

# WINSTON ACADEMY STUDENT HANDBOOK



## OBJECTIVES

Honor God

Obey Parents

Love Your Country

Respect Property, Others,  
and Yourself

Excel in Knowledge

Achieve Your Best in  
Athletics and Other Extra-  
Curricular Activities

## Accredited by:



Winston Academy does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of its educational policies, admission policies, scholarship, and loan programs, and athletic or other school administered programs.

## To the Students and Patrons of Winston Academy

This booklet is intended to provide students, parents, and staff with general information, background, regulations and guidelines of Winston Academy – as well as the mission and purpose of the school.

\*Approved by the Winston Academy School Board – September 23, 2024

The students and parents must realize that when an attempt is made to formalize certain policies of this nature, there is always the possibility of inadvertently omitting some regulations and that additions and deletions are continuously being made.

**Parents, guardians, or persons in loco parentis have agreed by signing the educational contract that they are to abide by all rules and policies of Winston Academy as enacted by the Board.**

## Philosophy of Winston Academy

Adopted by School Board in 1969

We believe that the aim of education is to provide for every student, regardless of ability and/or environment, the opportunity to develop to the maximum of his/her potential in academic achievement, moral values, physical fitness, emotional stability, social adjustment, civic responsibility, and spiritual awareness.

The school believes in a mutual respect of teacher and student for the rights of each other with both recognizing that authority is essential for stability. We believe students should become protective citizens of a democratic society, and emphasis should be placed upon the value of accepting responsibly and the development of self-discipline, a high degree of initiative, and the ability to think critically.

We believe a school is successful when it graduates young men and women who can take their place in life compatible with the social and economic demands of a changing society, who can occupy places of leadership, and who can perpetuate through the rearing of their families the tenet of our American faith. We believe the United States will survive and progress to the degree that its youth is imbued with the principles of effective living in a democratic society. We maintain that one of the school's most important obligations to the community, the state, and the nation is to instill American ideals and loyal patriotism in the minds of every boy and girl enrolled.

## Alma Mater – Spirit of Winston Academy

Written by Billy and Nancey Parkes

Valiant spirit of Winston Academy  
Shining for all to see,  
Giving us victory, against the strongest foe  
God guides the course we go  
Our spirit of freedom lives in Winston Academy.

We salute you our Winston Academy  
We're glad to pioneer for principles so dear  
We're making history, saving our liberty  
The spirit of right is ours in Winston Academy

## History/Accreditation

The Louisville-Winston Educational Foundation was chartered by the State in 1969. The school is a member of the MidSouth Association of Independent Schools and is accredited by the MidSouth Association of Independent Schools as well as COGNIA.

The Organization consistently earns the highest accreditation ranking awarded by the MidSouth Association of Independent Schools. The school offers both a university and a community college curriculum with a strong Christian perspective.

## Purpose:

1. To provide a well-balanced educational program that will help develop the students spiritually, academically, physically, and socially.
2. To provide students with excellent academics and a safe environment.
3. To unashamedly have rules and regulations in order to provide a disciplined environment for learning.
4. To encourage patriotism and good citizenship.
5. To encourage students to think perceptively in evaluating their actions, their values, and their goals.
6. To train students to be respectful, resourceful, and responsible – in accordance with God's Word.
7. To provide a curriculum that has flexibility in meeting the developmental needs of the students.
8. To provide programs to clarify the student's ethical consciousness and help to develop sound standards of Christian values.

## Winston Academy

545 Richardson Road  
Louisville, MS 39339

**Mailing Address:** Winston Academy  
P.O. Box 545  
Louisville, MS 39339

**Office Hours:** (Regular School Days) 7:15am to 2:45pm

**Telephone:** 662-773-3569

**Fax Number:** 662-773-8373

**E-Mail:** [pmhayles@hotmail.com](mailto:pmhayles@hotmail.com) ; [aherrington@winstonpatriots.org](mailto:aherrington@winstonpatriots.org)

**Registration:** First Week of March

Website: [WinstonPatriots.org](http://WinstonPatriots.org)

### Tuition:

The non-refundable registration fee is due at the time a student is registered for a specific school term unless terms of payment have been scheduled by the Board of Directors. A student is not on the permanent school register for a school term unless a contract has been signed at the time of registration.

Tuition is due according to the contract executed within the registration system, FACTS. Link is provided on the school website.

No student will be allowed to take mid-semester or final examinations until tuition is current. Students should be enrolled for the upcoming school year before they may participate in extracurricular activities.

### Admission Policy

1. We accept students who want a Christian education and whose parents want them to have a Christian education. Both parents and students should fully understand the Christian emphasis, and both must agree to support this part of the training at Winston Academy.
2. Students and parents should understand and agree to support the rules, dress code, and discipline procedures of the school in order to become and remain a student at Winston Academy.
3. Parents or guardians must meet the financial obligations of educational services rendered their children while in attendance at Winston Academy.

## **GRIEVANCE POLICY AND SOCIAL MEDIA COMMENT POLICY**

### **Purpose**

The purpose of this policy is to provide a clear and fair process for parents to address and resolve grievances related to their child's education or involvement in school activities at Winston Academy. The goal is to resolve issues promptly and fairly while maintaining a positive and respectful school environment.

### **Scope**

This policy applies to all parents or guardians of students enrolled at Winston Academy. It covers grievances related to classroom instruction, disciplinary actions, coaching decisions, or any other school-related concerns.

### **Grievance Resolution Procedure**

#### **Step 1: Attempt to Resolve with the Teacher or Coach**

Parents who have a concern or grievance should first contact the teacher or coach directly involved. This discussion should be conducted respectfully and with the goal of finding a mutual resolution.

The parent should arrange a meeting, either in person or via phone, to discuss the issue. If the grievance is related to an ongoing issue, the parent should document the specific concerns to provide clear context during the discussion.

Outcome: If the issue is resolved at this level, no further action is necessary.

#### **Step 2: Escalate to the Principal or Head of School**

If the grievance is not resolved after the discussion with the teacher or coach, the parent may escalate the matter to the Principal or Head of School.

The parent should submit a written grievance to the Principal or Head of School, outlining the steps taken to resolve the issue with the teacher or coach and the specific reasons for dissatisfaction with the outcome.

The Principal or Head of School will review the grievance, meet with the involved parties, and attempt to mediate a resolution.

Outcome: If the issue is resolved at this level, no further action is necessary.

#### **Step 3: Hearing Before the Board of Directors**

If the grievance remains unresolved after addressing it with the Principal or Head of School, the parent may request a formal hearing before the Board of Directors.

The request for a hearing must be submitted in writing to the President of the Board, detailing the steps taken to resolve the grievance and why the issue remains unresolved.

The Board will schedule a hearing, during which the parent, teacher or coach, and Principal or Head of School will have the opportunity to present their perspectives. The Board will then deliberate and issue a final decision.

Outcome: The decision of the Board of Directors is final and binding.

## **SOCIAL MEDIA COMMENT POLICY**

### **Purpose**

The purpose of this policy is to ensure that all grievances are handled through the appropriate administrative channels and that the reputation of Winston Academy is not undermined by public commentary on unresolved issues.

## Social Media Stipulation

### Prohibition on Public Commentary During the Grievance Process:

Parents are prohibited from posting, commenting, or sharing any grievances related to Winston Academy, its staff, or its operations on social media platforms (including but not limited to Facebook, Twitter, Instagram, etc.) while the administrative grievance process outlined above is ongoing.

This prohibition applies from the moment a grievance arises until all steps of the grievance procedure, including a hearing before the Board of Directors if applicable, have been fully exhausted and a final decision has been rendered.

### Consequences for Violating the Social Media Policy:

If a parent violates this social media policy by posting or sharing grievances before exhausting the administrative process, the school reserves the right to:

1. Request the immediate removal of the post or comment; and/or
2. Deny further participation in the grievance process; and/or
3. Take other appropriate action as deemed necessary by the school administration or Board of Directors.

### Post-Grievance Public Commentary:

Once the grievance process has been fully exhausted, parents are encouraged to address any remaining concerns directly with the school rather than through public commentary on social media.

The school values constructive feedback and welcomes further discussion to continue improving the educational environment.

### Enforcement and Review

This policy will be enforced by the school administration and the Board of Directors. Any violations will be addressed promptly in accordance with the outlined consequences.

This policy will be reviewed annually and updated as necessary to ensure its effectiveness and alignment with the school's values and legal obligations.

This Grievance Policy and Social Media Comment Policy were adopted on September 23, 2024, and will be communicated to all parents and guardians of students at Winston Academy.

Once the grievance process outlined in the policy has been fully exhausted, several outcomes and next steps may occur depending on the final decision:

#### 1. Final Decision by the Board of Directors

**Acceptance of the Decision:** If the Board of Directors issues a decision that resolves the grievance to the satisfaction of the parent, the matter is considered closed. The school will implement any agreed-upon actions or changes, and the parent is expected to comply with the final decision.

**Disagreement with the Decision:** If the parent disagrees with the Board's final decision, they are encouraged to discuss any remaining concerns privately with the school administration. However, the decision of the Board is final and binding, and no further formal appeals within the school structure are available.

