

THE WINSTON SCHOOL

STUDENT HANDBOOK

5707 Royal Lane
Dallas, TX 75229
214-691-6950
www.winston-school.org

THIS BINDER BELONGS TO:

Name _____

Address _____

City/State/Zip _____

Phone _____ Advisor _____

Disclaimer and Reservation of Rights

The provisions of this Handbook do not constitute a contract, express or implied, between any applicant, student, or parent and The Winston School. The Winston School reserves the right to change any of the rules, regulations, policies, and/or provisions of this Handbook at any time, including those relating to admission and graduation, in order to serve the best interests of the school. The right to withdraw curricula and specific courses, alter course content, change the calendar, and impose or increase fees is similarly reserved.

Statement of Nondiscrimination

The Winston School does not discriminate against individuals of any race, color, sex, religion, national or ethnic origin, in its admission and education of students.

Mission Statement

The Winston School is a small college preparatory school designed to maximize the potential of *bright students who learn differently*®. Through individualized learning strategies our students are empowered to meet confidently the challenges of tomorrow.

Philosophy

The environment and curriculum of The Winston School is designed for bright students who learn differently. Since learning differences are unique to the individual and may be manifested in various academic areas, each person deserves the opportunity to learn in the manner appropriate for his or her own distinctive style. As cornerstones of our philosophy, the Winston community believes:

- Learning requires self-discipline;
- Learning requires the active participation and support of the student and family;
- Learning focuses on long-term goals;
- Learning is enhanced by understanding one's particular strengths and weaknesses in the learning process;
- Learning requires the continual development of technical skills needed for reading, writing, and mathematics;
- Learning is the process of continual elaboration on the student's knowledge base;
- Learning requires courage and tenacity;
- Learning strengthens self-esteem.

The Winston Community which includes its Board of Trustees, faculty, and staff, is dedicated to developing a student's strengths, to aid in conquering weaknesses, to seek to instill confidence, and to help each student strive to reach his or her full potential. A variety of assessment processes and teaching methods are utilized to assist students in satisfying their unique cognitive needs.

Concept development, specific skills, learning strategies, study skills, and problem solving are taught in a balanced Texas Education Agency recommended curriculum across academic subject areas. In keeping with this philosophy, grade level school trips are required.

Accreditation

The Winston School is incorporated as a nonprofit institution according to the laws of the State of Texas and is under the direction of a Board of Trustees. It is accredited by the Independent Schools Association of the Southwest, approved by the Texas Education Agency, and a member of the National Association of Independent Schools.

Grading System

Grades are reported three times per semester for a total of six times per year. Intermediate progress/grades are reported for all new students and for students performing significantly below their normal performance level, and may also be reported for exceptional achievement. Report cards will also reflect student attendance. Semester grades are reported on a student's permanent transcript.

Mandatory student and parent conferences with advisors/teachers are scheduled twice per school year and are noted on the school calendar. Additional conferences may be scheduled as necessary.

An Upper School student whose semester grade in any core subject is below 70 must make up this credit (or approved equivalent) before graduating. A minimum grade of 70 is also required for the successful completion of all summer semester courses.

Policy for Dual Credit Students

Upper School students may take college level courses at a local community college and receive dual credit during their junior and senior year at Winston **if they are enrolled as a full time student**. The Winston School will allow the student flexibility with time off campus to meet their college course requirements. In this situation, The Winston School will help support the student in any way possible with scheduling and assuring that they will meet all requirements for graduation. It is the policy of The Winston School that the seniors complete the school requirements and senior project obligations and are active and engaged members of our community in order to meet all requirements for graduation. In some circumstances a junior is allowed to take college level courses at a community college.

The Winston School does not prorate or take any deductions from the full tuition and fee schedule that is the published rate for the current school year.

Graduation Requirements

Before a diploma of graduation is granted by The Winston School, the following requirements must be met: Academic Credits

GRADUATION REQUIREMENTS ENTERING H.S.

<u>Subjects</u>	<u>Recommended Program</u>
English Completion of Senior Project	4 credits English I-IV 1 credit Senior Project
Math	4 credits to include Geometry, Algebra I, Algebra II and Consumer Math,(or) College Math, (or) Trigonometry Expressway to Math
Science	4 credits to include Active Physics, Biology, Forensic Chemistry, Physics and a fourth state approved laboratory based science course (Earth Science)
Social Studies	3 ½ credits: World Geography, World History, U.S. History, and U.S. Government
Economics	½ credit
Foreign Language	2 credits of the same language
Fine Arts	1 credit
Physical Education	1 ½ credits for any or all after school sport programs – ½ credit each. Substitutions allowed
**Health	½ credit
Speech	½ credit
**Technology Applications	1 credit Computer Science,
Elective	2 ½ credits
Required	120 hours of Community Service
TOTAL	26 credits

**** May be taken as a Winston online course**

The Winston Senior Project

As part of The Winston School's graduation requirements, every student must complete a Senior Project. Below is an outline of the format.

1. Portfolio

- Letter of Intent
- Poster

- Log of Meetings with SP Advisor
2. **Research**
 - A 6-8 page research paper to be completed as part of the English IV curriculum
 3. **Experience**

A combination of outside learning and producing that will allow you to explore your subject matter in a productive and professional way

 - Learning Task
 - Producing Task
 4. **Presentation and Reflection**
 - A professional presentation of your Research and your Experience
 - A reflective essay that is a self-evaluation of your process

Grading

- Each component will receive a grade from 1- 4
- Your grade in the course will be a pass fail. You must complete all requirements to pass. You **cannot** opt out of one of the components and still receive a passing grade.
- You must have a 2 or better in your overall grade to pass the course.
- Senior projects scoring a 3.5-3.8 will receive special recognition at graduation.
- Senior projects scoring a 3.9-4 will receive honors at graduation.

Simplification- A simplified breakdown of your process is as follows:

1. Discover an idea for your project
2. Construct a letter of intent and receive approval
3. Create poster
4. Research your question, and write research paper
5. Set up and engage in Experience, keep your journal
6. Keep log of work and meetings,
7. Prepare Presentation and Reflection paper
8. Present

* Please note that every senior must complete the requirements listed above to be considered eligible for graduation.

Community Service Requirement

In order to provide a deeper understanding of the genuine needs of our community, Winston School Upper School students are required to complete 30 hours of community service per year. 10 of these hours may be completed at School or on school grounds. There are occasions where upper school students are needed to help the various school organizations to prepare for School sponsored events. It is the belief of The Winston School that the students' community involvement outside of the classroom contributes significantly to what they learn within it and enhances the student's ability to become more socially responsible. Community Service forms are available on the website and in the school office.

Quality of Work

A student is required to have a cumulative average of at least 70 to receive a diploma from the school.

