



*Advocating for Minds That Learn Differently®*

# FAMILY HANDBOOK 2024-2025

## MISSION STATEMENT

The mission of The Winston School San Antonio is to provide a personalized, college preparatory education to students with high potential and identified learning differences. A Winston School graduate is confident, well-rounded, and a life-long self-advocate.





The Winston School San Antonio (WSSA) has prepared this handbook to provide students and families with an overview of The Winston School San Antonio’s policies and practices. It is intended to familiarize the WSSA families with important information about the school, as well as information regarding procedures, policies, and responsibilities. Although this handbook is not a contract or legal document, all WSSA students and families should read and follow the provisions of this manual.

It is not possible to anticipate every situation that may arise at WSSA or to provide information that answers every possible question. In addition, circumstances may require that rules, regulations, procedures, policies, and practices described in this handbook change from time to time. Accordingly, WSSA reserves the right to modify, supplement, rescind, or revise any provision of this handbook as it deems necessary. This includes the right to withdraw curricula and specific courses or alter the course content. WSSA students and their families as well as WSSA employees will be advised of any such changes.

The Winston School San Antonio always strives to improve its policies, the educational benefits to students, and the communication between all stakeholders. The WSSA encourages suggestions for improvement and asks that they be brought to the attention of the Head of School. By working together, WSSA hopes to facilitate sincere pride in The Winston School San Antonio and the education provided.

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**Please note** the term “**campus**” is defined as the area within the physical boundaries of this school, extending five hundred feet past the physical boundaries in any direction. Any official off-campus school functions, including school-sponsored sports events, field trips, etc., are also to be considered a part of the WSSA campus.

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## OVERVIEW

### MISSION STATEMENT

The mission of The Winston School San Antonio is to provide a personalized college preparatory education to students with high potential and identified learning differences. A Winston School graduate is confident, well-rounded and a life-long self-advocate.

### MOTTO

*Advocating for minds that learn differently. ®*

### GOALS

1. To provide an academic setting in which each student may learn in an age-appropriate program that focuses on applying students' strengths to address variations in learning and language development.
  - a. Conduct ongoing evaluation of curriculum and instructional needs.
  - b. Support and develop models of teaching appropriate and relevant to the student's learning needs.
  - c. Offer students a college preparatory education.
  - d. Teach students to be life long, self-advocates.
  - e. Evaluate the staff's professional development needs annually and offer programs accordingly.
  - f. Maintain an administration focused primarily on curriculum and instruction and secondarily on management.
2. To create a school atmosphere of mutual respect, self-confidence, emotional growth, character development, and acceptance of differences.
  - a. Faculty will encourage student creativity and individuality in self-expression.
  - b. Faculty and staff will utilize educational and behavioral strategies to support the development of positive self-esteem.
  - c. Students will be encouraged to develop tolerance and respect for differences in culture, talent, and belief.
3. To be a financially self-sustaining school.
  - a. Continue to ensure that the annual operating income will equal annual operating expenses.
  - b. Maintain a prudent level of debt appropriate to the current and projected program.
  - c. Grow the endowment to advance the mission of the WSSA.
4. To serve as a national educational model for teaching children with learning differences.
  - a. In partnership with universities and the medical community, the WSSA collects data for scientific and educational research for dissemination to the local, state, and national educational communities.
  - b. Offer information and training opportunities for parents, students, and professionals in education, health care, and medicine.

### A BRIEF HISTORY OF THE SCHOOL

The WSSA was established in 1985. Originally part of The Winston School (founded in 1975 in Dallas, TX), the WSSA became a separate, self-sustaining institution in the spring of 1989. The WSSA is incorporated as a non-profit school offering a program for students with learning differences. Since the inception of WSSA (grades 1-8), one grade level was added each year. Kindergarten was added in 1998. In 1990, the WSSA graduated its first senior class.

## **ACCREDITATION**

The Winston School San Antonio receives its accreditation from the Independent Schools Association of the Southwest (ISAS). ISAS has been approved as an accrediting association by the Texas Private School Accreditation Commission (TEPSAC). The Texas Commissioner of Education recognizes the accreditation commission (TEPSAC), which allows for the transfer of student credits earned in accredited non-public schools to Texas public schools. There are fifteen accrediting associations approved by TEPSAC. Independent schools who are accredited by one of the fifteen accrediting associations are then recognized as an accredited school in the State of Texas.

The Texas Private Schools Association advocates for the independence of Texas private schools, ensuring their freedom to fulfill their unique missions and meet the diverse needs of students. Founded in 1967 as the Texas Association of Non-Public Schools, it is a state-wide organization with headquarters in Austin, Texas representing more than 800 private accredited schools. The Winston School San Antonio is a member of this organization.

