

WINCHESTER ACADEMY



MIDDLE AND HIGH SCHOOL
PARENT & STUDENT
HANDBOOK

REVISED AUGUST 23, 2010

Campus I:
(Preschool/K) Winchester Academy
915 S. Cameron Street
Winchester, VA 22601
Phone: (540) 542-1100
Fax: (540) 542-1601
Main Office Hours: 8:15 a.m.-3:45 p.m.

Campus II:
(Grades 1-5) Winchester Academy (Physical address only. No mail accepted.)
1317 S. Pleasant Valley Road
Winchester, VA 22601
(540) 667-6530
Hours of Operation: 8:15 a.m.-3:45 p.m.

Campus III:
(Grades 5-12) Winchester Academy
1305 Opequon Avenue
Winchester, VA 22601
(540) 542-1101
Hours of Operation: 8:00 a.m.-3:30 p.m.

Program Hours:
Preschool Hours: 8:45 a.m.-12:00 p.m.
Elementary Hours: 8:30 a.m.-3:30 p.m.
Middle/High School Hours: 8:15 a.m.-3:15 p.m.
Clubhouse Hours: 7:30am-8:45am and 12:00pm- 6:00pm

Middle and High School Logo:



School Colors: Navy Blue, Silver

School Mascot: Eagle

School Motto: *Pursuing Academic Excellence & Individual Talents*

School Scripture: ...but those who hope in the LORD
will renew their strength.
They will soar on wings like eagles;
they will run and not grow weary,
they will walk and not be faint.
Isaiah 40: 31

School Song: We are eagles flying high,
Mounting wings across the sky.
With the Father's loving hand
We will do the best we can.

We'll grow in wisdom and be strong
Learn to choose right over wrong.
We are eagles flying high,
Mounting wings across the sky.

With school spirit filled we'll be at Winchester Academy.

School Website: www.winchesteracademy.org

Tax Status: Non-Stock Corporation, Incorporated in Commonwealth of Virginia,
organized and operated exclusively for educational purposes as a non-
profit organization under the provisions of Section 501(c) 3 or the
Internal Revenues Code.

Gifts to the school are fully tax-deductible.

Brief History of Winchester Academy

Winchester Academy was founded in 2000 with a desire to bring quality education to the Winchester area. In the first year, Enrichment Services, Inc. opened and began serving area students who needed individualized tutoring. The program has served over 400 students ranging in age from Kindergarten to Grade 12.

In 2001, Winchester Junior Academy was founded to serve the younger child within the community. A high-quality preschool program was organized to raise the bar for all preschool programs in the area. Small class size, quality education opportunities, foreign language, and computers were all progressive educational experiences for this growing community.

In 2002, Winchester Academy started with a class of Kindergarten students. These students were provided with a developmentally appropriate program that stretched the minds of all children and allowed for creativity along with meeting their individual needs. The success of this small class led to the expansion of the school which has added a grade each year. In 2009 the school added Winchester Academy High School and opened its doors to students in grades 9 - 12.

Winchester Academy Middle and High School Mission Statement

To provide students with an academically challenging program of studies that gives opportunities for them to focus on individual talents and strengths in order to become strong and morally grounded leaders in the future who are empowered in their pursuit of lifelong learning.

Winchester Academy Middle and High School Vision Statement

To produce graduates who are strong leaders, that have high moral character, who possess excellent academic knowledge, who are pursuing their individual talents while developing excellence in this area of strength.

Statement of Faith

We believe....

- In the Holy Trinity: One God in three persons, Father, Son and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30, Deuteronomy. 6:4; II Corinthians. 13:14)
- That scripture is authoritative in matters of faith and conduct. The Bible is the inspired, the infallible, authoritative, inerrant Word of God. (II Timothy 3:16, II Peter 1:21)
- We are open to, and accepting of, all denominations in the Christian faith while maintaining a non-denominational position. We seek to teach Christian values without integrating doctrine or dogma specific to any one Christian denomination. (Romans 8:9, I Corinthians 12:12–13, Galatians 3:26–28)
- Salvation is through Jesus Christ. Salvation is a free gift offered to man by God. Its basis is the death, burial, and resurrection of the Lord Jesus Christ. {Man receives this free gift of eternal life by realizing his sinful condition, believing that Jesus Christ died for his sins, and then receiving him as his own personal Lord and Savior. Man in no way can ever work his own way to heaven. Salvation is based solely on the finished work of the Lord Jesus Christ on the cross of Calvary, by the grace of God. That precious blood of the Lord Jesus Christ cleanses from all sin anyone who accepts God's free gift.} (John 3:16, 5:24; Acts 13:39, 16:31; Romans 10:9-10; I Corinthians 15:1-8; II Corinthians 5:21; Ephesians 2:8-9)
- We share the common Christian understanding of sanctification: that God is presently at work in and through us by the Holy Spirit, which enables and empowers us to godliness. The power of God that raised Jesus Christ from the dead, through His Spirit also indwells in us as believers. (I Corinthians 6:11; Romans 8:9-11; I Thessalonians 5:23-24; I Peter 1:15-16; Philippians 2:13; Ephesians 3:16; Romans 8:13-14; John 16:7-15; Acts 2:31-32, 36; John 20:30-31)-
- We believe in the deity of Christ (Colossians 2:9), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, Hebrews 7:26), His miracles (John 2:11, Luke 23:8), His redeeming work and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, I Corinthians 15:4), His ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
- We believe in God as Creator. We also hold fast to the truth that God created the heavens, the earth, the sun, the moon, the stars and all of its inhabitants in six days and rested on the seventh day. We believe that God cannot lie and His word reveals to us that He created all things and his attributes are clearly seen by His creation. God is eternal and He caused all things to come into being. We do not hold to the evolution, big bang or any other theory of creation other than God as the creator. (Genesis 1:1-2:3; Job 38:4-11; Isaiah 40:28; Isaiah 42:5; John 1:1-5; Romans 1:18-25; Colossians 1:15-17; Colossians 2:8)

Admissions, Tuition, & Fees

Non-Discrimination Policy

This academic institution does not discriminate on the basis of color, race, religion or national origin.

Registration

A registration fee is required to enroll a student each year and is non-refundable.

Admissions

Enrollment for currently enrolled students occurs in January of each year. Currently enrolled students will have first priority. Every effort will be made to accommodate the placement of all currently enrolled students during this time. Enrollment forms can only be processed if financial accounts are current. Open enrollment begins the end of January for other students in the community. Openings are limited to the approved classroom ratio.

All registration information for the following school year will be given out in January of each school year. Students currently enrolled in our elementary school will have first priority for placement into the middle school and students currently enrolled in our middle school will have first priority for placement into the high school.

Winchester Academy has a strong desire to see that young people have an opportunity to receive a Christian education, but at the present stage of development the school is unable to adequately meet the needs of students with the following concerns: serious emotional or behavioral problems, a physical handicap, or other issues that would impair the learning process.

Withdrawal

Any withdrawal from the Academy must be made in writing with 30 days notice, before the last date of attendance given. The 30-day notice will be calculated from the date of receipt of the withdrawal letter. A refund or dismissal of tuition will only be considered during this 30-day period and when a replacement has been in the program for 30 days without concern. At this time, notification will be given to families on the wait list. Winchester Academy takes no responsibility for filling vacated positions. Families desiring to withdraw from the program must stay current on all accounts, until a replacement is found. All delinquent accounts over 30-days will be sent directly to collections. Student records and transcripts will be forwarded to schools after all financial obligations have been satisfied.

Tuition and Fees

Student accounts will be charged for yearly tuition, a supply fee, a textbook fee, a field trip fee and a social fee. All fees are nonrefundable. Families are expected to keep all accounts current. Contact the main office with specific payment needs. All delinquent accounts over 30 days will be sent directly to collections.

Birth Certificates

Parents of children enrolled after July 1, 1998, are required by Virginia law to provide proof of a child's identity and age. This proof may include a certified copy of the child's birth certificate, notification of birth (hospital, physician, or midwife record), baptismal record, or school record from a public school in Virginia. While not required to keep this proof, documentation of viewing this information within 30 days of initial attendance must be obtained. We cannot keep children in our program for which proof of birth has not been received within 30 days of enrollment.

