students. GPA is calculated for all students by averaging all semester grades for high school courses (excluding summer school courses which are not taken to redeem a failure.) The GPA is provided to colleges upon request and is used to determine class rank.

Honors classes and dual-credit classes will be weighted per the SC Uniform Grading Scale.

If a course is failed and repeated, either in summer school or during regular session, both grades will be used in computing GPA. Otherwise, summer school grades, correspondence course grades, or grades for courses taken at any other school or college after the student is enrolled at Williamsburg Academy will not be used in computing GPA.

Non-Academic courses such as Physical Education and Student Teaching will not be used in computing GPA.

Class rank is used by many colleges and universities as one of several criteria for admission of students. At Williamsburg Academy, class rank will determine the class Valedictorian, Salutatorian, Honor Graduates, and Junior Marshals. All students will be ranked. GPA will be calculated using the South Carolina Uniform Grading Scale and class rank will be determined by GPA at the end of each semester.

### **Uniform Grading Scale**

By legislative mandate, the South Carolina State Board of Education has adopted a uniform grading scale to be used by all school districts. The grading scale applies to all courses that earn Carnegie units (high school credits). By state mandate, all courses carry the same grade points with the exception of Honors and dual credit. Honors courses, dual credit courses receive an additional .5 weighting.

The Uniform Grading Scale is available at the South Carolina Department of Education website.

## **Promotion and Graduation Requirements**

### **Diploma Requirements**

**To receive a College Preparatory Diploma**, a student must take and pass:

Twenty-four units which must include:

- ◆ four units of English
- ◆ four units of mathematics: Algebra I, Algebra II, Geometry, and one additional mathematics course
- ◆ four units of science: Physical Science, Biology, Chemistry, and one additional laboratory science
- ◆ three units of social studies: ½ unit of Economics, ½ unit of Government, World History, U. S. History
- ◆ two units of the same foreign language **Note: Some colleges may require three units of the same foreign language.**
- ◆ one and one-half units of computer science
- ◆ one unit of Physical Education
- ◆ three and one-half units of electives
- ◆ All other requirements specified in the latest SCISA Basic Minimum Requirements for an Accredited School for a College Preparatory diploma

### **Credit for Courses**

Students in grades nine through twelve and eighth graders taking high school courses earn Carnegie (high school) units with a passing score of 60. Carnegie units from other accredited schools will be accepted for students transferring to Williamsburg Academy.

High school students may take two summer school courses per school year, from an accredited school, approved in advance by the Head of School, for graduation credit. Only two summer school units in any one subject area may be used to redeem failing grades. Courses failed in excess of two in any one subject area must be repeated at Williamsburg Academy.

### **Early Graduation**

Williamsburg Academy students will receive a Williamsburg Academy diploma upon completing all graduation requirements and acquiring all Carnegie credits needed to complete the twelfth grade

according to South Carolina and National Standards. Should a Circumstance arise that may warrant the receiving of a Williamsburg Academy diploma prior to the end of a student's twelfth grade year, the circumstance will be reviewed on its own merits by the Williamsburg Academy Governing Board and the Head of School.

### **Promotion**

To be promoted from kindergarten to first grade, a student must demonstrate progress in readiness areas and perform adequately on the First Grade Readiness Test. To be promoted in grades one through five, a student must pass reading and mathematics, demonstrate progress on achievement tests, and be recommended for promotion by the teacher.

To be promoted in grades six through eight, a student must pass English or literature, and mathematics.

Requirements to be classified as a sophomore, junior, or senior are:

- Sophomore -- six units
- Junior -- twelve units
- Senior -- eighteen units

### **Aptitude and Achievement Testing**

All testing requirements of the South Carolina Independent School Association will be met.

The Otis-Lennon School Ability Test will be administered to students in grades 1, 3, 5, & 8 in the spring of each school year. The Stanford Early School Achievement Test will be administered to kindergartners in the spring of each year. The Stanford Achievement test will be administered to students in grades 1 through 7 in the spring of each year. Fees for this testing are included in tuition.

The Pre-Scholastic Aptitude Test (PSAT) will be administered to all students in the eighth through eleventh grade each year. Fees for the PSAT tests will be billed to parents.

All students who choose to will be given permission to take the Armed Services Vocational Aptitude Battery (ASVAB) in the fall of their junior year. There is no charge for this test.

All students in the college preparatory program are required to take the Scholastic Aptitude Test (SAT) and have their grades reported to the school. A College Preparatory seal will not be applied to the diploma of any student who does not meet this requirement. If scheduling permits, the SAT will be administered at the school for all eleventh grade students and any twelfth grade students, who wish to participate in the testing. Fees for the SAT will be billed to parents. In the event the SAT is not administered at the school, students must make their own arrangements to take the SAT and pay their testing fees individually.

Students who have qualified for and are currently enrolled in the school's Resource Program are exempted from the foregoing testing.

### **Learning Disability Resource Program**

Williamsburg Academy offers a resource program at an additional cost. The program is intended to help remediate student deficiencies in problem areas and allow necessary accommodations to be made in the regular classroom. The resource teacher and the regular teacher work together to meet the needs of the student and to help the student reach his or her potential for learning. Resource students will receive one class period of resource per day.

Continuous and effective communication between the resource teacher and classroom teachers of resource students will take place throughout the year to ensure accommodations are taking place and students' needs are being met.

Students in the resource program will be exempt from the standard school administration of the Stanford Achievement Test unless parent requests that the student take this test. These students may be tested at a different time in small groups or individually to help track progress. Students in the program will also be exempt from the PSAT. Students who plan to attend college, however, are encouraged to take advantage of this test.

Resource students may be permitted to take classroom tests in the resource setting if needed and the resource teacher and the regular teacher have conferred. Any accommodations should be given on the test, classwork or homework.

Resource students will be required to take three major subject examinations (English, Math, and Science) unless the Head of School grants a special exemption

Resource students must pass four numerically graded courses with an overall average of "60" to be eligible for co-curricular activities. Resource students must also meet the minimum requirements established by the South Carolina Independent School Athletic Association to participate in any sports competition against another school.

### **Academic Recognition**

**Honors Lists:** Williamsburg Academy recognizes outstanding academic achievement of all students on the Honors Lists. The Headmaster's List recognizes students who earn a grade of 90 or higher in all courses in which enrolled. The Honor Roll List recognizes students who earn a grade of 80 or higher in all courses in which enrolled. These lists are published at the end of each nine weeks and both semesters.

**Valedictorian and Salutatorian:** These honors are conferred on the senior students who have accomplished the highest and second highest academic averages (GPA) for their four years in high school. In the event of a tie when GPA is computed to three decimal places, Co-Valedictorians and or Co-Salutatorians will be declared. The final selection of Valedictorian and Salutatorian will be made at the conclusion of the second semester of their senior year. A student must have been in attendance at Williamsburg Academy consecutively for his or her entire junior and senior years and graduate with his or her class in order to be selected as Valedictorian or Salutatorian.

**Honor Graduates:** These honors are conferred on senior students who have earned a GPA of 90.00 after 8 semesters. GPA will be calculated as described above and Distinguished Honor Graduate Awards will be given to seniors whose GPA is 95.00 or above, and Honor Graduate Awards will be given to seniors whose GPA is 90.00 to 94.99.

**Marshals:** This academic honor is conferred upon the top ten juniors who have earned a GPA of 90.00 or higher for their first five semesters in high school. GPA will be calculated as described above and the selection of Marshals will be made at the conclusion of the first semester of the junior year. A student must have been in attendance at Williamsburg Academy consecutively for their entire sophomore year and the first semester of their junior year in order to be selected as a Marshal. A Marshal who cannot fulfill his or her duty will not be replaced.

**National Honor Society:** Membership in the National Honor Society is offered to ninth through twelfth grade students who are selected by faculty committee appointed by the Head of School for the purpose. A student must first have earned a cumulative GPA of 85.0 for all high school work to be considered. The

faculty committee will then rate the student in the other criteria set by the National Honor Society; leadership, character, scholarship and service. The student must receive an overall rating of 80% from this committee. New students entering Williamsburg Academy must complete one full semester of academic work at Williamsburg Academy before becoming eligible for the National Honor Society.

**National Junior Honor Society:** Membership in the National Junior Honor Society is offered to rising seventh and eighth grade students who have earned a cumulative GPA of 85.0.

**Other Academic Awards:** Significant academic achievements will be recognized at school assemblies at the end of each school year. These include but are not limited to Presidential Academic Fitness Awards, presented to students completing lower school, middle school, and high school, South Carolina Independent School Association (SCISA) Honor Graduate Awards, George Grice Scholar Awards and other awards presented by SCISA, Duke TIP Scholar Awards, perfect attendance awards, exceptional effort and improvement awards, and awards, for participation in regional and state academic events.

