

Francis Hugh Wardlaw Academy

Established 1970



Parent and Student
Handbook
2023-2024

PURPOSE AND MISSION

The Parent and Student 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 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.

OUR GUIDING PRINCIPLES

- 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 for college and career readiness with a wide range of activities to develop the mind, body, and spirit of each student which create 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.

ABOUT WARDLAW

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, Spelling Bee, Battle of the Books, Performing Arts, Music, Art, Agriculture, Conditioning, Patriot Ambassadors

Athletics: Football, Basketball, Baseball, Softball, Cheerleading, Volleyball, and Cross Country

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

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

SCHOOL LOCATION AND HOURS

Francis Hugh Wardlaw Academy Mailing Address

1296 Columbia Road
Johnston, SC 29832

Office Hours: 7:30 a.m. to 3:30 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 4th, Thanksgiving, Christmas, New Years, and the Masters as well as other observed holidays

Web Address: 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 email 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

ADMINISTRATIVE OFFICE LOCATIONS

Upper School Building

Main Office, Head of School, Director of Instruction and Student Activities, Athletic Director, and Director of Human and Fiscal Resources

Lower School Building

Lower School Principal

Library Building

Director of Marketing and Communications, Director of Academic Counseling and Advisement

PHONE AND FAX NUMBERS

Main Phone Number: 803-275-4794

Fax Number: 803-275-4873

The Office Manager answers the phone during office hours, directing callers to the appropriate extensions. Faculty and staff members may be reached by email or by leaving a message. 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.

Phone Messages for Faculty and Students

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.***

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 Office Manager. Upper School students may use cell phones in the Canteen during break and lunch. Phones cannot be used at any other time or place during the school day, including in the hallway between classes/bells.

SCHOOL HOURS FOR STUDENTS

Regular School Days

Buildings open at 7:30 a.m.

School Day begins at 8:00 a.m. to 2:45 p.m.

Late Stay begins at 2:45 p.m. and is available until 5:30 p.m.

Half Days

Buildings open at 7:30 a.m.

School Day begins at 8:00 a.m. to 12:00 p.m.

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.*

FACULTY, STAFF AND BOARD OF DIRECTORS

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 and directors to assist 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 decisions are 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 2023-2024

Mrs. Creasy	Head of School
Mrs. Smith	Lower School Principal
Mrs. Brown	Director of Instruction and Student Activities
	Upper School Administration
Mrs. Parks	Director of Academic Counseling and Advisement
Coach James	Director of Athletics
Mrs. Satcher	Director of Marketing and Communication
Mrs. J. Martin	Director of Fiscal and Human Resources
Mrs. Cumbee	Office Manager

THE BOARD OF DIRECTORS

The Board of Directors of Wardlaw Academy is composed of a group of 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, fundraising, and general accountability. 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 designated 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 every other month at 6:30 p.m. in the Upper School

building. Parents and students are welcome to attend meetings upon Chairman approval, however, in order to be included on the agenda, one week of advance communication with the Chairman is required.

The Board of Directors 2023-2024

Charles Kemp – Chairman	Jon Pruett	Ben Bussey
Sherald Rodgers – Vice Chairman	Catherine Covar	Robbie Quarles
Rachel Sanders – Secretary	Mike Brazell	C.J. Davis
Chad Berry	Carla Dorn	Katie Yonce

FACULTY 2023-2024

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 and then follow the chain of command. Whenever possible it is best to wait 24 hours before addressing or responding to any concerns that would be considered emotionally charged.

Lower School Teachers

Mrs. Stephanie Culver	K3
Mrs. Sandy Williams	K4
Mrs. Brandi Rodgers	K4
Mrs. Debra Molony	K5
Mrs. Melvia Kerby	1st
Miss Kristina Graves	2nd
Mrs. Laura Bartley	3rd
Mrs. Michelle Smith	4th
Mrs. Stephanie Henderson	5th
Mrs. Melissa Stover	P.E./Yearbook
Mrs. Valerie McClendon	Library/Art/Music
Mrs. Kathryn Tripp	Art/Lower School Spanish

Upper School Teachers

Mrs. Bedenbaugh	English/Creative Writing
Mrs. Brittany Doolittle	Math/Algebra/Geometry
Mrs. Heather Brown	Computer Science/Bible
Mrs. Kathy James	Science
Mrs. Nona Kelsey	English/Social Studies/Bible
Mrs. Nikki Parks	Personal Finance/101 Classes
Mrs. Megan Padgett	English/Social Studies
Mrs. Rebekah Robeson	Spanish/Performing Arts
Mrs. Josie Rodgers	English/Bible
Mr. Mark Rodgers	History/P.E./Ag.
Mrs. Jill Rosier	Science
Mrs. Michelle Satcher	6th Grade 101/Digital Media Arts
Mr. Austin Spurlock	Math/Conditioning
Mr. Aaron Tripp	Bible
Mrs. Kathryn Tripp	Art