Medical Records

Every child enrolled in any program in Winchester Academy must have a complete physical exam and have a Medical Health Form on file. These forms need to be filled out and signed by your child's health care provider showing that your child is in good health. The forms also need to indicate up to date immunizations. School aged children are required to have an updated Medical Health Form upon admission. As with the proof of birth, we cannot keep students in our program for which a Medical Health Form is not on file. It is the responsibility of the parent to supply an updated form when new immunizations are given and/or health conditions change. Students entering sixth grade must have updated shots or provide the school with a religious exemption waiver provided by the State of Virginia. Admission will not be granted without the proper health/medical documentation.

Student Schedules & Schedule Change Requests

Students must request class changes within the first **five (5)** school days of each semester. Legitimate reasons for change:

- Students scheduled for a class that they have already passed.
- Students not scheduled for a required class.
- Students scheduled for classes they did not request. This change must be supported by parent approved request sheet.
- Students who request a change from a teacher they failed the previous year.
- Teacher referral when a student is inappropriately placed (must occur within time frame for student request).
- Students who are found eligible for special services.
- Students who have not passed a prerequisite course.

All teachers involved must be consulted about the requested change. Extenuating circumstances may arise that necessitate a change without penalty outside of the established time frames: e.g. new students inappropriately placed; medical problems; psychological problems as verified by the physician.

Only seniors may take less than 8 classes during the year and not endanger graduation requirements. Freshmen, sophomores and juniors are required to take 8 classes each year. Students who do not return their course request sheet signed by their parent or guardian will have their schedule adjusted by the administrator when necessary.

All schedule change requests should originate with the student's advisor. Approved schedule changes will be directed to administration which will facilitate the change.

Transfer students will be issued a schedule upon receipt of their official transcripts from their prior school.

Notice of Directory Information

Winchester Academy will obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, Winchester Academy may disclose appropriately designated "directory information" without written consent, unless you have advised us to the contrary in the Release of Information Form. The primary purpose of directory information is to allow Winchester Academy to include this type of information from your child's education records in certain school publications.

Winchester Academy has designated the following information as directory:

- Student's name
- Parent/Legal Guardian's name(s)
- Address
- Telephone listings
- Email address
- Date of birth
- Grade level

Student Withdrawal Procedure

Any withdrawal from the Academy must be in writing with 30 days notice before the last date of attendance given. The 30-day notice will be calculated from the date of receipt of the withdrawal letter. A refund or dismissal of tuition will only be considered during that 30-day period and when a replacement has been in the program for 30 days without concern. Winchester Academy takes no responsibility for filling positions.

As soon as it is determined that a student is leaving Winchester Academy, the parent or guardian is asked to contact the administrator. The student and/or parents are responsible to return any textbooks and school owned materials. Failure to return school owned materials including textbooks will result in a charge for the value of the materials to the parent/guardian's account.

Health Policies

Student Illness

Every student's health is a matter of major importance to all of us. For this reason, Winchester Academy has established a strict health policy.

Winchester Academy defines illness as a display of any of the following symptoms:

- A temperature of 100 degrees or more within the past 24 hours.
- A thick, yellowish-green runny nose accompanied by a fever or a cough.
- Nausea, vomiting, or diarrhea within the past 24 hours.
- An undiagnosed and/or contagious skin disease.
- Symptoms of possible communicable disease. (Please notify the school within 24 hours if your child has a communicable disease).
- A highly contagious condition, such as, but not limited to pink eye or lice.

Students should not attend school if any of the above conditions were present the night before. We reserve the right to refuse admission to any student with the above symptoms. If a student becomes ill during the school day, parents will be notified immediately. Pick-up arrangements must be made upon notification. For this reason, it is IMPERATIVE that emergency numbers are current and up-to-date. From time-to-time the administration may feel that a student is displaying curious signs of illness. Winchester Academy reserves the right to ask for a doctor's note stating that the child has been seen by a physician and they are aware of the health concerns and are working to improve the child's overall health.

Outbreaks will be reported to the local health department. An outbreak is defined as the occurrence of more cases of disease than expected.

Illness Exclusions

Winchester Academy has adopted a policy in regards to exclusions from our program for illness. The following items are non-negotiable in regards to the absence of the child as stated by Virginia Department of Social Services.

- A child that has a fever must be excluded from our program for 24 hours from the last fever without fever reducing medicine.
- A child that is diagnosed with H1N1 must stay home a minimum of 7 days.(see H1N1 policy for affected family members)
- A child that has diarrhea or vomiting must be excluded from our program for 24 hours from the last episode without medication to discontinue symptoms noted.
- A child diagnosed with lice must not return to our program until all live lice have been eliminated. If the child has nits the child can return with nurse approval.
- If a child is coughing, has nasal drainage, ear pain, abdominal pain or general malaise feeling the nurse will evaluate the child and determine if learning is being affected by any of the above symptoms. If the learning aspect is being affected the child will be excluded from our program. Child may return when any of the above cease and no fever is present.

Medications Policy

No medication should be transported through the backpacks. All medication should be dropped off and picked up in the middle/high school office as necessary. Expired medications will be disposed of on the expiration date. Parents of students who require long-term medications will be notified if the medication expires. No medication will be administered past the expiration date.

Short-Term Prescriptions and Over-the-Counter Medication

The school will administer medications as long as the medication is in a properly labeled prescription bottle. The prescription bottle, a measuring dispenser, and the Medication Release Form, located on the Winchester Academy website, need to be located inside a Ziploc bag with the child's name.

Long-Term Medications

Any medication to be administered longer than ten days must have a completed Medical Release Form, with a doctor's signature.

Child Abuse Policy

All staff members who have reason to suspect that a child is abused or neglected are required by the code of Virginia Section 63.1-248.3 to report any suspected child abuse or allegation of neglect to the local social services department of the county/city where the child resides or where the alleged abuse occurred.

Sex Offender Registry Notification

Winchester Academy recognizes the danger sex offenders pose to student safety. To protect students while they travel to and from school, attend school or at school related activities, the school division shall request automatic electronic notification of registered sex offenders in the same or contiguous zip codes within the division.

Academic Policies

Assignment Books

Each student will be issued a school assignment book. Parents are expected to review the assignment book nightly. Comments and concerns by both teacher and parents should be noted in this book or emailed.

Homework Policy

Winchester Academy believes that the family unit is very important. Academic time is used wisely at our school allowing students the opportunity to engage in other activities not related to the school. Therefore, we have a limited homework expectation for students.

In middle school, specific homework is given to students for remediation purposes. All students will receive homework in the form of studying for tests, assigned reading, and projects or in the case of work not completed in class.

High school students may receive homework as deemed necessary by the individual classroom teacher.

Grading Policy

A report card will be sent to the parent/legal guardian of each student at the end of each nine-week grading period. If Interim reports are necessary, they will be sent home during the first 4 or 5 weeks of each quarter. Parents should seek a parent/teacher conference whenever there is question regarding their child's performance.

Cumulative Grades

Semester grades are averaged by adding together the two quarter final averages and dividing by two. Final grades are determined by adding together the two semester final averages and dividing by two. All averages coming out to a decimal of .5 and up will be rounded up.

Long-Term Project Policy

Projects are limited to one per quarter per subject area. They are to be assigned at the beginning of each quarter with a rubric, an outline of the expectations and a due date. Projects allow at least 4 weeks to complete and will be scheduled with other teachers with due dates at least one week between each project. Teachers will make an effort to give students class time to work on the project and access to necessary resources. Projects will be graded and issued during that quarter and will not be more than 25% of the quarter grade. Grades will be made available to students through a completed rubric. Projects will be counted late 10% off each day not completed after the due date.

Tests and Quiz Policy

Middle School students will receive study guides for all tests and quizzes. Middle School students will have the opportunity to retest for all tests and quizzes below a C. It is at the teacher's discretion to replace the grade or to average the original and new grade together. Extra credit is offered at the teacher's discretion. Our goal is to provide a fair testing opportunity and to teach our students good study habits.