#### 2. Implementation of Resolutions

**For the School:** The school will take immediate steps to implement the Board's decision. This may involve changes to policies, disciplinary actions, or other measures to address the grievance. The Principal or Head of School will oversee this implementation and ensure that the issue does not recur.

For the Parent: The parent may be asked to acknowledge the resolution in writing, particularly if any agreement or changes have been made that require their participation or cooperation.

### 3. Ongoing Communication

Follow-Up: The school may schedule a follow-up meeting with the parent to ensure that the resolution is effective and that no further issues have arisen.

Open Dialogue: The school encourages parents to maintain open communication with teachers, coaches, and administration to prevent future grievances. Constructive feedback is welcomed, and efforts will be made to address concerns early.

### 4. Documentation

Record Keeping: The entire grievance process, including all communications, meetings, and final decisions, will be documented and maintained in the school's records. This documentation ensures transparency and provides a reference for any future issues.

Confidentiality: All records related to the grievance will be kept confidential and shared only with those who need to know to enforce the decision or implement changes.

### 5. Social Media Commentary

Post-Resolution: Once the grievance process is complete, if the parent feels the need to share their experience on social media, they are encouraged to do so respectfully and constructively. However, the school requests that any remaining concerns continue to be addressed directly with the administration rather than publicly.

Respectful Engagement: The school community values respectful and constructive dialogue. If a parent chooses to post on social media after the process, it is expected that they do so in a manner that reflects the values of the school community and adheres to any agreements made during the grievance process.

### 6. No Retaliation

Protection Against Retaliation: The school ensures that no parent, student, or staff member will face retaliation for participating in the grievance process. Any retaliation will be taken seriously and addressed immediately.

### 7. Continual Improvement

Policy Review: The grievance process will be reviewed periodically to ensure it remains effective. Feedback from parents, teachers, and administrators involved in the process will be considered for future improvements.

Lessons Learned: The school will use the insights gained from the grievance to improve practices, policies, and communication to prevent similar issues from arising in the future.

### Final Note:

The grievance process is designed to foster a constructive and cooperative environment where issues can be resolved fairly and efficiently. The school values the partnership with parents and is committed to working together to ensure the best possible experience for all students.

## Academic Requirements

### Community College Curriculum

1. Total of 22 Academic Units/2 Non-Academic Units
2. 4 units of English
3. 4 units of Social Studies (American Gov't, American History)
4. 4 units of Mathematics (Algebra I)
5. 4 units of Science (Biology I)
6. 6 units of Electives
7. Total of all Units 24

### University Curriculum

1. Total of 24 Academic Units/2 Non-Academic Units
  2. 4 units of English
  3. 4 units of Social Studies
  4. 4 units of Mathematics
  5. 4 units of Science
  6. 1 unit of Fine Arts
  7. 2 units of Advanced Electives
  8. 2 units of Computer
  9. 4 units of Electives
- Total of All Units 26

## Academic Course Offerings

### English

English I  
English II  
English III  
English IV

### Mathematics

Pre-Algebra  
Algebra I  
Transitions  
Algebra II  
Geometry  
Advanced Math  
Math I  
Math II  
Pre-Calculus  
Calculus  
Consumer Math  
Dual Credit Math

### Social Studies

U.S. History  
World History  
American Gov./Economics  
World Geography  
Mississippi History/Civics

### Science

Biology I  
Chemistry  
Anatomy/Physiology  
Advanced Chemistry  
Physics  
**Computer Science**  
Computer Discovery  
Computer Literacy  
Computer I  
Computer II  
Computer Programming

### Business Education

Keyboarding  
Accounting  
General Business  
Business Law  
General Business

### Electives

Spanish I  
Spanish II  
Spanish III  
Spanish IV  
Global Studies

### Electives

French I  
French II  
French III  
French IV  
Basic Speech  
Psychology  
Creative Writing  
Creative Arts  
Latin I  
Survey of The Arts  
Driver's Education

### Varsity Sports

Football  
Baseball  
Boys' Basketball  
Girls' Basketball  
Tennis  
Golf  
Boy's Track  
Girl's Track  
Fast Pitch Softball  
Cross Country  
Volleyball (Girls)  
Archery  
Cheerleading

\*Dual Credit Courses in cooperation with various Institutions of Higher Learning (some courses may not be available in each semester – Consult the school office for current offerings.

Testing Code Number: Code Number for ACT and SAT: 251-676



## Academic Explanations

1. A student may earn only two credits in one summer session.
2. A student must get permission from the office to attend summer school or to take a correspondence course.
3. NO student may participate in graduation exercises unless he/she has completed all graduation requirements.
4. All students will pursue six (6) academic subjects when possible. When scheduling permits, every senior will be required to take a mathematics course.
5. A student who has successfully completed his/her academic work in grades 7 and 8 is promoted to the 8<sup>th</sup> and 9<sup>th</sup> grades respectively. Students must pass four (4) major subjects each year to be recommended for promotion.
6. The grading system at Winston Academy is based on the following:

<b>A</b>	<b>90-100</b>	<b>SUPERIOR</b>
<b>B</b>	<b>80-89</b>	<b>ABOVE AVERAGE</b>
<b>C</b>	<b>70-79</b>	<b>AVERAGE</b>
<b>D</b>	<b>65-69</b>	<b>BELOW AVERAGE</b>
<b>F</b>	<b>Below 65</b>	<b>UNSATISFACTORY</b>

## Weighted Grade Policy

In an effort to encourage and to reward students who participate in Honors Classes and higher-level classes, the following policy has been adopted.

These classes will be assigned a grade factor. This grade factor is multiplied by the student's number grade to determine the final grade. The grade factor for each course is listed below:

Honors English IV	1.03	Advanced Math	1.03
Honors English III	1.03	Chemistry II	1.03
Honors U.S. History	1.03	Third and Fourth Year	
Honors Biology	1.03	Foreign Language	1.03
Physics	1.03	All Other Courses Offered	1.00
Calculus	1.03		
Dual Enrollment Classes	1.03		

## Class Rank Policy

Class ranking for candidates for graduation will be determined by averaging the final grades in Carnegie unit bearing courses (including any Carnegie unit earned during the eighth grade) attempted through the end of the third nine weeks grading period of the senior year. Carnegie units earned for extracurricular activities will be excluded for Class Rank. Rank will be computed to the hundredth of a percent except when necessary to break a tie, in which case thousandths of a percent will be used.

7. To be eligible for valedictorian, salutatorian, or Historian, a student must be in attendance at Winston Academy from the second semester of his/her sophomore year. That is, a student must have completed his/her last 5 full semesters of work at Winston Academy.

The **Headmaster's List** includes all students with no grade below 95 in all subjects.

**Honor Roll** will be for those students who make 90-100 on each subject attempted.

A below 65 average means a student has done unsatisfactory work in the subject. Parents should have a conference with the teacher at once.

Secondary credit for grades is recorded as follows for a nine- week period:

One Third = Pop Tests, Homework, Class Work, Daily Tests

One Third = Major Reports, Projects, Tests (2 or more)

One Third = Nine Weeks Tests

Semester examinations are comprehensive. Each nine- week period average counts one third and the semester examination counts one third. If the class is a two-semester course, then the two semesters are combined.

**Homework** will be given to reinforce academic studies. The administrator strongly supports **homework**. Assignments will be expected to be submitted on time. Students should expect a reasonable amount of **homework** each day in order to enhance classroom learning and to develop self-discipline and responsibility.

All Students may qualify for second semester exemptions by having a 90 average in the subject.

**Grades** on all students are posted on RenWeb. Parent(s)/students have access to grades and averages at all times.

**Parent-Teacher Conferences** are an integral part of reporting a student's progress. A conference between parent and teacher may be arranged at any time convenient to both parties by calling the Administrator's office. Conferences arranged by this office will be arranged at a time when the conference will not interfere with the teacher's regular work schedule.

It is recommended a request for a **Change of Schedule** not be made unless absolutely necessary. Then a conference with the teacher and student will be held to determine the best procedure for the student. Parents should be contacted for approval. No new courses may be added after the tenth class meeting of any class unless absolutely necessary.

**Schedule Changes, Dropping Classes, Etc...**, will not be made after the second week of each semester unless by the Headmaster.

## Discipline

Discipline should not be interpreted in a narrow sense as a means of punishment only; a broader interpretation should be placed upon it. Discipline is the process of training, teaching, reproof, and correcting students to help them accept responsibility for their own actions. Discipline as viewed by the administrator and faculty of WA should have the following objectives:

- (1) To create and preserve conditions essential to the orderly progress of the school.
- (2) To prepare the student for effective participation in adult life.
- (3) To instill the fundamental lessons of self-control.

Discipline is character education in that it uses standards and habits of conduct. The student grows in character as he becomes more aware of the consequences of his decisions. The administration of WA is based on the theory that students should be capable of conducting themselves in accordance with accepted standards of behavior. Academic honesty and integrity are expected of every student at WA.

## Responsibility of Discipline

The Board of Directors will hold the Administrator responsible for all discipline of WA and will not consider individual complaints or recommendations that have not been presented previously to the teacher and administrator for consideration.