POLICIES AND PROCEDURES

ACADEMIC POLICIES

PROMOTIONAL POLICY:

Lower School:

3K, 4K, 5K and 1st 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 6th, 7th, and 8th grades, a student must pass all of their classes. If any classes are not passed, it is at the discretion of Administration whether credit recovery would be an option.

High School:

To be classified as a Sophomore (10th Grade), a student must have earned 6 units, including English I and Algebra I. To be classified as a Junior (11th Grade), a student must have earned 12 units, including English II and Geometry or Algebra II. To be classified as a Senior (12th 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 Administration.

GRADING SCALE

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

*Wardlaw Academy uses the SC Uniform Grading Policy.

REPORT CARDS

Report cards are issued at the end of each quarter in grades 1st-12th. K4 and K5 receive first and second semester skills progress reports.

GRADE POINT AVERAGE, CLASS RANK, AND HONORS

Grade Point Average is computed on a scale using each core academic course 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 Academic Counseling and Advisement. 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 or student body 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 grades 4-8 and grades 9-12. Induction 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 Honor Roll:

At the end of each semester, a certificate will be presented to 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 each semester, 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 each semester, 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 4.0 and 4.49 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 4.5 or above at the end of seven semesters. These students will wear a black, gold, and gray cord at graduation.

Shepherd's Red Cord Heroes Program:

Students donating blood to the Shephard Blood Center a minimum of 3 times per year will receive a red cord to wear at graduation for each year they meet the requirement.

Marshals:

Marshals for commencement exercises are the four juniors who have the highest GPAs at the end of five semesters, with at least two semesters being completed at Wardlaw. In case of a tie for number four; those tied will serve as Marshals. The Marshals will be the Juniors with the highest GPAs at the end of the third nine weeks of their junior year.

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 at 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. The Valedictorian and Salutatorian will be the Seniors with the highest and second highest GPA at the end of the third nine weeks of their senior year.

TUITION POLICY

School tuition is set in the annual contract and is made available to our parents 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.

1. Payments are due on the 5th of the month.
2. After the 10th of the month, any unpaid account will be automatically charged a \$50 late fee.
3. Once an account reaches 30 days late, all extracurricular activities will be suspended (including sports) and online grading access will be blocked.
4. A letter will then be sent from the Finance Committee to set up a date for you to meet with them concerning your account.

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.

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, a text message will be sent to all parents via the Remind.com app. You may also refer to the school Facebook page and Instagram for closing information.

FIRE AND WEATHER PROCEDURES

Fire and severe weather procedures are published, posted, and reviewed 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. School staff will make every effort to communicate to parents in the event of an emergency.

In the event of an individual 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 concern. 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 or the actual occurrence, the name of the student and family will be held in strict confidence by the 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 (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.

USE OF OFFICE TELEPHONES

Telephones in the school offices are business phones and may only be used with the permission of office personnel. Students 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 Office Manager.

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 by citing the Honor Code on assignments, quizzes, and tests as directed by the classroom teacher. 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. I understand that there are consequences for inappropriate actions. I further agree to self-report any off-campus incidents where I am involved that are in conflict with the student pledge and are a matter of public record or knowledge including but not limited to social media posts, news reports, and arrest records.”

Parents and students must acknowledge in writing that they understand and will adhere to the Honor Code and the Pledge (See Addendum 2 for Honor Code and Pledge signing sheet).

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 **zero being assigned as the grade for the 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
- Turning in homework/assignments/projects that is not completed by the student

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*.

CURRICULUM

GRADES K3-5 CURRICULUM

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. BJU curriculum is used for language arts, math, social studies, and science. 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, library skills, and Spanish.

COURSES OFFERED GRADES 6-8

6th Grade

English
Social Studies
Mathematics
Science
Physical Education
Bible
Electives
Computer
6th Grade 101

7th Grade

English
Computer
Mathematics
Life Science
Physical Education
Bible
Electives

8th Grade

English or English I (H)
Computer Science 1
Pre Algebra or Algebra 1
Earth Science
American History/Civics
Physical Education
Bible
Electives

Please Note: Credits toward a high school diploma include 8th grade Algebra I, Computer Science I, English I (H), and Physical Education.

