

# STUDENT & PARENT HANDBOOK



2020-2021

Richard Winn Academy

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## **WELCOME**

Welcome to Richard Winn Academy (RWA). RWA was founded in 1966 and enjoys a history of service to numerous parents and students, often serving more than one generation within the same family. Many alumni send their children to RWA to experience the educational opportunities they had. During RWA's 50 years, numerous traditions have been developed and a reputation of educational excellence has been achieved. The faculty and staff are committed to academic success for all students and are dedicated to preparing today's youth for the challenges of tomorrow.

RWA teachers love their subjects, enjoy teaching their students, and expect them to do quality work in order to excel. RWA students are selected by colleges of their choice. Graduates attend a variety of post-graduate programs. Also, the school is known for providing students and their families with a variety of extracurricular activities and for maintaining a safe, secure environment characterized by respect and good citizenship.

Richard Winn Academy is accredited locally by The South Carolina Independent School Association (SCISA) at the "advanced" level and nationally accredited by AdvancED. SCISA accreditation indicates that the school not only meets but also exceeds a variety of mandatory educational effectiveness standards. AdvancED assures continuous quality improvement. Parents, students and staff work hard to maintain these levels of accreditation and the school's high expectations for learning.

A special welcome is extended to each student and parent for the 2020-2021 school year. We are honored by and appreciate your decision to choose Richard Winn Academy and will strive diligently to affirm your confidence. Please contact us with your comments about what is going well and with suggestions for improving the educational experience for our students and families.

## **SCHOOL HANDBOOK: PURPOSE**

This handbook serves as a guide to parents and students regarding a variety of policies, procedures and general information applicable to Richard Winn Academy. Parents and students are requested to read the handbook at the beginning of each school year and to reference the handbook when information is needed or questions arise. If clarification regarding any item in the handbook is needed, please contact the school office. **NOTE:** Richard Winn Academy reserves the right to make changes in content or application as deemed appropriate and necessary for effective school operations; these changes may be implemented even if they have not been communicated, reprinted, or substituted in this handbook. This handbook is not intended to replace policies established by the Board of Directors. If a procedure in this handbook is abbreviated or in error, **the official board policy** takes precedence. A copy of the **Board of Directors Policy Manual** is available in the financial office.

## **NON-DISCRIMINATORY POLICY**

Richard Winn Academy does not discriminate on the basis of race, color, gender, religion, or national or ethnic origin in the admission of students, in the hiring of faculty and staff, or in the administration of its policies and academic, athletic, and other programs.

## **PHILOSOPHY**

**(As stated in the Board of Directors Policy Manual)**

“Believing that a well-educated and sensitive citizenry capable of making value judgments is essential to the continuance and growth of a democratic society, Richard Winn Academy expresses the following philosophy:

Each individual student, through the cooperative efforts of the Board of Directors, administration, faculty, student body, home and community shall have the maximum opportunity to grow intellectually, physically, socially, and to develop a set of values which will equip him to make value judgments in his own life situations as well as in the ever changing national and international world environment.

Through small classes and an intimate student-faculty relationship, every effort will be made to recognize, develop, and satisfy individual talents and needs.

It is the belief of Richard Winn Academy that in the lower grades (pre-kindergarten through grade five) dedication to establishing the love and joy of learning in each individual student is of paramount importance. This must be coupled with careful guidance in how to learn with the fullest use of all the facilities and media available.

Since the majority of Richard Winn Academy graduates go on to institutions of higher learning, the upper school (grades six through twelve) has the primary responsibility of equipping each student to succeed in the college or university of his choice. However, this must be supplemented with physical and moral growth that will enable the graduate to recognize and cope with life situations in an increasingly complex national and world society.”

## **MISSION**

The purpose of Richard Winn Academy (RWA) is to provide a superior education for prekindergarten through twelfth grade students in a safe, well-disciplined and nurturing environment. This mission has remained constant throughout the 50-year history of the school. Founders committed to a strong basic, traditional education for all students--an education that provides the foundation for college and higher learning, creative thinking and problem-solving skills, and lifelong learning. This mission continues today.

Our goals are to prepare young people for higher education, to challenge and develop the total child, to motivate the child's curiosity, and to help each student develop self-discipline and independence. Our desires are for students to enjoy learning and to be prepared for future success in college, work, and life. Academic, physical, social/emotional, and moral growth is valued at RWA. To accomplish our mission, the school is attentive to curriculum; is attentive to the overall school environment; addresses individual student's needs, as possible; promotes extracurricular activities; partners with other adults influential in students' lives and respects the contributions of other agencies such as churches and civic organizations.

**The following sections of the handbook outline various rules and procedures. Requirements have been established to ensure that high expectations for learning, an orderly school environment, and appropriate behavior are upheld at Richard Winn Academy. Parental support is requested and appreciated. If further clarification regarding any item is necessary, please contact the school.**

## GENERAL INFORMATION/SCHOOL EXPECTATIONS

### **ADMISSIONS, ENROLLMENT, AND DISMISSAL INFORMATION**

Admission to Richard Winn Academy is competitive, based on a student's previous school records. Academic achievement, personal qualifications, and behavioral/disciplinary information are considered as admissions decisions are made. The school reserves the right to use such documentation to determine grade placement, class assignment, and courses to which a student is assigned as well as credits awarded toward graduation. Reference the appendix or the **Board of Directors Policy Manual** for a detailed listing of admissions guidelines and enrollment procedures.

The school reserves the right to suspend or expel a student for any scholastic or disciplinary reason or cause, and in the event of such expulsion, the parent shall remain obligated to fulfill the financial requirements of the signed enrollment contract.

Currently enrolled students have the opportunity to register for the next school year by the end of March by 1) completing the Enrollment Contract and Reservation Agreement and 2) submitting the required reservation deposit (i.e. first month's tuition). A contract will not be accepted if a current account is in arrears.

It is the policy of Richard Winn Academy (RWA) to deny admission and/or attendance to any student who is a parent or expecting to become a parent. The term parent is gender neutral and will apply even when parental rights have been legally terminated, as in adoption. Also, board policy states that no married student may attend RWA. Likewise, students with a history of illegal drug use, a criminal record or a history of disciplinary problems are denied admission to RWA per board policy.

If a student enrolls in adult education classes (GED), whether or not any classes are attended, the student may not return to enroll at Richard Winn Academy.

## ADMISSIONS PROCEDURES

Admission to Richard Winn Academy (RWA) is competitive, based on a student's previous school records, test scores, discipline history/record and personal qualifications, including an interview.

### **Admission Guidelines**

- o A child should be three (3) years old on or before September 1 and be completely potty-trained to enter three-year kindergarten, and six (6) years old on or before September 1 to enter first grade.
- o The non-refundable application fee and application must be submitted prior to admissions testing and review.
- o All applicants entering grades 1-8 may be required to take an entrance test. Students entering grades nine and above will be evaluated in part by transcripts, test scores and report cards.
- o Administration of an admissions test beyond grade 8 may be required.
- o An interview with the applicant and at least one family member is required.
- o Transfer of records from previous school and submission of required health records must be received before acceptance is finalized.
- o Copies of the student's birth certificate, social security card and up-to-date South Carolina immunization certificate must be received before acceptance is finalized.
- o For classes with waiting pools, the Head of School has the right to admit the most qualified student, regardless of his/her place in the pool when an opening occurs.

## Enrollment Procedures

- o Contract must be signed before student's enrollment can be finalized.
- o The payment of tuition plan must be approved, other fees, and family gift must be received before enrollment is finalized.
- o Regardless of tuition plan selected by the child's family, at least one month's tuition is due with the enrollment contract.
- o Students enrolled at Richard Winn Academy, regardless of the number of courses being taken, are required to pay full tuition.
- o Upon enrollment in the school, the student, parents, and the school have 30 days to terminate the contract. After 30 days, the contract is binding. No portion of fees will be refunded nor will any outstanding balance be cancelled in the event of absence, withdrawal, or dismissal from school.

## ATTENDANCE

ARRIVAL: The school building opens at 7:40 A. M. and school begins at 8:00 A. M. Staff members are available to supervise students in the morning when the building opens. For your child's safety, please do not send or bring your child to school before adult supervision begins. Upon entering the building, students in grades six through twelve (6-12) are to report to the upper school and selected upper school classrooms. Students in grades six (6) and below should report to their teacher's classroom at the discretion of the individual teacher.

Students are not allowed to enter or remain in other areas of the building such as the media center, gym, weight room, cafeteria or classrooms without adult supervision or special permission from school personnel. For safety reasons this rule must be respected.

DISMISSAL: School is dismissed at 2:30 P. M. for kindergarten through twelfth grade students; prekindergarten students are dismissed at 12:00 Noon. Unless immediately participating in an after school extracurricular activity, attending tutoring or directly supervised by a teacher in his/her classroom, students are expected to be picked up promptly (within 15 minutes of the dismissal bell) and may not remain on campus without adult supervision. Day care is available for students in grades six (6) and below. Please contact the school office for more information regarding the day care program and fees.

Students who remain on or return to campus for a specific event or activity must remain at the site of the activity for safety and security reasons.

DAILY ATTENDANCE: One of the keys to successful academic achievement is regular and timely attendance. Whenever possible, please schedule all appointments before or after school. With limited exceptions, students are expected to attend school each day and on time. Exceptions include the following:

- 1) Students who are ill and whose attendance would endanger their health or the health of others
- 2) Students in whose immediate family there is a serious illness or death
- 3) Students requesting an attendance release for religious holidays associated with their faith
- 4) Students requesting a release from school attendance for medical appointments, court appearance or family emergencies
- 5) Students who are participating in a school-sponsored event (e. g. field trip, athletic or interscholastic activity)
- 6) Students whose families request in advance and receive permission from the Head of School to miss class for exceptional or extenuating circumstances.
- 7) All other absences, with or without parental consent, are considered unexcused.

At any time, a student is absent from school, immediately upon his/her return, a written note signed by the parent **explaining the absence**, a doctor's excuse, or proof associated with the other acceptable absences listed above must be submitted. Office staff will determine if an absence is excused or unexcused. **Only notes received within one week of an absence will be reviewed; failure to supply the note within this time frame results in an absence being recorded as unexcused. The school will not contact parents to issue a reminder that a note is needed; this is a parental responsibility.** (Note: unexcused absences affect the opportunity for students in grades 9-12 to exempt exams. Multiple excused or unexcused absences at all grade levels may impact promotion and/or course credit.)



During the course of a school year, students K5 through grade 8 are afforded eight (8) absences (excused or unexcused) for the year. When a student is absent for more than 8 days, attendance may be a factor in determining promotion to the next grade level. After four (4) absences, the student's parent/guardian will be contacted by school administration reminding them of the attendance policy. Exceptions for a long-term illness or other extenuating circumstances may be made at the discretion of the Head of School. The school reserves the right to require proof and to determine whether any absences beyond eight (8) could have been avoided and are within the definition of excusable. Students in grade six (6) and above are responsible for checking with teachers to secure content, assignments, tests, etc. given during their absence. Teachers of lower school students will assist their students with this process.

Students in grades 9-12 are allowed four (4) absences per class (excused or unexcused) per semester. There are two (2) semesters in a school year. After two (2) absences, the student's parent/guardian will be contacted by school administration reminding them of the attendance policy. When absences exceed four (4) days of class per semester, course credit may be denied or a student may be required to log make up time and extra work at the discretion of the Head of School. Students in grades 9-12 are responsible for securing information about content presented, assignments, tests, etc. given during their absence.

A student must attend two blocks or one-half (1/2) of a school day in order to be counted present (lower school) and to participate in any extracurricular activity scheduled for that same school day. Examples of extracurricular activities include, but are not limited to, field trips, athletic contests, sports practice, the prom and beauty pageants. Exceptions to this rule may be granted by the Head of School for extenuating circumstances; however, extenuating circumstances must be beyond the control of the student or parent to be approved.

**PERFECT ATTENDANCE:** All absences, excused or unexcused, with the exception of school-sponsored events count against perfect attendance.

**Tardy Policy:** Students not in the classroom at the bell will be considered tardy. At the bell, teachers will shut the doors and begin teaching. Students who are late will report to the office and follow the office procedures in place for recording their tardy. They will receive a pass to return to class. Teachers must review and adjust attendance records daily for accuracy. Tardies are counted per class/subject.

Tardies will result in the following disciplinary action:

1<sup>st</sup> Tardy – Warning

2<sup>nd</sup> Tardy – 15-minute detention/workshop with teacher, guidance and/or HOS and parent will be contacted

3<sup>rd</sup> Tardy – 1-hour detention/parent note

4<sup>th</sup> Tardy – 1-hour detention/parent note

5<sup>th</sup> Tardy – 2-hour detention/parent note

6<sup>th</sup> Tardy – Teacher completes Student Office Referral Sheet and Student is assigned Saturday detention

Any further tardies will result in In-School Suspension and after 10 tardies in one semester, HOS may suspend any extracurricular school activities.

## **SIGN IN/OUT PROCEDURES FOR LATE ARRIVAL/EARLY DISMISSAL**

### Procedures for grades 6 through 12:

On the computer located in the office, the student must sign his/her name, the correct time, and the reason for leaving or arriving late. If leaving, the student must inform the Head of School or a member of the office staff that he/she is leaving. A student may not leave campus until he/she has permission from one of these individuals. If arriving late, the student must report directly to the office, sign in on the computer and wait to receive a pass to enter class. Students without a tardy pass from the office will not be allowed to enter class.

Before a student is allowed to leave campus, written permission from a parent must be given to the office staff. If a student does not have written permission, the student will be required to

contact the parent to speak with a member of the office staff **before** being allowed to leave. It is the responsibility of all students to ensure that this **critical** communication between parents and school occurs.

Students will be released **only to** or **with permission from** a **parent/guardian** or **pre-determined designee**. For your child's safety, **exceptions will not be made**.

#### Procedures for grades K-3 through 5<sup>th</sup>:

When a child is tardy, the parent should bring the child to the office. For early dismissal, a student will remain in the classroom until the office calls for the student. For either late arrival or early dismissal, a parent must sign the student in/out on the office computer, child's name, the correct time, and reason for leaving school early or arriving late. (If necessary, the student will be escorted to the appropriate class with an adult or designated student leader when coming to school tardy.)

Students will be released **only to** or **with permission from** a **parent/guardian** or **pre-determined designee**. For your child's safety, **exceptions will not be made**.

### **BOOSTER CLUB**

The Booster Club (BC) at Richard Winn Academy is extremely active and well organized. As a result of the commitment of many dedicated parents who are BC members, numerous athletic opportunities are offered to students. The sports program would not be viable without BC support.