Advisory System

Each student in Middle and Upper School is assigned a faculty advisor who will help with social and academic concerns about school life. The groups meet every day and the advisors will serve as primary contacts between the school and home.

Academic Integrity: Cheating, Copying Homework and Plagiarism

Any work prepared by a student outside of class that is presented in class is presumed to be entirely his or her own unless he or she makes proper acknowledgment of help from a classmate, some other person (including a teacher), or a published source. All papers written by a student for a class must show appropriate documentation. Any student who cheats, copies homework or labs, plagiarizes another's work or does not credit it properly (including sources from the Internet), violates testing procedures or knowingly enables another student to cheat, will receive a zero for the exam or work in question and may face disciplinary action. A letter will be sent home notifying parents. Further incidents could result in failure of the course and/or disciplinary action

Graduation

Students who do not have the requisite number of credits may not be able to participate in the graduation ceremony. Attendance at Baccalaureate and Graduation is mandatory for all graduating seniors. All financial obligations must be met no later than May 1, 2015, for Seniors to participate in exams and Senior activities.

Health Information

The Winston School requires each student to have on file an **Emergency Treatment Release** form for the current school year. In addition, The Winston School is required by state law to have on file

a **complete** (including initial infant series and all booster dates) and **current immunization record** for each student. **All immunizations must meet the Texas state vaccine requirements.**

Exceptions to these requirements for medical reasons may be granted with an affidavit signed by a physician licensed to practice medicine in the U.S. in which it is stated that, in the physician's opinion, the immunization required would be injurious to the health and well-being of the student or any member of the student's family or household. In addition, exceptions for religious reasons may be granted on receipt of an affidavit from the parent or guardian of the student, stating that the immunization conflicts with the tenets and practice of a recognized church or religious denomination of which the student is a member. However, by state law, this exception does not apply in times of emergency or epidemic declared by the Commissioner of Health. The Head of School, in his/her sole discretion, may remove a student for the duration of an infectious disease or other medical condition when necessary to protect the health and safety of students, staff and faculty. Any immunizations with fall due dates must be completed before the first day of classes for the fall semester, and spring due dates are to be completed over winter break.

Medication

When it is necessary for a student to receive prescription or special non-prescription medication during the day, the student's parent or guardian must bring the medication to school and give it directly to the school nurse or designated school personnel, who can appropriately secure the medication. A form must be completed and signed by the parent to accompany the medication.

Students are not to have any medication in their lockers or on their person at any time.

Medication required on a daily basis will be dispensed only by designated school personnel. If it becomes necessary to temporarily or permanently change the way a prescription medication is being dispensed at school (e.g., dosage, time of dosage), the nurse must receive notification of this change either in writing or by phone from the prescribing doctor. Nonprescription medications (e.g., Ibuprofen, Tylenol, Diphenhydramine) will also be available from the school nurse or designated school personnel, and may be obtained by students AFTER getting a pass to the clinic from their teacher or visiting the clinic between classes if time allows. A record will be kept of all prescription and nonprescription medication dispensed.

Parents are required to sign a form (Parents' Agreement and Release of All Claims) which explains Winston's legal position on the administration of medication. In addition, at the beginning of each semester, parents will be asked to complete a form indicating any and all medication being taken by a student at home or at school, and giving permission for administration of specific nonprescription medications (e.g., Tylenol).

Sleeping in Class

Any student who sleeps in class will be sent to the nurse for an evaluation. If the student cannot remain awake at school he/she will be sent home.

National Honor Society

Scholarship: Students who have a cumulative grade point average of 85 percent, B, 3.0 (on a 4.0 scale) or equivalent standard of excellence, or a higher cumulative average set by the local school's Faculty Council, meet the scholarship requirement for membership. These students are then eligible for consideration on the basis of service, leadership, and character and citizenship for the National Honor Society (NHS).

Service: This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit.

Leadership: Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activities while working with or for others.

Character: The student of good character upholds principles of morality and ethics; is cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and generally maintains a good and clean lifestyle.

Citizenship: The student who demonstrates citizenship understands the importance of civic involvement, has a high regard for freedom, justice, and democracy, and demonstrates mature participation and responsibility through involvement with such activities as scouting, community organizations, and school clubs.

Any student in grades 10 through 12 in a school with both an official charter of the National Honor Society and an affiliation with the national office is eligible for consideration for membership in NHS. For National Junior Honor Society (NJHS), any student in the second semester of the sixth grade or grades 7 through 9 in a school with both an official charter of the National Junior Honor Society and an up-to-date affiliation with the NJHS national office is eligible for consideration for membership.

Winston students will need to submit a resume and a minimum of one letter of recommendation and express their intention to be considered for membership.

Littering and Campus Cleanliness

The Winston School hopes that each student will take pride in the appearance of the campus. It is the responsibility of the entire student body to keep our campus clean. Students should pick up their trash after lunch and breaks. Moreover, students are NOT ALLOWED to leave the hallways cluttered as it is a safety hazard and impedes maintenance. Students are responsible for storing their personal belongings and textbooks in their assigned lockers.

Attendance Policy

A student may not be given credit for a semester course in which the student has less than a 90% attendance record. School-sponsored trips or functions will not be counted as absences, but the student is responsible for work missed. If a student is tardy or absent, a phone call or a note is required from a parent or guardian stating the reason the student was not in attendance. If a student knows in advance that he/she will be absent, the parent or guardian should contact the school in advance. It is the **student's responsibility** to complete any assignments missed during an absence. All departments' 7-12 grades will follow the **school-wide LATE WORK POLICY**. **The late work policy will be that late work loses 11 points the first day and after day two the grade will change to and remain a zero.***** unless the student has proactively requested in writing a request for an extension prior to the due date.* Teacher must approve request in writing as well.

***please see attachment on page 11.*

Parents will be notified if their child's attendance becomes a problem.

It is important to the academic success of students that they be present in all assigned classes at the correct time. Students **must** live with parents or with a legal guardian to be allowed to attend The Winston School. Good attendance and punctuality are evidence of a student's acceptance of responsibility and a willingness to cooperate. **PLEASE NOTE: The school day begins at 8:15 a.m. for Lower and Upper School. The Middle School begins class at 8:00 a.m.**

Any student more than **10 minutes** tardy to a class will be counted absent.

Warning: 3 unexcused tardies equal an unexcused absence. Students may not participate in school-sponsored activities (sports, theater, evening activities) on a day in which they were absent for more than half the school day.

For excessive absences and/or tardies the student will be required to meet with the Division Head for possible disciplinary consequences.

If a student is absent for an extended period of time due to medical or clinical intervention, the school must have appropriate documentation to determine on an individual basis the make-up requirements for credit to be earned in a course. If a student completes the assignments missed during an extended absence and receives credit for a course, it is with the understanding that the student may not have met the course objectives with the same level of competency had the student attended class on a regular basis.