COURSES OFFERED GRADES 9-12

9th Grade (CP)

English I or Eng. II (H)
Algebra I (CP) or Geometry (H)
Physical Science
Computer Science II (.5)
Spanish I
World Geography/Current Events
Bible (.5)
Electives

10th Grade

English II (CP) or English III (H)
Geometry (CP) or Algebra II (H)
Biology I (CP or H)
Life Skills and Leadership/Personal Finance
World History
Spanish II
Bible (.5)
Electives

11th Grade

English III (CP) or English IV (H)
Algebra II (CP) or Pre-Calculus (H)
US History
Psychology/Public Speaking-Communications
Spanish III
Chemistry (CP or H)
Bible (.5)
Electives

12th Grade

English IV or ENG 101 or 102 (Dual Enroll)
Algebra III or MAT 140 or 110 (Dual Enroll)
College and Career Readiness
Biology II (CP and H)
Bible (.5)
Electives

HONORS AND DUAL ENROLLMENT

Placement for Honors and Dual Credit Courses:

Beginning in the 8th grade, Math and English classes will be divided into separate Honors and College Prep sections. This will be based on student year and semester averages (90 and above), standardized test scores (MAP % rank of 55 and up) in all sub categories for Math and English, and teacher recommendation from the 7th grade year. You will be notified of your students' placement before the 8th grade school year begins.

Honors and College Prep level high school courses are also available in 10th -12th grade Science classes. These are taught within the same classroom but are assessed at different levels of learning and application. Placement for these courses is determined by the following:

1. Semester averages (90 and above) in previous year subjects

2. Standardized test scores (1000 PSAT/NMSQT or 1050 SAT)
3. Teacher Recommendation

You will be notified by the guidance office if your student is recommended for the College Prep level of a course, otherwise he/she will be taking Honors. To stay in the honors class you must have an 80 or higher for the year.

Students who meet the SAT testing requirement for taking dual credit college classes before the spring deadline in their sophomore and/or juniors years, who have maintained a B average in their classes, and who receive a teacher recommendation will also be notified by the guidance office prior to the registration deadlines for fall classes. If you have questions about the standardized testing requirements and deadlines, please refer these to the guidance office as they may vary from year to year.

DIPLOMA REQUIREMENTS

Wardlaw Academy uses diploma requirements that meet standards set by SCISA/AdvancEd. Our School utilizes South Carolina college entrance requirements in establishing diploma standards.

Subjects	Units
English I, II, III, IV or ENG 101	4.0
Mathematics including Algebra I, II, III, Geometry, and, Pre-Calculus	4.0
Science including two lab sciences in same subject	4.0
World Geography/Current Events	1.0
World History	1.0
U.S. History	1.0
Economics	0.5
Government	0.5
Foreign Language (three years of the same language)	3.0
Physical Education	1.0
Fine Arts	1.0
Computer Science I	0.5
Computer Science II	0.5
Personal Finance	0.5
Electives	4.0+
 TOTAL (College Preparatory Diploma)	 25+

TESTING

Tests are administered to each student in grades K through 11 on an annual basis to determine school performance and placement of students. We utilize the following tests:

MAP:	K-8
CogAT:	Grades 3, 5, and 8
PSAT:	Grades 9, 10, and 11 and Algebra I 8 th Grade students
SAT/ACT	Grades 11 and/or 12

(Benchmark assessment administered in the fall and spring)

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

EXAMINATION EXEMPTIONS

All students are required to take first semester exams unless the course ends at the semester and a student has a 95 or above. Seniors with a 95 or above average for the year may be exempt from the final examination in that course. All other upper school students may exempt an exam in a course with a 95 or above average for the year with no limit on exam exemptions if the student meets the grade and attendance requirement. Students are required to come and participate in the review even if they have exempted an exam and attend school during the exam administration. There are no excused absences for exam exemptions! Students exempted from an exam should bring a book to read or quiet tasks to complete during the exam administration.. No student may exempt any exam in a course where he/she has exceeded the allowed number of absences.

** In order for a student to exempt the exam for a course, he/she must not exceed **10 unexcused absences** for a yearlong course or **exceed 5 unexcused absences** for a semester course. Tardies to class convert to absences based on total minutes late to a class. The Head of School may excuse excessive absences for an extended illness with the **proper documentation** in which case the student may be allowed to exempt certain exams on a case by case basis. Absences for field trips, athletic contests, college days, or other school functions do not count toward the unexcused absence 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 and Advisement.