Booster Club fees must be paid in full prior to an athlete's first regular season game. Information regarding fees and other Booster Club activities are communicated at the school's annual open house and corporation meeting held at the beginning of each school year.

### **BUILDING SECURITY**

Access to Richard Winn Academy is limited to the main entrance (i.e. front doors) during school hours and only with approval from an office staff member. This area is under camera surveillance and the doors are kept locked until admittance is allowed. Other easily accessible entrances and exits are kept locked during the school day. When special programs are scheduled, other doors may be unlocked to allow admittance to a program but are kept under surveillance by staff.

### **CAFETERIA/LUNCH**

Students may purchase individual food items either prepared by cafeteria staff or located in vending machines. Students may bring lunch from home. Microwaves are available for students' use. Students in grades Kindergarten (K) through twelfth (12) must eat in the cafeteria under the supervision of teachers; however, after eating, students in grades seven (6) through eleven (12) may leave the cafeteria for the remainder of the lunch period and move to other designated, supervised areas of the building. As the school schedule permits, lower school students (grade fifth and below) have an assigned lunch period separate from middle and high school students.

Prekindergarten eat in the art room in the lower school building.

Students are expected to use manners in the cafeteria, to deposit trash in containers, and to assist with the general cleanliness of the cafeteria area and equipment or any area in which food is eaten.

## **CAMPUS SECURITY**

All students parking on school grounds must contact the main office for a designated spot.

Once you enter the school building, do not exit unless you have written permission. No one is allowed in the parking lots during school hours.

If you are late to school, report to the office and sign in.

## **CARE OF FACILITY**

Students are expected to have pride in the appearance of our campus and to accept responsibility for care of our facility. Paper and other types of trash must be picked up and placed in the proper containers. Water must be turned off and paper towels placed in trash containers in the restrooms. Toilets must be flushed after each use. Water, paper towels, and toilet paper must not be wasted. Care must be taken to respect and maintain the school facility, lockers, equipment and other materials. Please discuss with your child the importance of accepting responsibility for the appearance and maintenance of Richard Winn Academy. Faculty and staff will remind students of expectations, also. A student's failure to comply with these expectations will result in disciplinary action.

## **CELL PHONE USAGE POLICY**

Cell phones are permitted on school grounds using an "off and away" policy. All cell phones are to be turned off and put away, preferably in a locker. Any cell phone heard, used, or seen during class will be taken and kept in the office. **Exception:** A school staff member may grant permission for a student to use a cell phone in an emergency or in a situation deemed extremely important. **A student must always have permission from a school staff member to use a cell phone during school hours.** (Note: The school is not responsible for cell phones that may become lost, broken or stolen.)

**Cell phone usage is allowed during break and lunch times or as authorized from a teacher or administration in certain situations.**

Parents are requested to support the cell phone usage policy by refraining from calling or texting a student's cell phone during school hours. In case of emergency or the need to deliver an important message to your child that could not be handled before or cannot be taken care of after school, please contact the office for assistance.

Continuous cell phone violations may result in a student losing his or her privilege to have a phone on campus, extended confiscation by school officials, or other disciplinary measures at the discretion of administration.

**NOTE: 1)** Students participating in extracurricular activities and athletics must be responsive to the rules of their coach or sponsor regarding cell phone use after school hours and during athletic and other extracurricular events. Coaches and sponsors may establish rules and consequences for use of a cell phone. **2)** The school reserves the right to view content on any student's cell phone brought onto campus or to view content on any student's cell phone present during a school-related activity/event. The parent will be contacted in advance and offered the opportunity to be present if a cell phone needs to be viewed.

## **CLASS PARTIES**

Parties to celebrate selected holidays, events, or to honor a student's birthday are acceptable but must be organized in a manner that is minimally disruptive to the learning environment and respectful of time allotted for learning. Student birthdays may be celebrated by sharing refreshments with classmates at lunch, recess, or a time selected by the teacher. Parents should make advance arrangements with the classroom teacher and ensure that festivities are kept simple and limited to refreshments. Teachers, in cooperation with the Head of School, will make decisions regarding other parties. All end-of-year, school-sponsored parties must be held on campus.

Invitations for private parties may not be distributed at school unless all students in the class (or all boys, or all girls) are invited. If the party cannot accommodate all students in the class, invitations need to be mailed

or distributed off campus. Your cooperation and your consideration for the feelings of others are appreciated.

## **CLUBS, ORGANIZATIONS, AND EXTRACURRICULAR ACTIVITIES**

Richard Winn Academy (RWA) recognizes the importance of helping students become well-rounded individuals. Teachers and other persons are encouraged to organize clubs that benefit our students; students are encouraged to participate. However, all clubs, extracurricular activities, and organizations must have the approval of the Head of School and all school-sponsored clubs must be under the supervision of a designated sponsor. Examples of opportunities include Student Government Association, Class Officers, Junior and Senior Beta Clubs, Rotary Interact Club, Fellowship of Christian Athletes (FCA), Academic Quiz Bowl, Literary Meet, Math Meet, Spelling Bee, and Enrichment Fridays. **NOTE:** All monies generated through student/club/organizational activities will be deposited in RWA accounts and disbursements will be made through the proper procedures.

## **COMMUNICATION**

**PARENT-TEACHER COMMUNICATION:** Frequent contact between parents and teachers is a critical component of an effective educational process. The administration encourages both parents and teachers to initiate regular communication regarding a student's progress. Suggested methods include not only required weekly reports, report cards but also parent-teacher conferences and communication via e-mail, the on-line grading program and/or telephone. All teachers have access to school voice mail and e-mail. In order to protect instructional time, parent-teacher communication should take place before school, after school or during planning periods, not during class time. Please be aware that responses to voice or e-mail messages will occur as soon as possible but may be at the end of the instructional day.

In most cases, parents and teachers work together to determine the most effective communication method; however, office staff and administrators are always willing to assist with arrangements and communication.

**HOME-SCHOOL COMMUNICATION:** This communication serves to regularly inform parents of school events and other important information. If a family does not have computer access, information will be sent home with the student upon special request. The request should be directed to the school's secretary/receptionist.

Additional information from the school or support organizations such as PTO and Booster Club is sent intermittently and on an as-needed basis by e-mail or text. Whenever possible, information is posted on the school's website ([www.richardwinn.org](http://www.richardwinn.org)).

**STUDENT COMMUNICATION:** At the beginning of each school day, "morning announcements" of interest to students are made by intercom. This allows students to be aware of school-sponsored events in which they may want to participate. Encourage your child to listen carefully.

## **CONFLICT RESOLUTION**

At times school stakeholders (e.g. students, parents, staff, board members) may need to communicate regarding concerns in order to ensure that the school's mission of educational excellence in a safe, well-disciplined learning environment is upheld. When a parent (or student) has a concern about a specific teacher and his/her classroom expectations, the concern should be addressed first directly with the teacher. The goal is for the parent (or student) and teacher to be able to work together to resolve conflicts in a professional manner and in a manner that supports a student's growth, both academically and in other areas of development. Broader concerns or concerns not satisfactorily resolved at the teacher level may be brought to the Head of School. If further assistance is needed to resolve an issue, a parent may request a hearing before the Board of Directors. The Board of Directors decides whether to hear the matter or to expect the matter to be handled at the school level per the discretion of the Head of School.

The process for resolving athletic concerns is similar. Parents (or players) approach the coach first. If a resolution cannot be reached at this level, the athletic director may be contacted. The next level is the Head of School. Again, a request for a hearing before the Board of Directors may be requested; however, the Board decides whether to grant the request or to expect school officials to be responsible for the final decision and resolution.

### **CONTROLLED SUBSTANCE/SMOKE FREE CAMPUS**

“Controlled Substance” under this subsection includes any substance containing nicotine along with any other substance under the statutory definition of controlled substance under SC law.

“Items” under this subsection include, but are not limited to, vaping devices, any attachments, pods, jules, vape liquid or juice, charger, any other vape accessory, whether operational or not.

**RWA will not tolerate the misuse either of drugs or alcohol by members of RWA or the illegal supply of these substances. RWA is committed to the health and safety of its students and will act to safeguard their well-being.**

**PARENTS AND STUDENTS ARE REQUIRED TO READ THE DISCIPLINARY HANDBOOK THAT COVERS ALL DISCIPLINARY ACTION AND CONSEQUENCES.**

### **CUSTODIAL/PARENTAL RIGHTS**

When parents are divorced, both natural/legal parents may have equal rights regarding access to their children and to school information about their children. Unless legal documentation in which the court denies/limits parental rights for one of the parents is presented to the school, the school must respond to the rights of both parents.

### **CHILDCARE AVAILABLE**

Childcare is available for prekindergarten through sixth grade (PreK-6) students from 12:00 Noon until 6:00 P. M. on school days. After school care does not operate on school holidays and in the summer, although service can be offered in the summer if sufficient interest exists. Deborah Poland is in charge of all day-to-day operations related to the after-school care program and adheres to all regulations as defined by the Department of Health and Environmental Control and the Department of Social Services. Please contact the day care director with questions about the program and regulations. You may also reference the Day Care Policy Manual included in the **Policy Manual of the Board of Directors of Richard Winn Academy**. A copy is available in the school office.

Childcare personnel decisions and policy changes are the responsibility of the Head of School (HOS). Questions or concerns about policy changes or personnel decisions should be directed to the HOS.

### **DRESS CODE**

#### **All students**

T-shirts will be allowed that do not have profanity (including communication with double meanings), racial slurs, satanic references, sexual connotations, or apparel that promotes or advertises alcohol, drugs or tobacco products. In addition, any apparel that promotes or portrays graphic violence, extremes in anti-social behavior, or may be a detriment to promoting the orderly function of the school is not allowed.

Hair and facial hair must be well groomed. Haircut and hairstyle are important. Extreme styles such as shaving or sculpting a design in the hair are not acceptable. Hair must be a natural color. This means no colors such as green, purple, blue, pink, etc. Students may wear beards, goatees, and mustaches that are neatly trimmed and well groomed. Facial hair, beards, goatees, and mustaches must be kept trimmed above the neckline (above the Adam’s apple). Sideburns may not pass earlobes. Artwork in facial hair is unacceptable.

Sandals or backless shoes are acceptable. No rubber “beach” flip flops allowed. On lab days, students must wear closed toe shoes with a back.

TATTOOS - Prominent tattoos on any body parts visible to the public must be covered.

BODY PIERCING - Rings or other body piercing jewelry through the nose, eyelid, tongue, or other visible body part, other than the ear lobes, are not acceptable. Ear or nose gauges are not acceptable.

NO athletic or gym shorts or sweatpants allowed during the school day unless the student is taking a physical education course. Students must change after the class is over.

**No Leggings, yoga pants, or athletic pants are allowed to be worn during the school day.**

Students are expected to exhibit neatness, modesty, and good taste in the way they dress.

All clothes must be free of holes, frayed or ragged hems.

Any questions about the dress code need to be brought in ADVANCE to the Administration.

Any student found in violation of the dress code will be asked to change into something different at school.

PHYSICAL EDUCATION (PE): Students in grades five through twelve (6-12) are expected to wear PE attire designated by his or her PE teacher. Your child's PE teacher will communicate specific attire and requirements.

SCHOOL-SPONSORED FUNCTIONS: When participating in school-sponsored events, such as field trips and academic competitions, etc., dress code expectations must be met. When attending after school functions where a student is a spectator, parents assume the responsibility for the student's attire; however, the Head of School reserves the right to intervene if he/she deems the attire offensive, suggestive, or otherwise inappropriate.

SPECIAL PROVISIONS: Exceptions to the dress code for special events and other special occasions must have approval from the Head of School. Coaches will direct appropriate dress for their team members on game days and when attending sports events and contests at other schools.

**Clothing and appearance that disrupts the educational process by drawing attention to the wearer will not be allowed. Students shall take extra care to dress appropriately when attending field trips, athletic events, banquets or other school functions. A student who is dressed inappropriately for an event or does not have the required dress for the event must remain at school. Richard Winn Academy reserves the right to mandate a special dress code for certain events.**

**Grades 6<sup>th</sup>-12<sup>th</sup> grade**

Athletes will be required to dress appropriately when they are representing Richard Winn Academy at athletic events. Coaches will be responsible for attire.

Students participating in P.E. must change back into their school clothes once P.E. class is over. Athletic clothing shall not be worn except for P.E. and other athletic events.

Students may wear jeans.

Girls must have their backs and midriffs covered. Blouses, shirts, and tops may not be worn tightly; this will be at the discretion of the Administration. No tank tops, low-neck tops, strapless or thin strap tops will be permitted. Bralettes or undergarments may not show in student's attire.

Dresses, skorts and skirts must be knee length with no slits allowed above the knee.

Shorts must be fingertip length when the arms are extended down the sides for both boys and girls.

Boys shall wear a belt and wear their collar shirt tucked in to their pants.

## **EMERGENCY DRILLS**

All students must participate in regular emergency drills designed to teach safety procedures in case of a fire, tornado, earthquake, an intruder or other unsafe condition. Bus riders participate in emergency bus evacuation drills.

Evacuation routes are posted in all classrooms. Teachers will model and explain all procedures and students are expected to practice and become familiar with all emergency routines and evacuation routes. For safety and to maintain order, students are required to remain silent during drills and implementation of emergency procedures. A copy of emergency procedures is available in each teacher's classroom and the school office.

## **EMERGENCY INFORMATION/CHANGE OF STUDENT INFORMATION**

All parents are required to complete an emergency referral sheet for each child attending school. This form must be completed **each year** to ensure that the school has current and appropriate contact information in case of illness or emergency. **Also, parents are requested to notify the office and children's teachers during the year if any of the contact information changes** (e.g. home address, e-mail address, telephone numbers, emergency contact in event parent cannot be reached, health alerts, etc.).

Ailments such as diabetes, epilepsy, cardiac disease, asthma, allergies, or other chronic health conditions of which the school needs to be aware should be noted on health forms and discussed with teachers and office personnel. This requirement is for your child's protection.

## **FIELD DAY**

The PTO organizes a field day for lower school students each spring. Field day is usually held in May for students in grades prekindergarten through sixth (PreK-5); however, the actual grade levels involved and date are determined at the discretion of the PTO Board and Head of School.

## **FIELD TRIPS**

Field trips enrich the instructional program, offer students opportunities to experience, and expand upon their understanding of content presented in class. Upon receiving approval from the Head of School, teachers are allowed to organize field trips and will inform parents of the details of the trip and the opportunity to participate. Written, parental permission is required for a student to leave campus for a field trip.