If the parents or guardians do not receive satisfaction, they may present in writing within five (5) days to the Administrator a copy of their complaint. This will then be presented to the Board of Directors to act upon within twenty (20) days.

## Discipline/Suspension/Expulsion

Violations of established school rules, safety regulations, and evidence of unbecoming conduct considered unacceptable to school officials responsible for the best interest of all students in the school, may result in disciplinary action.

Disciplinary action could result in the following:

- Prescribed Work
- School Detention
- After-School Detention
- Corporal Punishment
- Suspension
- Expulsion

The following list is not intended to include every offense, but includes some of the more common offenses considered to be violations of regulations. These rules apply to students during school hours, on school property, or at school-sponsored activities regardless of location.

- Any action that is in violation of state laws
- Possession of or being under the influence of alcohol
- Behavior detrimental to the reputation of the school or student body
- Vaping
- Distributing tobacco/cigarettes/vape devices
- Cheating
- Damage to school property to include vandalizing, defacing, damaging, or destroying school property
- Disobeying teachers or school officials – insubordination by insults, defiance, or abuse
- Disruption of normal school operations, functions, programs, and activities
- Driving an automobile recklessly
- Fighting or provoking a fight
- Possessing or shooting fireworks
- Gambling
- Gum chewing
- Harassment, intimidation, or threats
- Leaving school without permission – cutting classes
- Possession of or being under the influence of narcotics, drugs, or controlled substance will result in expulsion with hearing before School Board. Action including, but not limited to, drug testing may be taken if there is reasonable cause to believe a student is in possession of illegal drugs. Reasonable cause includes personal observation and reports from others who are considered worthy of investigation.
- Public indecent displays of affection (including same behavior in cars)
- Using vulgar profanity or obscenity spoken, written, or indicated
- Theft and pilfering
- Possessing a weapon
- Chronic tardiness
- Possession or use of tobacco in any form
- Truancy
- Literature, pamphlets, or pictures which may be obscene, subversive, or vulgar shall not be brought to nor distributed on campus. The Administrator and faculty will determine the standards.
- Any behavior or item deemed disruptive to the education process by the administration will not be permitted.

## Code of Dress

Because personal appearance and actions are criteria by which a person first judges another person or group, students at Winston Academy should dress in good taste. Parents are asked to be responsible for seeing that their children respect the dress and grooming standards as long as they are students of Winston Academy.

Dress and grooming codes are based upon certain sound foundations. They are not just arbitrarily selected and dictatorially enforced for no cause. Laws surrounding indecent exposure, conditions necessitating safety and personal

well being, health, and sanitation are some of the basic fundamentals. Conditions conducive to learning must not be impaired because of temporary and individualized fads. In order for students to be able to cope with even larger restrictions and responsibilities, they must learn while still in school to observe regulations set forth for the group as a whole. Keeping this total concept in mind and realizing a need to satisfy peer group desires for current fashions, the Board will make an effort periodically to restructure the dress and grooming code according to current conditions.

## All Students

- Must wear shoes. Shower type style flip-flops are not acceptable.
- Shirts and tops shall be long enough to cover the stomach at all times and shall not be unbuttoned below the second button.
- No clothing with symbols, pictures, or writing which would be dishonoring to school standards shall be worn.
- No baggy or oversized clothes shall be worn.
- No clothes with holes or tears shall be worn.
- No caps or hats are to be worn during school hours or on any school-sponsored trip unless the activity requires a cap. All caps should be worn in the proper manner.
- No visible body ornaments, i.e., tattoos, excessive jewelry, body piercings, etc..., will be permitted.
- Students are not to wear bizarre or unusual hairstyles or clothing which, in the opinion of the administration, may draw attention and distract from the academic environment.
- All hair must be well groomed with no extreme hair fashion. Hair may cover ears down to the ear lobe. Eyebrows must be visible. Hair may cover the collar one inch. No bleached or colored hair will be accepted.
- Walking shorts are permitted. The shorts must not be shorter than 3 inches above the knees. To measure for correct length, have individual stand erect on knees and measure from shorts' hem to floor.
- All clothing must be worn as it was designed to be worn. Belts, overalls, straps, shoelaces, etc. must be fastened, and all pants must be worn at the correct waist level. Students shall not wear "sags".
- Socks will be worn with all shoes except sandals.
- Shirts must have sleeves and will be worn in or out of pants according to the style they were designed to be worn.
- Boys are to be clean-shaven. No beards, goatees, or mustaches may be worn.
- Shirts are to be tucked in at all times so that belts and loops are visible.  
Bicycle shorts (spandex), leotards, or other tight-fitting pants are not allowed.
- No gym shorts or sweatpants shall be worn.
- Sleeveless shirts shall not be worn by any students.
- Boys are not to wear earrings.

## Girls

- No "skin-tight" stretch pants, yoga pants, or tops and no (clinging) column dresses will be permitted.
- No leggings
- No short skirts. Dress length should be no more than 2 inches above the knee when standing. Any slit in dress or skirt should not be more than 3 inches above the knee.
- Girl's tops designed to be worn inside must be worn inside.
- Proper undergarments must be worn with all clothing.
- Clothing that reveals the back or shoulders may not be worn. No low necklines, no bare midriff or see-through fabric clothes will be permitted.
- Students who come to school dressed inappropriately will be asked to change and/or face disciplinary action. Time missed from school for inappropriate dress will be considered unexcused. Parents will not be called to bring extra clothes, when the school can provide such clothing as needed.

## Attendance Regulations

Attendance at Winston Academy is a privilege and not a right. Students forfeit this privilege if they don't conform to the standards and ideals of work and life of Winston Academy.

## Excused Absences

Regular and punctual attendance on the part of all students is necessary for success in school. When students are absent, the burden of providing proof of an excused absence will be on the parents. Excused absences shall be granted for the following:

1. Medical (ME) - If the student brings a doctor's statement or a health department statement indicating that the student was absent because of illness, the absence will be excused. An authentic medical note or letter must be provided with a telephone number of a doctor for verification. A doctor's excuse will not count against the two parental excused absences allowed each semester. (The principal may place calls to verify parental and medical notes.)
2. Parental Excuses (PE) – **Each student is allowed two excuses days per semester. Parental notes will be allowed as proof as absence only when the parent contacts the school.** Additional parental excuses will be recorded as unexcused.
3. Prearranged in advance with the principal (PAE) – Prearranged absences may be approved by the principal for valid educational opportunity, educational travel, religious events, and/or death. These will count as part of the total allowable absences. The Administrator will decide whether the absence is meaningful and educational. The student will be responsible for all work missed and is expected to cooperate with the teacher(s) on all assignments and meet all deadlines.
4. Unavoidable (UE) – After the two parental excused absences per semester have been used “unavoidable excused absences” may be granted by the principal as a result of a parent conference. A parent conference with the principal may or may not result in the absence being excused. The principal shall consider only personal illness, serious injury, or death in the family. Calls to the principal should be made the day prior to the student's return to school.
5. School-sponsored activities. For school-sponsored activities (Athletic competition, student council, honor society, cheerleading events, college days, science fair, math competition, recruiting trips, field trips, vocational school conflicts, luncheons, etc...) all work should be completed before leaving for the event. All students not attending field trips with their class on the day of the trip will be given an unexcused absence. Students must be in attendance at school for 4 academic periods the day of an event in order to participate in any school activity that day. The same attendance is required for the day after the event. Athletes that miss after a night game (i.e., basketball game) will participate in the next regularly scheduled event of the sport. It will be the responsibility of the sponsoring teachers to see that students meet these requirements before they are allowed to participate. Exceptions to the above will be made by the Administrator only after careful evaluation and consultation with the student, parents, and sponsor of the event involved.

## Procedure for Return to School

When a student returns to school after an absence, the student should bring a written excuse to the office on the day he/she returns to school. The note must contain the day and date of the absence, reason for being absent, phone number where the parent may be contacted, and signature of parent or guardian. If a student returns to school without a written excuse, an unexcused absence is recorded until a note is sent to the proper school official signed by the parent or guardian.

The student is responsible for having each of his teachers sign his admit slip. If a student fails to bring a note; or if the reason for missing is not stated, then an unexcused absence is recorded, and the student has one day to return with a note. No student shall go to class after an absence without obtaining an admittance slip from the office.

## Excessive Absences

There shall be limits to the number of days each term any student, for whatever reason, may be absent and still receive grades:

- The limit shall be 10 days each semester.
- The School Administrator shall have the right to use his professional judgment to make exceptions to the attendance limit. The parents and students will have a conference with the headmaster if the 10-day maximum limitation is exceeded.
- The School Board and Administration hear appeals for students that have extenuating circumstances (e.g., extended hospital confinement).

## Make-Up Work

The teacher will give students an opportunity to make up classwork for **excused absences** he/she missed provided the work is completed and submitted within three days after the student returns to school. It is the student's responsibility to make the initial contact with the teacher to see that the work is done on time. Additional work will be given to students for not being in class because absenteeism **decreases the student's performance** and lowers our school's ACT scores. Simply getting notes missed or

reviewing material covered by classmates does not sufficiently qualify. Teachers are responsible for giving a consistent and fair amount of additional work. It is necessary that students complete this work so they might improve their scores on comprehensive examinations that will be given later.