### **III. Co-Curricular Activities**

#### **Philosophy**

Co-curricular activities are a vital accompaniment to academics as part of the total educational experience. We encourage student participation in co-curricular activities to the maximum extent a student is capable without detriment to his or her academic achievement or to the overall quality of the co-curricular activity.

Important aspects of participation in co-curricular activities include learning to accept and to handle responsibility, developing the maturity and judgment to limit one's multiple activities to those that can be handled well. Co-curricular activities are considered to be an appropriate means of teaching students to choose activities carefully and not to overextend themselves. The Head of School, Athletic Director, Guidance Counselor, Director of Development, activity sponsors and teachers are responsible for guiding students in their selection of and participation in co-curricular activities. They are also responsible for monitoring student's academic performance to ensure that students are making school work first priority and that school work is not suffering because of over-extension in co-curricular activities.

#### **Requirements for Participation**

In order to participate in any co-curricular activity (with the exception of intramural sports, Homecoming Court, May Day Court, and WA Beauty Pageants) a student must take, pass, and receive credit for at least four (4) one-credit core subjects or any five (5) one-credit courses (which have not been previously passed) each nine weeks marking period, excluding courses taught by the home school method. If the student does not meet this standard, the student will not be eligible during the next nine weeks marking period.

A student must have received credit for at least four one-credit core courses or any five one-credit courses from the previous school year to be eligible for the first nine weeks marking period (beginning the fall of 2011). A maximum of two credits earned during summer sessions may be accepted from an accredited school.

Core courses are defined as: English, Mathematics, Science, Social Studies, and Foreign Language.

A student may use college credit courses for eligibility purposes provided the student has met or is meeting all requirements for graduation. A maximum of one correspondence course per school year may be used for eligibility purposes.

**Exception:** A senior that has met or is meeting all requirements for graduation must be passing four one-credit courses each marking period.

A student must be eligible for participation during the tryout period or election period and registered for the following year to try out for an activity or to stand for election.

In addition to all of the foregoing requirements, students must meet all current requirements of the South Carolina Independent School Association to play sports.

As visible representatives of the school, participants in co-curricular activities must be in good disciplinary standing and meet all dress and grooming standards of the school's dress code.

### **Limitations**

A student may not concurrently hold more than one of the following positions: President of the Student Council, President of the National Honor Society, President of the Senior or Junior class; or Editor of the Annual.

### **Fulfilling Responsibilities**

The Head of School may remove any student who continually fails to carry out his or her responsibilities in co-curricular activities or whose grades are in jeopardy because of being over-extended in co-curricular activities from any co-curricular activity or elected office. Due process for removal will consist, as a minimum, of a written warning and a meeting with the Head of School along with the activity sponsor or homeroom teacher. At this meeting, the student will receive specific instructions on what must be done to correct the situation and a reasonable length of time in which to demonstrate improvement. If the student fails to improve, he or she will then be removed from the activity or activities.

### **Athletic Policies**

Specific athletic policies are contained in the *Williamsburg Academy Athletic Handbook*.

### **Student Organizations**

#### **Student Council**

The Student Council is the organization for student government at Williamsburg Academy and represents the school in the SCISA State Student Government Association. Officers of the Student Council function as officers of the student body.

The primary function of the Student Council is to serve as a link between the student body and the faculty, administration, and Governing Board. The council assumes a vital and responsible role in organizing school activities and assists in fund-raising events. At their weekly meetings, the council discusses problems, questions, and student concerns and makes recommendations to the Head of School.

Membership of the Student Council includes the president of each class (6 – 12), two additional representatives from each class, a vice president, secretary and treasurer from grades 9-12 and the four officers of the council elected by the student body as a whole. Each spring, the student body elects four



officers: the president, who must be a rising senior, the vice president, who must be a rising junior, the secretary, who must be a rising sophomore and the treasurer who must be a rising senior.

Student Council members must maintain a C average and may not fail more than 1 subject the semester before elections and while in office. Student Council members whose average falls below a C will be placed on probation for one nine weeks before being dismissed. Student Council members may not receive more than 6 detention halls during their term of office.

### **Marshals**

Marshals serve as guides and monitors for all school-wide assemblies and formal school events. Marshals are the top ten juniors who have earned a GPA of 90.00 or higher for their first five semesters in high school, and who have been in attendance at Williamsburg Academy consecutively for their entire sophomore year and the first semester of their junior year. (See Academic Recognition for specific criteria.)

### **National Honor Society**

The National Honor Society Chapter at Williamsburg Academy provides service to the school. The NHS promotes scholarship, character, and leadership among the student body by means of their service projects and by acting as role models for their fellow students.

The National Honor Society was founded in 1921 and is the forerunner among high school organizations and societies that promote appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, and leadership. Membership in the National Honor Society is offered to those rising ninth through twelfth grade students who have earned a cumulative GPA of 85 for all high school work, have completed one full semester of academic work at Williamsburg Academy, and are selected by a faculty committee. (See Academic Recognition for specific criteria.)

### **National Junior Honor Society**

The National Junior Honor Society provides leadership training to those students who have the potential to be student leaders. Membership in the National Junior Honor Society is offered to those rising seventh and eighth grade students who have earned a cumulative GPA of 85 for all schoolwork.

### **Academic Quiz Bowl Team, Middle School Academic Quiz Bowl Team, Upper School**

The Academic Quiz Bowl is a series of annual events sponsored by the South Carolina Independent School Association with separate competitions for high school and middle school students. Competition is a question and answer game played between two teams of four players each. Our team competes at regional-level competition with three other schools. The four highest-scoring teams in regional competition advance to state-level competition. Students in grades 6 -- 8 may try out for the middle school team and students in grades 9 – 12 may try out for the upper school team. The team coaches select team members based on potential for successfully answering quick-recall, comprehensive, verbal-response questions. The teams for regional and state competition consist of four members and two alternates. Other students may participate in practices and activities within the school, and students who aspire to become a team member in future years are encouraged to do so.

### **Accelerated Reader® Program**

Accelerated Reader is designed to help teachers motivate and manage literature-based reading among students of all abilities. The program motivates students to read at their own level and challenges them to tackle material at the next level. Students read books, and then take a test on the computer.

The Accelerated Reader program builds critical thinking skills, prompts plenty of reading practice measures reading comprehension, tracks performance, and provides progress reports for students, parents and teachers.

#### **Literary Meet**

The Literary Meet is a series of annual events sponsored by the South Carolina Independent School Association with separate competitions at each of three grade levels, 2 – 3, 6 – 8, and 9 – 12. The elementary competition consists of storytelling. The other two division competitions include a one act play, oral interpretations, essay, debate, and extemporaneous speaking. Students may participate in any one of these events. Except for the one act play company, only one student from the school may advance to the state-level competition, and will be chosen by the sponsors. Participation is open to all students in the included grades. The sponsors will issue a call for prospective participants prior to the events.

#### **Mathematics Meet Team- Middle and Upper School**

The Mathematics Meet is an annual event sponsored by the South Carolina Independent School Association with separate competitions for high school and middle school students. Competition is a written-response mathematics test followed by a verbal quick-response series of rounds. Teams compete in a state-level contest. Students in grades 6 -- 8 may try out for the middle school team and students in grades 9 – 12 may try out for the upper school team. The team coaches select team members based on potential for successfully answering the type of questions included in the competition. The teams for regional and state competition consist of five members and the school may enter up to two teams at each level. Other students may participate in practices and activities within the school, and students who aspire to become a team member in future years are encouraged to do so.

#### **Science Fair, Grades 3-12**

The Science Fair is an annual event sponsored by the South Carolina Independent School Association to encourage scientific research. The Williamsburg Academy PTO sponsors and supports the fair at our school. Students in grades 3, 5, 7, 9, and 11 are required to enter a research project in the school-level fair, a requirement included in determining the course grade. This project will be ongoing throughout the duration of the course. Students taking more than one science course will normally perform an interdisciplinary project. All projects must be approved in advance by the student's science teacher(s). Projects may be individual or by teams of up to three members. Judges with scientific backgrounds from outside the school rate student projects in three grade-level divisions. Projects will be available for public viewing in the evening of the fair day and an awards ceremony will be held as part of a PTO meeting.

Winners at the school competition will advance to the state competition provided that their project meets all SCISA requirements, which are published annually in the *South Carolina Independent School Association Directory of Student Activities, Rules and Regulations*. Projects that do not meet the state-level competition criteria may be allowed at the school-level fair with the understanding that the student(s) may not advance further. Teachers will advise, but it is the student's responsibility to ensure that his or her project meets state competition requirements.