Whenever possible, students are transported by activity or charter bus for field trips, and trips that start at school return to school. Parents serving as chaperones may ride the bus; other parents may ride the bus if space is available. A parent will not be required to transport someone else's child in his/her car. School insurance coverage extends only to bus transportation.

Field trips are for the class/grade level of students for whom a school employee has arranged the trip. Generally, siblings may not accompany parents on the trip because a sibling may detract from chaperone duties a parent is asked to perform. The Head of School or designee must approve any exceptions in advance.

If a field trip returns to school shortly before dismissal time, parents may (but do not have to) request early dismissal for a field trip participant but should refrain from requesting early dismissal for other students in the family.

A student may be denied the opportunity to participate on a field trip if the teacher and Head of School have concerns about a student's discipline record, possible behavior on the trip, or incomplete assignments of any type. Because students are representing Richard Winn Academy, dress code expectations must be adhered to unless special permission is granted by the teacher in consultation with the Head of School. Appropriate behavior/student conduct is expected and misbehavior or violation of the school's code of conduct will result in disciplinary action.

## **OTHER FIELD TRIP GUIDELINES**

On September 27, 2010, the Board of Directors adopted the following guidelines for field trip chaperones:

- 1) For overnight trips, a chaperone must be a parent or grandparent of a student attending the field trip. If circumstances warrant, the Head of School may approve a person other than a parent or grandparent of a student to be a chaperone, provided the chaperone meets the requirements set forth herein and agrees to the requirements of serving as a chaperone.
- 2) For overnight field trips, a chaperone must be at least twenty-five (25) years of age, have a valid driver's license, and have no adverse criminal background.

- 3) Chaperones shall not smoke in the presence of students and students shall not be allowed to smoke at all. If a chaperone smokes, smoking must occur only in designated areas or outside and again, not in the presence of students.
- 4) Alcohol shall not be taken or consumed on the trip.
- 5) Chaperones accept responsibility for all children in their assigned room while at the hotel, on the bus, or any location on the tour or trip.
- 6) Chaperones shall not allow students to stay in rooms without adult supervision.
- 7) Parents/grandparents should discipline their own children/grandchildren; do not wait for school authority or another chaperone to do so.
- 8) All meals must be eaten with the group and only at restaurants on the tour.
- 9) Students assigned to a chaperone should not be left with another chaperone to supervise.
- 10) Curfews are to be strictly enforced. Students and chaperones must be in their rooms by 10:00 P. M. Everyone must be on time to board the bus following each tour.
- 11) Remember: Field trips are school-sponsored activities. Chaperones are responsible for the well-being of all event participants.

School personnel who are serving as chaperones adhere to similar guidelines established by the Head of School.

### **FUND-RAISING/SOLICITATIONS**

The school depends on the fund-raising of support organizations and contributions of individual donors. Funds raised and contributions support academic excellence and the provision of various extracurricular activities. Funds raised and contributions make experiences at Richard Winn Academy much more meaningful and enjoyable and in many cases, experiences would not be possible without fund-raising and donations. Funds raised also help keep tuition costs manageable and benefit all students in the school, either directly or indirectly. **However, even though the participation of students and families in fund-raising is needed and appreciated, participation in most activities is voluntary** (Exception: selected upper school class activities, class dues and dues for special events/activities such as prom, class gift to school and graduation) **and the school will respect the decisions of each family.**

School-sponsored clubs and organizations must have approval from the Head of School (HOS) before engaging in fund-raising activities. As appropriate, the HOS will discuss new activities with the Board.

**PLEASE NOTE:** Funds raised are credited to the class or organization involved, not to any individual. Refunds will not be issued.

### **GRADUATION/DIPLOMA PRESENTATION**

Senior class sponsors are responsible for organizing the graduation ceremony and for communicating to students and parents all details related to this special event. Note: the following guidelines apply regarding presentation of diplomas at the ceremony:

The presentation of diplomas at graduation is the responsibility of the Head of School OR  
---any family member may present the diploma

(Appeals for exceptions may be made to the Head of School for **extenuating** circumstances only. The Head of School makes the final decision about diploma presentation. All academic requirements and financial obligations must be met in order for a student to participate in graduation activities.

### **GUM**

Gum should not be chewed on campus during school hours. Students chewing gum during school hours are subject to disciplinary actions. Students may chew gum after hours but are subject to disciplinary actions for depositing gum in any location on school campus other than a trash can.



## GYMNASIUM

The gym is used by various school groups before, during and after school hours, inclusive of the athletic department. In order to take care of the gym, several rules for gym use are listed below:

- 1) Always check with office for availability well in advance of the expected date and time of use.
- 2) Sweep the floor **before** placing the blue tarp on the floor. Do **not** leave the trash, dust, debris accumulated as a result of sweeping piled in any area of the gym. **Sweep it into a dustpan and deposit in a trashcan.** Other guidelines for sweeping the floor are posted in the electrical room.
- 3) Sweep and clean, inclusive of mopping any spills, the blue tarp after use. Then fold and remove the tarp; sweep the gym floor. Guidelines for tarp care are posted in the gym.
- 4) Remove all trash and garbage from the gym. Empty trashcans into the outdoor trash bin (dumpster) and replace bags in trashcans in gym. Mop the tile area of the floor if a spill is noted.
- 5) Return any item used to its proper location. This includes sports equipment, chairs, tables, microphone, etc.
- 6) Do not allow students to remain without adult supervision in the gym, weight room or sound room at any time. Do not allow students to be unsupervised in the electrical room at any time.
- 7) Before leaving the gym turn off all lights, lock all doors, and turn off or set heat or air conditioning thermostats on the correct setting. Finally, lock the gym entrance.

For your convenience, a checklist of rules for gym use is located in the school office.

When participating in athletic events, physical education classes or recess in the gym, athletic-type shoes with non-marking soles **must** be worn. When passing through the gym for other reasons, avoid wearing street shoes on the gym floor. Walk around the gym court by using the tile floor whenever possible.

There will be no “free shooting” on the basketball court during halftime of any games being played in the gym. This is for the safety and protection of the playing surface.

## HEALTH SERVICES/FIRST AID/ILLNESS

**Parents or an emergency contact will be notified if a student becomes ill or is injured beyond the need for more than minor first aid during the school day or during a school activity. When it is necessary for a student to leave school due to injury or illness, a parent or designated emergency contact must come to the school and sign out the student. If necessary due to severity of an injury or illness, medical services will be summoned and parental contact made as soon as possible.**

Office personnel and coaches are responsible for administering first aid in case of an accident. Parents or emergency contacts will be notified immediately if treatment beyond minor first aid is necessary. However, if necessary, school personnel will summon medical services to assist a child and notify a parent as soon as possible.

Although regular school attendance is very important, students who are too ill to attend class and who may jeopardize the health of others should remain at home. If your child has been running a fever within the last 24 hours before the school day, please keep them at home. Examples of symptoms that indicate a child needs to remain at home are as follows: fever, nausea, vomiting, and diarrhea.

**Parents are reminded to complete and constantly update emergency contact information on file at school. Also, parents are reminded to notify school personnel of chronic health ailments/conditions.**

## HOMEWORK



Teachers are encouraged to respect the importance of extracurricular activities and “family time”. Care is taken to assign only the amount of homework necessary for our students to excel.

Long-term projects differ from homework and will be assigned, as appropriate, to maximize learning. Students and families will be given ample notice regarding projects to be completed over time.

Parents are requested to assist students by establishing homework procedures and by monitoring completion of assignments, (e.g. a set time, adequate supplies, an established place to study, assignments returned to school, etc.).

## **IMMUNIZATIONS**

All students in prekindergarten through grade twelve are required to furnish a valid South Carolina Certificate of Immunization prior to enrollment and in order to be allowed to attend school. Students can be exempted from one or more immunizations if a physician certifies the immunization would endanger the child's life, or if parents submit a document certifying that immunizations are contrary to their religious or personal beliefs. Although the law does allow for exemptions, Health Department officials may advise parents to exclude children from school during any outbreak of certain diseases.

## **INCLEMENT WEATHER**

In case of inclement weather requiring school to close all day, begin late or dismiss early, parents will be notified via parent alert, email or text. Also, parents may check radio station WRBK 90.3 Richburg and the following television stations: WIS, WLTX, or WOLO---all in Columbia. Whenever possible, up-to-date information will be posted on the school's website ([www.richardwinn.org](http://www.richardwinn.org)).

## **INTERNET ACCEPTABLE USE AGREEMENT**

Richard Winn Academy offers Internet access to students for the purpose of enriching educational experiences. The Internet is an electronic highway connecting millions of computers and people around the globe. The Internet allows access to worldwide information in text and media form that, if properly used, will stimulate student learning. Students and teachers will have access to current news/events; research and information databases; downloadable software and online learning programs. Internet use can be a particularly powerful motivational tool for students because of the richness of the format and the depth of information resources not available through conventional means. The rules outlined specify guidelines for what is and is not permissible with technology. The rules specifically address the privilege of using the Internet on Richard Winn Academy (RWA) network systems.

### **Students agree to:**

- Use the computer for its designed purpose for school and not personal use.
- Practice proper system use and observe security restrictions.
- Respect that the use of electronic communication such as email, instant message or communication sites are considered unauthorized use unless given specific permission and guidelines from a school official.
- Respect use, programs, saved information of other students, and control settings (e.g. screen saver, color schemes and formats).
- Use technology resources for educational purposes as appropriate to instructional assignments.
- Take good care of computers (no objects on or food or drink near computers).

### **Students agree not to:**

- Reveal personal access or contact information (e.g. phone number, address) or information about others.
- Use the network in ways that would cause disruption of the use of the network by other users.
- Use the computer to create, use or download materials, which would not be permissible at Richard Winn Academy in any other form, i.e., obscene, profane, rude, inflammatory, threatening, disrespectful, illegal or pornographic materials.
- Use the computer, programs or files without permission.
- Delete programs, systems or data files without permission.
- Login to the computer or programs as any other person or allow anyone to login with his/her account.
- Deliberately tamper with a computer system (Examples: switching cables, disabling fans, introducing a virus, removing or changing keys, putting magnets on the computer, etc.).
- Steal or vandalize any part of the computer or network.
- Use the computer to tamper with, change or alter records or documents of RWA.
- Use public domain software and shareware with the intent to use without paying; commit plagiarism or copyright infringement.

Students must expect to forfeit privacy with respect to the contents of files on the school's internal network; files are the property of Richard Winn Academy and will be routinely monitored by school staff.

### **LAPTOPS AND OTHER ELECTRONIC DEVICES**

Laptops and other electronic devices may not be brought on campus unless permission has been given by a school administrator or teacher in consultation with a school administrator. Items brought without permission will be confiscated and held in the school office until collected by a parent. Other disciplinary consequences may be administered at the discretion of administrators. (**Note:** The school does not accept any responsibility for loss, breakage, or theft of laptops or other electronic devices brought on campus with or without permission.)

### **LOCKERS**

Lockers are assigned to students in grades six through twelve (6-12). Students are expected to keep lockers clean, neat, and organized. Decorations may not be placed on the outside of lockers; however, interiors may be decorated with appropriate materials or pictures that are easily removed and that do not damage the locker. An additional fee will be assessed for a damaged locker.

A student is required to keep the assigned locker and assigned lock. If the lock is lost, the student will be charged \$10.00 to replace the lock. All lockers are subject to search by school personnel for reasons related to maintaining a safe, orderly, and disciplined learning environment.

### **LOITERING**

Students are not allowed on campus until 7:40 AM and all students should be out of the main building by 3:15 PM unless involved in a supervised activity. Students who are not under supervision from a teacher or coach must leave the campus.

### **LOST AND FOUND**

Lost and found items (e.g. coats, book bags, notebooks, etc.) are placed in a large bin in the lobby area of the gym and in the main office. Parents and students are encouraged to check this area to search for missing items. Any items not collected by the beginning of the Christmas holidays and any items not claimed by the last day of school are donated to charity.

### **MEDIA CENTER**

The media center is located in the upper school and services all students, faculty, administration, parents, and others affiliated with Richard Winn Academy. Students in prekindergarten through fourth grade attend library weekly and are instructed on various library skills by either the librarian or classroom teacher. Beginning in prekindergarten, students are allowed to check out one book per week, which should be returned during the following scheduled library class. (Prekindergarten and kindergarten students usually begin checking out books in September, after adjusting to school routines.) The renewal limit is seven (7) days for lower school students.

Students in middle and upper school may use the library during their break and after school. Students at any grade level may use the library with their respective classes per a teacher's request or check out books on a more frequent schedule per a teacher's request. The renewal limit for middle and upper school students is 14 days.

Students are not allowed to check out additional books if they have overdue books; students who lose or damage books are required to pay the replacement cost.

Students are expected to remain quiet in the library in order to support an environment conducive to studying and research. Any student abusing library/Internet privileges may be suspended from library use. The Head of School or designee will direct the penalty.

## MEDICATION

Parents are encouraged to administer all medications at home. However, if your child does need to take **prescription** medication at school, the medicine must be brought to the office by the parent/guardian in the original, labeled container. Complete dosage instructions (i.e. name of medication, dosage, time to be given, number of days to be administered, purpose and possible side effects) and permission for the school to administer the medication must be provided in writing by the parent/guardian **and** the prescribing physician. **The permission form provided by the school must be completed. A separate form is required for each prescription medication.** Office staff will dispense the medication in accordance with written instructions and will log medication assistance. Prescription medications may include such devices as asthma inhalers and epinephrine auto-injectors.

Over-the-counter drugs must be dispensed under similar guidelines; however, a physician's signature is not required. If over-the-counter medication needs to be dispensed at school, written permission and complete dosage information are needed. **The permission form provided by the school must be used. A separate form is required for each over-the-counter medication.** Office staff will dispense the medication in accordance with written instructions and will log medication assistance.

The school cannot dispense medicine unless it is in the original, labeled container. Exceptions cannot be made. In addition, parents should make arrangements to deliver to the office all prescription medications or over-the-counter medications to be administered at school.

The school does not purchase and keep over-the-counter medications for use by students; however, as indicated above we will assist your child with taking these medications. For a student who has a need for an over-the-counter medication (e.g. cough syrup, aspirin, etc.) on a regular basis, we will provide storage in the office, just as with prescription medications. However, the school reserves the right to request a physician's approval for frequent requests for administration of an over-the-counter medication.