High school students will not always receive study guides for tests and quizzes. It is expected that students prepare themselves for tests by reading the textbook, taking notes in class and asking questions of the teacher.

Late Excused Assignments

Students are required to make up missed work when absent. Students are allowed to have the number of days missed plus one more day to make up the work. Example: A student is out for 2 school days then he/she has 3 school days to make up the work. It is the student's responsibility to get the missed assignments.

Standardized Testing

Assessments of academic growth are an ongoing process at Winchester Academy. Each spring, students will take a standardized achievement test to provide information on the academic growth that took place during the school year. Results are forwarded to parents over the summer. Transferring students will have their results sent to the appropriate school system. These scores in no way affect a child's evaluation by the teacher or the grading on the report card. In addition, the scores

do not determine a student's promotion or retention. However, they are used to assist the school in making curriculum adjustments to keep ahead of the national standards.

Literature Selections

Winchester Academy believes that each student should be exposed to different forms of literature. Though we promote classic literature, at times, the language can be difficult to understand or could have profanities. The school takes the following position regarding literature:

- Classic literature containing profanities text will be allowed, but teachers are instructed to explain the vocabulary and its reasons for usage.
- Students will be allowed to read books brought from home at appropriate times but not in replacement of required material.
- When the school is purchasing books, Winchester Academy reserves the right to approve books on a case-by-case basis as long as they are not on the controversial list located in the office.
- When accepting donated books, the librarian will read the book and fill out a questionnaire.

If there is a concern regarding questionable material within our school library, the material will be placed in the Administrator's office until a teacher, Parent Director, and committee members have had a chance to meet and discuss the questionable material. At that point the committee will determine whether or not the material should be allowed to remain at the school. If it is allowed to remain at the school a notation will be made in the Questionable Material File for parents and community members to look at upon request. A letter will be sent to the person making the allegation to inform them of the committee's decision. This person can appeal the decision of the committee directly to the Board of Directors through a written letter. The Questionable Material Committee includes: one Administrator, one Teacher, the Librarian, and one Parent Director.

Graduation Requirements

Winchester Academy's graduation requirements align to the state of Virginia Standards. A Modified Standard Diploma may be developed for students with Individualized Services Plans (ISP). Planning your program of study for four years should be a collaborative effort between the student, the student's parents, the student's advisor and administration.

To graduate from Winchester Academy High School all students must:

Schedule and pass a minimum of 24 units of credit in grades nine through twelve. Seniors are required to schedule a MINIMUM of six (6) units of credit each year. Freshman, sophomores and juniors are required to schedule eight (8) units of credit each year.

Transfer students will have their records evaluated to see whether the 24 credits and course requirements apply to them.

Grading Scale

- A 90 – 100
- B 80 – 89
- C 70 – 79
- D 60 – 69
- F 0 – 59

Emergency Policies

Emergency Preparedness Plan

A plan will be provided to all parents at the beginning of the school year. Emergency plans are located in every classroom and additional locations throughout all campuses. An announcement of the location for campus evacuations will be made on the radio at 92.5 WINC FM and through www.schoolsout.com.

Emergency Drills

All emergency procedures are located in the administrator's office and will be made available for review upon request. Monthly emergency drills are conducted and yearly inspections are done in cooperation with the Winchester Fire and Rescue.

Athletics

Winchester Academy offers all students interscholastic and intramural programs. Each program is designed to meet the different sports interests and athletic skills.

The athletic program is open to all students in grades 5 – 12. In each season there are opportunities for both boys and girls to participate where enrollment and interest allows. The athletic program is operated under the rules and regulations set forth by the VMSC (Virginia Middle School Conference) and the VHSL (Virginia High School League). Additionally, certain local school rules are also in effect and are a part of the Winchester Academy Student Athletic Handbook. A copy of the handbook is made available to all student-athletes when they are chosen to participate in a team sport.

VHSL regulations require that a student-athlete to complete the following before trying out for an athletic team:

- Have an approved VHSL athletic physical including proof of insurance on file in the Athletic Director's office.
- Read the Student Athletic Handbook. Parents and student-athletes must sign the Student-Athletic Handbook Acknowledgement Form.
- Be found eligible to participate according to the guidelines set forth in the Winchester Academy Student Athletic Handbook.

The following athletic sports are currently being offered:

Fall: Cheer/Dance, Cheerleading, Cross Country, Co-Ed Soccer

Winter: Co-Ed Middle School Basketball, Cheer Dance (sideline)

Spring: Tennis

Visiting Our School

We encourage you as a parent to visit your child's school as often as possible. However, in today's world, building safety and security must be a strong component of keeping our children safe at school. All visitors are asked to enter the building through the designated entrance, go directly to the office, register as being in the building and receive a visitor's badge. Upon completion of the visit, please return to the office and sign out.

Attendance Policies

Attendance at school is an important component in a student's education. Winchester Academy fosters intellectual development and socialization and regular attendance results in academic success. It is the primary and legal responsibility of parents to see that the children are regular and prompt in their school attendance; however, on occasion an absence is necessary. When your child is absent, please call the middle/high school office first thing in the morning. The call should contain the date(s) of the absence and the cause. If notification is not received a reasonable attempt will be made to contact the parent to obtain an explanation. If the student misses a total of five scheduled school days in a row, the school will make a reasonable attempt to contact the parent. At this point, the administrator, the student, and the parent will develop an attendance plan, which would include the reasons for the absences and the consequences of continued unexcused absences. It is the parent's responsibility to arrange to pick up any assignments missed. Awards of Perfect Attendance and Near Perfect Attendance are given to students who have been absent 5 days or less at the end of the school year.

Student Attendance Policy

Student attendance is a cooperative effort and Winchester Academy involves parents and students in accepting the responsibility for good attendance.

Each parent/guardian or person having control or charge of a child within the compulsory attendance age shall be responsible for such child's regular and punctual attendance at school as required under provisions of the law; therefore, the parent/guardian or person having control or charge of a child (hereafter referred to as parent/guardian) shall make a reasonable attempt to contact the school on the day of absence.

A reasonable effort shall be made to contact a parent/guardian of each absent student every day, and to obtain an explanation for the student's absence. Where there is no indication that the student's parent/guardian is aware of and supports the absence, the absence shall be recorded as unexcused.

The Middle/High School Administrator or designee will determine whether an absence is excused. Unexcused absences shall be handled according to the policy stated in the Compulsory Attendance Procedures section. Students shall attend school for a full day unless otherwise excused.

Compulsory Attendance Procedures

Upon Fifth Unexcused Absence in an Academic Quarter

If a student fails to report to school for a total of five (5) scheduled school days for the school year, and the five days are determined to be unexcused, then the Middle/High School Administrator or designee shall make a reasonable effort to ensure that direct contact is made with the parent, either in person or through telephone conversation to obtain an explanation for the student's absence and to explain to the parent the consequences of continued nonattendance. The Middle/High School Administrator, the student, and the student's parent(s) shall jointly develop a plan to resolve the student's nonattendance. Such plan shall include documentation of the reasons for the student's nonattendance. The student and parents will be made aware that after nine (9) unexcused absences the student will fail the courses for which he/she has accrued more than nine (9) unexcused absences.

Upon Tenth Unexcused Absence in an Academic Quarter

If a student fails to report to school for a total of ten (10) scheduled school days for the school year, and the ten days are determined to be unexcused, then the Middle/High School Administrator or designee shall make a reasonable effort to ensure that direct contact is made with the parent, either in person or through telephone conversation to obtain an explanation for the student's absence and to explain to the parent that the student will receive a failing grade in any courses for which the student has accrued the ten (10) unexcused absences.