#### **Spelling Bee**

The Spelling Bee is a series of annual events sponsored by the South Carolina Independent School Association with separate competitions at each grade level, 3 – 8. Competition is by verbal-response rounds. School-level competition is held in each grade's language arts class. The grade's winner and runner-up will advance to regional-level competition. Regional finalists advance to the state-level competition. Williamsburg Academy is usually the site of the state-level Spelling Bee.

### **Student Clubs**

### **Fellowship of Christian Athletes**

The Fellowship of Christian Athletes of Williamsburg Academy gives students the opportunity to experience fellowship and to share witness with fellow Christians. Under the direction of the club sponsor, the Athletic Director and coaches, and student leaders, the FCA is an invaluable opportunity for students to share in their Christian beliefs. Most member schools of SCISA as well as many public schools have active FCA chapters. The WA chapter of FCA also works closely with the Pee Dee District Director. Membership is open to all middle and high school students.

### **Leo Club**

The Leo Club of Williamsburg Academy was chartered in October, 1997 under the sponsorship of the Kingstree Lions Club. The purpose of the Leo Club is to promote community service and develop the individual qualities of leadership, experience, and opportunity. The Leo Club program has more than 5,000 clubs around the world and over 125,000 members. In addition to adopting local service projects at the club level, our club also assists our sponsor club, the Kingstree Lions Club, when needed. The Leo Club offers students the unique opportunity to learn more about our community and to learn through service to the school and to the community. Membership is open to students in grades 10 – 12 by invitation only.

### **Interact Club**

Interact is Rotary International's service club for students in grades 9 - 12. The Williamsburg Academy Interact Club is sponsored by the Kingstree Rotary Club, which provides support and guidance. Each year the Interact Club completes two community service projects, one of which furthers international understanding and goodwill. Through projects, students learn the value of hard work, develop a network of friendships with local and overseas clubs and develop leadership skills.

## **Publications**

### **Yearbook**

*The Etalon* is the school's yearbook, published each spring. The yearbook staff is open to all high school students in grades 10 – 12 by permission of the yearbook advisor.

### **Alumni and Friends Newsletter**

*WA Today* is Williamsburg Academy's Alumni and Friends newsletter published by the Development Office. It is sent once a year to Alumni, parents, grandparents, and friends of WA.

## **School Dances**

Classes, student clubs, and student organizations may request permission from the Head of School via their advisor to have a dance at the school. The request should indicate a preferred and alternate date. Because of the full school calendar, it is usually necessary to schedule dances before the beginning of the school year. All dances for grades 9 – 12 will begin at 8:00 p.m. and end no later than 12:00 midnight. All dances for grades 6 – 8 may begin at 7:00 and end no later than 11:00. Middle school dances will be for grades 6 – 8 only, and high school dances will be for grades 9 – 12 only.

The class, club, or organization sponsor must be present at the dance. Chaperones must be faculty or staff members. At least one chaperone per 25 students is required, with a minimum of three. There must be both male and female chaperones. Chaperones are welcome to bring spouses or dates.

Students must arrive at dances before 9:00 p.m. and sign in. Once a student leaves the dance, he or she must immediately leave the campus and cannot return.

### **Junior-Senior Prom**

The prom date will be established by the Head of School and the Junior Class sponsor when the school calendar is formulated.

Public viewing of the prom decorations will be from 12:00 noon – 6:00 p.m. on the day of the prom. Parents of Juniors and Seniors will be invited to view the prom decorations from 7:00 p.m. – 8:00 p.m. **Sophomores are required to be present for gym clean up following Junior- Senior when it is scheduled.**

All rules for school dances apply. As a high school event, students attending as guests must be in grades 9 –12 or older. Seventh graders selected by the junior class will be servers at the prom. Limousines are allowed on campus only to drop off and pick up students.

Seniors will be granted a “cut day” on the Monday following the prom, contingent upon good behavior at the prom. Juniors are excused from classes on prom day if they fulfill all goals set by the Junior class sponsor in preparing for the prom.

### **Class Parties**

At the teacher’s discretion, classes in grades 4K – 5 may have holiday and end-of-year parties. Birthday parties are allowed only in kindergarten. Parent help is gratefully accepted. All parties must be approved in advance by the classroom teacher.

### **Class, Club, & Organization Projects**

Class, club, and organization projects, particularly those of service to the school or community, are encouraged. Sponsors or advisors must obtain approval from the Head of School for all projects, and those involving fund-raising require Governing Board approval. When planning projects, please allow sufficient time for the approval process.

### **Field Trips**

Field trips at Williamsburg Academy are designed to enhance and enrich the curriculum. Some field trips may require an admission or transportation charge (see below).

Teachers must obtain approval from the Head of School for all field trips, and must arrange for adequate chaperones. We depend very much on parent volunteers to help us chaperone field trips.

Volunteers and chaperones accompanying school trips will be subject to a background check.

Bus drivers are required to submit a copy of their driver’s license and it must be in good standing.

### **Transportation**

All transportation for students provided by the school for athletic, student activity, or field trip travel **must** be by an **approved** school bus, either the school’s own or charter/rental buses, and **never by vans, automobiles or by any privately owned vehicles.** If a charter bus is needed for a field trip, a

transportation fee must be charged. The Booster Club assesses a travel fee for athletic travel. The school bears the cost of student activity travel, (math meets, spelling bee, etc.)

Rules concerning student travel to and from athletic events are contained in the *Athletic Handbook*.

## **IV. School Routine**

### **General**

#### **Calendar of Events**

A calendar of events for the current school year is published and sold by the PTO. Changes to the school calendar invariably occur due to unforeseen circumstances or occurrences beyond the school's control. An updated calendar will be provided in each issue of the parent newsletter published by the Development Office and will also be posted on the school's website.

#### **Notices and Parent Correspondence**

Occasionally there is a need for the faculty or administration to send correspondence to parents or guardians via students. Students are responsible for taking correspondence home, having a parent or guardian sign an acknowledgement of receipt, and returning it to the faculty or staff member within two school days.

#### **Closing Due to Inclement Weather**

The school will not open or will close early whenever we have reliable information that travel conditions or conditions at the school are likely to be hazardous. In the event school will not open or will close early, we will communicate this information via our Remind texting application and via email. We will provide this information to all local and television stations requesting them to broadcast this information immediately. If school must close early, we will also make every effort to notify parents or guardians or the emergency contact person listed on the student's official record. Parents may also call the school's information line regarding closing at 355-WAWA and check the school's website.

#### **Visitors**

Students are not permitted to have visitors at school during the school day other than their parent or guardian. All visitors must sign in and out at the front office. (See I. Introduction, Parent/Guardian Visits, p. 2 for policy concerning parent or guardian visits to classes.)

### **Daily Schedule**

#### **Arrival at School**

The school buildings open at 7:45 a.m. and teachers are present to ensure the safety of students. Unless prior arrangements are made, the school cannot be responsible for students before 7:45 a.m. Please plan your arrival at school accordingly.

#### **Classes**

Unless excused, students must meet all scheduled classes. "Cutting" class will be handled in accordance with the discipline code. Two minutes are allowed between classes for students to travel to and prepare for their next class. When the bell for beginning class rings, students must be in their seats and ready to work, or they will be marked tardy (see Attendance – Tardiness).

#### **Class Schedule**

7:30                      Building Opens

#### **Assembly Schedule**

7:30                      Building Opens

7:55	Early Warning Bell	7:55	Early Warning Bell
8:00	Tardy Bell	8:00	Tardy Bell
8:00-8:15	Homeroom/Devotional & Pledge	8:00-8:15	Homeroom/Devotional & Pledge
8:17-9:10	1 <sup>st</sup> Period	8:17-9:10	1 <sup>st</sup> Period
9:12-10:05	2 <sup>nd</sup> Period	9: 12-10:05	2 <sup>nd</sup> Period
10:07-11:00	3 <sup>rd</sup> Period	10:07-11:00	3 <sup>rd</sup> Period
11:02-11:55	4 <sup>th</sup> Period (High School)	11:02-11:55	4 <sup>th</sup> Period (High School)
11:55-12:23	High School Lunch	11:55-12:23	High School Lunch
11:30-12:23	4 <sup>th</sup> Period (Middle School)	11:30-12:23	4 <sup>th</sup> Period (Middle School)
11:00-11:28	Middle School Lunch	11:00-11:28	Middle School Lunch
12:25-1:18	5 <sup>th</sup> Period	12:25-12:51	<b>Assembly / Stallion Time</b>
1:20-2:15	6 <sup>th</sup> Period	12:53-1:33	5 <sup>th</sup> Period
2:15	Dismissal	1:35-2:15	6 <sup>th</sup> Period
		2:15	Dismissal

### **Devotional, Pledge of Allegiance, and Announcements**

A member of the school administration or their designee will present a brief devotional and lead the Pledge of Allegiance to the Flag, followed by announcements each morning and will make pertinent announcements at the end of the school day.