- Unexcused absences will result in a “0” being given for daily work missed regardless of the amount of academic activity that occurs on that day. If a test is scheduled, a zero (“0”) will be given.

A student will be expected to take a test on the appointed day if the test was announced prior to the student’s absence. If the student is absent on the test day, the student will be expected to take the test on the day the student returns to school. A student who receives an “unexcused absence” will not be allowed the opportunity to take a test as “make-up”. The student will receive a “0”.

## Tardiness

In order for the teaching and learning process not to be disrupted, students must get to school on time and be punctual in moving from one class to another. Students will be considered tardy if they are not inside the classroom when the tardy bells rings. All tardies to class are unexcused unless a student’s teacher or the office detains him/her. The student must have a note from the teacher who detained him/her or from the principal’s office upon arriving to class in order for the tardy to be excused. There are very few valid reasons for being tardy to school. Car problems, oversleeping, and unexcused personal reasons will be unacceptable. A student is tardy for school if he/she arrives at school after the first period tardy bell has rung at 7:50 a.m.

- Every time a student in grades 7-12 is tardy, regardless of the reason, he/she will be assigned prescribed work to beautify the campus or a make-up class.
- Three or more tardies will result in a make-up class.
- Gates will be closed at 8:05 a.m. and will require front entry

## Early Dismissal from School

- All requests of students for early dismissal from school should be submitted to the high school office for approval. The request should be in writing from a parent or guardian, giving a home and/or business telephone number so that the school can verify the request. Parents are asked to state the reason for dismissal.
- A call from the parent or guardian may be made to the school office for unexpected pick-ups.

## “Make-Up” Class

- As part of the educational process, a **make-up class** is to encourage the student to become more self-disciplined, responsible, and punctual.
- Whenever a student accumulates **3 tardies**, regardless of the reasons, he/she will be assigned a TIME in make-up class.
- No final grades will be issued until all **make-up time** has been completed.

## Health

- For the welfare of all students, please do not send children who are sick or have fever to school.
- If an emergency occurs requiring more extensive medical attention, every effort will be made to contact a parent. If the parent cannot be reached, appropriate medical attention will be secured according to the parent’s instructions on the student information sheet. However, for an extensive emergency when no contact can be made with parents, grandparents, etc..., the student will be taken by vehicle or ambulance to the nearest medical facility or emergency room, and the family doctor will be called.
- Winston Academy desires to maintain a healthy school environment by instituting controls designed to prevent the **spread of communicable diseases**. The term “communicable disease” shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person to other persons.
- Any student or employee with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excused from school while ill. (If the nature of the disease and circumstances warrant, WA may require an independent physician’s examination of the student or employee to

verify the diagnosis of communicable disease.) WA reserves the right to make all final decisions necessary to enforce action to control the spread of communicable diseases within the school.

- Each student entering kindergarten (or any grade if from another state) must have the necessary immunizations required by Mississippi law before registration as a student can be completed.
- Information regarding the AHERA Management Plan for Winston Academy is available in the school administrative office.

## Rules for Academic Performance

- Any item that a teacher or Administrator classifies as being a potential disruptive factor of the learning and teaching process will not be allowed on campus.
- 7<sup>th</sup> – 12<sup>th</sup> grade students are allowed the use of cell phones in accordance with the cell phone policy and at the discretion of the teacher or administrator over the academic session, but will not be allowed if the use is considered disruptive.
- Students may use the office telephone ONLY in case of emergencies.
- Messages for students may be taken by the office when there is an emergency or when it is essential for a student to receive information. Unless it is an emergency, class will not be interrupted for delivering a message.
- Announcements are made over the P.A. system during the last 5 minutes of first period daily. All announcements are to be signed by the teacher or sponsor involved. Announcements should be in the office by 8:00 a.m. Additional announcements that are deemed to be important will be made at the beginning or at the end of class periods.
- Lockers may be provided by the school as assigned by the school administration. A student assigned a locker must clearly understand that his/her use of the locker implies consent for the administration to enter the locker and to conduct a search of its contents. He/she is hereby cautioned that he/she is responsible for the contents of the locker assigned to and accepted for use by him/her. He/she should not permit another student to share his/her assigned locker and may keep a lock on the locker at all times to safeguard items. The school assumes no responsibility for the safekeeping of items in students' lockers.
- The textbooks used by the students at Winston Academy are the property of the school. Fines will be charged for abuse, damage, or loss. Books are depreciated each year and are charged accordingly. The rate of depreciation is as follows: 1<sup>st</sup> year – 80% of new book price, 2<sup>nd</sup> year – 60%, 3<sup>rd</sup> year – 40%, 4<sup>th</sup> year – 20%.

## Locker Rental Fee

- Locker Rental Fee is \$10.00

## Personal Vehicles

All students are asked to park in the designated parking lot assigned. Students are to vacate vehicles and parking lot immediately upon arrival at school and are not to go to the parking lot during the school day without permission from the office. All drivers must follow these regulations:

- All student drivers must purchase a parking decal. Contact the office for the cost of decals.
- Drive carefully and thoughtfully at all times.
- There must be no speeding, reckless driving, racing of engines, or squealing of tires.
- No students are to be in a parked car on the campus at any time.
- Any student who drives on school property must have a valid State Issued Driver's License.
- Students who drive a vehicle to school and use the school parking facilities are expected to do so within the guidelines of safety and with concern for pedestrians, other drivers, and all property – as well as within the legal limits imposed by state and local law enforcement agencies.
- Students should operate vehicles in a manner which does not jeopardize the safety and well-being of another individual on school grounds or in the vicinity of Winston Academy.
- Cars are in the jurisdiction of the school and are subject to search without the student's knowledge and/or presence.
- School policy does not permit a student to leave the campus for the purpose of purchasing lunch.
- Travel to and from athletic events should be with parents; or prior arrangements may be made to ride with other adults by receiving both parental and the proper school official's permission.

- Parents will be notified of all field trips. Any trip, other than athletic trips, must have the permission the parent/guardian in writing before the student will be allowed to go on a trip from school. The school will furnish the form for the student to carry home, have completed, and return to the teacher sponsoring the trip.
- Students are not to arrive on the school campus prior to 7:00 a.m. The school will not assume responsibility for any students arriving on school grounds prior to the stated time. Students are not to leave school until the end of the school day unless they are participating in a supervised school activity and are under the direct supervision of a teacher.

### Additional Guidelines:

To promote safe and responsible motor vehicle use by students and faculty of Winston Academy, in addition to the requirements found in the Student Handbook, the following guidelines and enforcement are mandatory:

1. The following are disciplinary policies specifically related to operation of a personal motor vehicle without a valid driver's license and valid school-issued parking decal. Parking decals must be located on the student's vehicle while on school property.
  - a. First offense: Fine of \$50.00. Parent(s) will be notified, and the student will turn in their keys to the school administrator until a parent or designee of proper age (21 or older) with a valid driver's license can retrieve the vehicle from campus. A meeting of the parent(s) with the school administrator must be held to discuss the infraction. Mandatory detention of 1 day.
    - i. If the parent(s) refuse to meet with the school administration, Detention will be escalated to a 3-day detention.
  - b. Second offense: Fine of \$100.00. Parent(s) will again be notified, and the student will turn in their keys to the school administrator until a parent or designee of proper age (21 or older) with a valid driver's license can retrieve the vehicle from campus. A second meeting will be held between the parent(s) and the school administrator to discuss the infraction. The second offense will result in a suspension from school on the earliest most appropriate date.
  - c. 3<sup>rd</sup> offense: Repeat steps for a 2<sup>nd</sup> violation, and to include further discipline up to and including expulsion from the school.
2. Valid driver's license and current, valid motor vehicle liability insurance information must be on file and will be managed through FACTS system or the current administration software.
3. Parking decals identifying students' primary motor vehicles will be provided upon registration for a fee determined by the school each school year.

## Safety

In case of bad weather, Winston Academy will announce the closing of school via the news media. On days when there is a question regarding the weather, students and parents can keep posted by one or several of the following outlets:

WLSM FM Radio 107.1 – Louisville

WCBI TV Channel 4 -Columbus

WTVA TV Channel 9 – Tupelo

WTOK TV Channel 11 – Meridian

PARENT ALERT SYSTEM – managed by Winston Academy

Social Media Platform (FACEBOOK) - managed by Winston Academy

For the safety of students, drills are conducted periodically for tornadoes, fire, earthquakes, and other emergency concerns.

## Visitors on Campus

Visitors to school campus are defined as all persons except school employees and currently enrolled students.

Parents are welcome to visit the school. All visitors to include parents must sign in at the office upon arrival to receive a pass. All parent conferences should be scheduled through the office by calling 662-773-3569.

- All persons (such as salesmen) who have legitimate business at WA must obtain permission and a visitor's pass from the administrator in the main office.
- If a WA student wishes to bring a guest to class, prior arrangements must be made with the classroom teacher to insure there is sufficient seating and the guest's presence will not interfere with the curriculum for the period. These arrangements must be approved by the Headmaster before the guest arrives at school.