At school-sponsored activities that take place away from campus or during hours when the school office may be closed, a parent is responsible for initiating communication with school personnel to coordinate student access to medications. For example, parents must accept responsibility for making arrangements for medications that need to be given during a field trip, during an athletic event or during some other type of school activity occurring before or after school hours. If a parent is in attendance, the parent is responsible for administering the medication. Teachers, coaches and/or office staff may administer the medication if a parent is not in attendance but has communicated medication details and completed appropriate permission forms, inclusive of the physician's signature, if required. To the extent possible school personnel will assist, but parents must accept responsibility for requesting assistance and coordinating details. School office hours are defined as 7:40 AM until 3:00 PM. It is critical for parents to make arrangements for medications a child may need while on campus at required school activities during hours when the office may be closed or when a child is participating in school-sponsored events away from school.

Students may be authorized to self-monitor and self-administer medication as prescribed by the student's health care provider with written permission from the student's parent as well as a written statement from the student's health care provider verifying that the student has a medical condition best addressed by self-monitoring and/or self-administration, and verifying that the student has been instructed and demonstrates competency in self-monitoring, self-medication or both. Receipt of the authorization will allow a student to possess and administer medication while in the classroom, on school grounds, and during school-sponsored activities. Epinephrine pens and asthma inhalers are examples of medications that a student may self-administer.

Upon submitting permission to the school and/or its personnel to administer a medication, the parent acknowledges that the school and its personnel will incur no liability as a result of any adverse drug reaction or as a result of any injury arising from taking or using medications at school. Also, the parent agrees to indemnify and hold harmless the school and its personnel and agents against any claims arising out of self-monitoring, use of a self-monitoring device or self-administration of medication by the student.

The school retains the discretion to reject requests for assisting students with medications and to deny requests for self-monitoring and self-medicating if there is sufficient evidence that the safety of other students would be seriously jeopardized. The school may revoke a student's permission to self-monitor or self-administer if the student endangers himself or others through misuse. Disciplinary consequences may apply.

Authorization granted to a student to possess and/or self-administer medication from an epinephrine pen or asthma inhaler or permission granted to school personnel to administer the epinephrine pens and asthma inhalers are valid for the current school year and must be renewed annually.

Parents must reclaim any unused medications within one week of the termination of treatment or within one week of the last day of school. After this time, the school may destroy any unused medications.

**SPECIAL NOTE:** As a result of Board approval and The Safe Access to Vital Epinephrine (SAVE) Act, the school maintains a limited supply of epinephrine auto-injectors in the school office for use in case of an emergency situation in which a student on campus experiences anaphylaxis. Whenever possible, office staff will provide an epinephrine auto-injector to a school employee who is sponsoring an off-campus school activity. An epinephrine auto-injector will be used only in the event that the head of school or designee (i.e. coach, teacher or office staff member) believes in good faith that the person is experiencing anaphylaxis and that the most effective recourse for possibly saving the person's life is to administer the epinephrine auto-injector or to provide one to the individual for self-administration. Use will be documented on the medical assistance log maintained on file in the school office. A parent will be notified as soon as possible per the school's first aid procedures. Medical services will be summoned immediately.

Maintenance of an epinephrine auto-injector for use in case of emergency is contingent upon the school receiving a valid prescription for the product. **PARENTS OF STUDENTS WITH KNOWN ALLERGIES REQUIRING THE USE OF AN EPINEPHRINE AUTO-INJECTOR (e.g. EPIPEN) ARE EXPECTED TO PROVIDE EPIPENS AND PERMISSION FOR ADMINISTRATION FROM THE HEALTH CARE PROVIDER AND THE PARENT.** Parents must not rely upon the school to have a spare epinephrine auto-injector available for use.

## **OFF LIMITS AREAS**

Students arriving at school before 7:40 a.m. should report to the main hall. Students may not go to their lockers prior to the bell at 7:45 a.m.

### **Areas that are off-limits throughout the day:**

- Memorial Garden (Available only at lunch or break)
- Parking lots except when arriving to or leaving campus
- Athletic fields unless with class/activity
- Stadiums unless with class/activity
- Faculty/Staff workrooms
- Grades 6<sup>th</sup> -12<sup>th</sup> are not to go down the main hallways past Classroom 25 without authorization.
- Locker rooms

**Students found in unauthorized/Off-Limits Areas will be subject to a discipline referral.**

## **PARENT TEACHER ORGANIZATION**

Our school is proud of its active parent teacher organization (PTO). The purpose of this organization is to support the general promotion of the school, to build community, to strengthen communication, and to provide resources for continuous school improvement. Dues and general information about the school's PTO are presented at the Richard Winn Academy annual open house and corporation meeting held at the beginning of each school year. The business of the PTO is conducted by elected officers and other PTO board members. These individuals meet monthly; all parents, teachers, administrators and governing board members are welcome at meetings. Copies of PTO bylaws are on file in the school office.

## **PARKING AND DRIVING (STUDENTS AND OTHERS)**

Students and parents please be aware that parking is a privilege. Richard Winn students will comply with the following rules to ensure safety of the entire student body, faculty, and staff and to ensure that instructional time is not lost. Students who wish to park on campus must pay a parking fee of \$5.00. Students who lose their parking permit must purchase another permit at the original cost.

- The on-campus speed limit is **10 MPH**. Speeding is prohibited.
- 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade students will park in the back of the student parking lot.
- 12<sup>th</sup> grade students will park in the front parking lot.
- All student drivers must complete a parking form and submit to the main office.
- Students who have not signed for a parking place from the main office are prohibited from parking on campus. If this happens, the car may be booted and the student will receive a ticket and be charged for parking illegally.
- Vehicles parked on the school grounds are under jurisdiction of the school. Routine inspection and search can and will be made (vehicles and persons) in order to maintain security.

### **Offenses for Illegal Parking without parking permissions granted.**

- 1<sup>st</sup> offense: Warning
- 2<sup>nd</sup> offense: \$10.00
- 3<sup>rd</sup> offense: \$20.00

Spaces assigned to faculty and staff may not be used by students during the school day. Once students arrive on campus, they are expected to enter the school building. They are not allowed to remain in cars and parking lots; parking lots and vehicles are “off limits” during school hours unless permission is obtained from an office staff member to return to a car for a specific reason. Once dismissed, students are expected to leave campus (no loitering) unless participating directly after school in a school-sponsored activity.

All drivers on campus (e.g. students, parents, visitors and faculty) must respect the spaces designated for handicapped individuals. A vehicle without the appropriate identification information parked in a handicapped designated parking space is subject to towing and a fine. Also, parking in designated fire or emergency lanes before, during or after school hours is prohibited. Because parking is limited, when attending school programs and events parents are encouraged to park in the gravel areas of the school grounds.

**Discipline Is Linked to Parking- The student is subject to the RWA Discipline Codes and driving privileges can be revoked.**

- Reckless Driving
- Speeding
- Loud Music
- Cutting Class

## **PROGRAMS AT SCHOOL**

Parents are welcome at all school events. Because parking is limited and because each minute of the school day is important, please park in the grass or gravel parking lot, not the upper level parking lot. After a program, instruction will continue in classrooms.

## **PROM REQUIREMENTS**

In order to attend the Prom students must have paid their class dues. All students and guests attending the Prom must be in good standing with the school. Students not currently enrolled at RWA must secure authorization from their home school a minimum of two weeks prior to the prom and must secure approval from RWA Head of School.

## **PUBLICATION/RELEASE OF STUDENT PHOTOGRAPHS, WORK, AND/OR INFORMATION**

Students are often photographed or videotaped for a variety of purposes (e.g. educational, instructional, and promotional). Examples include but are not limited to recognizing students' accomplishments, publicizing school events, and recording actions of teachers and students during lessons to improve teaching and learning. Photographs are often displayed in the school, sent to the newspaper, displayed in school yearbooks, displayed in brochures and on the website or included in newsletters. Student names, work, illustrations, quotations, reproductions and/or photographs are printed in newspapers, included on the website and displayed/shared in many formats throughout the school and community to highlight accomplishments and events. If you do **not** want your child to participate or be identified through any of these activities, **notify** the Head of School **in writing**.

## **REPORT CARDS**

Report cards are issued each nine weeks.

The academic grading scale for first grade and above is as follows: A (90-100), B (80-89), C (70-79), D (69-60) and F (59 and below). Numerical averages will be recorded on report cards.

Prekindergarten and kindergarten teachers report progress on a checklist of specific skills students are expected to learn in an early childhood program.

## **RETURNED CHECK FEE**

If a check is returned to the school for non-payment, a fee of \$35.00 is charged to cover expenses incurred by the school as a result of the returned check.

## **SCHOOL-SPONSORED EVENTS: GUIDELINES**

- 1) Richard Winn Academy (RWA) is a tobacco, drug and alcohol free campus. Established school policy prohibits the use or possession of alcoholic beverages, tobacco, or drugs at functions organized for students on or off campus.
- 2) All school-sponsored student functions will have faculty chaperones in attendance. The chaperones (both faculty and appointed parents) must be approved by the Head of School and shall act with the authority of the school. Students who are unable to behave in a responsible manner will be asked by The chaperones to leave the function and will be reported to the Head of School for discipline.
- 3) The Head of School must approve all school-related, extracurricular activities. This includes class parties, club meetings, trips, fundraising events, etc.
- 4) Because partial financial support for events such as the prom, selected graduation activities, and other traditional class responsibilities (e. g. class gift to school) is through the assessment of class dues, students in grades nine through eleven (9-11) will be assessed these dues annually. All class dues must be paid by the end of the first semester. If a student's class dues are not paid, he/she may not attend the prom and may be denied participation in other activities. No refunds are issued.  
Students who transfer to RWA may be assessed for appropriate dues.
- 5) Prior to the prom, the sponsors and/or Head of School must approve all prom guests.
- 6) Dress for the prom or any school-sponsored activity should be tasteful and appropriate.
- 7) Budget will be set for the prom and spending will be limited to the amount assessed.
- 8) All supplies bought for school activities become property of the school, and the Head of School determines what will be done with these items. All supplies should be shipped to the school, with packing slips checked against contents. Packing slips should be filed so they can be checked against invoices. Once packages are opened for inspection, they will be stored at the school.

## **SNACK**

Students in grades sixth through twelve (6-12) have a regularly scheduled break each day and may purchase snack items from vending machines or the cafeteria. Snack items may be brought from home, also.

Teachers of students in grades five and below will communicate to parents their schedule, and if snack time is permitted. The time a class eats lunch generally determines the need for a snack.

Snack items for students in grades six through twelve (6-12) must be consumed in the cafeteria; however, certain items, at the discretion of school personnel, may be sealed and placed in lockers following break. Snack items will not be taken to class.

### **SOLICITATION/DISTRIBUTION OF MATERIALS**

No posters, handbills, or printed material of any kind may be displayed, sold, or distributed at any time or anywhere on campus without permission from an administrator or office staff member. No solicitation of funds or sale of any product may be made without administrative consent.

### **SPIRIT FUND**

Since 1994 parents, friends, alumni, corporations and foundations have given over \$1,000,000 to the Spirit Fund Annual Giving Campaign. The purpose of the campaign is to solicit funds and in-kind donations for school needs not covered by the operating budget and to enhance the quality of educational experiences for all students. The business of the Spirit Fund is managed by the Director of Development and a governing board consisting of parents, the Head of School, and community members. Interested parents should contact the Director of Development for more information. Also, on-line contributions may be made by accessing the school's website ([www.richardwinn.org](http://www.richardwinn.org)). **Any donation to the Spirit Fund is appreciated; no gift is too small.** Most donations are tax-deductible and will be acknowledged in writing by the Director of Finances. No donations will be refunded.

### **STUDENT GOVERNMENT ASSOCIATION (SGA)**

SGA (Grades 9-12) is active, serving as a link between the student body and school administration and organizing a variety of activities to promote school excellence as well as school spirit and pride. SGA affords students opportunities to develop leadership skills. Elections for SGA offices are held each spring and elections for class officers are held at the beginning of each school year. Elections are conducted by written, secret ballot. Student government and class officers are held to a high standard of achievement and conduct. Guidelines are extensive and are available from SGA sponsors, the school website and/or the school office. Guidelines are reviewed with students to ensure they have every opportunity to comply. The number of offices a student may hold is limited to ensure responsibilities are manageable and performed in a quality manner.

### **STUDENT RECORDS**

The school maintains a permanent academic record on each student. The school reserves the right to include disciplinary and attendance information and/or infractions in records, also. Parents and guardians may review their child's record by contacting the school's Director of Student Services for an appointment. Parents may have a copy of information in a student's record; however, per policy, a copy is not provided and information is not released if the family has any outstanding financial obligations to the school.

### **TELEPHONE CALLS**

Telephones in the office may be used only with permission from office personnel and only for emergencies. Students will be assisted by office personnel and allowed to use the office phone, if there is sufficient need for a phone call to be made. **(Students may not use cell phones and must keep them in their lockers during the school day except for break time, lunch time or if authorized from a teacher or administration in certain situations.)**

Please do not ask students to call home during the day or to come to the telephone during the school day. Except in an emergency situation, students will not be called to the telephone or office at any time for delivering messages. Also, please do not call or send a text to your child's cell phone during the day. This



could lead to a violation of the school's code of conduct and disciplinary consequences for your child. Office personnel will ALWAYS assist with communication between you and your child(ren) in an emergency and with circumstances that could not be addressed before school and cannot be delayed until after school.

Parents are encouraged to communicate frequently with their children's teachers; however, instructional time will not be interrupted for parents to talk to teachers, except in case of emergency. Messages will be taken and teachers will return calls in the afternoon or by the next day. E-mail communication is encouraged, also. Teachers will respond during planning periods or after school.

## **TEXTBOOKS**



Students are responsible for books issued to them and should return them in good condition at the end of the semester or when they withdraw from school. Students should pay for lost or damaged books as soon as possible. The school will issue a replacement textbook after the student pays the replacement cost of the misplaced book to the bookkeeper in the MAIN OFFICE. Students failing to return textbooks pay the full replacement cost. Likewise, students who damage textbooks are assessed a fee based on the extent of damage. Students failing to pay for lost or damaged textbooks cannot register for the following school year and school records will not be sent to other schools in which students attempt to enroll.