Fifteen absences - the school requires a certificate or letter from a physician. The student is at a risk of not receiving a credit.

Upper school students will be allowed excused absences during the school year for planned college visits. **To be excused, a note from a parent must be received by the school office at least three days prior to the planned visit. Documentation of the visit from the university/college must be given to The Winston School upon returning to school.**

Excused Absences

The following examples of absences will be excused, provided a parent or guardian notifies the school office by email or written note upon the return of the student.

1. Illnesses: Any illness lasting more than three days may require a note from the physician involved. Extended illnesses will be reviewed by the principal to determine whether these absences will count toward the attendance policy.
2. Death in the family
3. Serious personal or family problems/family emergency
4. Medical appointments
5. Family funeral
6. Religious obligations
7. Family trips: This is defined as the student accompanying their parent(s) on a business trip or vacation. It is necessary to have the parent inform the school of the trip, request permission for a pre-arranged absence, list the dates of the proposed absence at least 5 days prior to the trip. It is highly discouraged to plan family vacations during the school year. Teachers are not required to prepare work ahead of time for family vacations. The student will be allowed one week to make up the missed work.

Unexcused Absences

The following examples of absences will be defined as unexcused (note: this is NOT an all-inclusive list):

1. Skipping classes (truancy from school)
2. Leaving school during the school day without checking out at the school office
3. Oversleeping
4. Excessive absences without a doctor's note
5. Car trouble, flat tire, busy traffic, renewing a driver's license
6. Notes without all pertinent information

Late Work Policy for Excused Absences

To see a list of excusable absences, please refer to Page 9.

The Attendance Policy on Page 9 in the Winston School Agenda states, “A student may not be given credit for a semester course in which the student has less than a 90% attendance record...it is the student’s responsibility to complete any assignments missed during an absence.”

ABSENCES <i>Please contact the school to notify us of any absence.</i>	ACCOMMODATIONS
1-2 Consecutive Excused Absences	<p style="text-align: center;">1 Extra day to complete work (Class work and homework)</p> <p style="text-align: center;"><i>Homework that was assigned a day prior to the absence will be due on the second day of return.</i></p>
3-4 Consecutive Excused Absences	<p style="text-align: center;">2 Extra days to complete work (Class work and homework)</p> <p style="text-align: center;"><i>Homework that was assigned a day prior to the absence will be due on the second day of return.</i></p>
5-7 Consecutive Excused Absences	<p style="text-align: center;">2 Extra days to complete work (Class work and homework) Then, continue work as scheduled. Find assignments on RenWeb and/or email teachers to collect work.</p> <p style="text-align: center;"><i>Please provide the school with a Doctor’s note.</i></p>
8+ Consecutive Excused Absences	<p style="text-align: center;">If the student is unable to complete assignments through email/RenWeb or if they are absent for more than 8 days due to a severe health concern, the student will need to provide the school with a note from a Doctor stating as such.</p> <p style="text-align: center;">In this case, missed work will need to be completed by the end of the SW period.</p>

If these absences fall on the end of the SW period, the student will be given an incomplete.

<p>Frequent/Intermittent Absences (This is defines as 3 or more absences in a month)</p>	<p>For each subsequent absence, the student will be afforded 1 extra day to complete work. This will allow time to contact teachers for direction and instruction. Therefore, missed work (class work and homework) will be due upon the second day of return to school.</p> <p><i>In the case of continual but not consecutive absences assigned work and homework that assigned previous to an absence is due upon return to school.</i></p> <p><i>Extensions are afforded only to students when deemed necessary by a doctor or guardian with a signed note.</i></p>
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Physical Education Requirements

All students at Winston are required to attend physical education classes and are urged to participate in extracurricular athletics. In-school physical education for Grades 1- 6 (Lower School) involves forty-five minute classes, five days per week. Students in A and B1 Cores wear school clothes and indoor/outdoor athletic shoes, all other students wear athletic shoes and school-issued PE shirts and shorts.

Notes from parents excusing students from physical education classes will be honored for short time periods. **Prolonged excuses from activity require a doctor's order.** We urge parents to support our position that physical education is an integral and important part of school life. Please direct any questions about physical education policies to the Athletic Director.

Uniform Dress Code

Parents and students are asked to cooperate with the school in following the letter and spirit of the dress code. All teachers, staff members, and administrators may, at their discretion, call parents/guardians and/or issue detentions for dress code violations.

The code applies while students are **on campus and attending school-sponsored activities.**

School uniforms are required and must be purchased from Parker School Uniforms (www.parkersu.com). There are several store locations to choose from:

- 4887 Alpha Road, Suite 250, Dallas, TX, 972-458-0645
- 4909 West Park Blvd., Suite 173 (NE corner of West Park Blvd. and Preston Rd.), Plano, TX, 469-467-9712
- 413 Casa Linda Plaza, Dallas, TX, 214-324-2483

Girls



Pants - Pleated or Flat Front

Grades: 1-12 Color: Navy
Grades: 9-12 Color: Khaki

Pleated

Girls Reg 03-16
Girls Reg/Slim 6-16
Junior 03-27
Halfsize 6-/18-

***Flat Front with Lycra**

Junior 0-27
*Only available in Khaki

Shorts - Pleated or Flat Front

Grades: 1-12 Color: Navy
Grades: 9-12 Color: Khaki

Pleated

Girls Regular 4-7
Girls Feb/Slim 8-16
Junior 03-15
Halfsize 6-/18-

***Flat Front with Lycra**

Junior 0-27
*Only available in Khaki



Culotte - Split Skirt with Shorts

Grades: 1-6 Color: Navy
Girls 2T-16

Skirt-Pleated

Grades: 4-6 Color: Navy
Grades: 7-12 Color: Plaid, Navy
Grades: 9-12 Color: Khaki

Waisted

Misses 22-38

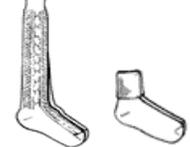
Contour Waist (Navy & Khaki only)

Junior 0-27



Blouse - Oxford

Grades: 1-11 Color: White
Grades: 12 Color: Lt. Blue

	<p>Short Sleeve Girls 4-16 Ms S-3XL</p> <p>Long Sleeve Girls 4-16 MS S-3XL</p>	
	<p>Shoes - Saddle Oxfords Grades: 1-8 Color: Navy/White</p> <p>Keds Youth N/M/W</p> <p>PSU Traditional Saddle Youth N/M/W Ladies N/M/W</p> <p>*Girls may choose to wear either style shoe if size is available</p>	
	<p>Shoes - Sperry Topsiders Grades: 9-12 Colors: Any Ladies M/W</p>	
	<p>Socks, Tights, Leggings Grades: 1-12 Colors: White, Black, Navy Knee Hi or Bobby Socks Ankle Length Leggings (no capris)</p>	

