

# Francis Hugh Wardlaw Academy

Established 1970



## PARENTS AND STUDENTS HANDBOOK 2017-2018 (Updated on 8/1/17)

*The Parents and Student's Handbook* explains Wardlaw Academy's academic policies, procedures, and school rules. We ask that parents/legal guardians (hereinafter referred to as parents) study the Handbook in its entirety and review the contents with their children. Each student is expected to understand and be familiar with the Handbook's contents so that he or she may have a productive and beneficial school experience.

Wardlaw Academy operates under the philosophy that students are best prepared for life when they have established academic and personal standards that incorporate responsibility and accountability. It has been said, "You are free to choose, but you are not free to determine the consequences of your choices." This handbook, therefore, should help a student make those choices that lead to the academic and personal rewards of continued growth, self-discipline, and self-esteem.

Wardlaw Academy is a Christian school that is guided by the Bible and governed by solid principles of society and good manners, reinforced with rules, regulation, and penalties. The purpose of the administration, faculty, and staff is to lead students in understanding God's purpose for their lives and developing a sense of responsibility for their own conduct, achievement, and for the well being of our entire community.

Wardlaw Academy reserves the right to amend any of its academic policies and procedures in order to uphold the School's philosophy and objectives and to provide for the general welfare, financial security, and safety of its community. Changes or modifications will be disseminated via written and oral communication and will be available on the School's website. This handbook is not a contract.

### **MISSION STATEMENT**

*Partnering with parents to develop the intellectual, emotional, spiritual, physical, and leadership potential of each student*

### **STATEMENT OF BELIEFS**

The staff, faculty, and parents of Wardlaw Academy believe that education is a lifelong process. We strive to provide a positive, nurturing and academically structured Christian environment which inspires a love of the Lord, a love of learning, and prepares children for continued academic successes with a personal commitment to excellence. Recognizing the uniqueness of each child, our goal is to motivate students to learn through academically appropriate activities designed to stimulate intellectual, social, physical, emotional, and spiritual growth.

### **THE GUIDING PRINCIPLES OF WARDLAW ACADEMY**

- provide a college preparatory environment dedicated to developing students who are motivated to excel in life;
- inspire all students to pursue academic excellence, take pride in their work, develop leadership skills, and celebrate their achievements;
- motivate students to become independent thinkers, to set and achieve goals, and to be accountable for their actions;
- provide a Christian environment where students are encouraged to develop their own personal faith
- complement the academic program with a wide range of activities to develop the mind, body, and spirit of each student and creates an atmosphere where students enjoy learning and develop lifelong relationships;
- respect the unique value of each member of the School community;
- expect and encourage all faculty, staff, and students to lead lives of honor, integrity, and high moral and Biblical values at all times;
- believe that diversity and global awareness enrich the learning experience; and
- demonstrate a concern for the welfare of others through grade appropriate outreach programs.

**Wardlaw Academy is a college preparatory, independent,  
co-ed, day school for students in grades 3K-12**

**School Colors:** Gray, Vegas Gold, and Black

**Mascot:** The Patriot

**Activities:** Student Government, Beta Club, Yearbook, Fellowship of Christian Athletes, Math Teams, Spelling Bee, Quiz Bowl Teams, and Chess Team

**Athletics:** Football, Basketball, Baseball, Softball, Golf, Cheerleading, Volleyball, Cross Country, Bowling, and Archery.

**Organizations:** Patriot Parent Organization (PPO), Booster Club (membership is open to all friends of Wardlaw), Moms in Touch.

**Advanced Accreditation:** Wardlaw Academy has met the requirements for both Advanced Accreditation by The South Carolina Independent School Association (SCISA) and AdvancEd Accreditation by the Southern Association of Colleges and Schools (SACS) Council on Accreditation and School Improvement.

**OFFICE HOURS:** 7:30 a.m. to 3:00 p.m. Monday-Friday during the school year  
9:00 a.m. to 2:00 p.m. Tuesday, Wednesday, and Thursday during summer

Closed weeks of July 4<sup>th</sup>, Thanksgiving, Christmas, New Years, and the Masters as well as other observed holidays

**LOCATION OF OFFICES**

**Upper School Building**

Head of School, Academic Counselor and College Advisor, Upper School Principal and Business Manager

**Lower School Building**

Lower School Principal

**Gymnasium**

Director of Athletics

**Library**

Director of Admissions, Development, and Facilities and Director of Marketing and Communication

**Francis Hugh Wardlaw Academy Mailing Address**

1296 Columbia Road  
Johnston, SC 29832

**Web Address:** [www.wardlawacademy.com](http://www.wardlawacademy.com)

The Wardlaw Academy website contains current School news, School and academic information, and athletic schedules.

**Email:** is the preferred means of communication. Every member of the faculty, staff and administration has an assigned e-mail address. Messages may be sent to them by simply typing the person's first initial and their full last name followed by @wardlawacademy.com

Example: [jsmith@wardlawacademy.com](mailto:jsmith@wardlawacademy.com)

## **Phone Messages for Faculty and Students**

### Messages for Teachers

Parents may leave messages for a teacher with the School office. However, email is the most effective means of communicating with teachers. Please leave both day and evening numbers along with the reason for the call.

**\*\* Please do not call teachers/staff at their residence or on their cell phone concerning school issues after working hours.**

### Messages for students

Parents and students are asked to plan their day to avoid making calls and leaving messages at School. In the case of an emergency, parents should call the office and leave a message with the Receptionist. Middle/Upper school students may use cell phones during break and lunch.

## **PHONE AND FAX NUMBERS**

**Main Phone Number: 803-275-4794**

**Fax Number: 803-275-4873**

An Administrative Assistant answers the phone during office hours, directing callers to the appropriate extensions. Faculty and staff members may be reached by e-mail or messages left with the Administrative Assistant. When leaving a voice message, please give your name, the date, time of your call, and a brief message regarding the subject of your call.

## **SCHOOL HOURS**

### **Regular School Days**

School buildings are opened at 7:30 a.m.

8:00 a.m. to 2:30 p.m. Upper School (9<sup>th</sup>-12<sup>th</sup> grades)

8:00 a.m. to 2:30 p.m. Middle School (6<sup>th</sup>-8<sup>th</sup> grades)

8:00 a.m. to 2:30 p.m. Lower School (1<sup>st</sup>-5<sup>th</sup> grades)

8:00 a.m. to 12:00 p.m. K3 Half Day

8:00 a.m. to 2:30 p.m. K4 & K5 Full Day

2:30 p.m. to 3:00 p.m. Extra Help Sessions: Monday through Thursday by appointment only

Unless a student is in an afternoon activity or a conference with a teacher, the student should be picked up promptly at the end of the school day. Parents must notify the school if they will be late. A student whose parent has not arrived ten minutes after the end of the school day or an activity will be supervised by the Late Stay program staff. Due to faculty meetings, tutorials, and workshops, faculty members are not available to supervise students who are left at school after dismissal time.

## **WARDLAW ALMA MATER**

*Wardlaw thy dear name so fair, may you always be  
more than just a name to share, a place in history.  
You have guided us these years, and watched our lives unfold.  
strong we'll be ,and ever true ,to our gray and gold.*

## **HEAD OF SCHOOL**

The Head of School for Wardlaw Academy is the chief executive officer and is responsible for the school's total operation, the evaluation and employment of all personnel, and upholding and evaluating the school's philosophy, objectives, and standards. The Head of School appoints various administrators to assist them in implementing the school's mission, formulating and developing basic policies, overseeing daily academic and business operations, directing and evaluating personnel, and working with the administrators, staff, faculty, and students to uphold the school's standards. The Head of School's decision is final in all matters of the school's daily operations and enrollment, including the dismissal of students.