HOMEWORK

Wardlaw Academy endorses homework 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 weeknights. The purpose of these assignments are to reinforce skills taught during the school day. It is the responsibility of the student to turn in those assignments on the designated day.

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 hour 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 **10%** deduction in credit will be taken. After two (2) days, a 25% reduction, after three (3) days, a 50% reduction will be recorded. Any adjustment to this policy must meet administrative approval. After the third day, students will not be allowed to participate in extracurricular activities until the work is completed and turned in to the teacher. The student may be referred to the administration. Our goal is to encourage a positive work ethic and avoid zeros for grades.

**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.

ATTENDANCE

One of the most important factors in achieving academic excellence is attendance. Therefore, perfect attendance is awarded 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.

ABSENCES

Wardlaw Academy does not make a judgment on a parent's decision to permit a child to miss school. However, school attendance is mandatory by state law. 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 or be promoted to the next grade, he/she must not exceed **10 unexcused absences** for a yearlong course or exceed **5 unexcused absences** for a semester course. The Head of School may excuse excessive absences for an extended illness with the **proper documentation**. Absences for field trips, participation in Wardlaw athletic contests, 2 college visits with prior approval, or other school functions do not count toward the unexcused absence totals.

Whenever possible, please schedule all appointments before or after school. With limited exceptions, students are expected to attend school each day and on time. Exceptions include the following (and are considered excused absences)

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

When a student is absent from school, immediately upon his/her return, a written note signed by the parent explaining the absence, a doctor's excuse, or proof associated with the other acceptable absences listed above must be submitted. The decision as to whether an absence is excused or unexcused is left to the discretion of upper school administration and lower school administration (based on the grade level of the student). Attendance will be entered into the RenWeb system by the office manager. Only notes received within two weeks of an absence will be reviewed; failure to supply the note within this time frame results in an absence being

recorded as unexcused. The school will not contact parents to issue a reminder that a note is needed; this is a parental responsibility. (Note: unexcused absences affect the opportunity for students in grades 6-12 to exempt exams. Multiple excused or unexcused absences at all grade levels may affect promotion and/or course credit.)

If the student has not attended school, they can't attend any after school activities that day..
Wardlaw Athletes must be present for the entire school day in order to participate in athletic events for that day. Any exception must have prior approval from the Athletic Director.

Upper School Absences

All school days are planned to maximize instructional time. Parents should discourage their student(s) from leaving early or not attending for a reason other than an excused absence such as a medical appointment or illness. Excessive absences will result in the loss of any Senior privileges (if applicable), exam exemption, and/or field day participation. Credit for the course will be impacted with excessive absences and summer school for credit recovery may be required based on the amount of seat time missed. Students in grade six (6) and above are responsible for checking with teachers to secure content, assignments, tests, etc. given during their absence.

Lower School Absences

Instructional time in lower school is primarily focused on teacher modeling, hands-on learning, and peer collaboration. When students are absent, they are missing a vital component of the instructional process. In order to partner with parents to reach the full potential of every student, we need them to be at school on a consistent basis. Please utilize the school calendar when planning vacations to ensure that your child will not miss vital instruction time.

TARDIES

School begins each day at 8:00 a.m. and students are expected to be in their seats on time. 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, after which the office will call the student's teacher to notify him/her that the student is present. The student will be escorted to the lower school building by office staff or the school safety officer. Excessive tardiness may result in a Principal/Parent conference. All students may accrue (5) cumulative tardies per semester.

Upper School

All students may accrue 3 tardies per quarter. Tardies are administered by the office staff at the start of the school day and/or by a teacher at the start of a class period. At the start of class when the bell rings, teachers are required to lock their doors and begin instruction. If a student is tardy to class, he or she must go to the office and receive a pass, and the tardy will be marked accordingly. At the third tardy, a warning letter will be sent home with the student. If the student is tardy after the warning letter, the student will receive a detention letter. The following discipline will be enforced:

4th tardy	Detention
5th tardy	Detention x 2 days
6th tardy	Detention x 3 days

7th tardy	Admin/Parent Conference and Case by Case Student Consequence
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EARLY DISMISSAL

Requests for early dismissals should be presented to the school office. Absences from early dismissals count towards the allowed total absences in each class unless they are for school related activities. Lower school parents must go to the office first to sign their student(s) out.