-ALL VISITORS FAILING TO FOLLOW THESE GUIDELINES WILL BE CONSIDERED TRESPASSERS.

## Special Rules

- Students are expected to show respect for the authority of the administration, faculty, and staff.
- Students should treat school property and personal property of others with respect and care.
- No married student will be allowed to enter school or to continue in school as a married student.
- No expectant students will be allowed to enter school or be allowed to continue as students at WA.
- Expectant students will be discharged the semester of expectancy and the following semester.
- Sexual harassment of any kind is unacceptable and should be reported to the faculty and/or administration.

## Cafeteria

- Students may bring their lunches or purchase lunches in the cafeteria. All students should eat in the designated lunch area unless otherwise directed.
- Students are expected to maintain good order, display good manners, and keep the cafeteria clean for those who follow.
- After eating, students are expected to deposit their cans and waste paper in the trash containers provided for that purpose.
- Students are responsible for removing food and drink items from lockers. Failure to do so may result in the loss of locker privileges.

## Library

Students with library permits may go to the library during the school day to check out library materials. The library is also open before and after school. Books are check out for two weeks but may be returned in less time. At the end of the allowed time, if a student has not finished the book, he may renew it. A fine will be charged for each school day when books are not returned on the date due, unless the student is excused from payment by the Headmaster. Current magazines are to be read in the library or checked out overnight. Books which are placed on reserve by teachers for a special unit of work may be checked out at the close of the school day but must be returned before 8:15 the following morning. In case of the loss of any furnished books, students will be charged the total price of replacement. Damaged books will be assessed accordingly.

## Extra-Curricular Activities

### Eligibility for Athletics:

- No student may participate in interschool contests for more than four (4) years after entering the freshman year.
- No student may participate if he/she has reached the age of 19 prior to August 1 of the year he/she desires to participate.
- All athletes will be required to pass a physical examination.
- A student shall be enrolled in school (bonafide student) as of the date set forth by Winston Academy and its governing/ accrediting bodies. Consult Administrative office for information regarding this.
- A student must carry 5 subjects in order to be eligible for participation; a student must have passed 4 academic subjects the previous semester to continue the activity.

### Eligibility for Organizations:

A variety of clubs and organizations are available for student participation at Winston Academy. Through membership in these clubs, a student may further develop his or her talents, interests, and ability to work in group situations.

Any honor or elected position, (i.e., honor society, student council, yearbook staff, newspaper staff, and cheerleader) held by a student may be revoked if the student displays behavior deemed by the Headmaster to be detrimental to the reputation of Winston Academy.

## Cheerleading

- Cheerleader tryouts will be held each spring.
- Cheerleaders will be selected by a visiting cheerleading squad.
- A list of requirements for cheerleaders is on file in the school office. Parental approval is required before students may try out.
- Cheerleaders must meet the same academic requirements as other athletes.
- Any student trying out for cheerleader must be registered for the school year he/she wishes to participate.

## Class Officers/Student Council

During the early part of the school year, an election of class officers shall be held. All officers must have and maintain an academic average of 85 and a citizenship grade of "B" for the year. All officers shall conduct themselves in a manner befitting their position or office.

The Student Council provides leadership roles and helps students in learning to assume responsibilities. Membership of the Council is composed of a student body president elected by the student body, a faculty sponsor, and representatives from each grade.

Specific purposes of the Student Council are to:

1. Provide citizenship training and encourage the practice of good citizenship.
2. Stimulate and develop a healthy school spirit.
3. Promote democratic relationships between teachers and students within the student body.
4. Coordinate and promote student activities and encourage widespread participation in school affairs.
5. Encourage students to accept and discharge their responsibilities to the school.
6. Provide opportunities for developing leadership ability.

The student chosen for Student Body President should be one who possesses the qualities of a leader and best exemplifies the integrity and principles expected at Winston Academy students. Election for Student Body President will be held at a specified time in the spring of the school year. Students wishing to file as candidates will be notified in advance of the filing deadline. No applications filed after the filing deadline date will be accepted.

In order to qualify as a candidate for this office, a student must meet the following requirements:

- Be classified as a second semester junior.
- Must have attended Winston Academy the entire 2<sup>nd</sup> semester of his/her sophomore year, the first semester of his junior year, and be currently enrolled in the second semester of his junior year.
- Must have attained and maintained an academic average of 85 or above in each subject for the previous school year and the first semester of his junior year and up until the time of elections.
- Must file his candidacy before the announced deadline.
- Must submit all campaign materials at the announced time to the student government sponsor for approval.

## Programs at Assembly

- On designated days, students go to the Gymnasium or Winston Hall for general assembly; and on certain days selected by the Headmaster, each student goes to the club of his choice at break.
- On specified days, students go with their teachers to assigned seats for assembly. Special day observances and programs of inspiration, education, or entertainment are presented. Some objectives of the assembly programs are to:
  1. Provide opportunity for students to share mutual interests and experiences.
  2. Develop group consciousness, group morale, and a feeling of belonging.
  3. Develop intelligent and courteous audience habits and attitudes.
  4. Provide an opportunity for students to cooperate with others in creating, directing, and participating.

## Who's Who

No student will receive more than one elected honor, with the exception of a class honor. A minimum of three (3) nominations for each category will be placed on the ballot.

To be eligible to be elected Mr. and Miss Winston Academy, students must have satisfactorily completed grades 10-11 at Winston Academy and be currently enrolled in the twelfth grade. To be eligible to be elected Mr. and Miss Junior High Winston Academy, students must have completed grades 7 and 8 at Winston Academy and be currently enrolled in the ninth grade at Winston Academy.

An honor or elected position held by a student may be revoked if that student displays behavior deemed by the Headmaster to be detrimental to the reputation of Winston Academy.

Homecoming is not considered "Who's Who".

When elected to more than one Who's Who honor, a student will have a choice of the honor he/she desires. The Yearbook sponsor will ask a student starting with each category as they are listed on the ballot.

## Special Activities

- **OPEN HOUSE** will be held for Elementary before the first day of school in August. Students, parents, family, and friends are invited to tour the campus and buildings.
- **FAMILY FALL FESTIVAL**
- **SPRING BOOK FAIR** in the elementary library gives the students an opportunity to purchase books, posters, book markers, etc.
- **ATHLETIC BANQUET** will be held during May to recognize student athletes who participate in Jr. High and High School sports.
- **GRANDPARENTS DAY** will be celebrated on the Friday before Grandparents Day in September. Grandparents (and "substitute" grandparents) are invited to visit our school to see their grandchildren in "active learning" and for a reception in their honor.

## LOUISVILLE-WINSTON EDUCATIONAL FOUNDATION INTERNET POLICY

Access to the Louisville-Winston Educational Foundation Net and the Internet is provided for educational purposes and research consistent with the Louisville-Winston Educational Foundation's educational mission and goals.

The Louisville-Winston Educational Foundation is COPPA compliant. The Internet safety policy must include filtering or otherwise blocking access to visual depictions of obscene material, child pornography, or other material that is "harmful to minors" when minors are accessing the computer. The Children's Online Privacy Protection Act (COPPA) applies to the online collection of personal information from children under 13.

The Internet is a fluid, global environment in which information is constantly changing, thereby making it impossible to predict, with certainty, what information students might locate. Availability of information to students on the Internet does not imply endorsement by this school district. This board makes no assurances of any kind whether expressed or implied, regarding any Internet student/user surfers. Use of any information obtained via the Internet is at the student's own risk. This board and administration specifically denies any responsibility for the accuracy or quality of information or software obtained through the services. The Louisville-Winston Educational Foundation Net is a filtered network that seeks to limit access of users to inappropriate content.

Use of the Louisville-Winston Educational Foundation Net and Internet is a privilege, not a right. Inappropriate use may result in cancellation of that privilege. The Headmaster or designee(s) shall make all decisions regarding whether or not a student has violated these procedures and may deny, revoke, or suspend access at any time.

All communications and information accessible via the network would not be assumed to be private property.

### **Personal Safety**

Users will not disclose, use, disseminate, or divulge personal and/or private information about himself/herself, minors, or any others including personal identification information, etc.

The Louisville-Winston Educational Foundation will not disclose personal information about students on websites- such as their full name, home or email address, telephone numbers, and social security numbers.

Users will immediately report to Louisville-Winston Educational Foundation authorizer any attempt by other Internet users to engage in inappropriate conversation or personal contact.

### **Unacceptable Use**

The student is responsible for all his/her actions involving the Louisville-Winston Educational Foundation Net and the Internet. Examples of prohibited conduct include, but are not limited to, the following: Accessing materials or communications that are:

1. Damaging to another's reputation
2. Abusive
3. Obscene
4. Sexually oriented
5. Threatening
6. Contrary to the school policy
7. Harassing
8. Illegal

Sending or posting materials or communications (to include email, chat rooms, and other forms of direct electronic communications) that are:

1. Damaging to another's reputation
2. Abusive
3. Obscene
4. Sexually oriented
5. Threatening
6. Contrary to the school district policy
7. Harassing
8. Illegal

Using the Internet for any illegal activity, including but not limited to, unauthorized access including hacking, copying, or downloading copyrighted material on any system connected to the school's hardware/software without the owner's permission.