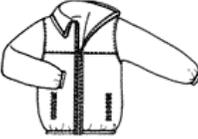
*****Shorts and Skirts must be NO SHORTER than 4 inches above the knee cap**

*****Modesty Shorts may be worn undershirts, shorts must NOT be longer than the skirt**

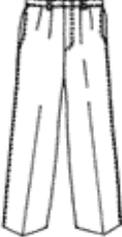
*****Girls may wear any Navy, White, Red, Black, or Plaid Hair Accessories**

Girls & Boys

	<p>Shirt - Jersey Knits with Logo Grades: 1-6 Color: Red Grades: 7-8 Color: Red, White Grades: 9-12 Color: Red, White, Navy</p> <p>Short Sleeve Youth XXS-XL Adult S-3XL</p> <p>Long Sleeve Youth XXS-XL Adult S-3XL</p>
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	<p>Sweater Grades: 1-12 Color: Navy, Red</p> <p>Cardigan Youth XXS-XL Adult S-3XL</p> <p>V-Neck Pullover Youth XXS-XL Adult S-3XL</p> <p>Vest Youth XXS-XL Adult X-3XL</p>	
	<p>Jacket - Fleece with Logo Grades: 1-12 Color: Navy Youth XXXS-XL Adult S-3XL</p>	

Boys

	<p>Pants - Pleated or Flat Front Grades: 1-12 Color: Navy Grades: 9-12 Color: Khaki Boys Regular 4-7 Boys Regular 8-20 Husky 25-38 Mens 33-48</p>	
	<p>Shorts - Pleated or Flat Front Grades: 1-12 Color: Navy Grades: 9-12 Color: Khaki Boys Reb/Slim 3-7 Boys Reg/Slim 8-20 Hsudy 25-38 Mens 33-48</p>	
	<p>Shirt - Oxford Grades: 1-11 Color: White Grades: 12 Color: Lt. Blue</p> <p>Short Sleeve Boys 4-20 Mens S-3XL</p> <p>Long Sleeve Boys 4-20 Mens S-3XL</p>	

	<p>Shoes Grades: 1-8 Color: Black or Brown New Balance Youth M/W/XW Mens M/W/XW Merrill Nubuck Youth M Mens M</p>	
	<p>Shoes - Sperry Topsiders Grades: 9-12 Color: Any Mens M/S</p>	
	<p>Socks Grades: 1-12 Colors: White, Black, Navy Crew S-XL</p>	
	<p>Belts Grades: 1-12 Colors: Black, Navy, Brown *Students may wear belt if shirt is tucked in</p>	

General Rules for Uniforms:

1. Uniforms should be clean and in good condition.
2. No tattered, frayed or torn uniforms.
3. No sagging, revealing or overly tight uniforms.
4. No skin or undergarments should be visible through uniform at any time.
5. Dress and grooming that attracts undue attention or infringes on the rights of others are considered not to be in the spirit of the dress code.
6. No visible tattoos.
7. No facial or tongue piercings, no gauges on any student and no ear piercing on males.
8. No hats, caps, visors, hoods, bandanas or inappropriate head coverings may be worn in the building.
9. Hair should be clean, avoiding hairstyles or colors that attract undue attention. Extreme hairstyles and/or unnatural coloring may not be acceptable.
10. Bulky outside coats may not be worn inside.

General Rules For Dress Down Days:

1. Clothing should be clean and in good condition.
2. No tattered, frayed or torn clothing.
3. No sagging, revealing or overly tight clothing.
4. No skin or undergarments should be visible through clothing at any time.

5. Dress and grooming that attracts undue attention or infringes on the rights of others are considered not to be in the spirit of the dress code.
6. No visible tattoos.
7. No facial or tongue piercings, no gauges on any student and no ear piercing on males.

Footwear: Footwear must be worn at all times and should be appropriate for an active school day. Shower or beach sandals such as flip-flops, house slippers and heels or soles over 3 inches are not acceptable.

Winston Wear: Approved “Winston Wear” may be worn (unless otherwise specified). Winston Athletic team and physical education (P.E.) clothing is not considered “Winston Wear” and may not be worn in the classroom.

Appearance on campus should be neat at all times. The parents of inappropriately dressed students may be called and asked to bring the students appropriate clothing or take them home. Until the student has proper attire, he/she may not return to class and it will be counted as an unexcused absence. The dress code applies throughout the school day, while on campus and while attending school-sponsored activities.

Discipline Policy

The Winston School is a community of teachers and students working together for each child's maximum benefit. Any community must have rules by which it operates ensuring that each student's rights are secure and that the community functions in a socially acceptable atmosphere.

It is the school's intention to respond if and when a student in our community disregards one of the basic rules stated below. These are considered punishable violations of school policy and **repeated infractions will jeopardize a student's privilege to attend Winston.** Accordingly, if in the sole discretion of The Winston School, a student fails to comply with such rules of conduct, the school shall have the right to dismiss the student or take any other disciplinary action

Possible Disciplinary Offenses for Level 1

- Tardies
- Putdowns
- Inappropriate personal display of affection
- Repeated non-compliance
- Roaming hall when given permission to leave class for a specific task
- Going to parking lot and/or other unauthorized areas during school hours unless accompanied by the Head of School
- Profanity
- Rough-housing
- Running in building
- Disruptive behavior in class
- Disrespect

- Unprepared for class
- Dress code
- Use of radios, iPod, MP3 player, cell phones, laptops, or other audio/video devices unless approved by the teacher. These items may be confiscated and returned to the student at the end of the day after school
- Any form of disruption during a school assembly, lectures and field trips
- Misuse of computer/internet privileges
- Skateboarding, rollerblading, riding scooters on campus at any time
- Inappropriate behavior during lunch
- Any other inappropriate conduct, as determined by The Winston School

Level 2 Discipline determined by Division Head and/or Head of School

(Possible out of school suspension, behavioral probation and possible removal from the Winston School.)

- Teasing/bullying
- Threats (including bomb threats)
- Drugs/substance abuse
- Skipping class
- Physical, sexual or verbal harassment of students or faculty/staff
- The unauthorized posting of anyone's (student, faculty or staff) image (photo or video) in a negative, embarrassing or insulting manner on any website or deprecatory manner on a website (i.e. Facebook or YouTube) is considered cyber harassment and is strictly forbidden
- Direct disrespect, disobedience, or insubordination toward a teacher or staff member
- Once at school, leaving school property or a school-sponsored activity without direct permission of a faculty or staff member
- Bringing, possessing, distributing, using, selling, delivering contraband on The Winston School campus and any school sponsored activities. Contraband includes, but is not limited to: cigarettes or other smoking/tobacco materials, lighters, matches, mind-altering substances, weapons (including clubs, chains, knives, firearms, or anything that could be used as a weapon) and pornographic materials
- Engaging in behaviors which demonstrate an intent to distribute, use, sell or deliver mind altering substances
- Theft
- Willful destruction of school or personal property
- Cheating or plagiarism
- Fighting with or striking another student or faculty/staff
- Making a false claim
- Retaliation against student or faculty/staff either on or off campus
- Being under the influence of drugs or alcohol
- Any other serious departure from acceptable conduct, as determined by The Winston School.