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. 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 unless the teacher says otherwise.
- All assignments, which were announced by the teacher prior to the absence, are due when the student returns unless the teacher says otherwise.
- Students who appear to be developing a pattern of absences on test days or days when major projects are due will meet with administration and an email informing the parent, as applicable, will be sent home.
- Parents requesting assignments for students who are absent are encouraged to email the teachers directly. If a parent would rather call, they will need to contact the office by 11:00 a.m. at the latest to have the assignments collected by the end of the day.
- If work was sent home by the teacher prior to the absence, all assignments are due on the day the student returns to school.

STUDENT LIFE

ATHLETICS

To be eligible to play athletics at Wardlaw Academy, at the beginning of the school year a student must be on track to graduate per grade-level requirements and earn credits. After the first marking period, a student may not fail more than one class to remain eligible for athletics. All athletic fees and forms must be complete for a student to participate, including practices.

AUTOMOBILES AND PARKING

All drivers must drive cautiously and carefully through the parking lot and carlines. Any vehicle in the carline may not exit the carline by cutting out of the appropriate driving lane and onto the grass or into the other lanes. Parents and students are asked to drive slowly and cautiously, following the directions of the carline teachers and

administrators so that the safety of all involved can be our priority. Any driver who operates a vehicle in an unsafe manner on or near the campus, or violates parking regulations may be asked to meet with the administration and may lose their driving privileges at the school.

Carline

Lower School dropoff is in the left lane (students should exit the left side of the vehicle). Upper School dropoff is the right lane (students should exit the right side of the vehicle). Please do not drop off any students at the first staircase because it backs the carline up onto the main road and creates an unsafe environment.

Upper School students who have an injury or handicap, or who need parental assistance should be dropped off in the gym parking lot by the handicapped parking spaces. Upper School students riding with a Lower School student should be dropped off at the lower school drop off, no exceptions. Please follow these guidelines to keep our carline safe and running smoothly.

Student Parking

The student parking lot is located in the upper parking lot in front of the main office. All students are expected to park their vehicles in their assigned parking spot 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. Students parking anywhere other than their assigned spot will be subject to disciplinary action.

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 school dress code applies to in school events such as academic ceremonies as well as after school events and activities that take place on campus, including athletic banquets.

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 2:45 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, or inappropriate messages are not acceptable.
- Shorts and skirts are to be fingertip length of the student and no more than 3 inches above the knee.. Shorts must be visible under their shirt. Athletic shorts must meet the length requirement of shorts including types with a raise on the side seam.
- No waistbands may be rolled.
- No boxers, compression shorts or bras may be visible.
- 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 or shirts.
- 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 off the shoulder shirts may be worn.
- No “fad” haircut or color is allowed.
- Maximum hair length for male students is the top of the collar and when pulled down cannot cover the eyes, no mullet haircuts are allowed.
- Gentlemen are to be clean-shaven and free of earrings.
 - As a privilege, junior and senior boys are allowed to grow a beard if it is kept neatly trimmed and no longer than ¼ inch length.
 - Violation 1: student reprimanded
 - Violation 2: penalties up to and including detention
 - 3 violations or more may result in the student losing the privilege
- Shorts, slacks, or jeans must be worn at the natural waist. No underwear can be shown.
- 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/Upper School Chapel:** “Sunday Dress” is required unless otherwise specified by the teacher or Head of School.
- Leggings or yoga pants may be worn as long as the shirt worn with them always covers the student’s body completely in the front and back, even when wearing a bookbag or raising arms.
- Biker shorts are not allowed.

Violations of the dress code will be handled at the discretion of the administration.

FIELD TRIPS

Field trips are an integral part of our curriculum. If field trips are allowed, 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. ****

FLAG RAISING

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

LOCKERS

Students in grades 6-12 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, unless placed there by school staff. Lockers are the property of the school and Wardlaw Academy reserves the right to inspect lockers at any time.

LUNCH AND BREAK

All Upper School students should consume all food and drinks in the canteen. Upper School students should remain in the canteen during break and lunch. Lower School students will go to the canteen for lunch and sit with their class during lunch. Lunch and Snack cards can be purchased in the office.

All students may have a water bottle in class. The bottle must only contain water.

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.

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(s). 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's office.

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.

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 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.

STUDENT CONDUCT

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's 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.

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. Physical or emotional abuse towards another student may result in suspension, expulsion or other disciplinary actions at the discretion of the Head of School.

Aggressive or threatening behavior and/or bullying will not be tolerated. Appropriate disciplinary measures will be taken if these behaviors occur and a recommendation may be made that the student be withdrawn from Wardlaw Academy.

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. Suspended students are not allowed to participate in school events during the suspension period.

When the administration feels parent dissatisfaction is to the point that it does not allow us to fulfill the first part of our Mission Statement of “partnering with parents”, the School may ask the parent to withdraw the child from Wardlaw Academy.