Wardlaw Academy is both an educational institution and a non-profit organization. Consequently, the Head of School also establishes policies and procedures for effective management, and works with the school community in seeking additional support through annual giving and other philanthropic means.

The Head of School is accountable to the Board of Directors who, in turn, delegates all educational and operational matters to the Head of School. The Board of Directors and the Head of School work collectively through mutual respect for the ethical standards in regard to School policies, standards, and communications.

### **WARDLAW ACADEMY ADMINISTRATION AND SUPPORT STAFF 2017-18**

Mr. Hulsey	Head of School
Mr. Martin	Upper School Principal / Business Manager
Mrs. Whitlock	Lower School Principal / Learning Support Director
Mrs. Williams	Academic Counselor / College Advisor
Mrs. Woosley	Director of Admissions, Advancement, and Facilities
Mrs. James	Director of Athletics
Mrs. Kelly	Director of Marketing and Communication
Mrs. McNeil	Receptionist
Mrs. Martin	Custodian
Mrs. Durham	Lunchroom

### **THE BOARD OF DIRECTORS**

The Board of Directors of Wardlaw Academy is composed of a group of 12 individuals who volunteer their time in an effort to serve Wardlaw Academy. Their role is to oversee the operation of the school in the areas of long range planning, financial stability, fund-raising, and the physical plant. Using the model of "Policy Governance" the Board of Directors chooses not to be involved in the daily operations of the school as that is the function of the Head of School and his administrators. The Board of Directors is not an appellate body. Concerns should be addressed through the chain of command with the Head of School, if needed, being the final decision.

Board Members are nominated by open recommendation to the Board, and are voted upon by full membership of the Board. The Board meets the second Wednesday of each month at 6:00 p.m., in the Upper School building. Parents and students are welcome to attend meetings. However, in order to be included on the agenda, one week of advance communication with the Chairman and approval is required.

### **THE BOARD OF DIRECTORS 2017-18**

John Hickman – Chairman	Scott Cumbee	David Satcher
Keelie Gossett – Vice Chairman	C.J. Davis	John Spurlock
Paula Herz – Secretary	Alex Donwen	Tonya Temples
Chad Berry	Andrew Doran	Gus Winn

## FACULTY 2017-18

Members of the faculty and staff are appointed annually based on their dedication to the educational profession, their evidence as positive role models, their desire to be supportive team members, their observed effectiveness in the classroom, their ability to maintain professional and ethical standards, and their diverse talents and contributions to the total life of the school. In the classroom, it is the professional teacher who has the important role of working daily with the students to help meet their academic needs. Guided by professional and ethical standards, faculty and staff are expected to uphold the philosophy of the school and all school policies. Classroom concerns should be directed to the teacher first. Parents are requested to direct all policy, personnel, or procedural questions to the Head of School.

### Lower School Teachers

Mrs. Culver	K3
Mrs. Williams	K4
Mrs. Molony	K5
Mrs. Freeland	1 <sup>st</sup>
Miss Graves	2 <sup>nd</sup>
Mrs. Kelsey	3 <sup>rd</sup> – 5 <sup>th</sup>
Mrs. Whitlock	3 <sup>rd</sup> – 5 <sup>th</sup>
Mr. Schroeder	3 <sup>rd</sup> – 5 <sup>th</sup>
Mrs. Taylor	Computer
Mrs. Ruth	Library/Art/Music
Mrs. Kelly	Spanish
Mrs. Burgess	P.E.
Mrs. Berry	S.T.E.M.

### Upper School Teachers

Mrs. Herlong	English
Mrs. Perry	English
Mrs. Taylor	English/Bible
Mrs. Warnken	Spanish/Math
Mrs. Lane	Math
Mr. Martin	Math
Mr. Herring	History
Mr. Rodgers	History/Agriculture/P.E.
Mr. Lily	Science
Mrs. Berry	Science/Vocabulary
Mrs. James	Science/Life Skills/Math
Mr. Hulsey	Bible
Mrs. Williams	College and Career
Mrs. Ruth	Art/Computer/Drama
Mr. Brian	Music

## TUITION

School tuition is set in the annual contract and is made available to our parents during the annual Parents Meeting held each year. If at any time during the contract, tuition becomes **30 days late**, the account will be referred to the Board of Directors Financial Committee. The parents will receive a scheduled appointment to meet with the Board of Directors.

1. Payments are due on the 5<sup>th</sup> of the month.
2. On the 10<sup>th</sup> of the month, any unpaid account will be automatically charged a **\$50** late fee.
3. A letter will be sent from the Finance Committee to set up a date for you to meet with them concerning your account.
4. Once an account reaches 30 days late, all extracurricular activities will be suspended (including sports).
5. In order to return to extracurricular activities, the full balance plus late fees will need to be paid or follow the guidelines set by the Finance Committee.
6. NetClasroom will be blocked.

## **POLICY ON NON-DISCRIMINATION TOWARD STUDENTS AND EMPLOYEES**

Francis Hugh Wardlaw Academy will not discriminate in regard to race, sex, creed, color, age, or national and ethnic origin in the administration of its educational policies, applications, admissions and all other programs.

## **SCHOOL CLOSINGS AND EMERGENCY WEATHER NOTIFICATION**

If it is necessary to close the school because of severe weather, local radio stations and television stations will be notified. You may also refer to the school web page, school Facebook page, Instagram, and the school's remind.com app for closing information as well.

## **FIRE AND WEATHER PROCEDURES**

Fire and severe weather procedures are published, posted, and reviewed with all the members of the school community at regular intervals throughout the year. Drills are held during the academic day. Students are expected to maintain silence throughout these drills and to follow directions given to them by the faculty and staff.

## **EMERGENCY OR CRISIS SITUATIONS**

In cases where there is a local, state, or national emergency or crisis, the school has procedures in place to handle a variety of situations. Our objective is to ensure the safety, health, and welfare of students and keep the school community as updated as possible. When possible, the school's website will provide available information. School staff will make every effort to reach a parent in the event of an emergency. If the school is unable to reach a parent, the person designated as the emergency contact person will be notified. The school requires emergency phone numbers for every student. **It is the parent's responsibility to make sure the school has current phone numbers for home, office, cell phones and a designated emergency contact person.**

## **SUICIDE OR ATTEMPTED SUICIDE-STUDENTS**

All concerns and verbal conversations regarding a suicide by a student will be considered as a serious threat. The parent(s) will be notified and counseling will be required. To return to classes, the student must submit documentation from medical personnel stating that the student presents no danger to himself/herself or others. In the event of a suicide attempt of or the actual occurrence, the name of the student and family will be held in strict confidence by the school.

## **HONOR CODE AND PLEDGE**

Wardlaw Academy expects each student to live as a responsible and honorable person both on and off campus. When students are admitted to Wardlaw Academy, they become identified with the school. It is expected that their conduct will reflect favorably upon them and the school at all times. Therefore, the Honor Code is an integral part of the daily structure of school life which predicates the assumption that students are honorable and have the right to be trusted. Each student must take personal responsibility in accepting the Honor Code and Pledge. The Honor Code encompasses academics, behavior, and character.

## **HONOR CODE**

***“Wardlaw Academy students do not lie, cheat, or steal, or tolerate anyone who does.”***

It is important to note that our honor code was developed and implemented by the Wardlaw Academy Student Government Association during the 1993-1994 school year.

## PLEDGE

*“I pledge to always act in an honest, honorable, and accountable manner and expect the same of my fellow students. I agree to promote exemplary behavior at all times and understand that there are consequences for inappropriate actions.”*

Parents and student must acknowledge in writing that they understand and will adhere to the Honor Code and the Pledge.