Speeding or unsafe driving while on school grounds or at school-sponsored activities is considered unacceptable and dangerous conduct, and will result in the following:

- Offense 1 = written warning
- Offense 2 = loss of driving privileges for one full week
- Offense 3 = loss of driving privileges for the remainder of the semester or other appropriate discipline
- Offense 4 = loss of driving privileges for the school year or other appropriate discipline.

Student Policy Against Discrimination and Harassment

The Winston School is committed to providing students with an environment free of discrimination, harassment or intimidation. As such, students and other individuals working at The Winston School (such as staff/faculty, vendors, volunteers, and contractors) are prohibited from engaging in discrimination, sexual harassment, or any other unlawful harassment. Discrimination or harassment of students is inconsistent with The Winston School's vision and purpose, and will result in appropriate disciplinary action, up to and including termination or expulsion.

Discrimination

The policy of The Winston School prohibits unlawful discrimination against a student on the basis of race, color, sex, national origin, age, disability, or any other legally protected status under Texas or federal law, with respect to any conditions, benefits, aids, or services provided by The Winston School.

Harassment

The Winston School wants its students to enjoy an environment free of harassing conduct or conduct which, if not curtailed, has the potential of creating a hostile, intimidating or offensive working or school environment. As a result, it is against the policy of The Winston School for any student, teacher, administrator, supervisor, manager, volunteer or independent contractor to harass another on the basis of race, color, sex, national origin, age, disability or any other legally protected status under Texas or federal law. Employees and students are encouraged to report incidents of harassment before they become severe or pervasive in order that The Winston School may address the conduct immediately.

Prohibited conduct includes sexual harassment and other unlawful harassment as set forth below:

Student Sexual Harassment

Sexual harassment of a student occurs when unwelcome sexual advances, requests for sexual activity or any other unwelcome verbal, written, visual or physical conduct of a sexual nature occurs, **and**

1. Submission to or rejection of the conduct denies, limits, provides different, or is used as a basis for the provision of a school-related benefit, aid, or service; **or**

2. Submission to the conduct is made, either explicitly or implicitly, a term or condition of a school-related benefit, aid, or service; **or**
3. The conduct is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from an education program or activity, or to create a hostile or abusive educational environment.

Examples:

Examples of conduct which may constitute sexual harassment of a student include, but are not limited to, verbal or visual harassment or abuse (degrading sexual comments, unwelcome propositions, sexually offensive jokes, gestures, materials, objects, and tricks), unwelcome requests for sexual favors or activity, inappropriate touching or physical actions of a sexual or abusive nature (pinching, hugging, patting or repeated brushing against another individual's body), or a suggestion, threat or action that makes the affected individual's educational opportunities or benefits subject to submission to sexual demands, harassment or sexually offensive conduct. Harassment does not include occasional compliments or voluntary personal relationships between students. However, some conduct that may be appropriate in a social setting is not appropriate in our environment.

CyberBullying, Bullying, Harassment and Threats

Bullying means engaging in written or verbal expression, expression through electronic means or physical conduct that occurs on school property, at school sponsored events or at related activities.

Cyber-Technology Usage Policy

Rationale: the advancement of technology has revolutionized the acquisition, sharing and dispensing of information for all (text, video, digital pictures, music files, etc.) Technological advancement impacts our daily lives as cell phones, laptops, mp3 players and other such technologies are, for many, indispensable aspects of daily communications and interactions with friends, families and colleagues. Students of the twenty-first century have been dubbed "digital natives" because they have never known a non-digital world and they are typically immersed in all kinds of technological tools and gadgets. As a school we recognize the tremendous benefits these technologies have given students (e.g. the idea of completing a research paper without the use of the Internet now seems hard to imagine.) We also recognize the necessity of a corresponding moral responsibility as to the proper and appropriate use of such technologies. Without this, the unintended consequences can be difficult and far reaching.

Inappropriate images, text, video and the like produced and or transmitted in the digital world do not always remain there. When these things become more public, even if significant time has passed, the legal and life consequences can be significant and damaging. It is for this purpose that we have outlined the following expectations regarding student use of technology.

Broadly speaking, it is expected that all students attending TWS will use technology, (Internet, blogs, videos, Xanga, texting, emailing, instant messaging, social networking sites, etc.) in a manner consistent with our stated core values as well as the school's mission statement. Any student use of technology that deviates, as deemed by TWS administration, from these core

values or mission statement, will not be tolerated and will be dealt with in a manner consistent with the school's discipline policy, up to and including expulsion from the School.

Specific policy items:

- ❖ The student will not maintain a website, create or forward email, text, photo, video or language that shows or implies violence against another. The student will not post content onto a social networking site or use any other means to create or forward matter with questionable or inappropriate content. Inappropriate content includes: obscene language, suggestive pictures, comments that put other individuals or groups down or negative information about students or staff of TWS that is discussed without permission. The student will not access any website containing inappropriate content from school computers, including those created by friends. This all applies to extra-curricular activities as well.

- ❖ Students will not
 - Post personal communications without the author's consent or post information containing material not meant to be made public
 - Post rude or inappropriate messages
 - Invade the privacy of individuals by sharing information that is not meant for public viewing (pictures, data, videos, personal communication, information, etc.)
 - Use technology for any illegal activity

Bullying and Harassment are any action or actions that may provoke an emotional or violent response or inflict distress. Bullying and harassment can come in many forms whether it is gossiping, teasing, rude gestures, name calling, using threats, or verbal or physical intimidation. Bullying or harassment that occurs on school premises or off school premises at a school sponsored activity will result in disciplinary action as recommended by The Winston School and may include suspension or expulsion.

Any incident of bullying or harassment is to be reported to the Head of School or Division Head as appropriate. Reports will be investigated and violations of this policy will be treated as serious disciplinary infractions. Normal disciplinary procedures will be followed in determining the appropriate consequences. To the extent possible, all reports of bullying and/or harassment will be kept confidential. The School reserves the right to pursue claims or suspicions of bullying/harassment on campus or at school-related activities without prior or continued consent or approval from those involved.

Threats or implied threats, either verbal or written, are taken very seriously at The Winston School and will result in disciplinary action, including suspension and expulsion. In addition, incidents of this nature may be reported to law enforcement authorities if deemed appropriate by the school administration.

The Winston School has no duty to regulate or review off campus internet messages, statement postings or “acts; but when those acts threaten violence against another student or staff member or otherwise disrupt the learning environment or orderly conduct of the School – the School can take action, from conferencing with parent and student, suspension or expulsion.