DRUG, ALCOHOL, AND TOBACCO 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 is 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.

The use of any tobacco or vaping products is prohibited. Wardlaw Academy is a tobacco/nicotine free campus.

Violations of the policy are grounds for dismissal from Francis Hugh Wardlaw Academy. Students may be suspended, required to perform community service, complete an accredited drug/alcohol program and be placed on disciplinary probation or any combination of these above.

ELECTRONICS

Upper School:

Cell phones (cell phones, iPods, headphones, earbuds or any type of electronic device) are permitted on school grounds using an “off and away” policy. All cell phones are to be turned off and put away; in a locker, backpack, or classroom caddy. **Any cell phone heard, used, or seen during class or in the hallway during school hours will be taken and kept in the office for the remainder of the school day.** Smart watches should be removed

during all assessments. (Note: The school is not responsible for cell phones that may become lost, broken or stolen.)

Cell phone usage is allowed during break and lunch times.

Parents are requested to support the cell phone usage policy by refraining from calling or texting a student's cell phone during school hours. In case of emergency or the need to deliver an important message to your child that could not be handled before or cannot be taken care of after school, please contact the office for assistance. Continuous cell phone violations may result in a student losing his or her privilege to have a phone on campus, extended confiscation by school officials, or other disciplinary measures at the discretion of administration.

Non compliance for Upper School students will result in the following disciplinary actions:

First offense: Electronic device will be taken for 1 school day and a parent will be notified.

Second offense: Electronic device will be taken for 2 school days, community service will be served, and a parent will be notified again.

Third offense: Electronic device will be taken for 5 school days. The parent will be notified of the third offense, and 2 community service days will be served. Should the student continue to use the electronic device, further consequences will be determined by the administration.

Fourth offense: Electronic device will be taken for an extended period until it is clear that the student can demonstrate a willingness to use the phone only within the allowed parameters. Should the student continue to use the electronic device, further consequences will be determined by the administration.

Lower School:

Students **are not** allowed to have cell phones, smart watches, and any other electronic device at school. Watches that aren't considered a "smart watch", but still have a texting feature or allows games to be played, **are also not** allowed at school.

Non compliance for Lower School students will result in the following actions:

1st violation: The student will be asked by the teacher to put the device in their backpack and not bring it back to school.

2nd violation: The parent will be contacted by the teacher. The teacher will keep the device until the end of the school day

3rd violation: The student will receive lunch or recess detention and the device will be given to the parent at the end of the day (in the car line).

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 email 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. Administration will handle major or chronic violations.

According to the principles of Policy Governance properly following the "chain of command", the Board of Directors will not be involved in disciplinary procedures.

PARENTAL/VISITOR PARTICIPATION AND EXPECTATIONS

VISITING THE SCHOOL CAMPUS

For security and to avoid the disruption of the learning process, all visitors, including parents, must check in at the main office in the Upper School building. No individual may go beyond the main office without administrative approval 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. Prospective students must make prior arrangements to visit an individual class or take part in our entire school day as a part of a pre-arranged shadowing day. Also, families who are interested in enrolling students at Wardlaw Academy will be given school tours throughout the entire school year.

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 TEACHERS AND 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 email address. Messages may be sent to them by simply typing the person's first initial and last name followed by @wardlawacademy.com.

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 upper school administration or lower school

administration (depending on the grade level of the student). In these situations, the teacher will be present. If the concern cannot be resolved with the level administrator, the Head of School may be contacted to discuss the concern further. 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.

STUDENT HEALTH

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 medication needs to be taken during the school day, Upper School students must go to the school office to obtain the medication. Lower School students must go to the Lower School Principal (or another faculty/staff member as designated by the Principal). 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 the parent/guardian. A new authorization form must be received if the medication dosage or prescription 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 school 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 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 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, and 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.

STUDENT COMPUTER USER AGREEMENT

All students at Wardlaw Academy are eligible to have a laptop computer/tablets assigned to them for their schoolwork (assignments vary based on grade level). Computers are the property of the Wardlaw Academy and are provided for the exclusive use of Wardlaw Academy students and staff. Assigned computers, once in a student's possession, are the student's responsibility. Any computer use must follow the Student Computer User Agreement. Computer/internet use is a privilege not a right. In the event that a student demonstrates unacceptable use/activity, it may result in suspension or cancellation of computer privileges. Students and parents must sign a computer user agreement prior to receiving their laptop.