Parental Cooperation in Remedying Excessive Absences

It is expected that parents/guardians will cooperate with school officials to remedy the student's attendance problem. Where direct contact with a parent cannot be made, despite reasonable efforts, or where parents otherwise fail to cooperate in remedying the student's attendance problem, the Middle/High School Administrator or designee may seek immediate compliance with the compulsory school attendance laws (§§ 22.1-254 or 22.1-258). The Middle/High School Administrator shall institute proceedings against any parent who fails to comply with the requirements of the compulsory attendance laws. Where the complaint arises out of the parent's failure to comply with the requirements of § 22.1-258, the Attendance Officer shall document the school's compliance with this Code section.

Absences: Excused and Unexcused

Absences from school are recorded as either excused or unexcused. Excused absences are as follows:

- Absences due to illness.
- Absences approved by a physician or the school nurse.

- Absences due to religious holidays.
- Absences due to a death in the immediate family.
- Absences (prearranged) for other reasons, which are approved in advance by the Middle/High School Administrator.

All other absences are considered unexcused unless there is a determination of extenuating circumstances. Unexcused absences may result in a zero for work that is assigned or completed on that day.

Students in attendance on school sponsored or school related field trips or a school activities held off campus and properly approved by the administration will be counted present.

Students will be expected to make up work for all absences. Students are personally responsible for contacting teachers on the first day of their return to obtain assignments and make arrangement for making up missed work.

Tardy

A student will be considered tardy in attendance if he/she is late in arriving at school at the designated time. Unexcused tardies may be referred to the Middle/High School Administrator for disciplinary action. Excessive/chronic tardiness will be considered a violation of the parent's/guardian responsibility to ensure the regular and punctual attendance of a student. Students who are tardy to school must report to the office in order to receive a tardy pass, be admitted to class and receive credit for attendance. Students who arrive more than 30 minutes late to a class will be counted as absent for that class.

A student will be considered tardy to class if he/she is late in arriving to class (not inside the classroom at the designated time). An accumulation of three (3) tardies to class will result in a lunch detention.

Truancy

A student will be considered truant when there is no indication that the student's parent/guardian is aware of and supports the absence. The absence will be recorded unexcused.

Dismissal & School Closing Policies

Students shall not be released during the school day to any person not authorized by the student's parent/guardian to assume responsibility for the student. Students shall be released only on request and authorization of the parent/guardian. The burden of proof on the authority of the person to receive the student is on the requesting party. A formal check-out system shall be maintained in each school.

Drop-off/Pick-up

Students should be dropped off between 8:15 am but no later than 8:30 am. Students who arrive after 8:30 am will need to report to the office for a tardy slip. Tardies to school do not count against the student unless they are driving themselves to school. Students are dismissed at 3:15 pm. They are to

watch for their ride from the building lobby. If an emergency occurs, please call the middle/high school office as soon as possible. Students leaving before their designated dismissal times must be signed out by a parent/legal guardian with a written note indicating the time they are to leave. Parents must provide a note for students who are walking home or to other designated giving them permission to leave school at dismissal time. Winchester Academy is not liable for students who are walking once they leave their campus of attendance.

Walking Policy

Students who walk to and from school will be required to have on file a Walking Permission Form, signed by their parent or legal guardian.

School Closing Policy

ALL SNOW DAYS WILL BE ANNOUNCED ON WINC RADIO 92.5 FM Their website is www.winc.fm. We will not follow any school system and will independently close. Private schools are announced AFTER public schools so continue listening for Winchester Academy. If an early closing is necessary, you will be notified through the radio, email, and by phone. Please pick up your child immediately. Parents may also log on to for www.schoolsout.com, which is a website where delays and closings are posted. For a fee, the website will notify parents of closures and delays via an immediate email and/or cell phone text message.

Leaving School/Class during the Day

Students must have permission to leave school during the day. Such permission may be granted only by an administrator or the school nurse. Students who leave school without permission are subject to a two (2) day out of school suspension. Students who have been seen on campus before school begins and who do not return for classes will also be considered as leaving school without permission.

Students must have permission to leave class. Only the classroom teacher or an administrator may grant such permission. Students who leave the class without permission are subject to a one (1) day out of school suspension.

If a student needs to be excused from school before the end of the school day, he/she must bring a note from their parents/legal guardians to the office before school. **Failure to do so will be considered leaving school without permission.** Upon returning to school the same day, a student will sign in at the office. Students who need to see a physician are asked to schedule appointments, when possible, after the close of the school day. Students who cannot make these arrangements will be expected to attend school before and/or after such appointments as time permits.

Field Trips

One of the most effective ways for learning to occur is through field trips. Part of the fees charged to each student's account every year is a field trip fee. From time to time your son/daughter will have an opportunity to participate in a field trip to reinforce instruction; however some field trips may be for recreational purposes. While on a field trip your son/daughter will be under the supervision of school

personnel and/or approved chaperones. All school rules and regulations will apply while the students are on these trips. You will be advised of any field trip prior to its occurrence. Field trips are a necessary part of instruction and students will be counted absent if they choose not to participate in field trips organized for his/her class.

Students may use cell phones, ipods, mp3 players, personal gaming devices while being transported during a field trip. A chaperone may confiscate these items should the student misuse them or abuse their use in any way. The determination of misuse and/or abuse is at the discretion of the chaperone.

Only approved chaperones are allowed on field trips. Approved chaperones are parents and/or legal guardians of the students. No siblings are allowed on trips. Exceptions to the approved chaperones may be made only by the Middle/High School Administrator.

Field Trip Dress

Students are allowed to wear what they wish on field trips unless otherwise instructed however, the following are some examples of **inappropriate** dress:

- Bare feet or footwear inappropriate for the activity.
- Clothing that exposes undergarments.
- Blouses and shirts which do not meet slacks and jeans, bare midriffs, bare shoulders (including fish net tops, tank tops, and spaghetti straps)
- Hats, caps, visors or sun glasses worn in the building. Bandannas, scarves, or similar coverings worn as head gear.
- Clothing and accessories bearing obscene, suggestive, alcohol or drug related slogans or any disruptive symbols.
- Excessively short, tight or form-fitting garments.

Technology Policies

Winchester Academy provides a variety of educational technologies including computer hardware, software, networked and internet-based resources and communication links for the use of students only as an integral part of the instructional program. Students are responsible for the appropriate use of these resources. The use of this technology for any improper or illegal activity is prohibited. Improper activities include, but are not limited to, tampering with computer hardware or software, unauthorized entry into computer systems, attempts to defeat content filtering and other security measures, attempts to access unauthorized sites or information, use of another's login credentials, activities that disrupt the use of these technologies by others and the knowing spread of computer malware.

Copyright All users must respect and are responsible for compliance regarding any and all copyright issues, regarding software, information, and attributions of authorship.

Network and On-Line Use.

Student access to on-line information, whether accessed via an on-line service or the Internet, shall only be permitted under the guidance and direct supervision of an instructional staff member.

Accounts such as webmail accounts provided to individuals or groups must be used solely by the designated individuals or groups for designated instructional or support purposes. Password integrity must be maintained. Access is not to be given to unauthorized users. Anonymity or impersonation of another user is not permitted.

Conduct While Using Computer Technology. All policies and regulations of the Winchester Public Schools governing student conduct shall apply when using provided computer technologies.

Limitation of Liability.

Winchester Academy makes no guarantee that the functions or the services provided by or through the school will be error-free or without defect. Winchester Academy will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. Winchester Academy is not responsible for the accuracy or quality of the information obtained through or stored on the technology systems. Winchester Academy will not be responsible for financial obligations arising through unauthorized use of the system.

Access to the computing system is provided for educational purposes only. Winchester Academy has taken precautions to restrict access to controversial materials. However, it is impossible to restrict access to all controversial materials. Winchester Academy cannot be held responsible for materials available on the network or on the internet.

System users have a limited privacy expectation in the contents of their personal files on the Winchester Academy. Technicians and computer system administrators maintain full rights to all storage subsystems and may need to access/modify such storage subsystems as part of their duties.

Transportation Policies

When the school is providing transportation for the students, the school is responsible from the time that the student boards the vehicle until they are returned to their parents or the person designated by the parent.