## STANDARDS OF CONDUCT

Standards of conduct and specific school regulations regarding behavior are based upon consideration and respect for the rights of others. A student’s behavior and interaction toward other students and the faculty and staff is expected to reflect Christian values.

All students must understand clearly that in order to maintain its high standards, Wardlaw Academy reserves the right to discipline, suspend, or expel a student who is guilty of major misconduct on or off campus. The definition and application of major misconduct is left to the discretion of the Administration. Major misconduct includes but is not limited to fighting, hazing, bullying, vandalism, illegal drug and or alcohol use, illegal possession or use of weapons/firearms, theft, and tampering with documents. Failure to cooperate in any investigation may result in disciplinary action and/or expulsion from the school.

**The school will not tolerate situations or discussions by parents or students (in person or via social media) that undermine or defame Wardlaw Academy, the teachers, the administration, or the policies of the school. If such situations occur, the administration reserves the right to hold a conference with the student and parent(s), and if necessary, require the parent to withdraw the student from the school.**

## ACADEMIC HONESTY

The value of academic honesty is of utmost importance in the student’s development. Inappropriate actions will result in the **entire credit (zero) being deducted from a test or assignment, as well as other appropriate punishment.** Inappropriate actions include, but are not limited to, the following examples:

- Copying another student’s homework
- Lending another student homework to be copied
- Completing homework for another student
- Completing assignments for another student
- Plagiarism
- Using unauthorized notes
- Giving or receiving help on a test
- Communicating or attempting to communicate including, but not limited to, talking during a test
- Giving information about a test to a student who has not taken the test
- Using a calculator, computer, cell phone, or any other electronic device to complete an assignment or test without authorization from a teacher

**A copy of the Honor Code and Pledge will be provided to each student for review and signing by parent and student. Signing the honor code indicates that the parent and student have read and understand the policies articulated in the Handbook. This form, with appropriate signatures, is to be returned to the school office. Failure to return this form does not absolve students from adhering to the rules and policies stated in this *Handbook*.**

## **USE OF OFFICE TELEPHONES**

Telephones in the school offices are business phones and may only be used with the permission of office personnel. Student may make necessary school-related calls on the office phones to conduct class activity business. The teacher or activity sponsor will accompany the student or provide written permission to the Receptionist (long distance calls must be logged).

## **PROMOTIONAL POLICY**

### **Lower School**

3K, 4K, 5K and 1<sup>st</sup> grade placement is decided upon by the Lower School Principal with input from the appropriate teachers. Promotion of students who fail one or more subjects in grades 1 through 5 will be decided on an individual basis in a conference with the Lower School Principal, teacher, and parents.

### **Middle School**

To be promoted in the 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades, a student must pass all of their classes. If any classes are not passed, it is at the discretion of the Upper School Principal whether credit recovery would be an option.

### **High School**

To be classified as a sophomore (10<sup>th</sup> Grade), a student must have earned 6 units, including English I and Algebra I. To be classified as a junior (11<sup>th</sup> Grade), a student must have earned 12 units, including English II and Geometry or Algebra II. To be classified as a senior (12<sup>th</sup> Grade), a student must have earned 18 units, including English III and Geometry or Algebra II. Summer School and/or credit recovery offerings are at the discretion of the Upper School Principal and Head of School.

## **GRADING SCALE**

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

\*Wardlaw Academy uses the SC Uniform Grading Policy of 2016.

## **REPORT CARDS AND INTERIM REPORTS**

Report cards are issued at the end of each semester in grades K4-12. Interim reports will be issued as needed.

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

Grade Point Average is computed on a scale using all academic courses credited toward high school graduation. The course weight is based on the SC Uniform Grading Policy of 2016 weight for College Prep (CP), Honors (H), Dual Enrollment (DE) and Advanced Placement (AP) courses. Course listings and a copy of the grading policy are available through the Director of College Counseling. Class rank is based on cumulative GPA from grades 9-12. Students transferring to FH Wardlaw Academy in grades 10-12 will not be ranked until they complete two full semesters at FH Wardlaw Academy.

### **Class Officers/Student Government**

To be elected a class officer, students must have at least a "C" average and no significant disciplinary infraction.

### **Beta and Junior Beta Club**

Our Beta Club recognizes superior academic achievement in the Middle and Upper schools. Membership is based upon a student achieving a cumulative average of 92 or higher. Once a student is granted membership, he or she must maintain an overall cumulative average of 90 or higher.

### **Head of School Scholars**

At the end of the school year, the Head of School will acknowledge each student who has achieved a grade of 95 or greater in each academic subject for both first semester and second semester.

### **High Honor Roll**

At the end of the school year, a certificate will be presented to each student who has achieved a grade of 90 or greater in each academic subject for both first semester and second semester.

### **Honor Roll**

At the end of the school year, a certificate will be presented to each student who has achieved a grade of 85 or greater in each academic subject for both first semester and second semester.

\*\* Students will be recognized for Honor Roll for the first semester at a ceremony held in January. Second semester honor roll will be recognized on Awards Day in May.

### **Honor Graduates**

Honor Graduates are seniors with a cumulative GPA between 3.50 and 3.99 at the end of seven semesters. These students will wear a gold cord at Graduation.

### **High Honor Graduates**

High Honor Graduates are seniors with a cumulative GPA of 4.00 or above at the end of seven semesters. These students will wear a black, gold, and gray cord at Graduation.

### **Shepard's Red Cord Heroes Program**

Students donating blood to the Shepard Blood Center a minimum of six times will receive a red cord to wear at graduation.

### **Marshals**

Marshals for Baccalaureate and Commencement Exercises are the four juniors who have the highest GPA's at the end of five semesters. In case of a tie for number four; those tied will serve as Marshals.

### **Valedictorian and Salutatorian**

Class Rank is determined by the student's cumulative Grade Point Average. A senior's class rank is based on the GPA of all academic subjects counted toward high school graduation. The Valedictorian is the graduating senior with the highest GPA at the end of seven semesters. The Salutatorian is the graduating senior with the second highest GPA and the end of seven semesters. In order to qualify as either Valedictorian or Salutatorian, students must be enrolled at Wardlaw Academy for their junior and senior years in the high school college prep curriculum. If a candidate for Valedictorian or Salutatorian has any disciplinary infractions, the severity of the infractions will be reviewed by the administration and a decision on eligibility will be made on a case by case basis.

## **CURRICULUM**

### **Grades K-3 thru 5**

The Lower School is designed to present a coordinated curriculum in an effort to prepare students to build confidence as they approach the middle school years. Special attention is given to language arts, mathematics, science, social studies, and study skills. We offer students the opportunity to experience success during their formative elementary years. The curriculum offers enrichment courses in music, art, physical education, computer skills, library skills, and Spanish.

A student must have turned age 3 on or before September 1<sup>st</sup> in order to be enrolled into our K3 program. A student must have turned age 5 on or before September 1<sup>st</sup> in order to be enrolled into our K5 program. Any exceptions to these guidelines must have approval from the teacher involved and the administration.

### Courses Offered Grades 6-8

#### 6<sup>th</sup> Grade

English  
Vocabulary (.5)  
Mathematics  
Science  
Geography  
Physical Education (.5)  
Bible (.5)  
S.T.E.M. (.5)  
Study Hall, Music, or Drama

#### 7<sup>th</sup> Grade

English  
Vocabulary (.5)  
Mathematics  
Science  
South Carolina History  
Physical Education (.5)  
Bible (.5)  
S.T.E.M. (.5)  
Study Hall, Music, or Drama

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

English  
Computer 1 (.5)  
Pre. Alg. or Alg. 1  
Earth Science  
American History/Civics  
Physical Education  
Bible (.5)  
Study Hall, Music, Drama,  
or Weightlifting

\*Credits toward a high school diploma are earned in 8<sup>th</sup> grade Algebra I and Physical Education.