## **TRAFFIC PATTERNS**

Prekindergarten through fifth grade (PreK-5) students arrive and dismiss from school through the lower school wing doors, the area of the building located next to the playground. Selected teachers are on duty before and after school to provide assistance. Parents in the car line are requested to **PLEASE** pull to the end of the covered walkway area to allow several cars to release or load students. (Every minute in the morning counts for a parent on the way to work!) Also, if a parent and teacher need to communicate before or after school, please park in a parking space to avoid disrupting the car line flow or to avoid causing another car to pass. This is not safe since students may be loading and unloading from either the passenger or driver side of a car.

**No parking at any time during drop-off and pick-up in the car rider line or beside awning or fence.** Any lower school parent who chooses to park in the grassy area or a parking place at dismissal time instead of using the car line should assist with monitoring your child as he/she walks to your car.

Sixth through twelfth grade (6-12) students arrive and dismiss from school at the main entrance or the upper school wing entrance located close to the gravel parking lot. Caution must be observed in these areas as student drivers are parking or backing out of parking places in the same locations where carlines form to pick up or release students. Additionally lower school students may walk through these areas to ride home with older siblings who drive to school. **DRIVE SLOWLY (5 to 10 mph) AND STAY ALERT!**

The traffic patterns for cars are marked with one way directional signs and stop signs. Please note the signs and observe these directions.

## **TUITION AND OTHER FEES**

The Board of Directors sets tuition and other fees for the school (e.g. application fee, class dues (9th-11<sup>th</sup> grade), testing fee, family gift, and consumable materials fee). A tuition discount is offered to families paying annually and quarterly, if the Enrollment Contract and Reservation Agreement is signed in March prior to the new school year. After March, all tuition is based on a monthly rate. Tuition payments are due in accordance with the payment option selected by a parent and can be mailed to the school (PO Box 390, Winnsboro, SC 29180), turned into the school office during business hours, or placed in the drop box located at the front of the school building (middle of main wing). Tuition is due on the first of each month. A penalty of \$40 is assessed on the 10<sup>th</sup> of the month if the tuition payment has not been received; The

family gift (one time gift per family for students in five-year-old kindergarten through grade 12) is due upon acceptance of the enrollment contract; if a student leaves Richard Winn Academy, another family gift is due upon enrolling anew.

Parents are welcome to pay tuition and other fees by check; however, a \$35 fee is assessed for any check returned to the school for non-payment.

A student will not be permitted to attend classes, take exams, receive grades or transcripts, participate in extracurricular activities or participate in graduation, and records will not be forwarded to another school if there is **any** outstanding financial obligation due. Additionally, the Enrollment Contract and Reservation Agreement indicates the school may initiate legal proceedings in the event of non-payment. For more information or questions, contact the school office for assistance. (Note: Class dues are considered a financial obligation.)

## **TUTORING**

Teachers will provide extra help after school between 2:30-3:15 p.m. It is the parent's and/or student's responsibility to make arrangements with the teacher for extra help and make-up testing. Parents are responsible for transportation of students. Extra help sessions set up by the classroom teacher take precedence over the students' extracurricular activities.

## **VISITORS ON CAMPUS**

Adult volunteers are welcomed and may work at the school in various capacities. Parents, senior citizens, college students and retired teachers, as well as community members enjoy visiting our school and helping students. If interested in volunteering or if you know someone who is, please contact the school.

Parents or guardians are welcome to observe any class or school event. Calling in advance is not required but is appreciated by teachers and event sponsors.

For students' safety, all visitors are requested to enter the front door, report to the school office, sign in and receive assistance from an office staff member. Volunteers are subject to background checks and must be approved by the Head of School.

## **WITHDRAWAL**

Withdrawals from school during the school year are subject to the conditions set forth in the Enrollment Contract and Reservation Agreement. The contract states "I understand that my obligation to pay the fees for the full academic year and any incurred penalties is unconditional and that no portion of such fees paid will be refunded except as stated in the following paragraph: If a family moves more than 50 miles from RWA, prior to the first day of school, tuition paid will be refunded less \$200 administrative fee. After the first day of school, the cost of the school days attended will be pro-rated and the tuition paid will be refunded less \$200 administrative fee. Money will be refunded once proof is provided (utility bill, etc.) at the new residence. If a sibling remains at RWA, no money will be refunded, but the balance of the account for the sibling leaving will be credited to the account of the sibling that remains at RWA."

Note: Records will not be transferred to another school if an outstanding financial obligation of any kind exists. For more information regarding withdrawal procedures and restrictions, please contact the school office or review the **Board of Directors Policy Manual**.

## **ACADEMIC INFORMATION**

### **CURRICULUM: OVERVIEW**

The curriculum at Richard Winn Academy (RWA) is designed to fulfill the school's philosophy and

mission of preparing students for higher education. A specific curriculum program or package is not used at RWA. The curriculum in each discipline has been developed over time by teachers in conjunction with continuous review of state and national academic standards and the requirements of institutions of higher learning. The curriculum provides a strong foundation for the teaching and learning of basic and higher order thinking skills within each subject area at each grade level, and is sequential in nature to prepare students for success at the next grade level or course. Also, the curriculum is designed to provide increasingly difficult challenges for students and to prepare students for standardized testing. Textbooks and other instructional resources are selected based on their alignment with curriculum expectations. Curriculum guides and each teacher's course syllabus are available for review in the office of the Director of Student Services. The curriculum is evaluated regularly to ensure that students' needs are being met.

The curriculum for lower school and middle school students is intended to teach all students basic foundational skills in math, language arts, science, and social studies while also instilling in students a lifelong interest in learning. Respect for individual student differences is promoted and teachers tutor students after school, as necessary, to ensure basic skill development. Lower school and middle school students participate in a variety of other activities and courses such as music, art, physical education, computer, library, and science lab to facilitate development in areas beyond academics. Offerings vary by grade level.

All courses in grades nine through twelve (9-12) are designed to meet graduation requirements and are college preparatory courses. Additionally, to address a variety of ability levels, the upper school curriculum includes honors and advanced placement courses. Likewise, our teachers provide after school tutoring services for all students to ensure that any student struggling with any level of course has opportunities for success.

**LANGUAGE ARTS:** The language arts curriculum for lower school students is designed to address reading, writing, listening, speaking, spelling, grammar, and handwriting. The underlying assumption is that a balanced and integrated approach to literacy instruction assures that students will develop the skills and strategies necessary for becoming effective communicators and for using literacy as a tool to support lifelong learning.

Lower school reading instruction incorporates phonemic awareness, phonics, comprehension, vocabulary, and fluency. Research conducted by The National Reading Panel proves that proficient readers internalize and apply consistently these skills and strategies. Reading instruction is emphasized during each child's lower school years to prepare students to read and comprehend successfully a variety of informational texts in other subject areas at all grade levels.

The language arts program in the upper school grades is expanded to include courses that further strengthen communication and research skills; deepen students' interest in reading, writing, and literature; and prepare students for standardized testing and higher education. Application of language arts strategies is emphasized to prepare students for independent learning and success in an information-rich society.

**MATH:** Basic math and problem-solving skills form the foundation of the lower school math curriculum and prepare students for the variety of courses offered in grades seven through twelve. In grade seven students are taught a combination of basic math skills that serve as prerequisites for math in upper school courses and that are necessary for use throughout life. The seventh-grade math curriculum is supplemented with pre-algebra instruction to prepare students for Algebra I in grade eight. All upper school math courses are designed to prepare students for graduation, college, and success on standardized tests. Courses consist of a balance between skill/concept development and problem solving.

**SCIENCE:** Science courses at all grade levels not only address conceptual information but also stress inquiry-based learning and include hands-on learning experiences. A variety of upper school courses are offered to address students' varying ability levels, interest levels, and plans beyond graduation.

**SOCIAL STUDIES:** The social studies curriculum is a traditional sequence encompassing the history of South Carolina, the United States and the world, and an understanding of local, state, national and world geography. The purpose of this discipline is to provide information that enables students to become productive citizens, to help students understand the past and the impact of history on current events, to help students analyze and synthesize historical events as a way of predicting future events, and to help them understand a variety of physical and natural resources associated with the earth. A credit course in government and economics is required and augments the traditional courses.

**ELECTIVES AND ENRICHMENT:** In addition to the disciplines summarized above, electives and other courses are taught for a variety of purposes. Upper school examples include physical education, journalism, fine arts, computer technology and foreign language (Spanish). These courses meet graduation requirements, support a wide breadth of intellectual knowledge, and address physical development.

A variety of enrichment activities are offered on selected days throughout the year to students at all grade levels. The purpose of these enrichment activities is to expose students to a wide range of experiences, to support students' varying interests, and to facilitate development of well-balanced individuals.

At Richard Winn Academy (RWA), academic disciplines are stressed but the school recognizes that sports and other experiences must be provided to allow students to mature into well-balanced individuals. All courses and offerings within disciplines and all extracurricular activities serve the purpose of preparing students for future success in college, work and life.

## **RECOGNITION FOR ACADEMIC ACHIEVEMENT**

Richard Winn Academy publishes Honor Roll and Merit Roll each nine weeks, each semester, and at the end of the school year. The Head of School List consists of students who make all A's on their report cards in grades three through twelve (3-12) or all E's in grades one (1) and two (2). Annual awards ceremonies for upper and lower school students and their family members are held each year. Examples of awards include:

### Lower School

- Top 2 Most Outstanding in Subjects:

Math	Language	Science (Grades 3-6)
Reading	Spelling	Social Studies (Grades 3-6)

- Headmaster's List and Dean's List based on yearly averages
- Perfect Attendance
- Top 2 Good Citizenship Awards
- Spelling Bee, Literary Meet, and Other Special Recognition(s) selected by teachers

### Upper School

- Highest Average in each Subject
- Headmaster Awards (highest overall average for each grade)
- Other Special Recognitions
- Junior and Senior Beta Club Inductions

## **BETA CLUB**

Students achieving high academic performance are rewarded with the opportunity to join the Senior or Junior Beta Clubs.

### SENIOR BETA CLUB

1. The Senior Beta Club will be composed of students in the tenth, eleventh, and twelfth grades who have achieved a 3.62 GPA for the previous year in all core courses. Membership is offered only at the beginning of the school year.
2. Members of the Senior Beta Club who do not meet this standard will be placed on probation for the first semester. At that time, their grades will be reviewed. If they have achieved a 3.62, their probationary status will be dropped. If not, they will become inactive members.
3. New students may transfer Beta Club/Honor Society membership upon enrolling at RWA; otherwise, these students must meet the standards for membership after one year at RWA.
4. Only students presently enrolled at RWA are eligible for academic awards.

5. The administration will evaluate any unusual situations related to membership/awards that require resolution.
6. Members are required to do 10 hours of tutoring or 20 hours of community service.

**JUNIOR BETA CLUB**

1. Students who have completed the first semester of the seventh grade at Richard Winn Academy may become members of the Junior Beta Club if they have achieved an average of at least 90 with no grade lower than a B (85).
2. Memberships are checked after each semester. If a student falls below the above criteria for membership for one semester, he/she is placed on probation.
3. If, however, the student falls below the above criteria for two semesters, he/she is no longer a member of the club. The case will be reviewed after the next semester to see if he/she qualifies.
4. Members are required to do 10 hours of tutoring, or 10 hours of community service.

**PROMOTION**

A student is promoted to the next grade level based upon satisfactory completion of work as required by curriculum and academic achievement standards established for each subject and grade level. If a class, course or grade is failed, the teacher, Director of Student Services and/or Head of School will meet with the parent or guardian and/or student to discuss the remediation that must take place for a student to be considered for promotion. School administration reserves the right to make the final decision concerning a student’s promotion, grade placement and class assignment. Failing students may be denied enrollment.

**STANDARDIZED TESTING**

As required by the SCISA and to allow us to evaluate how our students are performing in relation to all other students nationally and other private school students locally, students in grades three through seven (3-7) take the **ACT Aspire Achievement Test** each spring. All results are shared with parents. Test results are used to make instructional and student placement decisions.

In high school students take a variety of tests to assess their mastery of course content and predict their readiness for college. Examples are the PSAT, SAT, the ACT, AP exams for select courses and inventories to determine career interests. The Director of Student Services meets with students and parents to share information about these tests.

- .....
- 8<sup>th</sup> and 9<sup>th</sup> Grade – PSAT 8-9: Parents will pay an \$12.00 testing fee to RWA.
  - 10<sup>th</sup> Grade – PSAT 10/NMSQT: Parents will pay a \$17.00 testing fee to RWA.
  - Optional 11<sup>th</sup> Grade – PSAT 10/NMSQT: Parents will pay a \$17.00 testing fee to RWA.
  - 11<sup>th</sup> and 12<sup>th</sup> Grade –SAT/ACT: Parents/students schedule their testing; however, we recommend taking each test twice.

**Much of the next section of the handbook is applicable to secondary level students. Parents of students at other grade levels are encouraged to contact the school with questions or requests for information.**

**UNIFORM GRADING SCALE**

So that our graduates may be eligible for LIFE Scholarships and Palmetto Fellows Scholarships, RWA complies with the **SC Uniform Grading Scale** adopted by the General Assembly. This grading scale is used to convert numerical grades as indicated on the report card to the Grade Point Average reflected on the student’s transcript. It uses a quality point system to determine grade point averages (GPA). Grades earned in all academic courses, **including** designated courses taken in the eighth (8<sup>th</sup>) grade are used to compute GPA’s.

**SOUTH CAROLINA UNIFORM GRADING SCALE**

### 10 Point Grading Scale

South Carolina Uniform Grading Scale Conversions				
Numerical Average	Letter Grade	College Prep Weighting	Honors Weighting	AP/IB/Dual Credit Weighting
100	A	5.000	5.500	6.000
99	A	4.900	5.400	5.900
98	A	4.800	5.300	5.800
97	A	4.700	5.200	5.700
96	A	4.600	5.100	5.600
95	A	4.500	5.000	5.500
94	A	4.400	4.900	5.400
93	A	4.300	4.800	5.300
92	A	4.200	4.700	5.200
91	A	4.100	4.600	5.100
90	A	4.000	4.500	5.000
89	B	3.900	4.400	4.900
88	B	3.800	4.300	4.800
87	B	3.700	4.200	4.700
86	B	3.600	4.100	4.600
85	B	3.500	4.000	4.500
84	B	3.400	3.900	4.400
83	B	3.300	3.800	4.300
82	B	3.200	3.700	4.200
81	B	3.100	3.600	4.100
80	B	3.000	3.500	4.000
79	C	2.900	3.400	3.900
78	C	2.800	3.300	3.800
77	C	2.700	3.200	3.700
76	C	2.600	3.100	3.600
75	C	2.500	3.000	3.500
74	C	2.400	2.900	3.400
73	C	2.300	2.800	3.300
72	C	2.200	2.700	3.200
71	C	2.100	2.600	3.100
70	C	2.000	2.500	3.000
69	D	1.900	2.400	2.900
68	D	1.800	2.300	2.800
67	D	1.700	2.200	2.700
66	D	1.600	2.100	2.600
65	D	1.500	2.000	2.500
64	D	1.400	1.900	2.400
63	D	1.300	1.800	2.300
62	D	1.200	1.700	2.200
61	D	1.100	1.600	2.100
60	D	1.000	1.500	2.000
59	F	0.900	1.400	1.900
58	F	0.800	1.300	1.800
57	F	0.700	1.200	1.700
56	F	0.600	1.100	1.600
55	F	0.500	1.000	1.500
54	F	0.400	0.900	1.400
53	F	0.300	0.800	1.300
52	F	0.200	0.700	1.200
51	F	0.100	0.600	1.100

## GRADING SYSTEMS

All teachers use the following grading system:

A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

### **\*The new grading scale is not retroactive\***

Each teacher determines the weighting assigned to grades given for homework, quizzes, projects, tests, labs, etc. to determine an overall course grade for each nine weeks grading period. The numerical average will be recorded on report cards and interim progress reports, issued four times each year.