Other Unlawful Harassment

Unlawful harassment may also consist of verbal, visual or physical conduct that denigrates, threatens, or shows hostility or aversion toward an individual or group because of his or her race, color, gender, national origin, disability or any other protected status under Texas or federal law, and has the purpose or effect of unreasonably interfering with an individual’s work or school performance or creating an intimidating, hostile, or offensive work or school environment.

Examples:

Examples of conduct which may constitute unlawful harassment of a student include but are not limited to epithets, slurs, insults, negative stereotyping, threats, disparaging remarks, written or printed material of a disparaging or hostile nature, intimidation or hostile acts, or offensive jokes or tricks based upon or because of a person’s protected status, including race, color, national origin, ethnicity, age, disability or any other legally protected status under Texas or federal law.

Communication of Policy

Unlawful discrimination and harassment violates The Winston School's student policy and the values upheld by The Winston School. For these reasons, it is expressly prohibited. As a preventive measure, The Winston School will actively seek to educate all faculty and staff (through regular meetings, special seminars, etc.), about the prohibition of all forms of harassment and discrimination and the steps to report suspected violations. In addition, The Winston School shall communicate its policy against harassment and discrimination to employees and students by publishing the policy within the school in a manner that faculty, staff, and students are aware of its content.

Reporting Incidents

Any student who, in good faith, believes that he or she has been harassed or discriminated against in violation of this policy should immediately report the incident to one of the following:

1. His or her teacher/parent; **OR**
2. The Division Head; **OR**
3. The Head of School; **OR**
4. The Chair of the Winston School Board of Trustees; **OR**
5. Any other member of The Winston School administration with whom he or she feels most comfortable approaching.

If possible, the employee or the student should tell the person engaging in the inappropriate behavior that the conduct is offensive and should be immediately stopped. Employees and students are encouraged to report incidents of harassment or discrimination within 72 hours so that The Winston School can undertake a prompt investigation.

The Winston School believes that it is every employee's and every student's obligation to report complaints or incidents of possible discrimination or harassment. Employees or students who observe incidents of harassment, discrimination, or intimidation against others should report such conduct to their supervisor, their teachers, Division Head, Head of School, or the Chair of the Winston School Board of Trustees. Any supervisor or member of the administration receiving a complaint of harassment or discrimination should immediately report it to the Head of School.

Non-Retaliation

The Winston School prohibits retaliation, discrimination, harassment, or intimidation, against employees or students for reporting, in good faith, suspected incidents of harassment, discrimination, or intimidation, or for cooperating with or participating in The Winston School's investigation of such conduct. However, while The Winston School urges individuals to report alleged harassment, discrimination, or intimidation, unfounded allegations can irreparably harm an employee's or a student's reputation and limit their ability to fulfill their job or educational responsibilities. Employees or students who bring malicious, spiteful, or knowingly false allegations of harassment will be subject to The Winston School's established rules of conduct.

Investigations

The Winston School will investigate all claims of harassment or discrimination in a confidential, objective and thorough manner. Generally, within seven working days of a complaint, The Winston School will review the matter and determine the scope and nature of the investigation. The duration and extent of the investigation will vary depending upon the allegations. Upon conclusion of the investigation, and after consultation with the Head of School, The Winston School will take whatever appropriate remedy or correction it deems necessary to stop any discriminatory or harassing behavior, up to and including termination of employment or expulsion from school.

Non-Employee

Any student who believes that he or she or any other employee or student has been the subject of sexual or other unlawful harassment as defined in this policy by a non-employee or non-student, such as a client, vendor or visitor, during work or school time or in relation to the employee's work or the student's education at The Winston School, should immediately report the incidents by following the procedure set forth above. An investigation of the complaint will be undertaken as stated above. If The Winston School concludes that a non-employee or non-student has sexually or otherwise unlawfully harassed any employee or student during work or school time or in relation to the employee's work or the student's education at The Winston School, immediate and appropriate action, will be taken by The Winston School, as feasible.

Substance Abuse Policy

Winston School students are forbidden to use or possess illegal substances (narcotic or mind-altering drugs or alcoholic beverages). This policy also applies to prescription medication obtained or used in an illegal manner. Violation of this rule jeopardizes a student's privilege to attend

Winston and could also result in other forms of discipline as determined by the School. Any student found with drugs on campus (including car) may be expelled. The faculty, administration, and Board of Directors recognize that substance use occurs within the school-aged population. It is our intention to educate students regarding the dangers these substances present. The Winston School reserves the right to conduct random drug testing of students at any time. In addition, the faculty and administration will actively seek to identify students in the school community whose actions indicate they may be using drugs or alcohol. Where evidence exists that a student may be involved, his/her parents will be apprised of our concern and urged to seek professional help.

The School reserves the right to inspect and conduct a search of a student's locker, book bag, backpack, vehicle, and any other possessions or property on the School premises or on a School sanctioned excursion. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Further, the School has the right to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, the possession of which is a violation the School's rules, community standards, and/or local and state law.

In those instances where student behavior strongly indicates drug or alcohol use, the administration will require, at the cost of the parent, an evaluation by a certified professional in a center specializing in the field of substance abuse disorders. Subsequent treatment, if indicated, will be required at the cost of the parent in order for the student to be considered for continued enrollment at the School. The School reserves the right to require a drug test at any time from any student. Winston further reserves the right to terminate a relationship with a student who is uncooperative with this policy or who the School has reason to believe is a substance abuser.

Threatening Statement Policy

If a student threatens to harm him/herself or others, the student will be physically escorted to the school counselor and/or nurse.

School Counselor/Nurse will assess the student for suicidal/homicidal ideation. If the student endorses a plan and/or intent regarding suicidal and/or homicidal ideation or violence towards others, the parent will be called to pick them up immediately and the student will not be allowed to return to school until they are seen by a **medical doctor**. The student can return to school with a note that states they are **not** a threat to themselves or others signed by the medical doctor. Once that note is approved they can return to regular classes.

**All statements of school violence and personal threats will be taken seriously.

Locker Guidelines

Lockers are the property of The Winston School and students should have no expectation of privacy in the contents of a locker issued for their use. Students are expected to go to their lockers before and after school and between classes **ONLY**. Nothing is to be attached to the inside or outside of lockers that cannot be easily removed or which exceeds the limits of good taste. There will be

periodic inspections of lockers without notice and without permission. Locks on lockers must be locked during the school day. All locks may be opened at any time by The Winston School. Although every reasonable precaution will be taken to ensure the safeguarding of student property, The Winston School is not responsible for items lost or stolen. Any contraband item found in a student's locker will be considered to be in the possession of the student who has been assigned that locker.