### Courses Offered 9-12

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

English I (CP or H)  
Algebra I or Geometry  
Art Appreciation (.5)  
Physical Science  
Computer Science 2 (.5)  
European History  
Communication (.5)  
Bible (.5)  
Study Hall, Music, Drama or Weightlifting

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

English II  
Geometry or Algebra II  
Biology I  
Government (.5)  
Economics (.5)  
Spanish I  
Bible (.5)  
Online Class  
Study Hall, Music, Drama or Weightlifting

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

English III  
Algebra II or Pre-Calculus  
US History  
College and Career (.5)  
Bible (.5)  
Spanish II  
Chemistry  
Study Hall, Music, Drama or Weightlifting

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

English IV or DC English  
Algebra III or DC Math  
Agriculture or DC Elective  
Yearbook (.5)  
Computer Science II (.5) or DC Elective  
Life Skills (.5)  
Bible (.5)  
Biology II  
Study Hall, Music, Drama, Spanish III,  
or Weightlifting

## DIPLOMA REQUIREMENTS

Wardlaw Academy uses diploma requirements that are above the standard set by SCISA. Our School utilizes South Carolina college entrance requirements in establishing diploma standards.

<b>Subjects</b>	<b>Units</b>
English I, II, III, IV or DC	4.0
Mathematics including Algebra I, Geometry, and Algebra II	4.0
Science including two lab sciences in same field	4.0
European History	1.0
Foreign Language	2.0
U.S. History	1.0
Physical Education	1.0
Fine Arts	1.0
Economics	0.5
Government	0.5
Computer Science I	0.5
Computer Science II	0.5
Electives	4.0+
<b>TOTAL (College Preparatory Diploma **)</b>	<b>24+</b>

\*\*Requires at least two years of the same foreign language

## STANDARDIZED TESTING

Standardized tests are administered to each student in grades 1 through 8 on an annual basis to determine school performance and placement of students. We utilize the following tests:

Iowa Test:                    Grades K5-8  
CogAT:                        Grades 3, 5, and 8

Upper School Students are required to take the following tests:

PSAT:                         Grades 9, 10, and 11 and Algebra I 8<sup>th</sup> Grade students  
SAT/ACT                     Grades 11 and/or 12

\*\*Students will be responsible for the cost of the PSAT, SAT and ACT

## EXAMINATION EXEMPTIONS

All students taking yearlong courses are required to take first semester exams. Students with a **90** or above average for the year may be exempt from the final examination in that course. Students are not required to come for the review if they have exempted the exam. Those students enrolled in semester courses may exempt semester exams as long as they have achieved an overall 90 or higher average for the semester.

\*\* In order for a student to receive credit for a course, he/she must not exceed **10 absences** (excused or unexcused) for a yearlong course or **exceed 5 absences** (excused or unexcused) for a semester course. **Tardies to class convert to absences based on total minutes late to a class.** The Head of School may excuse up to 20 days for

a yearlong course and 10 for a semester course for an extended illness with the **proper documentation**. Absences for fieldtrips, athletic contests, college days, or other school functions do not count toward these totals.

### **GRADE POINT AVERAGE (GPA)**

Grade Point Average is computed on a scale using all academic courses credited toward high school graduation. The course weight is based on the SC Uniform Grading Policy weight for College Prep (CP), Honors (H), and Advanced Placement (AP) courses. Course listings and a copy of the grading policy are available from The Director of College Counseling.

### **HOMEWORK**

Wardlaw Academy strongly endorses homework in every grade to reinforce learning activities that occur each day in the classroom and to provide individual learning experiences in addition to the material covered in the classroom. Homework is not to be assigned as a punishment. Teachers are encouraged to use homework as part of the overall grading. All assigned homework should not be considered “busy work”.

#### **Lower School Homework**

Homework, projects, and reports may be assigned at the discretion of the teacher on week nights. If a student is not absent or excused from the class assignment and turns in an assignment a day late, a 25% deduction in credit will be taken. After two (2) days, a 50% deduction in credit will be taken. After three (3) days, a zero (0) will be recorded. Any adjustment to this policy must meet administrative approval.

\*\*Lower School students **do not** have homework assignments on the weekend.

\*\* Lower School students may only have a maximum of the following combination in a school day: 2 tests and one quiz, 1 test and two quizzes, or three quizzes. A minimum of two days notice must be given for all tests and quizzes.

#### **Upper School Homework**

Homework, projects and reports may be assigned at the discretion of the teacher on week nights and/or weekends. The goal is for no more than 1.5 hours of homework a night for Upper School students. All students are expected to do their homework thoroughly and turn it in at the beginning of the class on the date when it is due or at the discretion of the teacher.

If a student is not absent or excused from the class assignment and turns in an assignment a day late, a **50%** deduction in credit will be taken. After two (2) days, a zero (0) will be recorded. Any adjustment to this policy must meet administrative approval.

\*\*Students may only have a maximum of the following combination in a school day: 2 test and one quiz, 1 test and two quizzes, or three quizzes. A minimum of two days notice must be given for all tests and quizzes.

### **ATTENDANCE**

One of the most important factors in achieving academic excellence is attendance. Therefore, perfect attendance is rewarded annually by the Head of School. Students at all grade levels should strive for perfect attendance. Students who are excessively absent or tardy have difficulty maintaining their grades and may also lose credit.

Wardlaw Academy does not make a judgment on a parent’s decision to permit a child to miss school. Parents must realize absences for causes other than illness or a family emergency are detrimental to a student’s academic record and learning. Each student and parent should realize the necessity of regular attendance. Excessive absences or tardiness is grounds for dismissal.

In order for a student to receive credit for a course, he/she must not exceed **10 absences** (excused or unexcused) for a yearlong course or exceed **5 absences** (excused or unexcused) for a semester course. The Head of School may excuse up to 20 days for a yearlong course and 10 for a semester course for an extended illness with the **proper documentation**. Absences for fieldtrips, athletic contests, college days, or other school functions do not count toward these totals.

Upon a student's return to school, he/she must bring a written excuse to the office signed by a parent/guardian or a doctor. **A doctor's excuse must include the time you check-in and the time you check-out from your appointment.** Excuses must be brought within **three days** or the absence will be unexcused. In the case of an extended illness, the excuse must contain the appropriate dates and be signed by a doctor. The decision as to whether an absence is excused or unexcused is left to the discretion of the Head of School.

**Athletes must be present for four (4) periods of the school day in order to participate in athletic events on the day of absence.** *Exceptions must have prior approval from the Athletic Director and Head of School.*

### **TARDIES**

School begins each day at 8:00 a.m. and students are expected to be on time. **As of the 2017-18 school year, 1<sup>st</sup> period in the upper school begins at 8:00 a.m. and homeroom will take place after 2<sup>nd</sup> period.** All students (K3-12) who are tardy for school must report directly to the school office.