### **Flag Raising and Lowering**

Members of the National Honor Society, on a rotating schedule, will raise and lower the United States and South Carolina flags each day.

### **Cafeteria**

The school operates a cafeteria which serves hot and cold foods, milk, juices and soft drinks. The menu and prices are posted in the cafeteria. Each student will have a Pocket Lunch account to purchase cafeteria foods. If the Pocket Lunch balance reaches below negative \$10.00 (per child), students will not be allowed to order lunch until their negative balance has been paid and their lunch card has been replenished.

Students may bring lunch, buy lunch, or any combination thereof. We regret that time constraints do not allow us to heat food brought from home. Students are not allowed to have food delivered to them at school.

### **Lunch Schedule**

#### **(Regular Schedule)**

Grades 4K & 5K	In Classroom
Grades 1 - 2	10:30 a.m. – 11:00 a.m.
Grades 6, 7 & 8	11:00 a.m. – 11:28 a.m.
Seniors	11:55 a.m. – 12:23 p.m.
Grades 9, 10, & 11	11:55 a.m. – 12:23 p.m.
Grades 3, 4, & 5	12:30 p.m. – 1:00 p.m.

### **Departure from School**

Unless receiving extra help from a teacher or participating in a supervised co-curricular activity, students must leave the school grounds promptly at the close of school. The school building is **off limits** to students fifteen minutes after school dismisses except for:

- ◆ Students in after care.
- ◆ Students participating in **supervised scheduled** co-curricular activities.

- ◆ Students being tutored or taking a test **supervised by a teacher.**
- ◆ Students using the library or computer lab **supervised by a teacher.**

The school building is **off limits** during afternoon and evening sports events.

**Students may not be in the school building after 2:30 p.m. unless under the direct supervision of a faculty or staff member.** Any student who enters or remains in the building past **2:30** p.m. for any reason not covered by the above will be punished under the discipline code.

**Primary and elementary age children must be picked up on time. Those students not picked up by 2:30 p.m. will be placed in after-school care and parents or guardians billed.**

#### **After-School Care**

Supervised after-school study and play is provided for younger children at a reasonable cost. Contact the school office or the after-school care supervisor for details or to take advantage of this service.

Daycare payment is due weekly on Friday. If this payment has not been paid before the next Friday, the student cannot return to daycare until the daycare bill has been paid.

Please note that all drop-in students will be billed bi-weekly.

#### **Messages**

We regret that our small office staff can deliver messages to students only in case of emergency. Please make routine arrangements for after-school rides, etc. before leaving your child at school.

#### **Telephones**

Phones are for office use only. In case of illness or emergency a teacher or staff member will assist the student in calling home. **Please note the school's cell phone policy on page 29 of the handbook.**

### **Attendance**

#### **Philosophy**

Regular attendance at school for the full school day is essential to academic success and is a legal requirement in South Carolina. The South Carolina Independent School Association is authorized by state law to regulate attendance policies of member schools as part of the accreditation process.

#### **Absence**

In order to be promoted or to graduate or to receive credit for a course a student must not be absent more than sixteen days or sixteen class meetings in a school year (8 days or 8 class meetings in a one semester course). A student is absent from school if he or she does not attend at least four full class periods. A student is absent from a class if out of the class for more than fifteen minutes. Parents will be notified of absences on the report card. We will also notify parents by letter when a student becomes in danger of exceeding the allowable number of absences. A parent conference with the Head of School is then mandatory.

Students will be considered present at school and at all classes for the day:

- ◆ When participating in statewide SCISA or PAIS events, academic, co-curricular or athletic with permission from the Head of School.
- ◆ When participating in school-sponsored activity or class related project (e.g. Co-Board, Field Day) with permission from the Head of School.
- ◆ When on a class field trip approved by the Head of School

- ◆ When taking required or recommended tests or examinations, e.g SAT—either in or out of school.
- ◆ "Prom Day" (juniors).
- ◆ "Senior Cut Day" (seniors).
- ◆ If exempt from all examinations for the day and has no other scheduled class.

The sixteen allowable absences are intended to cover minor illnesses not requiring the attention of a physician, routine medical and dental visits, and family trips. All such absences must be excused in writing by a parent or guardian and will be charged to the sixteen allowable absences.

Exceptions to the sixteen-day rule include:

- ◆ Hospitalization (physician's written statement required).
- ◆ Illnesses requiring the student to see a physician that in the physician's opinion require the student to miss school (physician's written statement required).
- ◆ Chronic or recurring illness for which the student is being treated by a physician on a regular basis but which does not require a visit to the physician for each instance. A letter from the physician detailing the circumstances is required **before** any such absences may be excused.
- ◆ Death in the immediate family (two days maximum).
- ◆ Religious holidays of the student's faith (two days maximum).
- ◆ College visitation (one day in the junior year and two days in the senior year, and confirmation of attendance from the college admissions office is required).
- ◆ Exceptions to the sixteen-day rule for extenuating circumstances which parents deem important enough for a child to miss school may be requested of the Head of School in writing at least two weeks **in advance**. The Head of School will consult with the student's teachers to determine if the student's academic performance indicates that he or she can make up work missed and recover from the academic disadvantage absence will create. The Head of School will respond in writing within one week. The Head of School may not grant such an exemption after the fact.

The Head of School will determine the status of any absence not covered by the foregoing. Parents may appeal the Head of School's decision to the Governing Board in writing and may also request a hearing.

Within two days of returning to school, the student must bring to the school secretary a written excuse from a parent or guardian containing the following:

- ◆ Student's name and grade
- ◆ Date(s) of absence
- ◆ Reason for absence
- ◆ Telephone number of parent or guardian in case verification or clarification is needed
- ◆ Signature of parent or guardian
- ◆ The physician's statement, if applicable, must be attached to the excuse.

Any excuse which is suspect will be investigated. A forged excuse will be considered an honor violation and will be punished in accordance with the Discipline Code. Excuses will not be accepted after two days.

Unexcused absences (including failure to present an excuse within two school days) will be punished in accordance with the discipline code as well as being counted against the sixteen allowable absences.

Any days that a student is suspended from school are counted against the sixteen allowable absences.

Williamsburg Academy Dual Credit students will adhere to the Williamsburg Technical College attendance guidelines while enrolled in Dual Credit classes.

### **Tardiness**

A student is tardy if he or she is not in the assigned classroom or homeroom when the bell to signal beginning of class sounds. Classroom and homeroom teachers will keep track of students who are tardy



and report them to the school secretary in writing. Parents will be notified of instances of tardiness on the report card. The daily attendance report will reflect cumulative absences and tardies. Utilizing this report, the following punishments will be assigned for tardiness for grades 6-12:

- ◆ Fifth instance in a semester – a detention will be issued
- ◆ Sixth instance in a semester – a second detention will be issued
- ◆ Seventh instance in a semester – referral to the Head of School who will assign a Saturday for the student to attend at the school
- ◆ Eighth instance in a semester – referral to the Head of School who will assign 1 day of In School Suspension
- ◆ Ninth instance in a semester - referral to the Head of School who will assign 1 day of suspension and notify the parents or guardian in writing. A parent/guardian conference with the Head of School is mandatory before the student may return.

### **Late Arrivals & Early Departures**

Routine medical and dental appointments should be scheduled after school. We recognize that there are times when this is not possible. Students will be permitted to arrive late or leave early upon written request, in advance if possible, from a parent or guardian. Such requests must include:

- ◆ Student's name and grade
- ◆ Date and time of late arrival or early dismissal
- ◆ Reason for late arrival or early dismissal
- ◆ Telephone number of parent or guardian in case verification or clarification is needed
- ◆ Signature of parent or guardian

Any excuse which is suspect will be investigated. A forged excuse will be considered an honor violation and will be punished in accordance with the Discipline Code.

A late arrival or early departure is when a student is present for at least four full class periods during the school day. Otherwise, the time out of school will be counted as a day of absence.

Williamsburg Academy Students may only return after signing out with a **medical excuse**. Additionally, students may return due to extenuating circumstances upon the Head of School's discretion.

### **Participation in Sports & Co-Curricular Activities**

Students who are not present for at least four assigned class during the school day may not participate in any sports practice or contest or in any co-curricular activity for that day. This rule is in compliance with our state athletic association's rules. The Head of School (or Athletic Director for sports) may grant exemptions from this rule for late arrivals or early dismissals involving medical or dental appointments (with documentation) or other unusual circumstances. Such exemptions must be requested in **advance** along with the request for late arrival or early dismissal. Exemptions may not be granted after the fact and authority to grant these exemptions may not be delegated.