Computing Resources and Electronic Communication (Students & Parents)

Introduction

Students who are provided with access to the computer resources and to the communication network of The Winston School ("School") assume responsibility for using the School's computers appropriately and in compliance with the following School policies and procedures. This policy applies to all information resources at the School, whether individually controlled or shared, stand-alone, or networked. The School expects students to be careful, honest, responsible, and civil in the use of computers and networks. Students receiving computers from The Winston School must read and sign the Computer and Procedure Policy.

All students are required to complete a Use of Computing Resources and Electronic Communication Policy form that is mailed during the summer. This contract requires a student signature as well as the signature of a parent/guardian. Use of the school computers, networks and access to the Internet are privileges that may be restricted or revoked at any time. This contract will be filed at the school.

School computers may never be used for commercial purposes to include offering, providing, or procuring goods or services for personal use. Students who use equipment without permission, who access unauthorized databases, who procure inappropriate information or images, who use inappropriate or demeaning language or who damage or deface computer hardware or software will lose their computer use privileges and be subject to disciplinary action.

Use of Computer Resources

The use of the School's computers and computer resources and the use of the internet link through the School's technology, including e-mail, is use of School property and can only be used in compliance with School policy and procedures. The use of School computer resources, including e-mail, should be primarily for purposes related to the School's mission of education, research, and public service. Students should use the School's computer resources primarily for purposes related to their studies, their instruction, and other school-sanctioned activities. Limited personal use of the system shall be permitted if the use imposes no tangible cost on the School, does not unduly burden the School's computer or network resources, and has no adverse effect on a student's educational performance. Students will abide by the general rules of network etiquette and instructed by this policy or by any teacher or administrator.

Electronic Communication

Correspondence through e-mail on the School's network is to be used primarily for educational and administrative purposes only. Language used in e-mail messages must be appropriate. The use of swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language in any communication is prohibited. E-mail messages must not misrepresent the identity of the sender and should not be sent as chain letters or broadcast indiscriminately to large numbers of individuals. Electronic mail transmissions and other use of the electronic communications system by students are not private and may be monitored at any time by designated School staff to ensure appropriate use.

Security and Confidentiality

The School shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes, including that of ensuring the appropriate and proper use of those resources. However, the School does not guarantee the security, accuracy, quality, or confidentiality of data accessed, prepared, stored, transmitted, or otherwise developed through the School's computers. The School will not be responsible for any damages suffered as a result of an individual's use of the School's computer system, including loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by the School's negligence or any errors or omissions.

Information prepared, stored, transmitted, or otherwise developed through the use of School computers, including e-mail transmissions, shall not be considered private. The School may approve access to individual files or activity logs at any time. In addition, students' computer files may not be kept confidential from parents or legal guardians.

User Responsibilities

1. Each individual assumes personal responsibility for the use of his or her computer user account, and is responsible for maintaining the security of his or her user account. Consequently, a user is prohibited from disclosing his or her computer use password to anyone else and from otherwise making the School's computer or network resources available to unauthorized individuals, including family and friends. An individual's possession or collection of passwords, personal identification numbers (PINs), private digital certificates, or other secure identification information belonging to another user is prohibited. Unauthorized use of the user account of others will be treated as a form of attempted theft.
2. Students shall not deliberately use the computer to annoy or harass others with unacceptable language, images, or threats. Students shall not deliberately access any unacceptable, obscene, or objectionable information, Internet sites, language, or images. If such information is accessed accidentally; students must notify a School staff member immediately. However, the School cannot completely protect students from accessing inappropriate materials and specifically denies any responsibility for a student accessing any inappropriate, offensive, illegal, or obscene sites.

3. Use of the Internet should be primarily for academic purposes as directed by a teacher and/or administrator. Students shall not reveal personal information over the Internet about themselves or anyone else without authorization from a School staff member. Students shall not arrange a meeting with anyone met online. Students shall not enter any Internet “chat rooms,” unless authorized by a School staff member. Any inappropriate use of the Internet should be reported to a School staff member.
4. Transmission of any material in violation of federal or state regulation is prohibited. Students shall not violate copyright laws or plagiarize the work of another. The School shall not be liable for users' inappropriate use of electronic communication resources, violations of copyright restrictions or other laws, users' mistakes or negligence, or costs incurred by users.
5. Use of any School owned computer or network for commercial, religious, or political purposes, without explicit authorization, is a violation of these terms and conditions of use.
6. Users are prohibited from installing, storing, or using unlicensed or illegal copies of software on School computers. Transmission of such software over the School's network is prohibited. Only the Technology Coordinator is authorized to install or uninstall software on the School's computers.
7. Users may use only the computing resources they are authorized to use and only for the purposes specified when their user accounts were issued or when permission to use the computing resources was granted.
8. The introduction of data or programs which in some way endangers computing resources or the information of other users (e.g., a computer worm, virus, or other destructive program), or which infringes upon the rights of other School computer users (e.g., inappropriate, obscene, pornographic, bigoted, or abusive materials) is prohibited.
9. Recognizing that computers and networks are limited resources, users must use them efficiently.
10. Students may not attempt to circumvent security systems or to exploit or probe for security holes in any School network or system, nor may individuals attempt any such activity against other systems accessed through the School's computers. Execution or compilation of programs designed to breach system security is prohibited unless authorized in advance.
11. Students shall not encrypt any electronic communications.
12. The printing facilities of the School network should be used judiciously. Unnecessary printing is a drain of the capacity of the networks, adds expense, and shortens the life of the equipment. By developing on-screen, proofreading skills and practicing proper use of cut and paste techniques, users must conserve printing resources and help the system run more efficiently.
13. Vandalism will result in cancellation of system privileges and other disciplinary measures in compliance with School policy and the discipline code. Vandalism is defined as any malicious attempt to access, copy, use, harm or destroy data of another user, of the system, or of any of the agencies or other networks that are connected to the Internet, and as the intentional damaging or destruction of School-owned hardware or software on the School's system.
14. All hardware, software, peripheral equipment, store text, data files, cabling, programs, document sites, or information obtained on a School computer are the property of the Winston School.
15. Access to the School's electronic computer system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of these guidelines.
16. These procedures, guidelines, and/or policies are subject to modification at any time.

Consequences of Violations

Any use of the School's computer resources which violates the School's policies and procedures involving the use of computers and networks will result in disciplinary actions, including, but not limited to, the School removing data and programs that are found to be inappropriate, terminating the computer privileges of the violating user, and other consequences pursuant to the School's discipline code. School personnel will determine when a policy or procedure has been violated and their decision is final.

Be advised that, in addition to being a violation of School policy, certain computer misconduct is prohibited under the Chapter 33 of the Texas Penal Code and is, therefore, subject to criminal penalties. Such misconduct includes knowingly gaining unauthorized access to a computer system, gaining access to data stored or maintained by a computer without the effective consent, causing a computer to malfunction, or interrupting the operation of a computer without the effective consent of the owner. Violators of such misconduct will be reported to appropriate criminal authorities.