#### **Lower School**

Students must be signed in by a parent at the main office. Students will be walked to their classroom by an administrator. Excessive tardiness may result in a Head of School/Parent conference. All students may accrue (5) cumulative tardies per semester. Note the following policy beginning at the 6<sup>th</sup> tardy:

6 <sup>th</sup> and & 7 <sup>th</sup> tardy	10 minutes out of recess
8 <sup>th</sup> tardy and beyond	Entire recess is taken

#### **Upper School**

All student may accrue (5) cumulative tardies per semester. Note the following policy beginning at the 6<sup>th</sup> tardy: **Excessive tardies will result in punitive measures, plus minutes tardy to a class will be totaled and converted to absences for that class. (e.g. being five minutes late, nine times in a class will convert to 45 minutes missed of class and also equal an additional absence.**

### **MAKE-UP WORK**

**If a student is absent, he or she will have the number of days he or she was absent to make up the work that was missed. For example, if a student was absent for one day, he or she has one day to make up the work; if he or she misses two days, he or she will be allowed two days to make up the work. (e.g. A student is absent on Tuesday, comes back Wednesday and gets their work and the work is due on Thursday. A teacher may require that a student make up a test outside of class time.**

The following procedures for make-up work should be used by a student for an absence:

- On the day a student returns, he or she must see each teacher, ask for the assignments that were missed, and make arrangements to take any missed quizzes or tests in the time period specified.
- Any test announced prior to an absence, must be taken immediately upon return.
- All assignments, which were announced prior to the absence, are due when the student returns.
- Students who appear to be developing a pattern of absences on test days or days when major projects are due will meet with the Area Principal and a letter informing the parent, as applicable, will be sent home.
- Parents requesting assignments need to contact the office by 11:00 a.m.

## ATHLETICS

**Eligibility:** Wardlaw Academy is a member of the South Carolina Independent School Athletic Association and abides by SCISA rules and regulations. Sports eligibility is determined by following the SCISA Blue Book guidelines. This requirement applies to all sports and athletic activities. A student that quits a team could be prohibited from further sports participation during the school year. The final decision will rest with the Director of Athletics and the Head of School.

### **ARTICLE VI – SCISA ELIGIBILITY RULES: STUDENT**

#### **SECTION I: ACADEMIC REQUIREMENTS: ACADEMIC ACHIEVEMENT IS A PREREQUISITE TO PARTICIPATION.**

A. A student in grades 9-12 must take and pass at least four (4), one unit CORE Courses or any five (5) one unit courses, each grading period (6/9/12 week) or semester to be eligible. Students below the 9th grade must pass four (4) subjects each grading period/semester. A senior who has met or is meeting all requirements for graduation must pass four (4), one-credit courses each marking period/semester. *Note: A student must have earned 4 core units or any 5 units of credit to be declared eligible at the start of a school year. Also, courses taken during the school year by the “Home School” method are not eligible for athletic eligibility determination. “Virtual school” course will be considered on a case by case basis and must receive prior approval.*

B. Any student who did not receive credit for at least one-half of all courses taken the previous school year cannot be declared eligible until after the successful completion of the 1st semester. A maximum of two credits earned during summer sessions may be accepted from an accredited school with an established summer school program.

C. A student may use college credit courses for eligibility purposes provided the student has met or is meeting all requirements for graduation. A maximum of One (1) Correspondence Course per school year may be used for eligibility purposes.

D. A One Credit Course is a course taken for 36 weeks, one period each day for a minimum of 45 minutes. A course taken each day as above for 18 weeks would be a half credit which when combined with another half credit course would be the equivalent of a one credit course. A course taken for 36 weeks but only three, 45 minute periods each week would not be a one credit course. *Note: A One Credit Course taken for 18 weeks shall meet for one period each day for a minimum of 90 minutes. Dual Credit Courses are treated as one half of a Carnegie unit.*

E. Core Courses: Those courses in English, Mathematics, Science, Social Studies, Computer Science and Foreign Language that are recommended by the Commission on Higher Education and are common to SCISA schools.

F. Eligibility is to be declared on the fourth (4th) school day after the end of the marking period. A student shall become eligible or ineligible at 12:01 AM on the fourth school day after the end of the marking period. *Example 1:* The marking period ends on Friday. Student X becomes eligible or ineligible at 12:01 AM on Thursday. *Example 2:* The marking period ends on a Monday, and Tuesday is a holiday for students. Student Y becomes eligible or ineligible at 12:01 AM on the following Monday.

**\*\* If you have any questions concerning athletics, please see our Director of Athletics.**

## AUTOMOBILES AND PARKING

All drivers must drive cautiously and carefully through the parking lot. Any student who operates a vehicle in an unsafe manner on or near the campus, or violates parking regulations may lose his/her driving privileges at the school for a period up to one year.

## **Student Parking**

The student parking lot is located in the gravel parking lot beside the Gymnasium. All students are expected to park their vehicles in the student parking lot only. Upon arriving or leaving the parking area and during the school day, students are not to congregate in or around cars. Students are not permitted to go to their cars during the school day without administrative approval. Unauthorized Vehicles found parked in the handicapped parking spaces will be towed at the owner's expense.

## **LOCKERS**

Students in grades 3-12 will be assigned lockers by the homeroom teachers. Lockers are expected to be kept neat and attractive at all times. Nothing can be permanently attached to the lockers and nothing can be on the outside of lockers. Lockers are the property of the school and Wardlaw Academy reserves the right to inspect lockers at any time.

## **LUNCH AND BREAK**

During lunch and break, upper school students should consume all food and drinks in the Canteen. Students should not take food or drinks in the hall, classrooms, or gym. Upper school students should remain in the canteen during break and lunch. Gum will not be allowed during the school day.

\*\*Middle and Upper School student athletes may have a water bottle in class while they are "in-season". The bottle must be **clear** and only contain **water** or a **sports drink**. Any student athlete in violation of this rule will lose this privilege for the rest of the school year.

## **EARLY DISMISSAL**

Requests for early dismissals should be presented to the school office prior to 8:15 a.m.

## **FIELD TRIPS**

Field trips are an integral part of our curriculum. These trips provide our students with hands on educational experiences. Students are strongly encouraged to participate in all class trips. Please call the office if extenuating circumstances exist that will not allow your child to attend a field trip. **Field trips require additional cost above the tuition charged by Wardlaw Academy. Please note that the fee per child is calculated after the sign-up process. In the event that your child must withdraw from a trip, money will not be refunded.**

**\*\* Only students enrolled at Wardlaw Academy may attend school field trips. \*\***

## **YEAR END PARTIES**

All class parties to celebrate the end of the year must take place on campus. If a class wishes to celebrate off campus, the party must take place after school has been dismissed. Classes may not leave school early in order to travel to the party site.

## **FLAG RAISING**

The United States, South Carolina, and Christian flags will be displayed in front of the main building during school hours. Our 5<sup>th</sup> grade class has the privilege and responsibility of raising and lowering the outside flags throughout the school year.

## **TRANSPORTATION**

The safety of our students is of paramount concern to all individuals associated with Wardlaw Academy. Transportation to field trips or athletic events must be provided by adults who are at least 21 years old. All participants must travel with, adults to and from an event. The sponsor or coach of the activity has the full responsibility and authority to make appropriate transportation arrangements. It is important to note that it is never appropriate to have students driving or riding with other students to or from a field trip or athletic contest. The sponsor, at his/her discretion, may release a student to his /her parent. Written permission must be provided by a parent to allow their child to ride with any other adult. A seat belt must be provided for each passenger. Parents who drive for field trips must fill out a volunteer driver and return it to the School office.

## **STUDENTS WHO ARE 18 YEARS OLD OR OLDER WHILE ATTENDING WARDLAW ACADEMY**

While the school recognizes that 18 year olds have legal rights as adults, the school's mission starts with "partnering with parents" and unless we have appropriately engaged parents, we can't accomplish our mission. Students who reach 18 years old before graduation will be considered an "eligible student" and be treated the same as all other students with the exception of having access to records. Parents or eligible students have the right to inspect and review the student's education records maintained by Wardlaw Academy. The expectation is that all of our students, even 18 year olds, are under the authority of their parents as well as the teachers and administrators of Wardlaw Academy until students are no longer enrolled at the school.