A copy of the grading system for each course in which a student is enrolled will be sent home by the teacher at the beginning of the school year and should be signed and returned to school. Teachers will send a syllabus for each course to parents, also.

## GRADUATION REQUIREMENTS

	<u>Number of Units Required</u>	<u>Requirements</u>
English	4 units	English I, II, III, IV
Mathematics	4 units	Algebra I; Geometry; Algebra II, Algebra III
Science	3 units	3 Lab Sciences
Social Studies	3 units	World History; US History;
Economics/Gov't		
Foreign Language	2 units*	Units must be in same language
Physical Education	1 unit	
Computer	1 unit	
Fine Arts	1 unit	
Academic Electives	3 units**	Units must be in 3 different fields
Total Units Required	22 units	

\*Clemson and College of Charleston require three (3) units of foreign language.

\*\*A note from the Commission on Higher Education: Academic Electives – 4 units: Four college preparatory units must be taken from at least three different fields selected from computer science, English, foreign languages, humanities, laboratory science (excluding earth science, general physical science, general environmental science, or other introductory science courses for which biology and/or chemistry is not a prerequisite), mathematics above the level of Algebra III, or social sciences. It is suggested that one unit be in computer science, which includes programming (i.e. not just keyboarding).

## COURSE OFFERINGS

The following courses are always offered at Richard Winn Academy. The Director of Student Services will work with each student to determine which of the following courses are most appropriate for the student's academic level and necessary to meet graduation requirements:

English – English I, II, III, IV  
Mathematics – Algebra I, II, III; Geometry, Calculus  
Lab Sciences – Biology I, II; Chemistry, Physics  
Social Studies - Geography, World History, US History, Economics/Government  
Foreign Language – Spanish I, II, III  
Fine Arts – Art  
Physical Education – PE, Strength & Conditioning  
Other Academic Electives – Computer Science, Psychology/Sociology

The following courses may be offered intermittently: Advanced Computer Science, Marine Science, Astronomy, Anatomy and Physiology, Business Math, Accounting, Mock Trial, Public Speaking, Health, Yearbook/Journalism, Life Skills/School to Work. This list is not all-inclusive. Other courses are discussed and final decisions about course offerings are made each spring. Student interest, the need for a particular course, available faculty, and scheduling are factors that direct this decision.

## **REQUIREMENTS FOR ADVANCED PLACEMENT AND HONORS COURSES**

The college preparatory (CP) curriculum prepares students for entry into a four-year college or university. Within the CP curriculum, some courses are designated as Honors or Advanced Placement (AP). These classes are more rigorous and challenging than other CP courses. Grades in these courses are weighted on the Uniform Grading Scale to reflect the increased level of effort and depth of work required of students enrolled in these courses.

REQUIREMENTS: At least three (3) of the following four (4) requirements must be met:

1. Have a cumulative GPA of at least a 3.0 for the previous academic year.
2. Rank in the 70<sup>th</sup> percentile or higher on standardized test (ex. PLAN, PSAT, Stanford Achievement Tests, etc.)
3. Receive teacher recommendations from at least three (3) different teachers.
4. Have not received any failing grades during the previous academic year.

If a student meets at least three (3) of the four (4) requirements, he/she is eligible for enrollment in honors/AP classes. This is not an automatic process, however. Other factors such as overall course progression, graduation requirements, etc. also contribute to the individual student schedule for any given academic year. If a student only meets two (2) of the four (4) requirements but requests to be considered for honors/AP courses, it will be determined on a case-to-case basis.

AP Testing Fee: Parents will pay a \$94.00 testing fee to RWA.

## **COURSE LOAD AND PROGRESSION**

Students have four (4) consecutive years to complete the required course work for a high school diploma. Extenuating circumstances, reviewed and approved by the Head of School, with notification to the Board of Directors may allow a student to return for additional years. All upper school students are required to take six (6-8) classes per year. Seniors are required to take classes (4) a year. Students at Richard Winn Academy may not apply more than eight (8) units of earned credit during a regular school year towards a high school diploma. Students participate in course registration each spring under the direction of the Director of Student Services. Should a student not participate in registration, classes will be assigned based on graduation requirements. Each student's schedule is subject to final approval by the Director of Student Services and Head of School.

### RECOMMENDED COURSE PROGRESSION BY GRADE FOR HIGH SCHOOL CREDIT:

#### 8<sup>th</sup> Grade

Algebra I (Honors or CP)

#### 9<sup>th</sup> Grade

English I (Honors or CP)

Geometry or Algebra II (Honors or CP)

Biology I (Honors or CP)

Spanish I (Honors or CP)

Physical Education or Computer Science/Applications

Geography (Academic Elective)



### 10<sup>th</sup> Grade

English II (Honors or CP)  
Geometry or Algebra II (Honors or CP)  
Biology II (Honors or CP)  
Spanish II (Honors or CP)  
World History (Honors or CP)  
Physical Education or Computer Science/Applications (Academic Elective)

### 11<sup>th</sup> Grade

English III (Honors or CP)  
Algebra II or Algebra III (Honors or CP)  
Chemistry (Honors or CP)  
Spanish III  
US History (AP or CP)  
Fine Arts Appreciation or Academic Elective

### 12<sup>th</sup> Grade

English IV (AP or CP)  
Algebra III or Calculus  
Government/Economics  
Fine Arts Appreciation or Academic Elective  
Academic Elective or General Elective (total of two)

**STUDENT PLACEMENT/CLASS ASSIGNMENT:** In order to maintain ideal class size for effective teaching and learning, school administration retains sole discretion for final decisions related to student placement and class assignment. Special requests for placement may be brought to the attention of the Head of School or Director of Student Services but the needs of all students must be considered when decisions are made, not just the special interests or desires of individuals. Special requests must be in writing.

### **COURSE WITHDRAWALS OR CHANGES/MAKE UP POLICY**

Requests for schedule changes will be considered but may be denied due to scheduling conflicts, lack of required prerequisite course(s), guidelines for honors and advanced placement courses, or specific graduation requirements that must be met by an individual student within a limited time frame.

With the first day of enrollment in the course as the baseline, students who withdraw from a course within five school days in a 90-day course, or 10 school days in a 180-day course will do so without penalty.

Students who withdraw from a course after the specified time shall be assigned a WF (Withdrawn Failing), and the F will be calculated in the student's overall grade point average.

Students who have lawful absences will be allowed to make up work missed. Teachers will assist students with the make-up work as needed either before school, after school, or at a mutually convenient time during the day. Once the teacher provides make-up work, the student has five (5) school days to complete the make-up work for lawful (excused) absences. Work that was previously assigned will be due the day the student returns from the absence. The Head of School reserves the right to extend the make-up work time in the case of extenuating circumstances.

### **GRADE POINT AVERAGE AND CLASS RANK**

A student's grade point average (GPA) is calculated by 1) adding together quality points (see Uniform Grading Scale) assigned to the final grade earned in each course taken and 2) dividing the total quality points by the attempted credits/credits taken. Note that the quality points assigned to college preparatory, honors and advanced placement courses vary per the South Carolina Uniform Grading Scale.

**CUMULATIVE GPA:** A student's cumulative GPA is based on all courses taken for high school credit. (This includes any course taken for high school credit in grade eight.) The cumulative GPA is used to determine eligibility for the LIFE, HOPE, and Palmetto Fellows Scholarships awarded by the State of South Carolina.

CORE GPA: A student's core GPA is based on ALL core courses taken for high school credit. (This includes any course taken for high school credit in grade eight.)

Examples of core courses include, but are not limited to, the following:

English I, II, III, IV

Algebra I, II, III/Trigonometry, Geometry, Calculus

Foreign Languages above grade 8

Humanities, Philosophy, Bible

Geography, World History, U.S. History, Government, Economics, Psychology, Sociology

Biology I and II, Physics, Chemistry, Environmental Science, Marine Science

Core electives: Fine Arts, Public Speaking/Mock Trial, Computer Science

Examples of courses that are NOT considered core courses include, but are not limited to, the following:

Yearbook

Journalism

Physical Education

Strength and Conditioning

Chorus

Health

Non-core courses are given elective credit and credit towards graduation requirements but do not count in calculating the core GPA, only the cumulative GPA. For example, physical education is required for graduation but is not considered a core course.

Guidelines from the Commission on Higher Education are used to determine which courses do or do not count as core courses.

Many colleges use the core GPA as a component of their admissions criteria and Richard Winn Academy uses the core GPA to determine class rank and the awarding of honors such as valedictorian, salutatorian, or honor graduate.

CLASS RANK: Students are ranked numerically within their class based on each student's core GPA.

## **HONOR GRADUATES**

The **valedictorian** is the graduate whose core GPA is the highest in the graduating class. The **salutatorian** is the graduate whose core GPA is the second highest in the class. **Honor graduates** are students who have attained at least a 3.75 core GPA. To be eligible for valedictorian or salutatorian, a student must have been enrolled at Richard Winn Academy for at least the final two years of high school (i.e. junior and senior years).

## **JUNIOR MARSHALS**

Students who have earned at least a core GPA of 3.9 and are in the top 1/3 of their class without discipline issues including but not limited to tardies, of their junior year, will qualify as Junior Marshals.

## **EXAM EXEMPTIONS FOR GRADES 9-12: GUIDELINES**

1. The administration and teachers will determine a student's status on exempting exams.
2. Only second semester exams may be exempted for yearly courses. A student may exempt a semester course exam, first or second semester.
3. Seniors and junior marshals may exempt the final exams with an average of a "B" or higher (yearly average).
4. Students with more than 3 unexcused absences during a semester course or 5 unexcused absences for a yearly course may not exempt exams in that course. \*
5. With teacher's approval, students in grades 9-11 may exempt exams with a yearly "A" average.
6. The Head of School (HOS) will also determine a student's exam exemption based on his/her discipline record.

## **SEMESTER TESTS/EXAMS FOR GRADES 7-12: GUIDELINES**

1. Teachers will give semester tests/exams during scheduled test dates. (The school establishes a special schedule for such testing.) Tests/exams will be administered as scheduled and **cannot be given early**. Any exceptions must be requested and approved **in writing** by the HOS.
2. Weight of any semester test/exam will be equivalent to no more than two (2) tests grades and must be outlined in the teacher's syllabus. For 1<sup>st</sup> semester grades, the semester test/exam will be averaged into the 2<sup>nd</sup> nine weeks grade, and the 1<sup>st</sup> nine weeks and 2<sup>nd</sup> nine weeks grades will be averaged for the 1<sup>st</sup> semester grade. For 2<sup>nd</sup> semester grades, the semester test/exam will be averaged into the 4<sup>th</sup> nine weeks grade, and the 3<sup>rd</sup> nine weeks and 4<sup>th</sup> nine weeks grades will be averaged for the 2<sup>nd</sup> semester grade. The final grade will be an average of the 1<sup>st</sup> semester and the 2<sup>nd</sup> semester.

## **SUMMER SCHOOL COURSES TAKEN AT OTHER INSTITUTIONS**

RWA may allow a student to take, for credit, a course during summer school that is offered at another institution if:

1. The minimum competency for passing such course meets the minimum standards for competency as defined by RWA; and
2. The course is one that is not offered by RWA or, if the course is offered by RWA and a conflict in scheduling will not allow the student to take the course at RWA, and the course is needed for graduation or acceptance to college; and
3. The student's participation in the course is pre-approved by the Head of School.
4. Students will not be allowed to take such course for the purpose of early graduation.

## **DUAL ENROLLMENT**

With prior approval of the Head of School, a student may enroll in a course for college credit, at an RWA approved institution, if the course is not offered at RWA. Any and all costs associated with such course(s) will be the student's responsibility.

## **CORRESPONDENCE/ON-LINE COURSES**

A student may take a course for credit that is offered via correspondence or on-line, under exceptional circumstances, as defined by board policy. For details, please contact the Headmaster or Director of Student Services.

## **TRANSFER OF CREDITS**

High school credits from previous schools (accredited), for acceptable courses included in our program will be accepted for transfer credit at the discretion of the Headmaster. Units for courses not included in our program may be accepted for transfer as elective units currently allowed by South Carolina Independent School Association in meeting diploma requirements. No courses from non-accredited schools will be accepted for high school credit.

## **SENIORS ONLY**

Seniors may opt to not take 3<sup>rd</sup> or 4<sup>th</sup> Block courses if they meet graduation requirements. These are the stipulations:

- **Must have parent permission to participate in this option**
- **Tuition will not be reduced**
- **Sign out option is for course periods reserved for electives only (3<sup>rd</sup> or 4<sup>th</sup> Block)**
- **Schedules will not be reworked in order to allow students to sign out.**
- **Once students sign out for the day, they should not return to the school (no coming and going), except to participate in sporting events.**
- **RWA is not responsible for any student after he or she signs out**

It is the recommendation of RWA Student Services that students take a full course load (of 6 classes and not opt out of the last two periods) in order to be more competitive in the college admission process.

### **ATHLETIC INFORMATION: GRADES 6-12**

At Richard Winn Academy (RWA), we recognize the positive effect participation in sports can have on a youth's development. In addition to promoting individual student's growth and development, athletics play a huge role in building school pride and spirit. School officials and many dedicated parents work diligently to make athletics an integral part of the total school program. We are proud to offer a variety of sports for middle and high school students, both male and female. Generally, sufficient student interest exists to offer football, basketball, volleyball, baseball, softball, and cheerleading. Other sports are explored and offered intermittently when interest exists and coaching staff are available. Coaches at RWA are responsible for their sports and are always willing to share information or address parent questions. Please feel free to contact a coach, the Athletic Director or the Head of School with questions or comments about athletic opportunities available for your child.