Students may redistribute copyrighted programs only with the owner's permission. Such permission must be specified in the document or must be obtained directly from the owner in accordance with applicable copyright laws, school board policies, and administrative procedures.

User agrees not to access, transmit, or retransmit any material in furtherance of any illegal act or conspiracy to commit any illegal act in violation of local, state, or federal law, or regulation, and/or school district policy.

Using the Internet for private financial or commercial gain. Wastefully using resources.

Utilizing any software having the purpose of damaging the school district system or other user's system.

Gaining unauthorized access to resources or entities.

Invading the privacy of individuals.

Using another student's password.

Posting anonymous messages.

Using the Internet for commercial or private advertising.

Forging of electronic mail (email) messages.

Attempting to read, delete, copy, or modify the electronic mail of other system users and deliberately interfering with the ability of other system users to send/receive mail. Using the network while access privileges are suspended or revoked.

Using the network in a manner inconsistent with the directions from teachers and other staff and generally accepted network etiquette.

Revealing personal addresses, telephone numbers, or other personal information of self, other students, or staff.

Illegally installing copyrighted software for use on personal computers.

Not conforming to the "Acceptable Use" policies of other sources accessed beyond Louisville-Winston Educational Foundation Net.

Downloading or installing software on the Louisville-Winston Educational Foundation Net.

User agrees not to post chain letters or engage in "spamming" (that is sending out annoying or unnecessary message to large numbers of people).

### **User Right**

User shall have the responsibility to use computer resources for academic purposes only. Therefore, as mandated, filtering will be utilized on all computers accessing the Internet. The only exception will be for academic research by a staff member with the approval of school administration.

The Louisville-Winston Educational Foundation will fully cooperate with local, state, or federal officials in any investigation related to illegal activities conducted through the user's Internet account.

Under no conditions should a user provide his/her password to another person or use another person's password.

Users should not expect files stored on school-based computer to remain private. Authorized staff will periodically inspect folders and log-ons of network usage. Routine review and maintenance of the system may indicate that user has violated this policy, school codes, municipal law, state law, or federal law. Parents of minor users shall have the right to inspect the contents of their minor student's user's files.

Use of the internet is a privilege, not a right. Unacceptable and/or legal use may result in denial, revocation, suspension, and/or cancellation of the user's privileges, as well as disciplinary action imposed by school officials.

User agrees to immediately notify his/her teacher or other school administrator should user access inappropriate information. This will assist in protecting user against a claim of intentional violation of this policy.

### **Consequences**

There will be consequences for any user who fails to follow the Louisville-Winston Educational Foundation School guidelines and policies. The consequences may include paying for damages, denial of access to technology, detention, suspension, expulsion or other remedies applicable under the school disciplinary policy and state or federal law. At the discretion of Louisville-Winston Educational Foundation, law enforcement authorities may be involved, and any violations of state and/or federal law may result in criminal or civil prosecution.

### **Compensation**

The student and/or parent(s) or legal guardian(s) shall be responsible for compensating the school for any losses, cost, damages incurred by the school district relating to, or arising out of, any student violation of these procedures.

### **Security**

Network security is a high priority. If the student identifies or perceives a security problem or a breach of these responsibilities on the Internet, the student must immediately notify the principal or designee or other identified staff. The student must not demonstrate the problem to other students.

### **Student Usage**

Student usage of any kind is only permitted after the student and parent/guardian signoff on the Winston Academy Student Handbook receipt.

### **Staff and Visitor Usage**

Visitor and staff usage of any kind is only permitted after the visitor or staff signs off indicating that they will abide by this policy.

### **All Users**

Users will check on to an agreement each time the screen is opened so that each usage is an agreement to abide by the contract between the school and the user.

## **Winston Academy Elementary Handbook and Information Guide**

### **True Patriots!**

#### **WA students are true Patriots!**

#### **A Patriot...**

- respects and obeys his or her teachers

- is kind to animals
- follows rules
- respects school property and the property of others
- does not cheat
- doesn't leave people out of games and activities
- finishes what he or she begins
- follows school rules

- always says “yes, sir”; “yes, ma’am”; “no, sir”; “no, ma’am”; “thank you”; and “excuse me”
- does not judge others by how they look on the outside, but how they look on the inside

### A Patriot...

- helps people when they need help
- is kind, polite, truthful, loving, forgiving, courteous, loyal, friendly, trustworthy, helpful, and obedient to everyone
- walks on the sidewalk
- does not talk in the classroom at inappropriate times
- obeys the Golden Rule
- shares
- uses good posture
- is always prompt
- has a good attitude
- has good sportsmanship
- never interrupts
- dresses nicely
- always keeps his or her desk neat and clean
- is always prepared

## Winston Academy Rules and Procedures for Who’s Who Elementary Homecoming Elections

The homecoming court will be elected approximately 4 weeks prior to the homecoming event. The results of the election will remain secret until announced at a pep rally. Votes will be counted in the respective classrooms by the teacher.

There are three categories in the elementary homecoming elections.

- K-3/K-4/K-5 Kindergarten Classes
- First - Third Grade
- Fourth - Sixth Grade

No student may receive the honor in back to back years, nor may he/she be elected more than once while in each category.

### Class Favorites

Class favorites may not be elected in back to back years; however, students may have the honor more than once in each category. The categories are the same as for homecoming elections.

### Mr. and Miss Elementary

Students must be currently enrolled in the sixth grade and must have been in attendance at Winston Academy for their entire 4 previous semesters. Homecoming

honors and/or class honors held in previous years do not make a student ineligible to be elected Mr. and Miss Elementary.

## Winston Academy Elementary Grading Policies

Three & Four-year-old kindergarten students receive progress reports, and all work is sent home on a weekly basis. Parents are encouraged to review their child’s work.

Five-year-old kindergarten students are evaluated on oral and written work performed in the classroom. Classwork is sent home each week in a folder for parents to review. Graded papers should be signed and returned in the folder. Progress reports are sent home beginning with the second nine weeks. The following grading scale is used:

- S+.....excellent
- S.....satisfactory
- S-.....work that is satisfactory but needs improvement
- V.....needs improvement
- U.....unsatisfactory

Kindergarten readiness tests are given in the spring to measure mastery of skills and readiness for first grade. Parent-teacher conferences are encouraged. Please call the school office for an appointment. Students in K-3, K-4 and K-5 do not participate in AR reading.

**First grade students** are not issued report cards the first nine weeks of school. First grade students are given number grades in phonics/spelling, reading, and math all nine week periods. They are also given a grade on handwriting each period. These handwriting grades are as follows:

- S.....satisfactory**
- V.....needs improvement**
- U.....unsatisfactory**

Any first grade student failing one subject (excluding writing) second semester will be retained in first grade.

**Second grade students** are given number grades in phonics, spelling, reading, and math. Any second grade student failing one subject (excluding writing) second semester will be retained in second grade. We also take a grade in handwriting: **S....satisfactory, V....needs improvement, U....unsatisfactory.** Those students maintaining a 90 or above yearly average in math or reading will be presented certificates at the end of the school year. “Perfect Attendance” certificates will also be awarded.

**Second - Sixth grade students** with a 90 or above in all subjects including deportment are listed on the “Honor Roll”. Students with 96 or better in deportment make “Good

Conduct". All students who make below 90 in department have to see the Headmaster at the end of the nine weeks. The letter grading scale is as follows:

**A....90-100**

**B....80-89**

**C....70-79**

**D....65-69**

**F....below 65**

Awards given at the end of the school year for grades 3 – 6 are for the highest overall yearly average, highest spelling average, 90 and above yearly average including department, and perfect attendance for the year.

## Homework Responsibilities

Students have homework every day except Friday. If they use their time at school wisely, they may complete most homework at school. Please check your child's homework pad each day to see that all homework is completed on time. Students who do not complete homework for 5 or more days during the six-weeks will see the Headmaster at the end of the nine-weeks. On the back of the report card by "Accepts Responsibility" is where homework records are recorded.

### "Accepts Responsibility" Grading Guidelines

**S+....all homework each day**

**S.....failing to have work 1 – 2 days**

**S-....failing to have work 3 – 4 days**

**V.....failing to have work 5 – 6 days**

**U.....failing to have work more than 6 days**

Students are required to get all papers signed and returned to school the next day or as soon as possible. We do this so that you are aware of your child's grades. All papers that are sent home to be signed are grades that are recorded in the grade book. Daily grades count one-third and unit tests count two-thirds. All these grades are then averaged to get nine-weeks grades that are recorded on the report card.

### Examinations

Exams begin in the 4<sup>th</sup> grade. Exams count 1/3 of the semester average. Students who fail two subjects for the second semester will be retained. Students failing one subject second semester will be transferred to the next grade for a probationary 9-week period.

Seatwork is given every day. Seatwork is an indicator of a student's progress and creativity. Seatwork provides necessary practice in previously taught skills. Students need to be at school no later than 7:50 a.m. to become prepared for the day and to begin seatwork.