## **CONFIDENTIALITY OF STUDENT RECORDS**

Parents or eligible students have the right to inspect and review the student's education records maintained by Wardlaw Academy. Wardlaw Academy will provide copies of records when extenuating circumstances arise. Example: great distance makes it impossible for parents or eligible students to review the records. A fee will be charged for copies.

Parents or eligible students have the right to request that Wardlaw Academy correct records they believe to be inaccurate or misleading. If the School decides not to amend the record, the parent or eligible student then has the right to a formal hearing. This hearing will be conducted by a committee appointed by the Head of School who serves as the chairman. The decision of this committee is final. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Wardlaw Academy must have written permission from the parent or eligible student in order to release any information from a student's education record, with the following exceptions:

FERPA allows disclosure of information from a student's education record, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

## **EDUCATIONAL SUPPORT PROGRAM (WILL BE UPDATING)**

Wardlaw Academy does not provide special education teachers to meet the needs of emotionally physically, or learning disabled students.

The Learning Support Program is designed to support students in their academic endeavors. We offer academic accommodations and interventions with students who have learning differences. The learning support teacher will work directly with classroom teachers, students, and parents to create an academic plan to best help students with learning differences so they may be successful in the classroom.

### **Academic Accommodations**

Wardlaw Academy will work with students who need academic accommodations (e.g., extended time for tests, use of laptops); provided a psycho educational evaluation is on file with the school and that the school administration and parents can agree on reasonable accommodations to be provided.

### **Academic Modifications**

Wardlaw Academy will not modify its curriculum and/or assignments for individual students.

## **COMPUTER LABS**

The desktop computer lab is for the use of all Wardlaw students, faculty, and staff. The computer lab hours are normal school hours Monday through Friday. Students must be accompanied by a faculty member at all times. No food or drink is allowed in the computer lab. There are also mobile laptop computer labs available for teachers to use in both the Upper and Lower Schools.

## **LIBRARY/MEDIA CENTER**

The Library/Media Center serves enrolled students in Lower School, Middle School, and Upper School, as well as faculty and staff. The Librarian provides story time for K-4 and K-5 and instruction in research-literacy skills, reading motivation, and reference assistance to Lower, Middle, and Upper School students. Library hours are normal school hours Monday through Friday. In order to maintain the collection, students must take responsibility for the care of and prompt return of all materials borrowed from the library. All loaned items must be returned to the library in the same condition in which they were presented at the time of check-out. A student's financial account will be billed for all unreturned library items.

\*AR Tests may be taken from 7:30 a.m.- 7:55 a.m.

## **CAMPUS VISITORS**

For security and to avoid the disruption of the learning process, all visitors, including parents, must check in at the Administrative office in the Upper School building. No individual may go beyond the main office without the Head of School's permission and a visitor's pass. To ensure that someone can assist them, parents are asked to call ahead for appointments with the administration and faculty. Our classrooms may be visited by parents and grandparents throughout the academic year by scheduling an appointment with the Area Principal. Prospective students must make prior arrangements with the administration in order to visit an individual class or take part in our entire school day. Also, families who are interested in enrolling students at Wardlaw Academy can be given unannounced school tours throughout the entire school year.

## **ABUSIVE BEHAVIOR OR SEXUAL HARASSMENT**

The philosophy and mission of Francis Hugh Wardlaw Academy is in direct opposition to any abusive behavior against students, teachers or staff which leads to physical injury, sexual molestation, sexual exploitation, or sexual harassment.

Abusive behavior is defined as negligence or exploitation of a child or any act that causes physical injury or involves sexual molestation or sexual exploitation.

The faculty and staff will adhere to South Carolina Law. Teachers will report any suspected incident of child abuse, which includes negligence, physical abuse, molestation, or exploitation to the administrative staff. The administrator will report the incident to the authorities and or the Department of Family and Children Services. The same reporting procedure applies to any suspected or known concerns posing serious threat to the health, safety, and welfare of a student.

Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, or sexually motivated verbal (i.e., name calling) or physical conduct. Prohibited behavior includes unsolicited and unwelcome sexual advances written, visual, or physical. Any such conduct should be reported to the counselor or administrative staff, and all complaints will be investigated.

Any student who engages in abusive behavior or sexual harassment will be subject to disciplinary action, up to and including expulsion from School.

Francis Hugh Wardlaw Academy prohibits retaliatory behavior against any complainant or any participant in the complaint process. Anyone who engages in retaliatory action will be subject to the same punishment as the perpetrator.

Fighting or any abusive action to another student may result in suspension, expulsion or other disciplinary actions at the discretion of the Head of School.

## **AGGRESSIVE, THREATENING, OR BULLYING BEHAVIOR**

Wardlaw Academy offers an excellent academic counseling program. However, the School is not equipped to accommodate students with behavioral or emotional disorders.

Aggressive or threatening behavior and bullying are not tolerated. Appropriate disciplinary measures will be taken if these behaviors occur. If this behavior persists, parents will be notified, and a recommendation for outside psychological assistance or recommendation that the student be placed in a different school may be made by the administration. Such behavior may be grounds for immediate expulsion.

## **DISMISSAL OF STUDENTS**

The School reserves the right to dismiss or suspend a student if, in the judgment of the School authorities, such action is deemed in the best interest of the school. Students who are suspended from school will have 20% deducted from any make-up work or tests missed during the suspension period. Suspended students are not allowed to participate in school events during the suspension period.

When the School feels parent dissatisfaction is such that the child's best interests are being harmed, the School may ask the parent to withdraw the child from Wardlaw Academy.

### **DRUG AND ALCOHOL POLICY**

Francis Hugh Wardlaw Academy is dedicated to recognizing and developing the worth and dignity of each student. Additionally, Wardlaw Academy is committed to educating and graduating drug-free students. Illegal substance use, including the use of alcohol and illicit drugs, endangers the realization of one's potential for education and life. Such use jeopardizes the safety of all students and the quality of the Wardlaw Academy educational experience.

Furthermore, the School abides by all pertinent state and federal laws. The school does not condone illegal conduct. It is against the law for individuals under the age of twenty-one to be under the influence of, to use, to purchase, to distribute or to be in possession of alcoholic beverages. It is also against the law for individuals at any age to use, possess, purchase, distribute or be under the influence of non-prescription controlled substances. *Such behavior by students at any time on campus, or while attending a Wardlaw Academy function, athletic event, and/or extracurricular activity is strictly prohibited.*

The quantity and/or particular kind of illegal substance is of little significance; minimal possession or minimal consumption is a violation, just as are possession or consumption of larger quantities. The possession of drug-related paraphernalia is also strictly prohibited. By enrolling students in Francis Hugh Wardlaw Academy, parents accept the school's position on illegal drug use and alcohol and understand that the policy set forth here is consistent with the laws of our community and in the best interest of all students. Students may also be required to undergo a school-approved professional drug/alcohol assessment or submit to drug/alcohol testing. Refusal to submit to such testing will be a violation of this policy.

Violations of the policy are grounds for dismissal from Francis Hugh Wardlaw Academy. Students not immediately dismissed will be suspended, required to perform community service, complete an accredited drug/alcohol program and placed on disciplinary probation or any combination of these above.

### **TOBACCO**

The use of tobacco products is prohibited. Wardlaw Academy is a tobacco free campus.