During the 2009-2010 school year school officials and the Board of Directors cooperated to develop the Richard Winn Academy Athletic Manual. The manual was revised slightly in 2010. A copy is available in the school office, from the Athletic Director or from any coach. For more details about the school's athletic program and procedures, please reference this manual. A limited number of important, informational items are outlined below:

#### **ATHLETIC/EXTRACURRICULAR PARTICIPATION: GUIDELINES**

- Athletics/extracurricular activities are extremely important but academics always take priority when a conflict that cannot be resolved exists.
- All competitive sports are conducted under regulations of The South Carolina Independent School Association (SCISA).
- All students must meet eligibility requirements set by RWA **and** SCISA to participate in any of the school's interscholastic sports teams.
- All students must have a physical before participating in any sport.
- **Students must be currently enrolled with an up-to-date tuition payment.**
- **Students not currently enrolled may not participate (inclusive of practice and summer activities) nor will they be covered by the school's liability insurance.**
- No more than 2 games a week can be played unless approved by the Athletic Director or Head of School.
- Any and all fundraisers conducted by an athletic group, including cheerleading or other clubs must have approval from the Head of School.
- Candy/gifts are not to be distributed by any athletic group including cheerleading, until after school.
- Cheerleader try-outs will be judged and scores computed from the competition by an outside party.
- The Head of School, Athletic Director, and Cheerleader Sponsor will determine the number of cheerleaders per squad.
- Cheerleading will follow SCISA guidelines.

#### **ELIGIBILITY RULES FOR ALL STUDENTS AND ATHLETES**

The South Carolina Independent School Association (SCISA) defines athletic rules in its Blue Book and athletes at RWA shall abide by these rules. However, schools are allowed to "increase or strengthen" some of the requirements. In such cases the school's requirements supersede SCISA rules and athletes are expected to meet these requirements. Listed below are requirements defined by RWA that may vary from SCISA requirements:

RWA policy states that all participants must maintain a **2.0 grade point average** per semester and may not be failing more than one (1) class at any nine weeks grading period or semester to remain eligible. If a student is failing one (1) course at any nine weeks grading period or semester and would like to participate in athletics or extracurricular activities, the following criteria **must** be met to remain eligible:

1. A meeting must occur with the student, parent(s), coach, Athletic Director, and Head of School (or designee) prior to any participation (practices, meetings, games, fundraising, etc.).

2. A contract with the above parties' signatures outlining the requirements for participation must be created.
3. Student may be required to attend before or after school tutoring sessions as scheduled by the school.
4. To be removed from probation, the student's grade must move to a passing grade of 70% at the 4 ½ week interim period.
5. If the student's grade is not passing with a 70% at the 4 ½ week interim period, the student will remain on probation for the remaining 4 ½ weeks of the nine weeks grading period.
6. If the student's grade is passing with a 70% at the nine weeks grading period, the student will no longer be on probation.
7. If the student's grade is not passing with a 70% at the nine weeks grading period, the student may remain eligible by staying on probation and attending two (2) tutorial sessions per week.
  - For students participating in sports in the fall, the final grades from the prior year (including rising 6<sup>th</sup> graders) will be used to determine eligibility.
  - Students that have failed a course must take a summer course to regain eligibility before participating in athletics.
8. **Students are required to attend three periods or ½ of the school day in order to participate in that day's/evening's event.** Only the Head of School or designee may excuse a student from this requirement due to extenuating circumstances.
9. Students under suspension are not eligible to participate in any event while under suspension.

SCISA rules state:

1. A student must not have been legally enrolled in grades nine through twelve for more than eight semesters. SCISA Athletic Committee must approve exceptions to this rule.
2. An ineligible player is not allowed to practice or play in any games, whether practice game or a regular scheduled game. Such ineligibility applies to all teams. By SCISA guidelines, if any ineligible student is allowed to participate, the school involved will be subject to suspension.
3. Students transferring into member schools ten days after school begins must wait 60 days to be eligible to participate in athletics. SCISA Athletic Committee must make exception to this rule.
4. A student must not have reached his/her 19<sup>th</sup> birthday by September 1 of the current school year to be eligible to participate in athletics.
5. No athletic contest can be canceled prior to the contest without approval of the athletic director or administration. All games will be scheduled by the athletic director or administration.

### STUDENT/ATHLETE POLICIES

- o No practices will be conducted without supervision.
- o All players are responsible for their conduct on and off the court/field. This includes being dressed in a manner appropriate for representing RWA.
- o Anyone wishing to address any issues regarding RWA athletic policies or programs should express those with the respective coach, then the Athletic Director and finally the Head of School (in that order).
- o All athletes are responsible for the cleanliness of their dressing rooms and athletic playing areas following practices or games.
- o All equipment, towels, clothing, socks, etc., are to be placed in lockers and/or appropriate areas.
- o Athletes are responsible for maintaining the cleanliness of the bus or vehicles after each trip.
- o The facilities are to be used by the RWA teams exclusively. The administration **only** may give clearance to use otherwise.
- o An athlete should conduct him/herself in a manner conducive to good sportsmanship, as well as providing a positive role model for teammates and fellow students.
- o Athletes quitting or being dismissed from a team after the regular season practice begins **will not** be allowed to participate in the same sport at a different level in the same season of the dismissal. The athlete will not be allowed to participate in practices, conditioning, team activities or games of a different sport until the regular season ends for the sport in which he/she was dismissed or quit. For example: A player quitting a basketball team would not be allowed to start baseball practice until the regular season for basketball is complete. The Athletic Director and Head of School will be informed of players quitting or being dismissed for any reasons/actions.

- o Athletes are required to be punctual with regard to game times, practice times, and organizational or instructional meetings.
- o Students/athletes can be released only to their parents or other adults who have parental permission after the event.

### **STUDENT BEHAVIOR: CONDUCT AND COURTESY**

One of the educational objectives at Richard Winn Academy (RWA) is to help students develop good citizenship. Students are expected to conduct themselves in an appropriate manner, as defined by school officials at school and at school-sponsored events. Each student is responsible for his/her behavior in class, on school trips, on school grounds, throughout the building, and at school-related functions. Students are expected to be polite and courteous of others at all times. Proper respect is to be shown to faculty, staff, fellow students, visitors and all others associated in any way with RWA. Students must display proper decorum in all assemblies and programs by paying close attention. At athletic events, whether participants or spectators, students are to exhibit good sportsmanship. Movement in hallways must be quiet and orderly. To the degree possible, students should walk on the right side of the hall when changing classes or moving to other areas of the building.

Richard Winn Academy is fortunate to serve students and families who value education, model appropriate behavior, honor their responsibilities, and respect rules. School officials are committed to providing a safe environment that is conducive to learning and free from unnecessary disruption. If necessary to uphold this commitment, disciplinary actions and consequences will be administered to students, including their removal from the learning environment. Removal may be temporary or permanent at the discretion of the Head of School. Students and parents are encouraged to become familiar with the rules, regulations, and possible consequences of misbehavior. As indicated above, rules are in effect 1) on school grounds at all times, 2) off school grounds at all times at any school-related activity, 3) on a school bus or other school vehicle, and 4) at any time and any place where student conduct has a direct impact on the school's ability to maintain an appropriate learning environment and the school's reputation. The school's integrity and the rights of other students are of paramount importance.

### **STUDENT EXPECTATIONS**

- 1) Students are expected to show respect for self, others, and school property.
- 2) Students are expected to be fully prepared for class.
- 3) Students are expected to demonstrate efficient work habits and remain on task.
- 4) Students are expected to be on time and to attend school regularly.
- 5) Students are expected to be active participants in the learning process.
- 6) Students are expected to be problem solvers---a part of the solution.
- 7) Students are expected to be responsible for their own actions.
- 8) Students are expected to report to school officials any illegal activity and honor code violations.
- 9) Students are expected to follow all school rules and policies pertaining to behavior and expectations at school and during school functions.
- 10) Students are expected to conduct themselves in a manner which is conducive to learning and that does not interfere with the teacher's right to teach or another student's right to learn.
- 11) Students are expected to comply immediately with any staff member's request to obey school rules.

Parents are requested to partner with school staff members to teach, model, and enforce the behaviors necessary to meet school expectations.

### **HONOR CODE**

Richard Winn Academy (RWA) students are expected to abide by an Honor Code. The Honor Code is as follows: "As a Richard Winn Academy student, I will not lie, I will not cheat, I will not steal, I will not show disrespect, and I will not tolerate those who do."

Personal honor requires a student to act honorably in academic work as well as in all other phases of school life and involves respect for one's self and respect for others, their feelings, rights, property, and desire to obtain the best possible education. An RWA student shall be on his/her own honor to prepare and submit only his/her own work and to refrain from giving or receiving any unauthorized help on all assignments and tests. Furthermore, to comply with the Honor Code, an RWA student is charged with the responsibility of ensuring that the code is upheld and not broken by his or her actions or the actions of another student. All students are expected to report any and all infractions and to actively discourage cheating, stealing, lying, and disrespectful words and deeds.

#### HONOR CODE VIOLATIONS:

1. **Cheating** is defined as giving or receiving unauthorized help on any assignment or test. Examples are as follows:
  - Communicating in any way with another student during a test or quiz, including but not limited to talking and text messaging
  - Sharing information about a test or quiz with another student who has yet to take the test or quiz; receiving information from a student who took the test or quiz earlier
  - Having in one's possession materials or information, not approved in advance by the teacher, which would indicate intent to give or receive help (e. g. cheat sheet, unreleased test, etc.)
  - Copying or attempting to copy another person's work; allowing another student to copy your work
  - Looking on another person's paper during tests or quizzes
  - Doing work for another student that he or she will turn in as his/her own
  - Having another individual (e. g. student, parent, etc.) do work for you that you turn in as your own
  - Working with another student or students on any assignment without teacher approval
  - Asking for, giving, and/or receiving unauthorized aid or answers orally or in written form on any assignments, quizzes or tests
  - Altering or filling in answers when grading an assignment or quiz or knowingly neglecting to grade an assignment or quiz correctly
  - Using unauthorized aids to improve a grade without teacher approval (e.g. calculator, computer, Cliff or Sparks Notes, etc.)

**Students found guilty of cheating will be given a zero (0) on the assignment, quiz, or test. This grade will not be dropped in calculating averages for grade reports. Other consequences may be imposed, also. (See the Eagle Code Honor Handbook in appendix.)**
2. **Plagiarism** from any source (e.g. book, magazine, Web, etc.) is defined as the use of another's work, style or ideas as if they were your own or without proper credit to the original source. (The school recognizes age-appropriate expectations.)

**Disciplinary action is the same as the consequence for cheating.**
3. **Stealing** is defined as the taking of property or possessions of others without proper authorization or permission.

**Disciplinary action will be at the administrator's discretion based on details of the offense.**
4. **Dishonesty** is defined as not being honest or truthful in work, word, or deed. Examples are as follows:
  - Deceiving or giving false information for the purpose of circumventing a school rule, of escaping guilt, or tricking school personnel
  - Withholding information
  - Lying or being untruthful

**Disciplinary action will be at the administrator's discretion based on details of the offense. Dishonesty related to academic assignments, quizzes, or tests may be considered cheating and may result in a grade of zero (0).**

Students and parents are requested to reference The Eagle Code Honor Handbook located in the appendix,

to note very specific consequences the Head of School (or designee) **may choose** to enforce, and to sign and return the statements related to the honor code.

## **HARASSMENT, BULLYING, FIGHTING AND INTIMIDATION WILL NOT BE TOLERATED ON THE CAMPUS**

Purpose: To establish the basic structure of maintain a safe, positive environment for students and staff that is free from bullying, harassment, intimidation or fighting.

The Board prohibits acts of bullying, harassment, intimidation or fighting of a student by student, staff and third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, or school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the student. For purposes of this policy, bullying, harassment, intimidation or fighting is defined as any gesture, communication (may be verbal, written, electronic or non-verbal) or act (may be verbal, physical or sexual) that is reasonably perceived as having either of the following effect:

- Harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage.
- Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Any student who feels he/she has been subjected to bullying, harassment or intimidation is encouraged to file a complaint in accordance with procedures established by the Board. Complaints will be investigated promptly, thoroughly and confidentially. All school employees are required to report alleged violations of this policy to the Head of School. Reports by students or employees may be made anonymously.

The Board expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. Students and employees have a responsibility to know and respect the policies, rules and regulations of the school. Any student or employee who is found to have engaged in the prohibited actions as outlined in this policy will be subject to disciplinary action, up to and including expulsion in the case of a student or termination in the case of an employee. Individuals may also be referred to law enforcement officials. The Head of School will take all other appropriate steps to correct or rectify the situation.

Students, parents/legal guardians, teachers and staff members should be aware that the Head of School may take disciplinary actions for conduct initiated and/or created off-campus involving the inappropriate use of the Internet, cellular-based or web-based resources if such conduct poses a threat or substantially interferes with or disrupts the work and discipline of the schools, including discipline for student harassment and bullying.

The procedures listed below are in effect to protect students from these offenses and to address individuals who choose to engage in any of these inappropriate behaviors:

1. Any student or parent/guardian of a student who believes that a student has been bullied, harassed, or intimidated in violation of school policy should report such conduct to a teacher, head of school, or other school officials. The report may be oral or in writing.
2. Any school official who observes an incident of bullying, harassment, or intimidation of a student shall immediately report the incident to the head of school or his/her designee.
3. Any school official who receives a report of bullying, harassment, or intimidation should immediately forward the report to the head of school or his/her designee.
4. The head of school or his/her designee will promptly investigate all such reports and upon completion of that investigation will notify the parents of all affected students of his/her conclusion and of the corrective action to be taken by the school.
5. Corrective action may include the student perpetrator being disciplined in accordance with the Richard Winn Academy Discipline Code, along with the possibility of mandated participation in programs such as, but not limited to, professional counseling, secular counseling, conflict resolution, anger management, and/or social interaction skills.