Transportation

The Winston School provides transportation for field trips and student activities to carry on experiential "hands-on" learning.

Rules:

1. Each student must be seated.
2. Each student and driver must wear a seat belt at all times (when available).
3. No unauthorized food or drink is permitted in the vehicle.
4. If an emergency occurs or a fuel stop is required, the students must remain in the vehicle unless otherwise directed.
5. No contraband is permitted in the vehicle (i.e., lighters, matches, weapons, tobacco materials, alcohol and illegal drugs).
6. Drivers or students may not smoke at any time.
7. No swearing, vulgar, or rude language. No talking, shouting or gesturing to anyone outside the vehicle.
8. Students are not allowed to enter the vehicle unless a chaperone is present.
9. All Winston School student conduct and discipline policies apply to student behavior in the vehicle.

The Americans with Disabilities Act (ADA) Policy

The Winston School is committed to ensuring equal opportunity and access to all members of the School community in accordance with the Americans with Disabilities Act of 1990 (ADA). The School prohibits discrimination against any student, employee, or applicant on the basis of physical or mental disability, or perceived disability. The School will provide reasonable and appropriate accommodations to enable employees and students to participate in the employment or educational opportunities provided by the School. Individuals with disabilities are responsible for reporting and

supplying documentation verifying their disability. Requests for accommodations must be initiated through the Head of School.

ADA Definition of Disabled

The ADA's protection applies primarily, but not exclusively, to "disabled" individuals. An individual is "disabled" if he or she meets at least any one of the following tests: (1) he or she has a physical or mental impairment that substantially limits one or more of his/her major life activities; (2) he or she has a record of such an impairment; or (3) he or she is regarded as having such an impairment.

Persons with disabilities at the School are encouraged to visit the Head of School to identify suitable accommodations and services. The Winston School reserves the right to decline accommodations that are deemed an undue burden, as allowed by law. Any questions, difficulties, or concerns should be referred to the Head of School as soon as possible.

Notification Requirements and Service Criteria

Self-Disclosure - All students and employees seeking accommodation under the Americans with Disabilities Act must self-identify with the Head of School. The Winston School reserves the right to decline accommodations that are deemed an undue burden, as allowed by law. For accommodations, a written requisition must be submitted to the Head of School.

Documentation - It is the responsibility of students and parents to submit documentation of physical or learning disabilities from qualified and licensed medical or testing personnel. Expenses incurred in obtaining the professional verification are the individual's responsibility. The documentation should reflect the major life activity affected, the present level of functioning, and any information regarding needed accommodations.

Student Responsibilities - Students with disabilities are obligated to utilize all adjustments and/or accommodations properly and responsibly.

Reasonable Accommodation

The ADA requires the School to make "reasonable modifications" in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the School can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity. Factors to consider in determining whether a modification would fundamentally alter the nature of the service, program, or activity include the overall size of the School's operation and the nature and cost of the modification. The Head of School coordinates services for students with disabilities and it is the responsibility of the student to identify him/herself as disabled and to request assistance from this office.

ADA Appeals and Complaints

Appeals related to the provision of reasonable accommodations by the School may be directed to the Head of School. All ADA complaints are considered to be allegations of discrimination and therefore must be filed with the Head of School.

Psychological Counseling and Testing

The Winston School recognizes that students and their families may periodically require professional counseling services to address both academic and personal concerns. Short-term services and consultations are available through the School. When extended services are necessary, appropriate referrals may be obtained from the School's educational diagnosticians and psychologist. Extended services must be obtained by parents outside of school hours, including ongoing counseling or therapy beyond preliminary problem-solving or consultations. Additional information about counseling policies and procedures is available upon request.

As part of our commitment to preparing students for life after Winston, college and vocational counseling is provided to upper school students. These students complete extensive testing in order to help identify personal interests and strengths which will lead to appropriate future educational and vocational choices. Academic counseling and course selection questions related to the School program should be directed to the head of each division.

A battery of intelligence and achievement tests is administered upon entrance, and annually thereafter while the student attends Winston. Results of educational testing are shared with teachers so that appropriate strategies and teaching techniques can be used diagnostically to meet individual student needs. Student Learning Profiles and Individual Educational Goals are also available to parents upon request. **Parents are to call The Winston Testing and Evaluation Center (214-691-6950) for an appointment to discuss evaluation results.** When it is necessary for a Winston student to have a psychological evaluation, this service is also available through the evaluation center. However, since such an evaluation is not required for every student, this service must be obtained outside of school hours and at additional cost to the student's parent. Educational and psychological testing services are also provided to private clients who do not attend Winston. The Winston Testing and Evaluation Center provides a comprehensive psycho-educational test battery along with both an oral and written description of the test results.

Telephone Usage

A telephone is available in the school office for students to use for short personal calls during the school day. It may not be used as an excuse for missing classes. If your child must leave school for any reason (sickness, unacceptable dress), you will be notified by school personnel. **Students may not call home independently and request to be picked up by the parent.**

Cell Phone Policy

All middle and upper school **students** are required to place their cell phone into the designated basket, each class period, when they enter a classroom. No cell phones are to be in a **student's** possession during class unless authorized by the teacher

Visitor Policy

Students are not permitted to bring friends or relatives to school. On special occasions, family members may pre arrange to spend lunch with their student. Please contact the Division Head.

Office Hours

Hours are 8:00 a.m. - 4:00 p.m.

Inclement Weather

Students and parents are informed about school closing by telephone and email by RenWeb Alert Now. The information on the school's closing for inclement weather is also available through TV (Channels 4, 5, 8, and 11) and radio stations (KRLD 1080 am).



THE WINSTON SCHOOL

FIELD TRIP DISCIPLINE GUIDELINES

The concept of learning through field trips is intended for those students who exhibit responsibility and maturity. Students who participate in these field trips agree that:

1. Drugs, alcohol, and cigarette smoking will not be tolerated.
2. Girls are not allowed in boys' rooms and vice versa AT ANY TIME.
3. "Lights out" or restrictions to motel room/dorm room will be respected.
4. Any damage incurred by a student will be paid for by their parents.
5. Students will conduct themselves in a manner that will reflect well on the school. Students not conducting themselves in an acceptable manner will be sent home immediately at the parents' expense.
6. Any medical expenses incurred by a student will be paid by the parents.
7. All rules of discipline or behavior, especially regarding respect of fellow students, listed in the Student Handbook also apply.
8. Any medication that is needed during the trip will be dispensed by one of the accompanying chaperones.

I have read the above guidelines and fully understand them and will do my best to fulfill the goals of the program during the trip. I realize that failure to act cooperatively and responsibly can result in my being sent home at my parent's expense.

Please Print Student Name

Student Signature

Please Print Parent Name

Parent Signature

Date