## **COMPLIANCE WITH NON-DISCRIMINATION LAWS and AMERICANS WITH DISABILITIES ACT**

All education programs, services, activities, and employment of the WSSA are available without regard to race, color, religion, national or ethnic origin, citizenship, genetic history, age, gender, sexual orientation, disability, or any other legally protected status.

The WSSA is also committed to complying with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination and ensures equal opportunities for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation. Any member of the WSSA community wishing to request accommodations that would allow them fuller participation in our programs should contact a school administrator.

## **GOVERNANCE AND ADMINISTRATION**

### **BOARD OF TRUSTEES**

The WSSA Board of Trustees sets policies for the school, insuring adherence to the mission of the school. The Board of Trustees receives professional expertise from its committees: Governance, Executive, Finance, Audit, Advancement, and Buildings & Grounds.

### **ADMINISTRATION, FACULTY, & STAFF**

#### **Head of School**

The Head of School is responsible for the administration of all school operations, policies, and programs. This currently includes hiring and participating in the evaluation of all school employees, overseeing the educational program and financial well-being of the school, serving as a member of the admissions team, and representing WSSA in the community.

#### **Director of Finance & Operations**

The Director of Finance & Operations is responsible for all matters relating to the financial operation of the school. This includes but is not limited to compiling monthly financial statements, serving as a member of the Finance Committee, and presenting the information at the Board and Finance Committee meetings, cash management, the annual school audit, managing accounts receivable and accounts payable, human resources, overseeing campus maintenance, and processing tuition assistance requests.



### **Director of the Student Experience**

The Director of the Student Experience oversees student life, student services, and on & off-campus activities. This includes student activities, providing student support, responsibility for student comportment, and adherence to behavioral expectations listed in the Family Handbook. This role will also plan and coordinate field trips, outdoor education programs, student activities, and guest speakers. The Director also serves as the Athletic Director. This role is responsible for the administration of the athletic and physical education programs. This individual obtains and evaluates coaches and is responsible for scheduling and organizing athletic events including coordinating transportation. This individual also serves as a liaison to local and state athletic associations and the WSSA Booster Club.

### **Dean of Faculty**

The Dean of Faculty provides leadership and educational strategies for The Winston School San Antonio in the areas of curriculum, instruction, student data collection, assessment, and planning. The Dean works with WSSAs instructional programs through a strategically planned, standards-based approach with a focus on narrowing any achievement gaps. This includes providing leadership with WSSAs curricular initiatives, academic research, professional development, and the recruitment of high-quality faculty and student talent.

### **Director of Admissions**

The Director of Admissions has the primary responsibility for recruitment and evaluation of student candidates. This individual works closely with the Head of School, Director of the Student Experience, Dean of Studies, and the Development Office, teachers, and the admissions committee, providing potential families and community members with information about the school, our services, and other available resources. This individual also reviews all educational and psychological evaluations of potential candidates for enrollment. This individual, in conjunction with the Office of Development, has a responsibility for marketing the school through a variety of advertising mediums.

### **Director of Advancement**

The Director of Advancement oversees school fundraising, including the annual fund drive, planned-giving, foundation and corporate support, the annual auction and gala, and other special projects such as capital campaigns. The Director of Advancement reports directly to the Head of School. This individual also serves on the Educational Medical Scientific Advisory Committee (EMSAC) and the Winston School Parent Association (WSPA). The Office of Advancement will offer support in external communications including a parent newsletter and all publicity and community relations efforts.

### **Licensed Specialist in School Psychology (LSSP) & Diagnostician**

The Testing Office offers support for and administers standardized tests to individual students. Testing results are reviewed with parents during testing conferences and used in curriculum planning and educational placement.

### **School Counselor**

The School Counselor conducts individual, group, and family counseling related to school success, classroom guidance lessons, and arranges special programs. With parental permission, this individual also serves as a liaison to education and health care professionals in the community by exchanging information necessary for student success. This includes working with teachers to complete and organize behavior observation/rating scales.

### **College Counselor**

The College Counselor assists all Middle and Upper School students, individually or in groups, with developing academic, career, and personal goals and plans. Collaborates with the Leadership team regarding graduation requirements, dual credit courses, post-graduation plans, college planning and applications, and writing letters

of recommendations for students applying to college. This individual is responsible for arranging the annual Winston College Fair, and the scheduling, coordinating, and administering of the PSAT, Pre-ACT, and the SAT/ACT to students with diagnosed learning differences. This individual also coordinates and schedules students to take the TSI Exam.

### **Director of Buildings & Grounds**

The Director of Buildings & Grounds, with support from two Maintenance Technicians, is responsible for the repair and upkeep of the school grounds, buildings, equipment, and school vehicles. This person also coordinates inspections to ensure compliance with all codes and regulations at the local and state levels and in accordance with the school's accrediting bodies.