### **Make-Up Work**

Students are required to make up all class work, tests, and homework assignments missed due to absence, tardiness, late arrivals or early dismissals. (See Remedial and Make-up Work on page 8 for guidelines)

## **Discipline Code**

It is fundamental to Williamsburg Academy's philosophy of education that the school atmosphere be quiet, orderly and conducive to learning. Students and teachers must conduct themselves in a manner that does not detract from that atmosphere and that upholds the dignity of the academic setting. It is intended that students learn appropriate behavior in school that they may apply to all other aspects of their lives.

Parent involvement in discipline is essential. Parents will be informed, via copy of the Discipline Referral slip, when a student is formally warned or disciplined. A parent conference will be required when a student repeatedly violates rules, is disruptive, or whenever a teacher or the Head of School deems it necessary.

All students enrolled in Williamsburg Academy are subject to this code and all other rules and regulations of the school during school hours, at all other times when on school grounds, and at any school related functions off campus, such as field trips and athletic contests.

The school reserves the right to investigate any off campus unlawful act in which any Williamsburg Academy student is involved to determine whether or not continuation of the student's attendance at Williamsburg Academy is in his/her and the school's best interest.

The administration reserves the right to determine what appropriate dress is and or deviate or change the dress code as needed. Students who arrive at school or school functions inappropriately dressed will be subject to disciplinary procedures.

Acts of harassment, intimidation or bullying of a student or staff member by other students or staff members will not be tolerated.

Each teacher is expected to maintain good order and discipline in his or her classroom at all times. Teachers will promulgate classroom rules and policies that are consistent with this discipline code to all students at the beginning of school with copies to parents and guardians.

All faculty and staff members have full authority to enforce this disciplinary code at all times and places when and where it applies and are expected and required to do so.

No all-inclusive list of actions that constitute inappropriate behavior is possible. For purposes of this code, certain instances of misconduct are broken down into categories according to seriousness and type of punishment. Faculty and staff members will consult with the Head of School regarding any instance of misconduct not specifically enumerated herein. The Head of School will use good judgment in categorizing and dealing with any behavior considered inappropriate but not specifically enumerated herein and will consult with the Executive Committee of the Board of Directors when in doubt.

#### **Minor Misconduct**

- Minor instances of inappropriate behavior include but are not limited to:
  - Violation of specific classroom rule or policy.
  - Use of profanity, obscenity or other inappropriate language.
  - Creating a disturbance in a class or hallway.
  - Failure to return, signed within two school days, a report card, academic report, discipline referral, test, or any other school communication which the student was instructed to take home for signature.
  - Disobedience or disrespect to any faculty or staff member or parent volunteer.
  - Striking, pushing, shoving, or threatening another student.
  - Failure to be in an assigned class or other place designated without permission from a faculty or staff member, or failure to keep an appointment with a faculty member.
  - Consuming food, drink, or candy in any part of school building except the cafeteria or student lounge. (Exception: When authorized by a teacher or sponsor, students may have lunch or refreshments during special classes or meetings provided arrangements for clean-up are made.)
  - Littering
  - Violations of the dress code
  - Being in a car on campus after arrival at school or at any other time before dismissal.
  - Inappropriate petting (embracing, kissing.)

Any faculty member may assign students to one or two detentions, depending upon the circumstances, for any of the minor instances of inappropriate behavior listed above or for similar offenses.

A student will be referred to the head of school for counseling and warning upon assignment of the third detention. Parents will be notified. After a student has served three detentions, the next instance of inappropriate behavior will be referred to the Head of School and the student may be suspended from school for one or two days. Should there be yet another instance of inappropriate behavior, it will also be referred to the Head of School and the student may be expelled from school.

### **Major Misconduct**

- Major instances of inappropriate behavior include but are not limited to:
  - Blatant insubordination to be determined by the Head of School
  - Threatening or use of abusive, profane, or obscene language towards a faculty or staff member or parent volunteer.
  - Threatening or bullying staff members or other students.
  - Assaulting another student.
  - Aggravated fighting (to extent that bodily harm is likely.)
  - Destruction of school or another student's property.
  - Disrupting a class or activity.
  - Leaving school during school hours without permission from the Head of School, Administrative Assistant, or School Secretary.
  - Possession or use of fireworks or any incendiary product.
  - Possession of pornographic or obscene material or accessing such material on the internet.
  - Possession or use of tobacco products, juuls, electronic cigarettes, similar devices
  - Gambling
  - Opening another student's locker, backpack, book bag or purse.
  - Taking or using anything belonging to the school or another student without permission.
  - Possession of a school key.
  - Tampering with any fire or safety device or equipment.
  - Careless driving or violating traffic rules on campus.
  - Possession of a firearm or other deadly weapon on school property.
  - Possession, sale, gift, or use of alcohol or illegal drugs on school property or at any school related event.
  - Using any illegal drug or alcohol prior to coming on school grounds or attending any school-related event.
  - Possession of a knife of any kind.
  - Willful violent or harmful behavior.
  - Aggravated destruction of property. (Any suspension for this violation will last until full restitution is made.)
  - Wearing, using, distributing, or selling any clothing, jewelry, emblems, badges, symbols, signs or others things which are evidence of membership or affiliation in any gang.
  - Committing any act, or using any speech either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in any gang.
  - Assaulting a faculty or staff member or parent volunteer.
  - Sexual activity
  - Sexual harassment.

Any of the instances of major misconduct listed above or similar offenses will be referred immediately to the Head of School. The Head of School will consider the circumstances and gravity of the misconduct and the student's record when assigning punishment. Punishment for major misconduct may range from out of school suspension to expulsion. Should there be

another instance of major misconduct following one for which a student is suspended, it will also be referred to the Head of School and the student may be expelled from school.

### **Honor Code and Violations**

Williamsburg Academy's Honor Code is as follows:

*No student of Williamsburg Academy shall lie, cheat, steal or tolerate those who do.*

- Honor violations include but are not limited to:
  - Giving or receiving assistance on a test.
  - Copying another student's work.
  - Knowingly plagiarizing. (Note: Teachers must ensure that students are taught the difference between citing, quoting, and plagiarizing.)
  - Making a false statement to a faculty or staff member.
  - Forging a teacher's, another student's, a parent's or guardian's signature.
  - Stealing.

Any of the honor violations listed above or similar offenses will be referred immediately to the Head of School. The Head of School may suspend the student for up to three days for the first honor violation. If suspended, the student will lose one point per day of suspension on the nine-weeks average and will lose his/her exam exemption privilege. Should there be another honor violation, it will also be referred to the Head of School and the student may be expelled from the school.

If a student is determined by the Head of School to have cheated on a test, semester or final exam or other assignment it will be recorded as a zero and counted when averaging grades.

### **Authority to Suspend and Expel Students**

The Head of School may suspend students in accordance with the guidelines contained in this code. In his or her absence, the acting Head of School may suspend students after consulting with the Head of School, if possible, otherwise with the Executive Committee of the Board of Directors. Authority to suspend students may be delegated to the Administrative Assistant for suspensions resulting from excessive absences, failure to serve detention, or excessive tardiness only.

The Head of School may expel students in accordance with this code. In his or her absence, the acting Head of School may suspend students pending expulsion in accordance with this code until the return of the Head of School. Authority to expel students may not be delegated.

A student who has been expelled from the school may not be on school property or attend any school-related event.

Expulsion may be appealed to the Governing Board. Such appeals must be in writing and signed by the student, and endorsed by a parent or guardian. A hearing before the Governing Board will be granted if requested in the appeal. Otherwise the Board will rule based on the appeal letter. The student will be suspended until the Board can meet to rule on the appeal. A ruling on the appeal will be rendered before the student exceeds ten days of suspension.

### **Suspension**

The Head of School will meet with the student to be suspended and send a copy of the referral, via the student, to the student, to the parents or guardian. A copy of the suspension referral must be signed by a parent or guardian and brought back to school on the first day following the suspension. A "day of suspension" begins at the close of school on the day on which assigned and extends through the next full

day and until the first bell on the next day. During this time period, a student who is suspended may not be on school property or attend any school-related event. **This includes all athletic events.** If the student has an athletic event the day the suspension is assigned, it will be left up to the discretion of the Head of School whether he/she will be allowed to participate in the athletic event.

### **Suspension and Loss of Grade Points**

Days suspended from school count as absences against the sixteen-day rule (see Attendance Policy). Students must make up work missed due to suspensions. The responsibility for making up work rests with the students and the parents or guardian. Students must make up major tests as soon as possible but not later than five days of returning to school or receive a grade of zero. Make-up tests will be a different test than was a given during the classroom administration. All make-up tests must be taken during the presence of the teacher or a qualified proctor. Students are not to take tests in the room where detention is being held. Students may not miss a class to take a make-up test.