### **ELECTRONICS**

Students may not use cell phones, iPods, CD players and headsets, or any type of electronic device during the school day from 8:00 a.m. - 2:30 p.m. All electronic devices should be powered off before entering the buildings.

\*\* Middle and Upper School students may use cell phones during designated times (at break and lunch).

Non compliance will result in the following disciplinary actions:

First offense: Electronic device will be taken and a parent must pick it up from the office.

Second offense: Electronic device will be taken and a parent must pick it up from the office and the student will serve a detention.

Third offense: Electronic device will be taken and a parent must pick it up from the office. The student will serve two detentions. Should the student continue to use the electronic device, further consequences will be determined by the administration.

### **INTERNET ACCEPTABLE USE POLICY**

Students are responsible for appropriate behavior on the school's computer network. Internet access is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing the Internet and utilizing the school's computer resources.

All Internet users are subject to the following rules and regulations and are required to sign an internet user agreement.

1. **Acceptable Use:** The purpose of the school network/internet is to support research and education by providing access to sources from across the world and to allow for collaborative work opportunities. The school's network is only to be used to further these aims and its use must be consistent with the educational objectives and community values of Francis Hugh Wardlaw Academy.
2. **Privileges:** The use of the network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The network administrator, faculty members, and Head of School will deem what is inappropriate and may revoke privileges at any time.
3. **Network Etiquette:** You are expected to abide by the generally accepted rules of network etiquette. These will be covered in the users' training session and include, but are not limited to the following:
  - a. Sharing username and password are prohibited
  - b. Be polite. Do not use abusive language in your messages to others.
  - c. No swearing, vulgarities, or other inappropriate language is allowed.
  - d. Degradation or misrepresentation of the good name and reputation of Francis Hugh Wardlaw Academy is strictly prohibited.
  - e. Illegal activities are strictly forbidden.
  - f. Students should not reveal their personal address, phone number, or those of other students and classmates.
  - g. Remember that e-mail and social networking sites are not private. People who have access to any part of the e-mail transmission chain or social site have access to your information.
  - h. Use of the network in such a way that you disrupt the use of the network by others is prohibited.
  - i. All communication and information accessible via the network should be assumed to be subject to copyright law.
4. **Disclaimer:** Network users must recognize the risk in utilizing the school's technological infrastructure. The school will not assume responsibility for damages you may undergo. Wardlaw Academy makes no warranties of any kind, whether expressed or implied, for the service it is providing. This includes the loss of data resulting from delay, non-deliveries, miss-deliveries, or service interruptions caused by its own negligence or by errors or omissions of yours. Use of any material obtained via the Internet is at your own risk. Wardlaw Academy specifically denies any responsibility for the accuracy or quality of information obtained through its services.
5. **Security:** Security on any computer system is a high priority, especially when the system involves so many users. If you feel you can identify a security problem on the Internet or with the system, you must bring it to the attention of the network administrator or your teacher. Do not demonstrate the problem to others. Attempts to log in to the system as someone other than you will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
6. **Vandalism:** Vandalism will result in revocation of access and disciplinary action. Vandalism is defined as a malicious attempt to harm or destroy data of another user, the internet, the school, or other networks. This includes, but is not limited to, the uploading of computer viruses and any physical damage to any equipment.

Discipline is a responsibility shared by the entire Wardlaw Faculty and Staff. Each faculty and staff member is empowered to handle discipline at his or her discretion in an effort to achieve the best possible learning environment. The Head of School will handle major or chronic violations.

The Board of Directors is not involved in disciplinary procedures.

## **PARENTAL/VISITOR PARTICIPATION AND EXPECTATIONS**

\*\* All parents and visitors must sign in at the main office to obtain a “visitors badge”. Please make sure you sign out upon leaving the Wardlaw campus.

### **Conduct and Behavior**

Parents or visitors on campus are expected to conduct themselves in a manner that reflects courtesy and respect to the faculty, staff, and administration, and to students. Harassing or threatening language or actions will not be tolerated. Individuals who have concerns should direct them in a professional manner to the school’s administration. The school reserves the right to ban anyone from its campus or school-related activities.

### **Advertising and Solicitation**

The sale of any item or solicitation of funds on school grounds or in the school name must be approved by the Head of School. Advertising of any function that takes place outside the school must be approved by the Head of School.

### **Communicating Concerns to the Teacher and the Administration**

The school’s philosophy emphasizes the importance of community and parental cooperation in terms of helping each student realize his or her potential. Parental involvement, therefore, takes a variety of forms, depending on the grade in which the child is enrolled. Parents should also understand that they select and pay for the privilege of enrolling their child in an educational environment that has established its curriculum and policies. The Head of School must make decisions with regard to existing policies, the school’s philosophy, and the greater good of the school.

### **Parent-Teacher Communication**

Teachers make every effort to inform parents of their child’s progress and needs. Academic work is sent home for review, and notes are often included for parents to review, sign, and return. **When a parent perceives a concern or problem about the child or the classroom, he or she should contact the teacher first to discuss the concerns.** Parents’ best line of communication with their child’s teacher is e-mail. Every member of the faculty, staff, and administration has an assigned e-mail address. Messages may be sent to them by simply typing the person’s first initial and last name followed by @wardlawacademy.com.

Parent memos may be completed by staff and faculty members throughout the school year. Parent memos are mailed directly to parents and provide important information on the progress of your child. They should be signed and returned to the teacher.

If a conference is needed, parents should always make a mutually convenient appointment in advance with the teacher via a note, email, or phone call to the school. Parents are asked not to conference with teachers or other parents before or after school in the hall, classroom, or carpool. Discussions should respect and adhere to the professional observations and judgment of the faculty. If, after talking with the teacher, a parent continues to be concerned, then the matter should be presented in a conference with the Head of School. (In such situations, the teacher is present.) The Head of School’s decision will be final. Parents are expected to abide by the administrative decisions.

**The school recognizes the right for a parent to disagree. However, the school will not tolerate situations or discussions (in person or via social media) that undermine teachers, the administration, or the policies of the school. If such situations occur, the administration reserves the right to hold a conference with the parent, and if necessary, require the parent to withdraw the student from school.**

## DRESS CODE

The basic responsibility for the appearance of the students of Wardlaw Academy rests with the parents and students themselves. Clothing and appearance that don't reflect appropriateness and modesty and disrupts the educational process by drawing attention to the wearer will not be allowed. Our goal is to make sure our students realize there are traditional and expected standards of dress for particular institutions, circumstances, and occasions. Every effort will be made to enforce the dress code across the board.

The following guidelines must be followed:

- All students are expected to dress in good taste in an effort to be neat and attractive at all times.
- Students must remove caps and hats **before** entering the buildings. They must be stored in a locker between 7:30 a.m. and 2:30 p.m.
- Students must wear appropriate footwear at all times due to safety and insurance regulations.
- Heels of girls' shoes cannot be of excessive height.
- Clothing which advertises alcohol, tobacco, illegal substances, rock groups, or inappropriate messages are not acceptable.
- Shorts, skirts, skorts, are to have a 4" inseam.
- Dresses are to be no shorter than the finger tips when the arms are extended down the sides. Girls backsides are to be completely covered at all times. (when both sitting and standing)
- No open back dresses.
- All clothing must be free of holes, frayed or ragged hems, and without inappropriate writings.
- All tops must have an appropriate neckline (absolutely no cleavage revealed).
- All tops must overlap skirts, shorts, or pants so that the midriff will be covered at all times.
- "Spaghetti straps on tops are not allowed. Straps should be at least 3 finger widths wide.
- No "fad" haircut or color is allowed. (Examples)



- Maximum hair length for male students is the top of the collar and above the eyebrows.
- Gentlemen are to be clean-shaven (no beards or moustaches) and free of earrings.
- Shorts, slacks, or jeans must be worn at the natural waist. No underwear can be showing.
- Sweat shirts are allowed, however, the "hood" **may not** cover your head at any time during class or in the school building.
- **Honor Roll Ceremonies/ Field Trips/ Awards Day/ SCISA Events:** "Sunday Dress" is required unless otherwise specified by the teacher or Head of School
- **No leggings, No yoga pants/No yoga capris, and No tight fitting pants, shorts, or skirts of any kind.**
- Students in violation of the dress code will be sent home. Classes missed during this time are unexcused. Appropriateness of dress and disciplinary actions are at the discretion of the Head of School.