Personal laptops have a 10 hour battery charge life. It is the student's responsibility to charge their laptop by checking it in with his or her homeroom teacher at the end of the school day and plugging it in the changing box provided in the classroom, if the laptop is not needed for homework. If the student needs the laptop and charger to complete homework assignments, they need to check it out with their homeroom teacher in the PM Homeroom at the end of the school day (Upper School students).

- If the laptop is not charged, it does not excuse any late assignments
- If the laptop is not charged but the teacher is using laptops during class, the student may lose points on that grade and/or be given a zero for a daily classwork grade at the teacher's discretion

Personal laptops are to be used only at the discretion of the teacher during class times. You may not have your laptop on your desk or in use during class unless your teacher instructs you to do so. You may not use the laptop for any purpose other than what the teacher has approved for that class period.

- Laptops may be used during study hall to do school work, but not for personal entertainment. Use of laptops during study hall is a privilege, not a right. Any study hall teacher may revoke the privilege at any time due to its misuse. Repeated problems with misuse of laptop during study hall will result in disciplinary measures, parent notification, and potential long-term revocation of study hall laptop use.
- If a teacher is using the laptops during class and the student neglects to bring it that day, the student may lose points on that grade and/or be given a zero for a daily classwork grade at the teacher's discretion

Computers must be returned at the end of each school year. At this point, Wardlaw Academy will update software and check the condition of the computer.

If a student leaves Wardlaw Academy during the course of the school year, it is the student's and parents' responsibility to return the computer to the school in the condition it was issued to the student at the start of that school year.

Repairs/Damage/Loss:

Students are responsible for the computer assigned to them. Any damage or loss of the computer or computer charger will be assessed on a case-by-case basis. Any time damage or loss occurs to the assigned computer, Wardlaw Academy needs to be notified in a timely manner. Notifying Wardlaw Academy allows the damage to be

accessed so steps for repairs can take place. In the event that repairs will take an extended amount of time, students may be issued a loaner computer. In the event of a missing/stolen computer, Wardlaw Academy must be informed to take steps to locate the computer. Wardlaw Academy will notify parents/guardians of the missing computer. Students and parents are responsible for the full cost of lost/stolen computer if not found in the amount of \$400.00

Computer Use:

All student computer use is governed by the terms of the Student Handbook. The school regularly monitors use of any device connected to the school's network. Any use of school property is not private. Wardlaw Academy reserves the right to access or monitor any and all activity and materials performed on or contained on school technology, including emails and internet activity. Any use of the computer or network must comply with the Student Computer User Agreement. If a student believes inappropriate content has been sent to them or they have accessed inappropriate content, it is the student responsibility to inform a teacher or administrator of Wardlaw Academy. Once the school has been notified of the situation, appropriate action will be taken, according to the internet acceptable use policies. Each student is responsible for the care of his/her computer.

Guidelines for taking care of computers:

1. All computer labels must be visible. If an ID sticker is falling off, Francis Hugh Wardlaw Academy needs to be notified to replace it.
2. Students will not take apart their computers. No stickers or adhesives may be applied to computers, unless applied by Francis Hugh Wardlaw Academy.
3. Computers are sensitive to heat and cold. Computers should not be left outside or in a vehicle. Prolonged exposure to cold can greatly shorten the lifespan of a computer.
4. Use only the charger assigned to you. Using the wrong type of charger can permanently damage a computer.
5. When using a charger, always plug the charger into the wall first and then into the computer. This reduces the risk of shocking your computer.
6. Computers should be shut down and restarted once a week to cycle the battery life and rest the computer's memory.

General Rules of Computer Use:

1. School issued computers are to be used for school related work. Non-school related use of the computers is not permitted.
2. All activity on a school issued device is not private and can be accessed by school district personnel.
3. Users should not share log-in information or passwords with other users unless directly asked by a teacher or administrator of Wardlaw Academy.
4. Students must use school issued email accounts. All other email accounts, unless permission is given, are not permitted during school hours.
5. Students will not try to access accounts they do not have permission to access. This includes accessing someone else's computer and any content on that computer, including email accounts.
6. If a student is sent inappropriate content or accesses inappropriate content, accidental or not, the student must inform a Wardlaw teacher or administrator immediately.
7. Students must use technology in a responsible, ethical and legal manner in accordance with Federal, State or District laws, rules and policies.
8. Computers are not to be used for illegal activities; including installing, distributing, modifying or reproducing copyrighted materials.
9. Students will not transmit hate mail, discriminatory remarks, profane or inappropriate language, offensive or inflammatory communication. Any messages promoting hate are not appropriate.
10. Students will not access obscene or pornographic materials.