## **BUS RULES**

- Glass containers are not allowed on the bus.
- Spitting, profanity, verbal abuse, harassment, teasing, obscene and sexual gestures are prohibited.
- Stay seated, do not stand, while the bus is in motion.
- Hanging any part(s) of your anatomy out a bus window is not allowed.
- Throwing or shooting of objects of any type on the bus or from the bus is not allowed.
- Play fighting or horse playing is not allowed.
- Ride only the bus to which you are assigned.
- Do not ride any bus during a suspension of bus privileges.
- Do not vandalize the bus or ignite any flammable object.
- Do not hold onto the bus from the outside.
- Do not make excessive noise or engage in other disruptive behavior on the bus.
- Keep your feet, body, and bags out of the aisle.
- Do not block the aisle with book bags or projects.
- Always obey the directions of the driver.
- Refrain from behavior that disturbs other students or the driver.
- Talk quietly, but avoid loud, boisterous behavior, including singing, clapping, stomping, or yelling.
- Spraying of cologne, deodorant, body spray or any other type chemicals or aerosols, pump spray, or lotion while on the bus is prohibited.
- Do not tamper with the emergency exits or any other part of the bus equipment, including fire extinguishers and first aid equipment unless there are reasonable grounds to believe that an actual emergency situation exists.
- Board and exit the bus at the designated stop or school.
- Arrive at the bus stop five (5) minutes prior to scheduled pick-up time.

## **DETENTION**

Detention is determined by the Head of School and may be designated as before or after school, during recess, during break, or during a special event resulting in a student's loss of privilege to participate.

## **IN-SCHOOL SUSPENSION**

The purpose of in-school suspension (ISS) is to allow students to complete schoolwork and to attend school. However, the student is under suspension, is isolated from other students and denied the opportunity to participate in school activities. This suspension starts at the beginning of the school day and lasts until the beginning of the next school day.

### **GUIDELINES FOR ISS:**

- \*Students are responsible for collecting work from their teachers the day before ISS. If work is not brought with the student to ISS, alternative work will be provided and he/she will receive a zero (0) for all missed work.
- \*Students will lose all privileges for programs or extracurricular activities for the day of ISS. This includes any practices.
- \*Students must bring books, paper and pen/pencil to ISS. A student will not be permitted to go to his/her locker after school begins.
- \*Headphones or cell phones are not allowed.
- \*Students may leave ISS to take a test for a class, if requested by the teacher.
- \*Students may be assigned work tasks to support the school
- \*Office staff will check on students in ISS and must give permission for a student to leave ISS for any reason.
- \*Sleeping is **not** allowed.
- \*The computer may not be used and is considered "off limits" unless work assigned by a teacher requires its use.
- \*If a student chooses not to follow guidelines, he/she will be sent home and lose credit for all schoolwork that day. Also, the student will receive an out-of-school suspension (OSS) the next day.
- \*Parents are notified when a student must attend in-school suspension.

## **SUSPENSION**

Students under suspension

- may not participate in any extracurricular activities;
- may not enter the school building or school grounds;
- may not attend off-campus school activities;
- are not allowed to make up work/assignments for suspended days; and may not regain any privileges lost or missed due to the suspension (some HOS discretion)

**Failure to follow the guidelines of suspension may result in a recommendation for expulsion.**

## **SEARCHES**

NOTICE:

Pursuant To State Law, Persons Entering School Property (Building, Roads, and Parking Lots) Are Deemed To Have Consented To A Search Of Their Person and Property, Including Vehicles. (Act 373 Of 1994)

School administrators are cognizant of and respectful of students' rights and privacy; however, to protect a student from harm or to ensure a safe and orderly school environment, the school reserves the right to search a person, property, locker or automobile of any student on campus if reasonable cause or suspicion of a dangerous substance or object exists.

## **PET POLICY**

No pets will be permitted at Richard Winn Academy, except those animals used for service.

Under the Americans with Disabilities Act (ADA), privately owned businesses that serve the public, such as restaurants, hotels, retail stores, taxicabs, theaters, concert halls, and sports facilities, are prohibited from discriminating against individuals with disabilities. The ADA requires these businesses to allow people with disabilities to bring their service animals onto business premises in whatever areas customers are generally allowed.

### **Q: What is a service animal?**

A: The ADA defines a service animal as any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability. If they meet this definition, animals are considered service animals under the ADA regardless of whether they have been licensed or certified by a state or local government.

Service animals perform some of the functions and tasks that the individual with a disability cannot perform for him or herself. Guide dogs are one type of service animal, used by some individuals who are blind. This is the type of service animal with which most people are familiar. But there are service animals that assist persons with other kinds of disabilities in their day-to-day activities. Some examples include:

Alerting persons with hearing impairments to sounds.

Pulling wheelchairs or carrying and picking up things for persons with mobility impairments.

Assisting persons with mobility impairments with balance.

A service animal is not a pet.

APPENDIX

Richard Winn Academy Concealed Weapon Policy

Richard Winn Academy will follow the SC state Law on concealed weapons as stated in Section 16-23-420 and Section 16-23-43

**SECTION 16-23-420.** Carrying or displaying firearms in public buildings or areas adjacent thereto.

(A) It is unlawful for a person to carry onto any premises or property owned, operated, or controlled by a private or public school, college, university, technical college, other post-secondary institution, or **into** any publicly-owned building a firearm of any kind, without the express permission of the authorities in charge of the premises or property.

(B) It is unlawful for a person to enter the premises or property described in subsection (A) and to display, brandish, or threaten others with a firearm.

(C) A person who violates the provisions of this section is guilty of a felony and, upon conviction, must be fined not more than five thousand dollars or imprisoned not more than five years, or both.

(D) This section does not apply to a guard, law enforcement officer, or member of the armed forces, or student of military science. A married student residing in an apartment provided by the private or public school whose presence with a weapon in or around a particular building is authorized by persons legally responsible for the security of the buildings is also exempted from the provisions of this section.

(E) For purposes of this section, the terms "premises" and "property" do not include state or locally owned or maintained roads, streets, or rights-of-way of them, running through or adjacent to premises or property owned, operated, or controlled by a private or public school, college, university, technical college, or other post-secondary institution, which are open full time to public vehicular traffic.

(F) This section does not apply to a person who is authorized to carry concealed weapons pursuant to Article 4, Chapter 31 of Title 23 (CWP) when upon any premises, property, or building that is part of an interstate highway rest area facility.

**SECTION 16-23-430.** Carrying weapons on school property.

(1) It shall be unlawful for any person, except State, county or municipal law-enforcement officers or personnel authorized by school officials, to carry on his person, while on any elementary or secondary school property, a knife, with a blade over two inches long, a blackjack, a metal pipe or pole, firearms (of any type) or any other type of weapon, device or object which may be used to inflict bodily injury or death.

(2) A person who violates the provisions of this section is guilty of a felony and, upon conviction, must be fined not more than one thousand dollars or imprisoned not more than five years, or both. Any weapon or object used in violation of this section may be confiscated by the law enforcement division making the arrest.

## The Eagle Code

Represents Richard Winn Academy by encouraging...

**E**njoyment of learning

**A**cademic integrity

**G**ood manners

**L**eadership through involvement

**E**xcellence in sportsmanship

**S**pirit of respect for all people

The Eagle Honor Handbook



What's Inside:

RWA Culture

Our Honor Code

Examples of honor offenses for  
upper school and lower school students

Consequences of honor offenses for upper school students

Plagiarism and how to avoid it

**When you choose**

**RWA,  
you choose our  
Culture.**

We choose a Culture of Honor at Richard Winn Academy.

Our Culture of Honor means that:

We demonstrate **personal integrity** in our actions and words.

We accept **responsibility** for our actions and words.

We are worthy of **trust** from those with whom we live and work.

### **Honor Code**

As a Richard Winn student,  
I will not lie,  
I will not cheat,  
I will not steal,  
and I will not tolerate those who do.

Students have the moral and ethical responsibility to report to a faculty member any student for whom there is reason to suspect has violated the code of academic integrity. Students must understand that they help cheaters continue to cheat by tolerating the behavior. Teachers have been instructed to protect the name of a student that turns in another student for cheating. It is not the intent of this policy to deter students from seeking help from teachers, parents, or peers. The intent is to ensure that the work turned in by a student is his/her own work.

**Part of Personal Integrity is Academic Honesty**  
**The work you turn in as your own is truly work you have done.**  
**Anything else is an honor offense.**

**Please read with your parents. Then sign and return to your homeroom teacher.**

**You are committing the honor offense of cheating if, prohibited by a teacher, you:**

- copy homework or class work from someone.
- allow another student to copy from your homework or class work.
- do work for another student that he/she will turn in as his/her own.
- have another student do work for you that you will turn in as your own.
- copy the work another student has done on a test or exam.
- attempt to copy the work another student has done on a test or exam.
- ask for, give, and/or receive unauthorized aid orally or in written form on tests, homework, or classwork.
- acquire an unreleased test.
- give/receive aid from another person on a take-home test.
- give/receive aid or answers from another student on a test that was taken at an earlier time.
- have or use a “cheat” sheet.
- have a parent do your assignment for you or research or complete any portion of it for you.
- work with another student or students on an assignment without teacher approval.
- use unauthorized aids to improve a grade, for instance, text messages, calculator (without teacher approval), computer, Cliff or Sparks notes, etc.
- plagiarize from the Web or a book or magazine.
- do anything that is not mentioned here but which is contrary to the principles of academic honesty.

+++++

**Student pledge:** I have read and I understand what RWA defines as cheating. I pledge that I will abide by the principles of academic honesty and that I will not cheat.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Parent/Guardian pledge:** I have read and I understand what RWA defines as cheating. I have discussed these ideas with my child and I pledge to support RWA in upholding them.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

For RWA students in first through fourth grades:

Please read with your parents.

Sign below and return to your teacher.

# You Are Cheating If

- you let someone copy from your class work or homework or quiz or test.
- you ask someone to let you copy from their work.
- you do work for someone else and then they give the work to the teacher as their own.
- you have or use a cheat sheet.
- Mom or Dad or anyone else does a project or any portion of a project for you if such help has been prohibited by the teacher.
- you use words or pictures from a Web page, book, or magazine without giving the author proper credit.
- you do anything that is not mentioned here but which goes against the principles of academic honesty in doing your very own work.

**Student pledge:** I have read and I understand what RWA defines as cheating. I promise that I will follow the principles of academic honesty and that I will not cheat.

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Signature

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Date

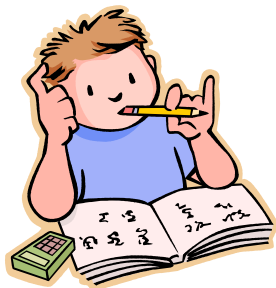
**Parent/Guardian pledge:** I have read and I understand what RWA defines as cheating. I have discussed these ideas with my child and I pledge to support RWA in upholding them.

---

Signature

---

Date



**Any work you turn in should have been done by YOU!**



## Avoiding Plagiarism

### Best Practices for Research and Drafting

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<http://owl.english.purdue.edu>

#### *Reading and Note-Taking*

1. In your notes, always mark someone else's words with a big **Q**, for quote, or use big quotation marks.
2. Indicate in your notes which ideas are taken from sources with a big **S**, and which are your own insights (**ME**).
3. When information comes from sources, record relevant documentation in your notes (book and article titles; URLs on the Web).

#### *Interviewing and Conversing*

1. Take lots of thorough notes; if you have any of your own thoughts as you're interviewing, mark them clearly.
2. If your subject will allow you to record the conversation or interview (and you have proper clearance to do so through an Institutional Review Board, or IRB), place your recording device in an optimal location between you and the speaker so you can hear clearly when you review the recordings. Test your equipment, and bring plenty of backup batteries and media.
3. If you're interviewing via email, retain copies of the interview subject's emails as well as the ones you send in reply.
4. Make any additional, clarifying notes immediately after the interview has concluded.

#### *When Using Direct Quotations*

1. Keep the source author's name in the same sentence as the quote.
2. Mark the quote with quotation marks, or set it off from your text in its own block, per the style guide your paper follows.
3. Quote no more material than is necessary; if a short phrase from a source will suffice, don't quote an entire paragraph.
4. To shorten quotes by removing extra information, use ellipsis points (...) to indicate omitted text, keeping in mind that:
  - Three ellipsis points indicates an in-sentence ellipsis, and four points for an ellipsis between two sentences.
5. To give context to a quote or otherwise add wording to it, place added words in brackets, [ ]; be careful not to editorialize or make any additions that skew the original meaning of the quote—do that in your main text, e.g.,
  - **OK:** Kozol claims there are "savage inequalities" in our educational system, which is obvious.
  - **WRONG:** Kozol claims there are "[obvious] savage inequalities" in our educational system.
6. Use quotes that will have the most rhetorical, argumentative impact in your paper; too many direct quotes from sources may weaken your credibility, as though you have nothing to say yourself, and will certainly interfere with your style.

#### Avoiding Plagiarism –continued

### *Writing Paraphrases or Summaries*

1. Use a statement that credits the source somewhere in the paraphrase or summary,

e.g., According to Jonathan Kozol, ...

2. If you're having trouble summarizing, try writing your paraphrase or summary of a text without looking at the original, relying only on your memory and notes.

3. Check your paraphrase or summary against the original text; correct any errors in content accuracy, and be sure to use quotation marks to set off any exact phrases from the original text.

4. Check your paraphrase or summary against sentence and paragraph structure, as copying those is also considered plagiarism.

5. Put quotation marks around any unique words or phrases that you cannot or do not want to change, e.g., "savage inequalities" exist throughout our educational system (Kozol).

### *Writing About Another's Ideas*

1. Note the name of the idea's originator in the sentence or throughout a paragraph about the idea.

2. Use parenthetical citations, footnotes, or endnotes to refer readers to additional sources about the idea, as necessary.

3. Be sure to use quotation marks around key phrases or words that the idea's originator used to describe the idea

### *Revising, Proofreading, and Finalizing Your Paper*

1. Proofread and cross-check with your notes and sources to make sure that anything coming from an outside source is acknowledged in some combination of the following ways:

- in-text citation, otherwise known as parenthetical citation
- footnotes or endnotes
- bibliography, References, or Works Cited pages
- quotation marks around short quotes; longer quotes set off by themselves, as prescribed by a research and citation style guide
- indirect quotations: citing a source that cites another source

\*\*\* If you have any questions about citation, ask your instructor **well in advance** of your paper's due date, so if you have to make any adjustments to your citations, you have the time to do them well.

**Literary theft** and of course, theft of any sort is a violation of our Honor Code. There are many web pages, besides the ones quoted here, that are devoted to teaching students how to avoid plagiarism. Use these resources and if you find that you are still in doubt about what is and what is not plagiarism, please ask your teacher for guidance.