Students will have one point deducted from their nine-week grade in every class or subject for each day of suspension.

Any student suspended during the school year will not be allowed to exempt 2<sup>nd</sup> semester exams.

### **Detention**

Detention for grades 6 – 12 will be held Tuesday through Thursday, beginning two minutes after the close of school and of one class period (50 minutes) in duration. Separate detentions will be held each Tuesday for grades 1 – 5.

When a student is assigned detention, the Head of School assigning the detention will call the parent or guardian on the day the detention is assigned and the student will be given a disciplinary slip to be signed by a parent or guardian and returned to the Head of School **the next school day**. If the detention slip is not returned, the Head of School will contact a parent or guardian immediately. The discipline slip will indicate the offense and will specify the date(s) of detention. Detentions will not be scheduled on Monday or Friday, unless approved by Head of School. Detentions assigned will be served on the following day. Detentions assigned on Thursday or Friday will be served on Tuesday of the following week. Only two detentions will be served in a week. The Head of School will file the copy of the discipline slip in the students discipline folder. The Head of School will notify the main office to update the existing list. The main office will compile a list of students scheduled for detention.

The Head of School will supervise detention. Detention will consist of school service work such as helping custodians, emptying trash cans, sweeping and mopping classrooms, washing busses, etc.

Students tardy to detention will serve an additional five minutes for each minute that they are late.

Detentions may be postponed upon written request of a parent or guardian to the Head of School, in advance. Otherwise, no excuse will be accepted for failure to serve detention at the time assigned. The first instance of failure to serve detention without an excuse in advance will result in assignment of two detentions. A second instance of failure to serve detention without an excuse in advance will result in a one-day suspension.

### **School and Personal Property**

Textbooks, computers, laboratory and other equipment and property of the school are provided for the use of students and entrusted to their care. We expect students to treat school property with due care

and respect. Any abuse or misuse of school property will be handled in accordance with the discipline code **and** parents will be billed for replacement or repair.

Similarly, students are expected to respect the personal property of others. "Borrowing" an article from another student without permission or hiding property as a "prank" will be handled as theft under the discipline code.

### **Lockers**

Lockers are assigned to middle and upper school students for the daily storage of books and personal articles. Lockers must be kept neat, orderly, and sanitary at all times, and are subject to inspection at any time. To permit cleaning, nothing will be left on top of lockers after the end of the school day. Items of high value should not be kept in lockers, but should be turned in to the school office for safekeeping. Should students choose to purchase a lock for their locker, the combination/duplicate key shall be turned in to the Administrative Office. Williamsburg Academy is not responsible for any items lost or stolen from the lockers.

### **Searches and Seizures**

The school reserves the right to search the person, property, locker, or automobile of any student on campus attending school or a school function and to seize any prohibited or potentially dangerous objects or substances. Such searches may be either part of a random search or may be a specific search if the Head of School has reasonable suspicion that a prohibited or potentially dangerous object or substance is present.

### **Hall Passes**

Students who are out of class for any reason must have a hall pass from the teacher in their possession.

### **Marriage and Pregnancy**

Students attending the school who marry or become pregnant will be dismissed from the school. If the male student responsible for a pregnancy can be identified, he also will be dismissed from the school.

A student dismissed under the foregoing conditions will be allowed to complete the current school year on home study. Arranging and paying for home study is the responsibility of the student's parent or guardian. The school will evaluate arrangements for home study and prescribe requirements that must be met for credit to be awarded.

Students who are dismissed because of marriage or pregnancy may apply for re-admission in a subsequent school year. The Head of School will present all such applications for re-admission, with a recommendation, to the Governing Board for decision.

### **Possession or Use of Tobacco Products**

Students are not permitted to have in their possession or to use tobacco products in any form, included but not limited to juuls, electronic cigarettes, and similar devices, at any time on school grounds.

Violation of this policy will result in confiscation and disposal of the tobacco products as well as punishment in accordance with the discipline code.

### **Cell Phones and Electronic Devices**

## Cell Phones

In accordance with the amended SC cell phone law and to insure minimal disruption to the learning environment, Williamsburg Academy has established the following administrative policies and procedures regarding cell phones:

Cell phones are to be in the "OFF" position and "OUT OF SIGHT" or in a designated area at all times during the instructional day (8:00 AM – 2:15 PM). This includes lunch periods and during the change of classes, as well as on school-sponsored trips. Students are not permitted to wear their cell phones clipped to a belt or otherwise display them in plain sight during the school day. Students may, however, carry cell phones in a backpack, purse, or inside a pocket of slacks, jeans, jacket, etc. Cell phones may be used, with administrative permission, for emergencies only. "Using" refers to, not only the making and/or receiving of calls, but also using the cell phone for any other purpose.

No use of cell phone photographs is permitted during the school day. Also, cell phones are not permitted in restrooms or locker room areas at any time.

Students participating in extracurricular activities and athletics must contact their coach or sponsor for his/her rules involving cell phone use after school hours or on after-school athletic trips. Coaches and sponsors will set their rules and award consequences involving the use and/or misuse of these devices. Williamsburg Academy is not responsible for the loss, theft, damage, or vandalism to student cell phones. Students and parents are strongly encouraged to ensure that, if students have cell phones in their possession, they should not leave them unattended or unsecured.

Using a cell phone in an unauthorized manner or in violation of the above policy, may result in disciplinary action, depending upon the nature of the prohibited activity and/or whether it is a repeat offense for that student. The Head-of-School reserves the right to modify the disciplinary action, as appropriate.

### WA Cell Phone Disciplinary Actions:

- 1<sup>st</sup> Offense: The student's cell phone will be confiscated and returned to them at the end of the school day. A detention will be assigned.
- 2<sup>nd</sup> Offense: The student's cell phone will be confiscated and only returned to a parent. A detention will be assigned.
- 3<sup>rd</sup> Offense: The student's cell phone will be confiscated and only returned to a parent. A formal parent Conference will be scheduled. The student will receive a 1-Day OSS.
- 4<sup>th</sup> Offense: The student's cell phone will be confiscated and only returned to a parent. A formal parent Conference will be scheduled. The student will receive a 1-Day OSS and will not be allowed to have their cell phone on campus for the remainder of the school year.

## Electronic Devices

Because of the potential for disruption of the academic process, students may not have any electronic device such as cell phones, video games, radios, cd players, or any other device that produces sound "in plain sight" or the "on" position during the instructional day. Electronic devices may be kept in backpacks for use after the instructional day ends (8:00 AM –2:15 PM).

The Head of School may authorize the use of electronic devices in special circumstances if required for instruction purposes. (Calculators, tape recorders, computers)

Violation of this policy will result in confiscation of the device as well as punishment in accordance with the school's discipline code.

## **Food, Drinks, and Candy**

Heated food must be consumed only in the cafeteria. Packaged snacks, candy, and drinks may also be consumed in the foyer outside the cafeteria and outdoors, provided wrappers, cans, and trash are placed in a trash can. No food or drinks are allowed in the gym or school building, unless teachers and organizational sponsors authorize students to have a luncheon meeting in a classroom, provided they make provisions for cleanup afterward.

## **Dress Code**

### **Philosophy**

Students at Williamsburg Academy are required to dress and groom themselves neatly, conservatively, and appropriately for the school setting. Teachers will set the example and provide guidance to students. It is intended that students learn the importance of dress and grooming to interpersonal relationships. Decorous dress correlates to well-mannered behavior.

### **Applicability of the Dress Code**

This dress code applies at school and at school-related functions when students are representing the school, including field trips and athletic events, at home or away.

### **Dress and Grooming**

Appropriate grooming for school includes personal cleanliness, well-kept hair, and moderation in the use of makeup, perfume, or cologne. Young men are expected to keep their hair at a conservative length and to remain clean shaven. Unnatural hair color is not allowed.

Clothing for school should be of conventional style and neat in appearance. The style and fit of clothing for both boys and girls should be modest in consideration of the developing sexuality of teenagers. Undergarments must be worn and not be worn on the outside of other garments.

All articles of clothing will be worn as designed to be worn, e.g. shirttails designed to be tucked in will be worn tucked in. Tops that are low-cut, close-fitting with narrow straps may not be worn as an outer garment. Halter tops or any other article of clothing that shows a bare midriff are not permitted. Cutoffs, garments with unfinished hems, or tears (even if as sold) are not permitted.

Any clothing with pictures, logo, or lettering must be appropriate to the school setting, i.e. not portray any product, item, or activity that is not allowed at school, such as drugs, alcoholic beverages, tobacco products, etc. nor convey any inappropriate message, such as obscenity, vulgarity, or sexual innuendo.

Shorts and skirts will be of conservative length. (Conservative length = hem will touch the tip of the index finger when the arm is held relaxed at the side.)