### **Director of Information Technology**

The Director of Information Technology leads the development and implementation of Winston's IT systems, including the SIS (Student Information System). This role supports teachers, staff, and students with technological needs and issues. The Director of IT actively participates in the recommendations and implementation of educational technology, innovation, and professional development.

### **School Nurse**

The School Nurse functions as a resource to the staff, students, and parents on health-related issues and organizes, dispenses, and documents all medication given to the students. This person also provides support for injured and sick children, oversees, and participates in all health screenings, reviews and coordinates student health and medical records, and maintains sufficient medical supplies in the clinic. This person must ensure the compliance of the school and its families with all local and state health regulations.

### **Administrative Assistant & Registrar**

The Administrative Assistant will provide general office support to the Leadership team. This individual maintains student files including transcripts, oversees the editing/proofing and mailing of report cards each term. As the Registrar, they must maintain accurate and current up-to-date student records. They are also responsible for maintaining all necessary student forms and handling all requests for student records. The Registrar will process and create new student records, including requesting transcript/records from other schools and enter data into SIS.

### **School Receptionist**

The Receptionist answers the phone, relays messages, and greets visitors in the front office. This individual also maintains student attendance records and assists in various other administrative office duties as needed. The receptionist is the information center for the school.

### **Technology Consulting Firm**

A Technology Consulting Firm has the primary responsibilities of providing support and expertise in the areas of hardware including file servers, workstations, audio/video equipment, peripherals, and networks. Additional duties include installing and troubleshooting software and providing employee training in the use of their computers and applications as new technology is added to the school.

### **Extended Day Program (EDP) Coordinator & EDP Assistant**

The Extended Day Program Coordinator, with support from the EDP Assistant, supervises and ensures the safety and well-being of our students after school while providing a fun and nurturing environment.

### **Library Services**

The library is a place that empowers students to become critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information. Books are available for check out.

## HOME AND SCHOOL PARTNERSHIP

### MUTUAL EXPECTATIONS

A cooperative parent-school relationship is an indispensable component of a successful educational program. The school and the parents must consider themselves partners in a joint venture. Both partners must support the goals and values implicit in the process of education, and each partner must seek to support the other in this shared endeavor.

**As a family in partnership with the WSSA, parents and guardians may expect all school employees to:**

1. actively participate in the fulfillment of the WSSA mission statement and goals
2. provide a safe, caring environment.
3. openly and directly communicate student progress with students, parents, and colleagues.
4. extend invitations for parent involvement.
5. guide students with values consistent with the WSSA Honor Code.

**As a school dedicated to meeting the academic and social needs of students, school employees may expect parents and/or guardians to:**

1. Support the WSSA mission statement and goals, values, and discipline practices.
2. Communicate issues regarding students.
3. Attend classroom, grade-level and school-wide meetings, and extracurricular events.
4. Engage in supportive and appropriate ways when attending any WSSA event on or off campus.
5. Support student learning by having them complete homework in a structured environment at home.

### FUNDRAISING

The WSSA, like most private schools, is dependent on supplementary income to expand its programs. Tuition income covers most of the operating expenses of the school. Each year, a gap exists between tuition and the cost of educating each child. Funding must be obtained from other sources to cover this shortfall. Funds are also needed to fund tuition assistance, program expansion, enrichment, new equipment, and community outreach.

Fundraising events are managed by the Office of Advancement. Any WSSA club, organization, or committee wishing to conduct a fundraising event must submit a fundraising proposal to the appropriate Lead Teacher for approval and the Office of Advancement, with final approval by the Head of School. All funds generated by the WSSA fundraising activities must be deposited in the school's accounts and be under the direct control of the school. Students are prohibited from door-to-door fundraising sponsored by school-related organizations.

#### **Annual Fund Drive**

The goal of the Advancement Committee is 100% participation in the Annual Fund Drive that kicks off in the fall semester and runs through the school year. The Board of Trustees, the WSPA, school employees, current and former parents, grandparents, alumni, and corporate and individual community supporters are asked to donate to the annual fund drive through a monetary contribution. Individuals are encouraged to check with their employers for matching gift programs. Foundations and potential donors are more inclined to award grant money to the WSSA when 100% of the school's stakeholders support it personally and financially.

#### **Annual Auction & Gala**

The WSSA annual auction & gala has become a San Antonio tradition offering dining, dancing, and the opportunity to bid on live and silent auction items. The auction proceeds benefit the tuition assistance program and other programs not included in the general operational budget.

## USE OF PERSONAL INFORMATION

Safeguarding the privacy of parents, students, and employees is a fundamental concern of The WSSA. The school has established guidelines to prohibit the use of personal information (including the school directory) for non-WSSA business.