Any **vehicle** used by the school for transportation of students shall meet the following requirements:

1. The vehicle shall be manufactured for the purpose of transporting people seated in an enclosed area;
2. The vehicle seats shall be attached to the floor;
3. The vehicle shall be insured with at least the minimum limits established by Virginia state statutes;
4. The vehicle shall meet the safety standards set by the Department of Motor Vehicles and shall be kept in satisfactory condition to assure the safety of children; and
5. If volunteers supply personal vehicles, the school is responsible for ensuring that the above requirements are met.

The **school** shall ensure that:

1. During transportation of students, Virginia state statues about safety belts and child restraints are followed and stated maximum number of passengers in a given vehicle shall not be exceeded;
2. The students remain seated and each student's arms, legs, and head remain inside the vehicle during transportation.
3. Doors are closed properly and locked unless locks were not installed by the manufacturer of the vehicle during transportation.
4. At least one staff member or the driver always remains in the vehicle when students are present;
5. The school shall make provisions for providing students on field trips with adequate food and water;
6. If perishable food is taken on field trips, the food shall be stored in insulated containers with ice packs to keep the food cold;
7. Before leaving on a field trip, a schedule of the trip's events and locations shall be posted and visible at the school;
8. There shall be a communication plan between the school and the staff who are transporting students on a field trip;
9. Staff verify all students have been removed from the vehicle at the conclusion of any trip;
10. Parental permission for transportation and field trips has been secured before the scheduled activity;
11. The following information is in transportation vehicles;
 - a. Emergency numbers, which includes a 911 or local dial number for police, fire and emergency medical services and the number of the regional poison control center shall be posted in a visible place.
 - b. A document containing local emergency contact information; potential shelters, hospitals, evacuation routes, etc., that pertain to each site frequently visited or of routes frequently driven by school staff for school business (such as field trips, pick up/drop off of students to or from schools, etc.). This document must be kept in school vehicles used to transport students to and from the school.
 - c. The school's name, address, and phone number
 - d. A list of the names of the students being transported
 - e. A first aid kit
 - f. A fire extinguisher

Students are expected to follow the directions listed below:

1. Listen to the drivers at all times
2. Remain seated while the bus is in motion
3. Speak only at conversational levels
4. Keep arms, legs and heads in the bus at all times
5. To not use vulgar language
6. Be respectful to drivers or classmates

7. Students must not engage in any type of roughhousing, fighting or any behavior that may distract the driver and create a safety hazard
8. Students may have in their possession a beeper, cellular telephone, personal digital assistant (PDA) or other communications device on school buses, provided that the device remains off and out of sight unless the driver is notified of a declared emergency by school officials
9. Refrain from defacing or damaging the vehicles. Violators will be assessed repair costs and will be subject to disciplinary action
10. When entering and leaving the vehicles students shall enter and leave the vehicle from the curb side of the vehicle or in a protected parking area or driveway.
11. Students shall cross streets at corners or crosswalks or other designated safe crossing point if no corner or crosswalk is available

Students who violate these rules lose their privilege to ride in school sponsored transportation.

Discipline Policies

Disciplinary Actions

The following are examples of corrective actions which will be implemented for any student who requires disciplinary action. These suggested corrective actions are in no particular order and it is at the sole discretion of the teacher and/or administrator or his/her designee as to which of these actions will be used as a tool for behavior modification. Teaching consequences to students is part of the necessary development of teens. Each offense shall be considered fully in determining reasonable corrective actions. It is expected that parents will work with the school in helping to modify any undesirable behaviors. These corrective actions will not be recorded in the student's permanent disciplinary record.

- Counseling (verbal warnings) one to two times
- Reprimand (formal warnings, one time letter to parent noted on Incident Report)
- Assigned mentors
- Loss of privileges
- Parental conferences
- Restrictions
- Behavioral modification plans

The following disciplinary measures are designed to help students modify inappropriate behavior and to maintain a positive environment for all students. These actions will be recorded in the student's permanent disciplinary record.

- Lunch Detention
- Before/After School Detention
- Suspension from school-sponsored activities or events prior to, during, or after the regular school day (ie., Loss of field trip/class trip/school sponsored events.)

- Out-of-School Suspension
- Expulsion

Lunch Detention requires students to serve detention in a classroom supervised by a staff member during their scheduled lunch period. Students will have received warnings regarding their behavior prior to being assigned to lunch detention. The amount of warnings is at the discretion of the teacher. Students who have accumulated three (3) lunch detentions will automatically be assigned to After School Detention for subsequent infractions. Lunch detentions will be assigned on the same day or the following school day. Parents will be notified of the detention and the inappropriate behavior.

After School Detention is assigned to students who have accumulated three (3) lunch detentions and have a subsequent disciplinary infraction. Students serving After School Detention will be held for one hour before or after school under the supervision of a staff member. Students will attend all of their classes during the school day and attend the assigned Before/After School Detention as well. It is the responsibility of the parent or guardian to provide transportation to/from Before/After School Detention. Scheduling of detentions are at the discretion of the administrator and or his/her designee. Detentions are meant to be inconvenient to the student. Students are not permitted to attend any extracurricular activities or participate in any school functions on the day(s) of Before/After School Detention. Students who have accumulated nine (9) After School Detentions will automatically be assigned to Out of School Suspension for subsequent infractions.

Out of School Suspension is assigned to students who have accumulated nine (9) or more After School Detentions and have a subsequent disciplinary infraction. Out of School Suspension may also be assigned for behaviors of a severe nature. Behaviors of a severe nature may include fighting, threatening others, bringing weapons, drugs or drug paraphernalia to school, or other instances where student safety or the positive educational environment is at risk. The administrator or his/her designee will determine the length of the suspension, which would be from 1-9 days and would be determined on a case-by-case basis. During the period of Out of School Suspension, the student is prohibited from being on school property, attending any extracurricular activities and from participation in all school functions. A parent conference is required with the administrator or his /her designee at the time of the suspension. Students who are suspended during the school day will be required to be picked up by their parent or guardian and a meeting regarding the behavior with the parent, administrator, and student is required. A formal behavior plan may be developed and this is determined on a case by case basis. Suspensions can be considered excused or unexcused absences. If it is determined that the students suspension is considered unexcused, then the student will receive a zero for all work assigned during the suspension. Suspensions can have a direct impact on the student's academic performance. A student who has received a second suspension will automatically be referred to the Long Term Suspension process.

Long Term Suspension means any disciplinary action whereby a student is not permitted to attend school for more than ten (10) school days but less than three hundred sixty-five (365) calendar days. Students on Long Term Suspension will not be able to return to school without a formal behavior plan and strict guidelines and/or loss of privileges. Parents, administrators, teachers, and the student must meet before returning to the school to determine this plan. Students who have been suspended risk being accepted to the school the following year. In the event of Long Term Suspension, parents remain responsible for tuition.

Expulsion from school terminates the student's attendance at school for a minimum of 365 calendar days. The school administration reserves the right to recommend expulsion of any student for just and due cause to the Board of Directors. During the period of expulsion, the student is prohibited from being on school property and from participating in all school functions. Violations of this policy will be reported to civil authorities and a no trespass order may be issued. Violations may also prevent subsequent readmission to school. Readmission to school requires expelled students to appear with their parents, guardian, and/or licensed attorney at law before the Board of Directors. In the event of expulsion, parents remain responsible for tuition up until the date of expulsion. Fees for textbooks, supply fees, social fees and field trip fees are non-refundable.

Search and Seizure Policy

In order to promote a safe learning environment, and to protect the safety and welfare of all students and school personnel as well as maintain order and discipline in the schools, authorized school personnel are permitted to conduct searches of students, their belongings and personal effects, motor vehicles, lockers and desks whenever there is a reasonable suspicion of wrongdoing based on all the circumstances. Any and all searches of students shall be conducted in conformity with applicable state and federal laws and Winchester Academy's School Board Policy. Searches must balance the student's expectation of privacy against the need to maintain a safe learning environment.

Personal Searches

A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

Locker Searches

Student lockers are the property of Winchester Academy and remain at all times under the control of the school administration; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities at any time without cause, without notice, without student consent, and without a search warrant.