## TRANSGENDER POLICY

The standards of student conduct have been developed to ensure that a Christ-centered environment permeates the learning atmosphere of Francis Hugh Wardlaw Academy. In keeping with our mission statement and guiding principles, the board of directors, students, faculty, and administration alike will:

Conduct oneself in accordance within his/her God created gender as stated on the state certified birth certificate by: (a) dressing in conformance with one's biological sex or (b) using the restrooms, locker rooms, and changing facilities conforming with one's biological sex.

Francis Hugh Wardlaw Academy believes that God wonderfully and immutably creates each person male and female and these distinct, complementary genders together reflect the image and nature of God (Genesis 1:26 – 27).

The Administration reserves the right to dismiss a student who, in their judgment, does not conform either to the stated regulations of student conduct or to the expressed philosophy, mission and policies of Francis Hugh Wardlaw Academy.

## STUDENT HEALTH FORMS

Wardlaw Academy students are required to have a *Student Health Form* on file prior to the first day of school. This form must be completed annually. It is the responsibility of the parent to notify the school if the health needs of the student change. This form alerts school Administration to allergies, medical conditions or physical limitations of your child. It also authorizes the school office to administer certain over-the-counter medications should your child become ill or injured during the school day. **Any student who does not provide a current *Student Health Form* prior to the first day of school will not be allowed to attend school.**

## IMMUNIZATIONS

Wardlaw Academy requires that all students have a complete, up to date Certificate of Immunization on file prior to the first day of school. These forms can be obtained from your physician or local public health department. **Any student whose immunization record is missing or incomplete will not be allowed to attend classes until compliance is obtained. In the case of a religious exemption, a notarized statement is acceptable in lieu of a certificate.**

## MEDICATIONS

Medications should be given at home rather than school whenever possible. If a medication needs to be taken during the school day, the student must go to the school office to obtain the medication. Records will be kept of all medications administered. Students are not permitted to have medications in their possession on campus. The only exceptions to this are students with certain medical conditions, such as diabetes, asthma, or severe allergies. The school Administration may allow the student to carry the necessary medications or supplies. Students who use an inhaler or carry an Epi-pen **MUST** provide the school Administration with an extra Epi-pen/inhaler prior to the first day of school.

### **Prescription Medications**

1. An ***Authorization for Medication Form*** must be filled out and signed by **both** the parent and physician. A new authorization form must be received if the medication dosage is changed during the school year. The school will not give any medication without the completed form.
2. All prescription medication must be in the original container and labeled by the pharmacy. No medication from an envelope, plastic bag, etc., will be given. Ask your pharmacist for an extra empty bottle with a label on it for prescription medicines that need to be given at school.

### **Non-Prescription (over the counter) Medications**

All non-prescription medications must be in the original container and accompanied by an *Authorization for Medication Form* or a written request signed by the parent/legal guardian. The physician's signature is not required. No medication received in a plastic bag, envelope, etc., will be given to a student. The request must include:

- Student's first and last name
- Grade/Teacher
- Name of medication
- Amount to be given
- Time(s) to be given
- Reason medication is to be given
- Length of time medication is to be given

The only over-the-counter medications stocked in the Health Clinic are listed on the *Student Health Form*. They include: Acetaminophen (Tylenol equivalent), Ibuprofen (Advil/Motrin equivalent), Tums, Benadryl, and antibiotic ointment. These medications will only be given if permission is indicated on the *Student Health Form*. No other OTC medications will be given, unless the medication is provided by the parent, with a completed *Authorization for Medication Form*. **There will be NO EXCEPTIONS to this policy.**

### **STUDENT ILLNESS**

We ask that you do not send your child to School if he or she is sick. The following are a few guidelines to follow:

- Temperature – Your child must remain home if he or she has an elevated temperature (100 degrees or higher). Your child should be fever-free, without taking any medication for 24 hours, before returning to school. If your child comes to School with a temperature 100 or higher you will be called to pick him or her up.
- Diarrhea – If your child has diarrhea that cannot be controlled, he or she should remain home, or you will be called to pick him/her up.
- Vomiting – Your child must not have vomited **related to illness** for 24 hours prior to returning to School.
- Contagious Diseases – Your child must remain home when he or she shows symptoms or has been diagnosed with a contagious disease, such as strep throat, conjunctivitis (pink eye), impetigo, ringworm, head lice, skin rash, drainage from ears, nasal drainage, and frequent uncontrollable cough. Please inform the school of any contagious illnesses your child may have contracted.

Wardlaw Academy observes a no nit policy. Students will be excluded from school and all school sponsored events until head lice, lice eggs (nits), and egg cases have been removed. He or She must have a release from a physician in order to return to school.

If your child exhibits any of the above illnesses, we will call you to pick up your child. If you cannot be reached within a reasonable amount of time the emergency contacts listed on the *Student Health Form* will be contacted.

All student health information will remain confidential.

### **Illness at School**

The School makes every effort to contact the parents if a student becomes ill at School. Parents are expected to pick up a sick child as soon as possible. A child who does not feel well or who has a fever should not be sent to School. Students with contagious ailments must remain at home.

### **INSURANCE**

Wardlaw Academy does not provide health or accident insurance coverage for its students. Parents are encouraged to enroll their children, especially those who anticipate playing sports, in additional accident coverage.

After reading the 2016-2017 Handbook for Parents and Students and reading the Honor Code and Pledge below, all parents and students must sign this agreement and return it to the School. Failure to return this form does not absolve students from adhering to the rules and policies stated in the handbook.

**Please sign both sections below to acknowledge that you have read and reviewed the Wardlaw Academy Honor Code and Pledge; as well as the Handbook for Parents and Students.**

**HONOR CODE AND PLEDGE**

Wardlaw Academy expects each student to live as a responsible and honorable person. When students are admitted to Wardlaw Academy, they become identified with the School. It is expected that their conduct will reflect favorably upon them and the School at all times. Therefore, the Honor Code is an integral part of the daily structure of School life which predicated the assumption that students are honorable and have the right to be trusted. Each student must take personal responsibility in accepting the Honor Code and Pledge. The Honor Code encompasses academics, behavior, and character.

“Wardlaw Academy students do not lie, cheat, or steal, or tolerate anyone who does.” It is important to note that our honor code was developed and implemented by the Student Government Association during the 1993-1994 school year.

**Pledge**

*“I pledge to always act in an honest, honorable, and accountable manner and expect the same of my fellow students. I agree to promote exemplary behavior at all times and understand that there are consequences for inappropriate actions.”*

**I have read, understand, and agree to abide by the Wardlaw Academy Honor Code and Pledge.**

Parents’ Signature \_\_\_\_\_

Student’s Signature \_\_\_\_\_

Grade \_\_\_\_\_

**I have read, understand, and agree to abide by the policies stated in the Wardlaw Academy Handbook for Parents and Students.**

Parents’ Signature \_\_\_\_\_

Student’s Signature \_\_\_\_\_

Grade \_\_\_\_\_

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