If students, guardians, or the community have questions about student computer use, please contact Francis Hugh Wardlaw Academy.

Consequences for Misuse:

Any use that violates these agreements will result in disciplinary action.

1st offense: Warning/Student Education (Staff will have a discussion with the student to discuss the misuse of technology and direct the student to fix this issue. Parents will be notified of the situation and the computer privileges may be restricted or revoked if necessary.)

Subsequent offense: Computer privileges will be restricted or revoked as necessary. Parents will be notified. Punishment including but not limited to detention or suspension may take place depending on the severity of the issue. Administration will determine the length of the restrictions and punishments as necessary.

In some cases, student misuse of technology may warrant immediate loss of internet and/or computer privileges that cannot be regained. This will be determined on a case-by-case basis.

SIGNED ACKNOWLEDGEMENTS

Parents and students must sign and acknowledge the additional responsibilities associated with maintaining a personal school laptop.

After reading the Handbook for Parents and Students and reading the Honor Code and Pledge below, all parents and students must sign the agreement pages and return them to the school. Failure to return these forms does not absolve students from adhering to the rules and policies stated in the handbook.

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

Addendum 1 (Sign and Return)

Student Computer User Agreement: Signature Page (Grades 6th-12th only)

All students and parents must have this agreement signed and on file with Francis Hugh Wardlaw Academy each school year to receive a computer and access to the Internet. It is important that students and guardians carefully read the Student Computer User Agreement. If there are any questions about the contents of the agreement, ask the administration of Francis Hugh Wardlaw Academy before signing this agreement.

Student:

I have read, understand, and agree to comply with the rules stated in Francis Hugh Wardlaw Academy Student Computer User Agreement. I further understand that I am responsible for reading and complying with any changes made to this policy. Should I commit any violation of this agreement, I understand that my access privileges may be revoked, denied, or suspended, and further appropriate school disciplinary or legal action may be taken. I understand I am responsible for the computer being issued to me and agree to reimburse the school for any repairs up to and including its full value, \$400.00.

First Name _____ Last Name _____
(Please Print) (Please Print)

Signature _____ Date _____

Parent/Guardian:

As the parent or guardian of this student, I have read the Student Computer User Agreement. The student and I have discussed this policy and understand the guidelines for computer use and internet use. I understand that it is the student's responsibility to use Francis Hugh Wardlaw Academy computers and network resources in accordance with the Student Computer User Agreement policy. I understand that, despite Francis Hugh Wardlaw Academy's best efforts, materials inconsistent with the educational goals of the district and otherwise inappropriate might be accessed by the student. I agree to take full responsibility for supervision of this student's use of the computer while he/she has it at home. Nevertheless, I hereby give permission to allow the above-named student access to the Francis Hugh Wardlaw Academy network under the terms of this policy. I understand I am responsible for the computer being issued to my student and agree to reimburse the school for any repairs up to and including its full value, \$400.00.

First Name _____ Last Name _____
(Please Print) (Please Print)

Signature _____ Date _____

Addendum 2 (Sign and Return)

Risk Acknowledgement-Flip Flops

In consideration of being allowed to wear flip flops to FH Wardlaw Academy, the undersigned acknowledges, appreciates, and agrees that:

- The risk of injury from school activities does exist.
- Knowing this, I freely assume any such risk and responsibility for my child's participation.
- I, therefore, RELEASE AND HOLD HARMLESS FH Wardlaw Academy, Head of School, their officers, and its employees, WITH RESPECT TO ANY AND ALL INJURY, DISABILITY, or loss or damage to person or property, WHETHER ARISING FROM THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE, to the fullest extent permitted by law.

I have read this release of liability and assumption of risk agreement, fully understand its terms, understand that I have given up substantial rights by signing it, and sign it freely and voluntarily without any inducement.

Signed: _____ Date: _____
(Student's Signature)

Signed: _____ Date: _____
(Parent/Guardian's Signature)

Addendum 3 (Sign and Return)

Honor Code, Pledge and Handbook: Signature Page (All Grade Levels)

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 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.”

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. I understand that there are consequences for inappropriate actions. I further agree to self-report any off-campus incidents where I am involved that are in conflict with the student pledge and are a matter of public record or knowledge including but not limited to social media posts, news reports, and arrest records.”

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

Parent Name _____ Parent Signature _____

Student Name _____ Student Signature _____

Grade _____

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

Parent Name _____ Parent Signature _____

Student Name _____ Student Signature _____

Grade _____