School Computers

School computers, files, software and other similar educational technology including Internet access records, including but not limited to data, are controlled by the school. The school exercises exclusive

control over the school property, and a student should not expect any privacy, whatsoever, regarding the property because school property is subject to search at any time by school officials.

Automobile Searches

Students are permitted to park on the school premises as a matter of privilege, not of right. Any person who operates a motor vehicle on school property or in connection with any school-related activity authorizes school authorities to conduct a search of the vehicle and its contents without notice, without student consent, and without a search warrant. School authorities may conduct routine periodic patrols of student parking lots and inspections of the exterior of student automobiles on school property or in connection with any school-related activity without cause, without notice, without student consent, and without a search warrant. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside, without notice, without student consent, and without a search warrant.

Parental Responsibilities and Involvement Policies

Each parent of a student enrolled in Winchester Academy has a duty to assist the school in enforcing the standards of student conduct and compulsory school attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights.

Each parent of a student shall sign and return to the school a statement acknowledging the receipt of the Winchester Academy Middle & High School Parent/Student Handbook. Winchester Academy will maintain record of these signed statements.

PTF (Parent Teacher Fellowship) Purpose

The PTF was designed to support the school and help with efforts to bridge the gap between teachers/administration and parents. We need volunteers to serve and help grow this program. It is open to all preschool, elementary school, middle and high school parents. This organization oversees specific programs such as recognition for moms and dads, teacher appreciation/recognition, teacher gifts and school gifts, etc. There are a few scheduled meetings throughout the year and we ask that you consider taking a leadership role.

Winchester Academy requests that every family try to give 20 hours of volunteer time during the school year or donate \$12.50 per hour (\$250 per year) to the PTF. A variety of opportunities will be presented at the beginning of the school year and during the school year from which families may choose. Of course, the students and staff always benefit from additional time and/or money that are donated.

One parent from each family is required to serve on or lead a committee for activities held by the school or the PTF. A list of committees will be provided by the PTF prior to the beginning of the school year for your review. There are a variety of choices that should fit everyone's life schedule. If no decision is made, you will be placed on a committee based on our schools need.

The PTF will have a listing on the website and on the bulletin board for families with businesses that are willing to donate a percentage of their sales or a set figure from sales where other Winchester Academy families are involved. Contact should be made directly with the PTF if anyone is interested.

Fundraising

All families will be asked to participate in Winchester Academy's Annual Auction. We request 100% participation from parents to help us meet our yearly budget. Participation can be in various forms including but not limited to assisting on the committee, donating items for the auction, or attending the auction. On occasion, we have fundraisers to raise money for specific items/events. Participation in these smaller fundraisers is optional.

The PTF will have different fundraising opportunities throughout the year, which are also optional. These funds are used to support the scheduled PTF events, activities and teacher recognitions.

The different departments in the middle and high school will have fundraisers throughout the year to support their programs. We ask that those involved in the departments participate, but outside participation is optional.

Other Parent Responsibilities

- To accept and respect the right of Winchester Academy to require good behavior of all students and non-students while at school during school activities.
- To guide your child to develop socially acceptable standards of behavior, to exercise self-control and to be accountable for his/her actions.
- To know and understand the rules your child is expected to observe at school, to be aware of the consequences for violations of these rules and accept responsibility for your child's actions.
- To cooperate with school officials in carrying out appropriate disciplinary penalties when such action is necessary.
- To send your child to school as required by Virginia School law 22-275 (compulsory attendance); to make certain your child's attendance at school is regular and punctual and all absences are properly excused.
- To insist that your child is dressed in compliance with school dress code policy.
- To teach your child, by word and example, respect for law, for the authority of the school, and for the rights and property of others.
- To instill in your child a desire to learn; to encourage a respect for honest work and an interest in exploring broader fields of knowledge.
- To become acquainted with your child's school, its staff, curriculum and activities; to attend requested parent-teacher conferences and school functions.

Student Responsibilities

Middle School Student Dress Code

Daily

- Polo or Button Down Shirts only: solid colors of light blue, navy blue, white with or without the school logo. Solid black may be worn with the school logo only.
- Pants/Skirts/Capris/Shorts: khaki, dark blue or black
- Sweaters: white or navy blue
- School sweatshirt is provided and included in fees
- Students may wear what they wish for shoes, socks, tights & accessories

Physical Education (P.E.)

- light blue or white logo P.E. shirt will need to be purchased from the school
- navy blue shorts or sweatpants, solid or with white stripe
- Any appropriate gym sneaker is allowed

Clothing with our logo embroidered on them is provided through Lands End, Preferred School #900117656. Clothing may also be brought into the Middle/High School office to be sent out for embroidery at a cost of \$5.00 per item. Allow two weeks for completion and delivery of embroidered items.

High School Student Dress Code

Daily

- Polo or Button Down Shirts only: Solid colors of light blue, navy blue, or white with or without the school logo. Any other solid color is acceptable for high school however colors other than light blue, navy blue, or white MUST be embroidered with the school logo.
- Pants/Skirts/Capris/Shorts: khaki, dark blue or black
- Sweaters: white or navy blue
- School sweatshirt is provided and included in fees
- Students may wear what they wish for shoes, socks, tights & accessories

Physical Education (P.E.)

- light blue logo P.E. shirt will need to be purchased from the school
- navy blue shorts or sweatpants, solid or with white stripe
- Any appropriate gym sneaker is allowed

Clothing with our logo embroidered on them is provided through Lands End, Preferred School #900117656. Clothing may also be brought into the Middle/High School office to be sent out for embroidery at a cost of \$5.00 per item. Allow two weeks for completion and delivery of embroidered items.

Unexcused Absence or Tardiness

Students shall not be absent from or report late to class or school without appropriate parental permission, school permission or an otherwise valid excuse.

Disruptive Conduct

Students shall not engage in conduct that is or is intended to be disruptive of any school activity, function or process of the school or is dangerous to the health or safety of students or others.

Profane, Obscene or Abusive Language

Students shall not use language, a gesture, or engage in conduct that is vulgar, profane, obscene or disrupts the teaching and learning environment.

Threats or Intimidation

Students shall not make any verbal or physical threat of bodily injury or use of force directed toward another person for the purpose of extortion or for any other reason.

Assault and Battery

A student shall not assault or commit battery upon another person. Voluntary fighting resulting in physical injury to another person shall be considered assault and battery. Physical Assault includes any physical confrontation that may result in no injury, minor injury, or serious injury that includes, but may not be limited to, kicking, shoving, pushing, hitting and fighting. Battery is the unlawful application of force to the person of another.

Bullying

A student, either individually or as a part of a group, shall not harass or bully others. Prohibited conduct includes, but is not limited to, physical intimidation, taunting, name-calling, and insults and any combination of prohibited activities. Prohibited conduct also includes verbal conduct consisting of comments regarding the race, gender, religion, physical abilities or characteristics or associates of the targeted person.

Gambling

A student shall not bet money or other things of value, or knowingly play or participate in any game involving such a bet, on school property or during any school related activity.

Use and/or Possession of Alcohol, Tobacco, and Other Drugs

A student shall not possess, use, and/or distribute alcohol, tobacco and/or tobacco products, or other drugs on school property, while on school transportation, or during school activities. This includes, but may not be limited to smokeless tobacco, anabolic steroids, look-alike drugs, drug paraphernalia, and any prescription or non-prescription drug.

A student shall not possess, procure or purchase or attempt to possess, procure, or purchase, or be under the influence of (legal intoxication not required), or use or consume or attempt to use or consume, any of the restricted substances listed in this regulation or what is represented by or to the student to be any of the restricted substances listed in this regulation or what the student believes is any of the restricted substances in this regulation.

Restricted Substances include alcoholic drinks, marijuana, narcotic drugs, hallucinogens, stimulants, depressants, and anything else covered by the Drug Control Act referenced below, as well as any abusable glue, paint and similar materials, anabolic steroids and both prescription and non-prescription drugs if they are not taken according to the prescription or directions on the package, and includes anything that a student represents to be a restricted substance or which a student believes is a restricted substance.