Shoes must be worn at all times while on school property. Shower and beach sandals are not shoes.

No visible body piercing is allowed with the exception of earrings for female students. The head of school reserves the right to require students to remove any body piercing jewelry that is deemed inappropriate.

Visible tattoos are not allowed.



No hats or caps are allowed to be worn in the school building, nor on school grounds during the school day except headgear appropriate to a sport being played in PE class. Sunglasses must be removed upon entering the school building.

For sixth graders and above, athletic clothing may be worn only during participation in athletic events or practice. Athletic clothing includes nylon shorts, running shorts, bike shorts or any other article of clothing intended for athletic use. Williamsburg Academy team warm-ups may be worn. Pajama pants and sweat pants may not be worn during the school day.

Parents or guardians are expected to check your child's dress and grooming before he or she comes to school. Homeroom and classroom teachers will monitor compliance with this dress code, provide guidance to students, and make judgments as to the appropriateness of dress and grooming. The Head of School will be the final authority on appropriateness of dress and grooming.

#### **Violations of the Dress Code**

Minor violations of the dress code will be corrected by explaining to the student expectations for future dress and grooming and by communicating these to the parent or guardian in writing.

Flagrant or repeated violations of the dress code will result in the parent or guardian being called to take the student home to change, and also will be punished in accordance with the discipline code.

## **V. Safety and Health**

### **Emergency Care**

Parents are hereby notified that the school does not have a nurse or infirmary and is therefore unable to provide any professional medical treatment to ill or injured students. Staff members who have received Red Cross first aid and CPR training are designated as First Responders.

Procedures for caring for ill or injured students are as follows:

- ◆ Students who are taken ill will be sent (escorted if needed) to the school office. The school secretary will telephone parents or guardians or the person listed on the student's medical form. Responsibility for transporting the student home must be assumed by the parents or guardians.
- ◆ Students who are injured will be brought to the office if feasible and the school secretary will summon a first aid responder. If the student cannot or should not be moved, the teacher will use the fastest means available to notify the school secretary, who will summon a first aid provider.
- ◆ The school secretary will telephone parents or guardians or the person listed on the student's medical form. If it appears that professional attention is needed, EMS will be called to transport the student to the hospital emergency room.

### **Medical Conditions**

Parents or guardians are required to complete a health and medical questionnaire as part of the admissions process. It is essential that we be fully informed of any health problem or medical condition that may require special care or precautions. If such problems or conditions occur after a student is admitted, parents or guardians are required to inform the school. Please do so in writing so that we may

place this information in the student's record. If a student is taking prescription medication a note must be sent to the office, regardless of whether the medication is administered at home or at school.

### **Communicable Disease**

Having no school nurse, Williamsburg Academy is not able to accomplish the routine health needs of persons with certain communicable diseases, nor the precautions necessary to prevent the spread of those diseases. Accordingly, any student, faculty member or staff member who is diagnosed as having a communicable disease that may cause significant health problems to others, such as HIV or Hepatitis, will be suspended from attending or working at Williamsburg Academy until the condition is no longer a hazard. Each case of communicable disease will be handled separately and a decision made by the Governing Board in consultation with the Head of School and a medical adviser. The Communicable Disease Policy is available in the Main Office for parents' review.

All faculty and staff members must submit written evidence (on SC DHEC Form 1420) of an evaluation for Tuberculosis prior to first being hired and again after any break in continuous service.

The school reserves the right to require a medical evaluation by a licensed physician of any prospective or current student, faculty member or staff member at any time deemed advisable by the Head of School. The medical examination will be at the individual's expense, and results must be furnished to the school. Failure to comply with the foregoing will result in non-admission, non-hiring, expulsion or termination.

### **Medications**

The school secretary is trained in the administration of and accounting for medications. All medication must be taken in the presence of the school secretary or, for grades 3K – 5, the classroom teacher. Students taking any type of patent or prescription medication must bring to school a permission slip signed by a parent or guardian or by a physician, specifying when and for how long the medication is to be given. **Students must give all medication to the school secretary or to the classroom teacher immediately upon entering the building.** The school secretary will store all medication under lock and key.

It is the parents' or guardians' responsibility to ensure that the school secretary has a supply of medication to be administered.

The school reserves the right to have any substance brought to school by a student analyzed.

If a student is taking prescription medication a note must be sent to the office, regardless of whether the medication is administered at home or at school.

### **Immunizations**

All students must be in compliance with South Carolina law regarding immunizations. **As of this writing,** these requirements can be found online at <https://www.scdhec.gov/health/vaccinations/childcare-school-vaccine-requirements>

Immunization requirements change frequently. We will pass on pertinent information to parents and guardians as we learn it.

## **Insurance**

### **School Accident Insurance**

The school has made arrangements for parents to purchase student accident insurance coverage for a very low premium. Either 24-hour coverage or school day (plus to and from) coverage is available. This coverage pays a set amount for each covered occurrence regardless of other coverage. Current rates, schedule of benefits, and application blanks are sent home at the beginning of the school year or are available from the school office at other times. Parents apply directly to the carrier, pay premiums directly to the carrier, and file claims directly with the carrier. The school cannot file claims, but will assist in preparing the claim in every way that we can.

### **Catastrophic Insurance**

The school insures all students for catastrophic accidents or sports injuries. This coverage pays medical expenses over \$25,000 up to \$1,000,000 when not covered by other insurance. This coverage applies at school and at all school events, athletic practice, travel, and contests, and field trips.

## **Emergencies**

### **Fire**

In the event of a fire, we will evacuate the school buildings immediately. Fire evacuation plans posted in each classroom are to be followed exactly. When the fire alarm sounds, students are to proceed quietly and orderly through their designated exits and to their outdoor waiting area. These procedures will be drilled monthly. If a drill, a second bell will be sounded to signal students to return expeditiously to their classes.

### **Tornadoes**

Tornado safety plans are also posted in each classroom and will be explained to students in home room at the beginning of the year. Tornado procedures will be drilled quarterly.

## **Safety and Security Equipment**

The school expends considerable resources and effort to ensure that fire, safety, and security equipment is up to date and properly functioning. Students tampering with fire alarms, firefighting equipment, security alarms, or doors will be disciplined accordingly. Report any fire, safety, or security equipment that is not functioning properly, such as a panic bar on a door, to the school office immediately. **We take this very seriously and expect students to do so as well.**

## **Automobiles**

The speed limit on school grounds is 10 mph. All persons entering the campus are required to observe the currently published traffic plans. Teachers will give a drop-off and pick-up plan to parents of primary and elementary students at the beginning of the school year. The teachers on duty are responsible for and have the authority to enforce all traffic regulations.

Students of age to hold a driver's license have the privilege of driving cars on campus as long as they obey all rules and procedures regarding cars and the parking lot. Students who will be driving on campus must register their cars with the school office at the beginning of the school year or before bringing them on campus for the first time.

Students must exit cars immediately upon arrival at school and may not enter cars until after they are dismissed. The parking lot and vehicles are off limits during school hours. Students who have a valid reason to go to their vehicles during the school day must obtain permission from the Head of School. Loitering in parked cars on school grounds is not allowed at any time.

Parking areas will be designated for visitors, faculty, seniors, and other students and must be observed by all persons entering the campus.

Violations of traffic rules, parking, rules or being in a car when not authorized will be punished in accordance with the discipline code. The Head of School may suspend or revoke driving privileges for serious or multiple violations.

## **VI. Support Organizations**

### **Booster Club**

The purpose of the Williamsburg Academy Booster Club is to promote the entire athletic program at Williamsburg Academy and to raise money to ensure funding for the athletic program. No portion of tuition goes towards athletics; the athletic budget is separate from the school's operating budget, and the athletic budget is funded entirely by the Booster Club.

The Booster Club Board of Directors consists of members who are elected by the Board to serve for three-year terms in a three class rotating system. Members may be re-elected to serve a subsequent three-year term. Parents or guardians having suggestions or concerns for the Booster Club's consideration, or who wish to address a meeting should forward requests to the Athletic Director for placement on the Booster Club meeting agenda. Parents or guardians interested in serving on the Booster Club Board should contact the Booster Club President.

The PTO is governed by an Executive Committee and parent representatives from grades 3K – 5.

The Booster Club publishes the *Williamsburg Academy Athletic Handbook* which provides detailed policies and procedures concerning athletics at the school.

### **Parent Teacher Organization (PTO)**

The purpose of the Williamsburg Academy Parent –Teacher Organization is to promote the highest standards of education for the students of Williamsburg Academy, to provide a forum of open communication for parents, faculty, and the Governing Board, to provide awareness and education of social areas and to bring about a better understanding between Williamsburg Academy and the community. The PTO endeavors to enhance participation by the parents and teachers in school activities, enhance communication among the Governing Board, administration, faculty and parents, and to provide financial support for necessary school improvements that are academic in nature.