A student who comes to school after 10:00 a.m. and is present for the remainder of the day or leaves before 1:00 p.m. will be counted absent for ½ day. Students are tardy if they arrive at school after 8:05 a.m. A student will be counted absent if he/she does not attend a scheduled field trip.

Parents are responsible for picking up assignments for students who are absent. Books and assignments will be in the office after 2:45 p.m.

## Accelerated Reading

The Accelerated Reading Program is designed to improve children's reading skills. Students select library books on their reading levels. After reading their books, students take a test on the computer to check their reading comprehension. This program allows children to read on their own individual levels and experience success. This encourages them to read more. Students will move up to the next level of difficulty under the guidance of their classroom teacher.

First grade uses the Accelerated Reading Program as enrichment to supplement the curriculum. K-3, K-4 and K-5 do not participate in Accelerated Reading. Second through sixth grade students are required to participate in Accelerated Reading.

## The Responsibilities of Room Mothers

- Room mothers work with the teachers to help with things for her and the students. Room mothers need to check with the teacher from time to time to see if she needs help with anything.
- Room mothers are responsible for cleaning and helping prepare the classroom at the beginning of school and for other functions.
- Room mothers need to compile a class booklet that contains information parents can use throughout the school year. The booklet should contain things such as: students' names, addresses, and telephone numbers, "Sweet Friday" list, ballgames and fund raisers, birthdays, and party helpers.
- Room mothers need to be at school on the first day to get parents to sign up for parties and school functions such as ballgames and fund raiser events.
- Room mothers in k-3, K-4 and K-5 are responsible for refreshments for open houses at the beginning of school.
- Room mothers need to check with the chairman of parties and the people signed up for ballgames and fund raisers to make sure they know what time they need to be there.
- Room mothers need to see the Headmaster about what needs to be done to get the concession stand ready for ballgames and inform the other workers.

## Parents:

Parents need to sign up for at least two things, one party and one school function, on the first day of school. If you do not sign up for two things, the room mother will assign you. The people on the party list are responsible for paying for the party. If you cannot help where you have signed up, then it is your responsibility to find someone to take your place.



## Parties:

Parties are to be kept as simple as possible. There will be a money limit of \$10.00 per person on the party list. The first person on the list is the chairman of that party. The chairman is responsible for checking with the teacher about the party's date, time, and place. Everyone on the list needs to be consulted about the party.

## Field Trips:

Parents who want to go on field trips should check with the teacher to see if space is available. Room mothers are given first priority in going on field trips. The only thing we ask parents who go on field trips is PLEASE do not buy your child anything extra. The children whose parents can't or don't go on field trips do not understand why they cannot get extras, too. Children must ride the bus to the field trip. Children riding back from the field trip with a person other than the parent must have written permission prior to the field trip.

## Birthdays:

If you would like to send a special treat for your child's classmates on his/her birthday, you may. If you send invitations to school, please include everyone in your child's class unless it is a gender party (all boys or all girls).

**No Christmas gifts will be exchanged between friends at school.**

## General Information:

- Students in grades K-3, K-4 & K-5 are not to receive flowers, toys, or gifts of any type on Valentine's Day.
- Parents are not permitted to bring textbooks, signed papers, music books, workbooks, or homework to the school after 8:05 a.m.
- Forgotten lunches must be taken to the office. Forgotten medicine should be taken to the office.
- If a child needs to be picked up for a doctor's or dental appointment or any other emergency, the parent must first check with the office.
- Lunch is ordered each day through the FACTS system. **Do not send metal top containers** that are opened with a tab top to be heated in the microwave. Children have cut themselves on the sharp edges, and they may overheat and cause serious burns.
- No students will be allowed to cross the parking lot and return to the classroom.
- School will be dismissed at 2:45 p.m. Students not picked up by 3:00 p.m. must report to Extended Care where the charge will be \$4.00 whether the child stays for one minute or for one hour. This rule also applies to K-3 and K-4 students who are not picked up by 12:15. No elementary student will be allowed to stay with an older student or sibling after 3:00.
- **Teachers are not to be called at home to discuss problems.** Parent-teacher conferences are encouraged, but an appointment must be made by calling the school office.

- The office telephone may be used by students in case of emergency only.
- Please make sure that your child eats a good breakfast. There is no recess in the mornings for students in grades 1-6, only restroom breaks. Lunch begins at 10:30 a.m. Students may purchase snacks at lunch for the afternoon recess.

## Medication Policy:

Medicine, whether prescription or over the counter, **will not** be administered by faculty or staff.

Students will not be allowed to telephone for permission from parents to take over-the-counter medication such as Tylenol. Allergic reactions from some such medications have been reported. Parents' written permission is mandatory. If parents permit a child to take over-the-counter medications, he/she must bring a note signed and dated by the parent with directions and amount of medication to administer.

All notes of permission will be kept on file by the child's teacher. Parental understanding and cooperation in this matter will make our school a safer environment for children.

## Morning Drop-Off Policy:

Students are not to cross the parking lot in the morning unless accompanied by an adult or older student. Unloading may take place at one of the following places:

- in front of the main building at the sidewalks (A)
- at the end of the main building at the sidewalks (B)
- in front of Building (C)

No students will be allowed to wait behind the gym to be picked up. No students will be allowed to cross the parking lot and return to classroom unless accompanied by an adult or older student. These precautions ensure your child's safety.

## After School Pick-Up Policy:

K-3 and K-4 students are picked up at the end of the K-4 room building (B) at 11:45 a.m. First through third grade students are to be picked up at the circular drive at the end of Building (C).

Fourth through sixth grade students are to be picked up at the front of the main building (A), with the exception of those who have younger brothers or sisters. These students will be picked up with their younger siblings at the circular drive.

## Sweet Friday:

Every Friday one student from each class in grades 1-6 is responsible for bringing a treat to sell for \$1 each.

K-3, K-4 and K-5 pay "Sweet Friday" fees at the beginning of the school year and again at the beginning of second semester. One student from each class is responsible for bringing a treat for his class each Friday.

All the money collected from “Sweet Friday” is used to purchase classroom supplies such as chalk, dry erase markers, tape, glue, cleaning supplies, library books, bulletin board paper, etc.

## The Choice is Yours

### Your Record:

Every day you live you are making a record. You should be conscious that this record becomes synonymous with your name. The working world has learned through experience that a complete school record of your scholarship, activity, and citizenship gives valuable information in evaluating your ability and fitness to do a certain job. Your school record is a link in your life that will be examined many times through the years by those concerned about you and your future. Remember that your record is what you yourself make it. Make yours one that you will be proud to claim.

### Your Conduct:

Your conduct should be dictated by common sense and common good. You should strive to achieve a high standard of self-discipline, and be careful that your conduct does not interfere with the achievement of others.

Different occasions require different patterns of conduct, and we have to develop a sense of propriety by learning “when to do what”. All occasions require that we be considerate of the other person. People judge you, your home, your school, and your friends by your conduct.

### Your Decision:

Your home, your school, your church, your community are all strong forces in your life, but you yourself will and must choose the direction and extent of your growth. As a student, you must accept full responsibility for your decisions and actions. No one can think, study, and learn for you. Difficulties and disappointments cannot defeat you if you increase your power of self-control and self-direction.

Learn to face your problems realistically. Seek counsel and the experience of understanding adults. All teachers want to help you, but no teacher can help you unless you are willing to accept help.

Learn to get along with people. Nothing else will contribute more to a happy, successful life.

Learn how to study. Efficient study habits will enable you to accomplish more in less time. Above all, do every task thoroughly and to the best of your ability. Believe in yourself, but remember always there is no substitute for honest effort.

# TECHNOLOGY ACCEPTABLE USE POLICY

## Purpose

The purpose of this policy is to provide the students, faculty and staff of Winston Academy (WA), with notice of what conduct shall be deemed acceptable with regard to use of Technology, as the term is defined herein below.

## Who is Covered by this Policy

The policy covers the use of WA Technology and Technology, as defined below, by all WA students, patrons, faculty and staff (collectively "Users") in any way which directly or indirectly affects WA.

## How this Policy Applies

This policy applies to the use of Technology or WA Technology by any User, regardless of his/her location, in any way that affects or relates to (1) WA, its students, faculty, administration or staff, (2) any event or extracurricular activity involving WA, or (3) any WA-sponsored group.

## Technology

"Technology" as used in this policy means any electronic communication tool, system or process, including but not limited to, telephones, cellular telephones, computers, software, the Internet, websites, or Internet related software and communication tools. For example, Technology encompasses all cellular and SIMS text messages, e-mail, instant messenger sessions, newsgroups, on-line forums, and file sharing and/or bit torrent clients.

"WA Technology" as used in this Policy, means any Technology owned, controlled or provided by WA.

## Responsibilities of the User

Users of WA Technology must take full responsibility for what they publish, transmit or possess. Users of WA Technology must connect equipment and install software in a manner that meets the technical and security standards set by WA. Users are also responsible for keeping their account information confidential at all times.

A certain measure of caution and awareness is required by Users to ensure the efficient and trouble-free use of WA Technology.