Distribution or Sale of Illegal Drugs or Possession or Distribution with Intent to Sell

Students shall not manufacture, give, sell, distribute or possess with intent to give, sell or distribute marijuana or other controlled substance.

Vandalism

Students shall not willfully or maliciously damage or deface any school building or other property owned, leased or under the control of Winchester Academy. In addition, students shall not willfully or maliciously damage or deface property belonging to or under the control of any other person at school, on school transportation or at school-sponsored events.

Defiance of the Authority of School Personnel

Students shall comply with any oral or written instructions made by school personnel within the scope of their authority as provided by the policies and regulations of Winchester Academy

Possession or Use of Weapons or Other Dangerous Articles

Students shall not have in their possession any type of unauthorized firearm or other article which may be used as a weapon, regardless of whether it is commonly accepted as such.

Theft

A student shall not intentionally take the personal property of another person without consent under duress, threat or otherwise.

Behavior on School Transportation

Students shall not behave in a disruptive manner or otherwise violate the expectations in the Student Responsibilities section while waiting for school transportation, while on school transportation or after being discharged from school transportation.

Cheating

Students shall not cheat, plagiarize or knowingly make false statements with respect to any assigned school work or tests.

Trespass

The student shall not trespass on school property or use school facilities without proper authority or permission, or during a period of suspension or expulsion.

Harassment

A student shall not harass another student or any school employee, volunteer, student teacher or any other person present in school facilities or at school functions.

Possession of Cellular Telephones, or Similar Devices

Students may not have in their possession a cellular telephone, personal digital assistant (PDA) or other communications device on school property, including on school transportation. On the first offense of possession of such a device, the device may be confiscated from the student and returned only to the student's parent after being held for 24 hours. On the second offense of possession of such a device, the device may be confiscated from the student and returned only to the student's parent/legal guardian after being held for one week. On the third and subsequent offenses of possession of such a device the student will serve one day of after school detention.

School Telephone Use

Students are only allowed to use the phone with teacher approval. An adult should be present when the student is using the phone. Students not feeling well should report to the office first and then the nurse will be contacted.

Respect for Authority/Insubordination:

All students shall comply with the directions of all school personnel during any time they are under the authority of the school and show proper respect at all times. Students must give their name when asked by any school personnel. Failure to identify oneself properly, failure to obey a teacher's instruction reasonable request or to report to the office when instructed will result in disciplinary action. Generally, failure to obey school regulations may result in suspension/restriction.

Unauthorized Areas

Any student in an unauthorized area may be subject to suspension/restriction.

Driving/Parking Regulations

Students who drive to school and park in the parking lot must register their vehicles with the Middle/High school office. Students may park across, not adjacent to the building and any abuse of the parking privilege will result in the student losing his/her parking privilege.

Use of Tobacco

Students are not permitted to possess or to use tobacco products in the building or on school grounds at any time. Tobacco products will be confiscated. Violations will result in suspension/restriction.

Lunch Regulations

All students must report to and remain in the designated lunch area of the gym during their lunch period. Students who need to meet with a particular teacher during their lunch period must secure a pass prior to lunch for these purposes. Students who need to leave the lunch area need to secure permission from the staff on lunch duty prior to leaving. Food and drink will be consumed only in the designated lunch area which will remain trash-free. Students will clear items from their table and floor before leaving. All trash needs to be placed in trash cans.

Consumption of Food and Beverages in the Building

Food may be consumed only in the designated lunch area. Water is permitted in the classroom. Under special circumstances, food may be consumed in the classroom at the teachers' discretion.

Lockers

Each student will be issued his/her own locker. Students will be assessed a fee for damaged lockers. Students being assigned a locker without a lock on it will need to provide their own combination locker lock for their lockers. All lock combinations need to be submitted to the office by the first day of school. School administration, in accordance with the policies set forth in this handbook, retains the right to open and search lockers, and to seize any illegal items found therein.

Display of Affection

Displays of affection are not appropriate during school hours. Should students not comply, an oral warning will be given to students for the first occurrence. Should there be a second occurrence; the students involved may be subject to suspension/restriction for failure to obey the instructions of a teacher or administrator.

Hallway Behavior

Because of safety factors, students will walk in the hall. To facilitate movement, students will keep to the right and not block stairways or doorways. Students will keep their voices low so as not to disturb classes in session.

Dismissal Policy

Students who are dismissed early must immediately clear the halls after their last class. For those students having to stay at school after their dismissal for athletics, clubs or other meetings, the club advisors, coaches or teachers must assign an area and provide supervision. Students creating disturbances after school may be subject to suspension/restriction.

Reporting Before/After School

Students will be given a day's notice when requested to report before or after school. Failure of a student to report to After School Detention will result in a one (1) day of Out of School Suspension.

Other Conduct

In addition to these specific standards, students shall not engage in any conduct which materially and substantially disrupts the ongoing educational process or which is otherwise a violation of federal, state or local law.

Specific Offenses

The specific offenses listed in this section are in addition to those acts described in prior sections. In addition to the action taken by the administration under the provisions of this code, the offense may be reported to law enforcement agencies.

Trespassing, Unauthorized Visitors

A visitor is defined as any person other than a student or an employee of Winchester Academy. Visitors must be report to the Middle/High School office, sign in and receive a visitor's pass. Students are not to meet unregistered visitors. A violation of this regulation may result in suspension/restriction.

A visitor without a pass will be asked to leave the building and grounds immediately. Failure to do so will result in criminal prosecution.

Extortion

Extortion is defined as the getting of goods, money or other items from others by use of threats, physical force, misuse of authority, roughness, group coercion, threat of injury, unjust use of power, conduct or language. Extortion may result in a suspension and possibly a recommendation that the student be expelled.

Threats and Use of Force

A student will not threaten any person or persons. A threat (verbal, written or communicated electronically) is a statement or expression of intention to hurt or harm and may result in suspension and a possible recommendation for expulsion. Persons threatened may press charges by obtaining a warrant from the proper authorities.

A person will not strike any person or persons. To do so may result in suspension and a possible recommendation for expulsion. Persons struck may press charges by obtaining a warrant from the proper authorities.

Bullying

A student, either individually or as a part of a group, shall not harass or bully others. Prohibited conduct includes, but is not limited to, physical intimidation, taunting, name-calling, threats (verbal, written or communicated electronically), insults and any combination of prohibited activities. Prohibited conduct also includes verbal conduct consisting of comments regarding the race, gender, religion, physical abilities or characteristics or associates of the targeted person. Bullying may result in suspension and a possible recommendation for expulsion.

Explosives

The possession or use of explosives, including, but not limited to, firecrackers, cherry bombs, etc. will result in up to ten (10) days out-of-school suspension, referral to the Board of Directors, and a possibly a recommendation for expulsion.

Possession of Use of Weapons or Other Dangerous Articles

Students are prohibited from carrying weapons including, but not limited to: firearms, knives, razors, slingshots, metal knuckles, personal protective items (like mace and pepper spray), or other articles which may be used as a weapon, regardless of whether it is commonly accepted as such. This offense will result in up to ten (10) days out-of-school suspension for the student and a possible recommendation for expulsion and in all cases will be reported to law enforcement agencies.

Vandalism

Students shall not willfully or maliciously damage or deface any school building or other property owned or under the control of Winchester Academy. In addition, students shall not willfully or maliciously damage or deface property belonging to or under the control of another person at school, on school transportation or at school-sponsored events. A student guilty of vandalism will be required to pay for the damage and will be subject to suspension, expulsion, and/or criminal prosecution.

Arson

Arson is the touching of flames to a combustible material. Arson will result in up to ten (10) day out of school suspension and possibly a recommendation that the student be expelled, and in all cases will be reported to law enforcement agencies.

Use or Possession of Potentially Dangerous Materials

Items that are disruptive to the orderly school procedure, in addition to threatening life and safety, are prohibited. Examples of such items include but are not limited to lighters, matches, stink bombs, laser pointers, etc. Use of such items may result in suspension, expulsion or criminal prosecution.