Membership in the PTO is open to all parents, guardians, teachers, aides, administrators and others having a legitimate interest in the welfare of students at the school. The business of the PTO is conducted by elected officers, and is governed by all dues-paying members. The PTO meets monthly as scheduled in the school's calendar of events.

The PTO is the means for parents or guardians to become involved with the school and to directly affect the quality of their children's education. Please join and attend.

## **Development Foundation**

The Williamsburg Academy Development Foundation is a major external fundraising branch of the school. Through its **Annual Giving Campaign**, the program solicits monies from alumni, parents, grandparents, friends, and business and industry for needs not covered by the operating budget.

The major emphasis of fundraising is to purchase needed instructional equipment such as computers, and to provide capital improvements that enhance academics or co-curricular activities or improve the appearance of the school. The business of the Williamsburg Academy Development Program is managed by a Director of Development, and is governed by the Development Foundation Board with governing board, faculty, parent, and student representation.

Scholarships and financial aid are available from Development for students whose families have a financial need. Interested parents or guardians should contact the Development Director for information and details regarding application.

## **Fund-Raising**

The school depends very heavily on the fund-raising of our support organizations and individual donors. Funds raised provide the margin of excellence for our program. Funds raised help to keep tuition down and benefit every student in the school, directly or indirectly. The participation of students and parents in fund-raising activities is **urgently needed**, but is **never required**. Sometimes younger children get the impression that they or their parents “must” buy or sell something or attend some fund-raising event. This is **never** the case; all aspects of our fund-raising activities are voluntary. Be assured that there is no effect on grades, etc. from such activities. We **need** your participation but only your conscience can require it.

To ensure coordination in fund-raising activities, the Governing Board must approve all fund-raising activities, events, or projects, including those of support organizations. No fund-raising in the name of the school may be conducted without Board Approval. Plans for fund-raising are usually formulated in the early summer for the next school year. Requests for fund-raising activities, events, or projects should be submitted to the Governing Board through the appropriate support organization or the Head of School as early as possible.

## **Memorials**

The school gratefully accepts memorials, either designated for established programs or projects, or undesignated memorials which go into a fund administered by the development program. New initiatives regarding memorials must be approved in advance by the Governing Board.

## **Tax-Deductible Donations**

Williamsburg Academy is chartered as an eleemosynary corporation and has been granted tax-exempt status under section 501(c)(3) of the Internal Revenue Code. Donations to the school or to any of the support organizations may thus be eligible for tax deductions. We will provide appropriate documentation for any donation of money or any donation-in-kind upon request, either at the time of donation or at tax time.

## **Donations-in-Kind**

The school and our support organizations gratefully accept donations-in-kind of any equipment, material services or supplies that we can use. These donations-in-kind may also be eligible for tax deductions.

The faculty or staff member who will use the donated item must certify usability and receipt of donations-in-kind and the Head of School must approve receipt. We will then provide the donor with a form that complies with IRS guidelines for tax-deductible donations-in-kind upon request, either at the time of the donation or at tax time.

## **VII. School Business**

### **Re-Enrollment**

The Governing Board will designate a specific time each year for the following school year's re-enrollment. Parents and guardians will be notified of these dates by letter and they will be published two times in the local newspaper. A fee of \$100 per student is due at re-enrollment. This \$100 deposit will not be refunded unless the family moves from the area normally served by the school prior to the first day of school. A late fee of \$100 is assessed after the designated re-enrollment days.

### **Tuition and Fees**

Tuition payments are due in accordance with the payment option chosen in your enrollment contract. All tuition is due by the 10<sup>th</sup> of each month and is subject to a \$10.00 late charge if not paid by the due date. It is essential that tuition payments be made on time because the school has financial obligations that we must meet on time. Monthly payment plans constitute credit granted by the school, and our reserves do not permit us to provide any further credit. If you have a one-time situation that will make a payment late, and communicate with us in advance, we will work with you in every way we can. If the difficulty continues we expect you to make arrangements with a financial institution.

### **Bus Fees**

Bus fees are due the first of every month. If a student rides the bus for the entire school year, there will not be a bus fee applied for the month of May. If bus fees are not paid by the 10<sup>th</sup> of the month, a \$10.00 late fee will be applied and the student cannot ride the bus until all fees have been paid.

### **Saturday School**

Saturday School will be held once monthly and the respective parents will be billed per child assigned at the rate of \$20.00

### **Building Fund**

A building fund of \$500 is assessed for all students entering the school in grade 4K or later. At least \$200 must be paid upon entering the school, and the balance paid in three annual installments of \$100. This fee is due on the first day of school. Fees not paid by the due date will be subject to a \$10.00 late charge.

### **Technology Fee**

A technology fee is charged for each student to cover the cost of maintaining and updating the computer labs and classroom computers and other technology. This fee will be published at registration and is due by the opening day of school. Fees not paid by the due date will be subject to a \$10.00 late charge.

### **Consumable Materials Fee**

A consumable materials fee is charged for each student to cover consumable items such as workbooks, laboratory supplies, parallel books, computer disks, periodicals, and other instructional related materials. This fee will be published at registration and is due by the opening day of school. Fees not paid by the due date will be subject to a \$10.00 late charge.

### **Returned Checks**

The school will charge a fee of \$25 for any returned check, absent a letter from the bank accepting responsibility. Returned checks must be redeemed within five working days or they will be turned over to Magistrate's Court for collection. Only cash, cashier's check, or certified check will be accepted to redeem returned checks. Should there be two returned checks in a school year, all payments for the remainder of the school year must be cash, cashier's check, or certified check.

### **Delinquent Accounts**

We do not issue report cards to students whose parents' or guardians' account is in arrears. Should a parent or guardian's account become sixty days' delinquent, their student(s) may not attend school until the account is brought up-to-date.

All accounts must be paid in full for end-of-year examinations to be administered. In the event that a student must take late examinations due to account delinquency there will be a \$50 service charge. There is a thirty-day limit from the end of school for late examinations due to account delinquency to be completed or the student will receive no credit.

All accounts must be paid in full for a student to participate in the Baccalaureate and/or graduation exercises.

### **Legal Action**

Any account with an outstanding balance as of June 30<sup>th</sup> that has not made satisfactory payment arrangements will be turned over to Magistrate's Court for collection.

## Internet and Computer Network Use Policy

Access to the Internet from Williamsburg Academy and an internal computer network have been established for limited educational purposes as defined by the school's curriculum to include classroom activities, career development activities, and limited high quality, self-discovery activities. The system has not been established as a public access or public forum, and Williamsburg Academy reserves the right to place reasonable restrictions on the material students access or post, the training they need to have before they are allowed to use the system, and to enforce all rules set forth in the school's discipline code and the laws of the United States and the state of South Carolina. Neither faculty, staff, nor students may use the school Internet access for commercial purposes to offer, provide, or purchase products or services, or for political lobbying. The school will not be responsible for financial obligations arising from unauthorized use of the system.

Students, faculty members and staff members should expect no privacy with respect to the contents of files on the school's internal network. All files are the property of Williamsburg Academy- The school will routinely monitor the system for violations of this policy or of the law. Parents or guardians have the right to see the contents of their student's computer files upon request. A faculty or staff member will control all Internet and internal network access points, and must be present when the Internet is accessed from their classroom, laboratory, library or other point. A faculty or staff member must directly monitor students when they access the Internet.

Unacceptable use of the Internet and the school's internal computer network includes but is not limited to the following:

- \* Posting contact information (e.g. address, phone number) about oneself or any other person.
- \* Agreeing to meet with any person one has met only online without specific permission of the Head of School and the student's parents or guardians.
- \* Accessing or attempting to access pornographic or obscene material.
- \* Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- \* Accessing or attempting to access "hate" material (material that advocates illegal acts, violence or discrimination).
- \* Copyright infringement
- Plagiarism (misrepresenting the ideas or words of another person as one's own).
- \* Annoying or harassing any person.
- \* Posting private information about oneself or any other person.
- \* Using or attempting to use the Internet for commercial or political purposes.
- \* Posting chain letters or "spamming" (sending an annoying or unnecessary message to a large number of people).
- Gaining or attempting to gain access to any other computer system or any person or organizations files.
- \* Disrupting or attempting to disrupt the school's or any other computer system or destroy data by introducing or spreading a computer virus or by any other means.
- \* Failure to follow the school's virus protection procedures when downloading data.
- \* Using or attempting to use the Internet or the school's internal computer network to engage in any illegal act criminal activity or gang activity.
- \* Using or attempting to use the Internet or the school's internal computer network to threaten the safety of any person.
- Giving any password, including one's own, to any other person.