While WA has systems in place to combat viruses, spy ware, spam and other computer "bugs," WA will not be responsible for damage to a User's Technology which results from viruses, spy ware, spam or any other use of WA Technology. Users are responsible for adequately protecting and maintaining their own Technology.

When making use of WA Technology, users are responsible for keeping their personally identifiable information, which may include, but is not limited to, a User's telephone number, address, age, gender, date of birth, credit card data, Social Security and Driver's License numbers, etc., strictly confidential.

## Acceptable Use

Use of WA Technology is a privilege, not a right. Users may make use of WA Technology for purposes of education, academic, research, and WA related activities and communications.

## Unacceptable Use

- Technology

No user may use any Technology to do the following:

- A. Steal, forge, lie, cheat, plagiarize, or masquerade. The use of Artificial Intelligence (AI) for research and writing assignments is prohibited unless specifically authorized by the teacher.
- B. Bully or threaten:
- C. Disseminate confidential information:
- D. Tamper with, misuse, damage, interfere with, or destroy the Technology of another:
- E. Upload, download, post, or transmit content that is obscene, threatening, harassing, defamatory, invasive of another's privacy, hateful, or racially/ethically motivated: or
- F. Incite violence or imminent threat of violence.

## Unacceptable Use

- WA Technology

WA Technology exists to advance the mission of WA. WA will manage these resources accordingly. Users may not do any of the following with WA Technology:

- A. Access the account of another:
- B. Generate activities which consume more than a User's fair share of either system time or network bandwidth (ex: sending chain letters) or adversely affect system performance:
- C. Fraudulently log into any computer:
- D. Forge e-mail headers or manipulate other identifiers in order to disguise the origin of any system or network activity:
- E. Attempt to determine the passwords of others or obtain privileges on any computer to which a User is not entitled:
- F. Possess, willingly receive or distribute obscene material:
- G. Copy, install or use any data in violation of applicable copyrights or license agreements. (Downloading and distributing movies, songs and software without authorization from the owner of the copyright is a violation of copyright law. The Recording Industry of America and Motion Picture Association of America can and do aggressively sue to enforce their copyrights):
- H. Utilize any software or communication protocol not provided by WA, including IP forwarding, bridging, ARP proxying, IP masquerading, DHCP, Network Address Translation (NAT), IP/PX tunneling, SOCKS, application layer proxies, SSH, bit torrent and/or peer-to-peer (P2P) software, or any similarly enabling technology:
- I. Add new or unauthorized devices such as hubs, switches, gateways, routers, access points and/or servers of any kind to existing WA Technology:
- J. Use any WA Technology for advertising or commercial purposes, including unsolicited commercial e-mail. (Commercial sponsorship of academic projects, e.g. the inclusion of banner ads on a project website is strictly prohibited without written approval):
- K. Use any WA Technology for partisan political activities:
- L. Violate this Policy off-campus anywhere in the world using WA Technology: or
- M. Attempt to violate any provision of this Policy.

## Privacy

Users should have no expectation of privacy with regard to any information created, received, sent or stored in conjunction with their use of WA Technology. WA may access, view, investigate and delete any and all information stored on or created with WA Technology. WA may do so without cause and without prior notice to the User.

## Duty of Parent/Guardian to Monitor Out of School Use of Technology

It is the responsibility of each parent or guardian to verify that their student's use of Technology is in compliance with the law and all of WA's policies. Failure to monitor a student's use of Technology may result in serious consequences. Personal websites, Blogs or profile directories such as Facebook, or others are not monitored by WA. However, Users who engage in behavior unbecoming of a member of the WA community through the use of Technology will be subject to penalties. Any information that WA, in its sole discretion, finds is obscene or constitutes a threat, defamation, copyright infringement or other illegal activity will be reported to the appropriate authorities.

Under the Family Education Rights and Privacy Act, schools may disclose, without consent, "director" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Parents must notify WA and request that said information not be disclosed about their child/children.

## Personal Laptop/iPad Use Policy

Students may bring personal laptops/iPads to school for use on assigned class work.

Students needing to print class work from their laptops/iPads may print with the assistance of the office staff for a fee.

Students violating the above policy will be subject to disciplinary action.

Parents should be aware that the school is not liable for any damage to or loss of a student's personal device.

# SEXUAL HARASSMENT POLICY

## Purpose

This policy is established to maintain a safe, respectful, and supportive environment for all students, teachers, administrators, and employees of Winston Academy. Sexual harassment in any form is strictly prohibited and will not be tolerated. The school is committed to preventing and addressing any instances of sexual harassment that occur within its community.

## Scope

This policy applies to all students, teachers, administrators, and employees of Winston Academy. It covers all interactions occurring on school premises, during school-sponsored activities, and in any context related to the school environment.

## Definition of Sexual Harassment

Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, education, or participation in school activities.
2. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting that individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive environment.

Examples of sexual harassment include, but are not limited to:

- Unwanted sexual advances or propositions.
- Inappropriate touching, patting, or pinching.
- Sexually suggestive comments, jokes, or gestures.
- Display of sexually explicit materials or images.
- Threats or insinuations that a person's employment, grade, or participation in school activities may be adversely affected by not submitting to sexual advances.

## Prohibition of Sexual Harassment

**Student-to-Student:** Any form of sexual harassment between students is prohibited. Students are expected to treat their peers with respect and refrain from any conduct that could be considered sexually harassing.

**Teacher or Administrator-to-Student:** Teachers, administrators, and other school personnel are strictly prohibited from engaging in any form of sexual harassment toward students. Professional boundaries must be maintained at all times to ensure a safe and respectful learning environment.

**Employer to Employee:** The school strictly prohibits any form of sexual harassment between employees, including between supervisors and subordinates. All employees are entitled to a work environment free from sexual harassment.

## Reporting Procedures

**Students:** Any student who believes they have been subjected to sexual harassment should report the incident to a teacher, counselor, or school administrator immediately. Reports can be made verbally or in writing.

**Employees:** Employees who believe they have been subjected to sexual harassment should report the incident to the school principal or another designated school official. Reports can be made verbally or in writing.

**Confidentiality:** All reports of sexual harassment will be handled with the utmost confidentiality to the extent possible, consistent with the need to investigate and take appropriate corrective action.

## Investigation and Disciplinary Action

**Investigation:** Upon receiving a report of sexual harassment, the school will promptly conduct a thorough and impartial investigation. All parties involved will be given an opportunity to present their account of the incident.

**Disciplinary Action for Students:** Any student found to have violated this policy may face disciplinary action, up to and including expulsion from the school.

**Disciplinary Action for Teachers and Administrators:** Any teacher or administrator found to have violated this policy may face disciplinary action, up to and including immediate discharge from employment.

**Disciplinary Action for Employees:** Any employee found to have violated this policy may face disciplinary action, up to and including immediate discharge from employment.

## Retaliation Prohibited

Retaliation against any individual who reports sexual harassment or participates in an investigation is strictly prohibited. Any person found to have engaged in retaliation will face disciplinary action, up to and including expulsion or discharge.

## Training and Awareness

Winston Academy is committed to providing training and education to all students, teachers, administrators, and employees about sexual harassment, the importance of maintaining a harassment-free environment, and the procedures for reporting and addressing any incidents of harassment.

## Review and Revision

This policy will be reviewed annually and updated as necessary to ensure it remains effective and in compliance with applicable laws and regulations.

This policy was adopted on September 23, 2024, and will be reviewed annually. Any updates or revisions will be communicated to all members of the school community.

**Louisville-Winston Educational Foundation**  
**SCHOOL MEDICAL/MEDICINE FORM**

Student's Name \_\_\_\_\_ School \_\_\_\_\_  
Grade \_\_\_\_\_ Teacher \_\_\_\_\_ School Year \_\_\_\_\_  
List any known drug allergies/reactions \_\_\_\_\_ Height (inches) \_\_\_\_\_ Weight (lbs.) \_\_\_\_\_

**Prescriber Authorization**

Name of Medication \_\_\_\_\_ Reason for taking \_\_\_\_\_  
Dosage \_\_\_\_\_ Route \_\_\_\_\_ Frequency Time(s) to be given \_\_\_\_\_  
Begin Medication \_\_\_\_\_ (date) Stop Medication \_\_\_\_\_ (date)

**Special Instructions:**

Does medication require refrigeration?      Yes                      No  
Is the medication a controlled substance?      Yes                      No  
Is self-medication permitted and recommended for this student?      Yes                      No  
If asthma inhaler or emergency medication, do you recommend this medication be kept **"on person"** by the student?      Yes                      No

Potential Side Effects/Contraindications/Adverse Reactions

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Treatment Order in the event of an adverse reaction: (attach additional sheet or use the back of this form if necessary)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Prescriber                                      Date                                      Phone                                      Fax

Medication must be registered by the School Office Staff. It must be in the original container and be properly labeled with the student's name, prescriber's name, date of prescription, name of medication, dosage strength, time interval, route of administration, and the date of drug's expiration when appropriate.

Date \_\_\_\_\_ Signature of Parent or Guardian \_\_\_\_\_