False Fire Alarms

The making of, or the participation in the making of, a false fire alarm will result in an suspension and possibly a recommendation that the student be expelled, and in all cases will be reported to law enforcement agencies.

Bomb Threats

Students shall not engage in any illegal conduct involving firebombs, explosives or incendiary materials or devices or hoax explosives or chemical bombs as defined by the Code of Virginia. Moreover, students shall not make any threats or false threats to bomb school personnel or school property. The making of, or participation in the making of, a bomb threat will result in suspension and possible recommendation that the student be expelled, and in all cases will be reported to law enforcement agencies.

Drugs: (including Anabolic Steroids & Alcohol)

A student shall not possess, use, and/or distribute alcohol, tobacco and/or tobacco products, or other drugs on school property, on school buses, or during school activities. This includes, but may not be limited to smokeless tobacco, anabolic steroids, look-alike drugs, drug paraphernalia, and any prescription or non-prescription drug.

A student shall not possess, procure or purchase or attempt to possess, procure, or purchase, or be under the influence of (legal intoxication not required), or use or consume or attempt to use or consume, any of the restricted substances listed in this regulation or what is represented by or to the student to be any of the restricted substances listed in this regulation or what the student believes is any of the restricted substances in this regulation.

Restricted Substances include alcoholic drinks, marijuana, narcotic drugs, hallucinogens, stimulants, depressants, and anything else covered by the Drug Control Act referenced below, as well as any abusable glue, paint and similar materials, anabolic steroids and both prescription and non-prescription drugs if they are not taken according to the prescription or directions on the package, and includes anything that a student represents to be a restricted substance or which a student believes is a restricted substance.

Upon making a final determination of a violation, the Middle/High School Administrator may initiate suspension and advise the student and parent (s) or guardian (s) that a recommendation will be made

regarding additional suspension for the remainder of the semester or such further period of time, including possible expulsion from school. All infractions will be reported to law enforcement agencies.

Distribution or Sale of Illegal Drugs or Possession or Distribution with Intent to Sell

Students shall not manufacture, give, sell, distribute or possess with intent to give, sell or distribute marijuana or other controlled substance as defined in the Drug Control Act, Chapter 15.1 of Title 54 of the Code of Virginia, 1950 amended.

Fighting

A student shall not assault nor commit battery upon another person. Voluntary fighting resulting in a physical injury to another person shall be considered assault and battery. Physical Assault includes any physical confrontation that may result in no injury, minor injury, or serious injury that includes, but may not be limited to, kicking, shoving, pushing, hitting and fighting. Battery is the unlawful application of force to a person. These offenses may result in suspension and a possible recommendation for expulsion.

A teacher or school official may use physical force to stop a fight or prevent injury or damage to himself, other students, school personnel, or school property. Students who interfere or attempt to prevent such action are subject to suspension.

Vulgarity or Profanity

The use of vulgarity or profanity may result in suspension.

Disruption of Class or Student Assembly

Disruption of a class or student assembly is the interrupting and impeding of the orderly procedure and conduct of the class. Disruption of a class or student assembly may result in disciplinary action.

Gambling

A student shall not bet money or other things of value, or knowingly play or participate in any game involving such a bet, on school property or during any school related activity. Gambling may result in disciplinary action or suspension.

Pornographic Materials

The possession of, or displaying of, vulgar or pornographic material in either print or electronic form may result in suspension/restriction.

Cheating

Cheating is defined as any form of misrepresentation concerning assigned learning activities such as copying from another student's paper or work, receiving unauthorized help on tests or quizzes, using unauthorized notes or references, having someone else do assignments, and omitting credit for ideas or information acquired from other sources. Students guilty of cheating will automatically receive a zero for the assignment in question. Further violations during the same academic year will result in a

grade of zero for the assignment in question and two (2) days of After School Detention. This policy applies whether or not the second violation occurs in the same class.

Students guilty of lying, forged writing, or other misrepresentation of the facts not related to a learning activity will be assigned two (2) days of After School Detention.

Any student who knowingly participates in the activities named above will be considered guilty of the same offense and will be disciplined in a like manner.

Stealing

A student shall not intentionally take the personal property of another person without consent under duress, threat or otherwise.

Any student who has been involved in a stealing incident will be subject to suspension.

All students are reminded that court action may be taken for stealing school property. Also, those students and persons from whom items have been taken may press charges by obtaining warrants from the proper authorities. All students are asked to exercise caution in taking care of their possessions. School authorities are not responsible for lost or stolen articles. Every attempt will be made to recover the stolen property and the guilty individual(s) will be dealt with according to the policy.

Harassment

A student shall not harass another student or any school employee, volunteer, student teacher or any other person present in school facilities or at school functions. This includes any form of sexual harassment. Sexual harassment is the unwelcome physical advances, demeaning verbal remarks, derogatory or discriminatory comments, and gestures or pictures that are obscene. Students guilty of harassment may be subject to suspension/restriction.

Hazing

Students shall not recklessly or intentionally endanger the health or safety of a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.

Felony Charges

Students charged with any offense, wherever committed, that would be a felony if committed by an adult may be disciplined and/or required to participate in prevention/intervention activities.

Reports of Conviction or Adjudication of Delinquency Pursuant to Code of Virginia, 1950 as amended §16.1-305.1.

Students convicted or adjudicated delinquent of an offense listed in the Code of Virginia, 1950 as amended, § 16.1-305.1, may be suspended or expelled.

Other Conduct

In addition to these specific offenses, students shall not engage in any conduct which materially or substantially disrupts the ongoing educational process or which is otherwise a violation of federal, state or local law.

Gang Activity or Association

Winchester Academy acknowledges the existence of gangs in the community and the threat they pose to the educational environment. Therefore, students shall not engage in gang activity on school grounds, on school buses or at any school sponsored activity. A gang is defined as any group of two or more persons whose purpose includes: commission of illegal acts, participation in activities that threaten the safety of persons or property; disruption of the school activities; creation of an atmosphere of fear and intimidation.

Students shall be subject to disciplinary action in accordance with this handbook, gang activity is defined as:

- Wearing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that is evidence of membership or affiliation in any gang.
- Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or hand-shakes) showing membership or affiliation in a gang.
- Using any speech or committing any act or omission in furtherance of the interests of any gang, including:
 - Soliciting, hazing and initiating others for membership in any gang;
 - Requesting any person to pay protection or otherwise intimidating or threatening any person;
 - Committing any other illegal act or other violation of school policy; and inciting other students to act with physical violence;
- Inappropriate congregating, bullying, harassment, intimidation, degradation, disgrace and/or related activities which are likely to cause bodily danger, physical harm, or mental harm to students, employees or visitors.

Grievance Policy

From time to time, disagreements may arise between students and/or parents and school personnel. The principles for resolving such matters are described in Matthew 18:15-17. Specially, if a legitimate disagreement with a teacher arises, parents should seek first, with all respect and Christian love, to resolve the problem with that teacher. With good communication from everyone, it is likely that most problems can be resolved at this level.

If resolution cannot be reached, then the student/parent should meet with the teacher and the administrators. Parents should not expect the next higher in authority to listen to criticisms of the teacher without the teacher having the opportunity to be present. The administrators will make a final resolution decision. The chief administrator makes the final decision for all school policies, including discipline. The Board will only hear appeals in cases where school policy is violated.

Conciliation Agreement

In the event that conciliation is necessary (after all efforts by the administrators and the board of directors at Winchester Academy fail to resolve the dispute), the Rules for Procedure of Christian Conciliation established by the Association of Christian Conciliation Services shall be the sole remedy utilized in pursuing arbitration/mediation. Because Winchester Academy is a ministry, we rely on the Bible as the inspired Word of God as our ultimate source of instruction for the principles, which guide this school.

One of the principles clearly set forth in Scripture is the instruction that believers are not to sue on another in public courts. Grievances between believers are to be settled within the Body of Christ. (See 1 Corinthians 6:1-9 and Matthew 18:15-20)

This Middle & High School Parent & Student Handbook is subject to approval by the Winchester Academy Board of Directors.