- If personal information is misused, involved parties are expected to follow the conflict resolution policy as outlined in both the Family and Employee Resource Handbooks.
- Any email, mail, or phone contact is considered to be a mass distribution if it involves more than three people.
- Mass distributions to WSSA parents, faculty, and/or staff must be approved by the Head of School's office. Addresses, phone numbers, and emails are considered confidential information.
- Mass distribution of petitions, invitations, solicitations, or grievances constitutes a misuse of personal information and will not be allowed.
- All announcements and flyers should be given to our Marketing & Communications office by Wednesdays at 4:00 pm for possible inclusion in the email blast the following week. The Head of School has the final approval on all communication.
- Under no circumstance should any contact information be shared with outside parties, former employees, or anyone else not currently a parent, teacher, trustee, and/or staff member of WSSA.
- Invitations to private parties may not be distributed at school. Parents should mail all party invitations.

A positive and constructive working relationship between the WSSA and the parent body is essential to the fulfillment of the WSSA educational mission. Therefore, the WSSA reserves the right to dismiss or deny the privilege of enrollment or re-enrollment of a student if the Head of School reasonably concludes that the actions of a parent or guardian impede a positive and constructive relationship, or otherwise could seriously interfere with the accomplishment of the WSSA mission.

## COMMUNICATION

At the WSSA, every effort is made to communicate openly and clearly with families about student progress, events taking place at school, and general information about the school year. The following systems and publications are a regular part of school communication.

**“What’s the Word” Email** - Important information regarding upcoming events or deadlines will be sent home or e-mailed once a week. Check the website for current information.

**The WSSA Website - ([www.winston-sa.org](http://www.winston-sa.org))** - The website serves both the public and the WSSA Community.

**FACTS SIS** – Middle and Upper School students and parents are able to access the FACTS SIS Family Portal through the WSSA website to check assignments, grades, classroom messages, and study materials. Lower School parents should also establish a FACTS SIS account to receive email communication and access the calendar and directory.

**Parent Alert** – Time sensitive, important school information and safety notifications may be sent to parents via text and/or email.

**Social Media** – The WSSA Facebook Page, Twitter, and Instagram are used for additional communication and information. Parents and students are encouraged to follow us on our social media sites and to “like” us on Facebook.

**Calendar** - The WSSA one-page calendar is published annually. A website calendar is maintained and updated as needed.

**Family Directory** - The family directory is available through the Parent Portal on FACTS SIS.

**Winston Newsletter** - A *Winston Newsletter* is published quarterly and includes news from the classroom and clubs, updates from administrators, sports news, and special events. All newsletters are archived on the website.

**Digital Marquee** - Daily reminders about upcoming events and deadlines are posted on the marquee located on the front lawn.

**Agenda/Assignment Book** - An Agenda/Assignment Book will be given to all students in K-12<sup>th</sup> grades. Please check the student's Agenda/Assignment Book daily for school information, homework assignments, or notes. Replacement Agenda Books can be purchased in the front office.

### **Written Correspondence**

All outgoing, school-related written correspondence such as school flyers, the WSPA, and Booster Club communications must be submitted to the Executive Assistant for proofing/editing followed by approval from the Head of School by noon on Wednesday the week prior to distribution. All written correspondence must be dated and include school information as well as the name and phone number of the contact person.

### **Keep Us Informed**

Please notify the office immediately of any changes in address, phone numbers (cell and home), email, medical (including medication changes), and/or emergency information. Please notify the office immediately of any changes to the student's caregivers including contact information for any adult responsible for transporting your child to and from school or for care after school hours.

### **How to Reach Us**

The WSSA office hours during the regular school year are 7:30 AM to 4:00 PM, Monday through Friday. Check the WSSA online calendar for modified holiday and summer hours.

If parent(s)/guardian(s) need to get a message to the student's teacher during school hours, he/she may do so in writing or by email. Written messages can be delivered to the front office by the student or by the staff on duty at morning drop-off. The office will distribute these messages to the teachers. This method is preferred so faculty and staff members will not be called away from their work with the students. However, be assured that any urgent messages will be delivered to the classroom. Messages can also be sent via email. Faculty/staff emails can be found on our website or FACTS SIS Parent Portal. School employees periodically check their email messages throughout the day.

Parents are encouraged to communicate any questions, concerns, or supportive insights through appropriate channels and in accordance with the WSSA Conflict Resolution Policy. All parent communication to their students must be made through the front office. Students will be called out of class only in an emergency. Otherwise, messages from parents will be relayed to students during appropriate times of the day.

## **SCHOOL RECORDS**

Documents such as transcripts and TEA (Texas Education Agency) Verification of Enrollment and Attendance (VOE) forms (used to obtain a driver's license) may be requested from the Registrar. Requests for records must be submitted in writing at least two school days in advance.

Financial obligations must be met before any school records can be released including but not limited to grade reports, testing reports, and transcripts, both "official" and "unofficial." For transcripts to be considered "official", they must be mailed in a sealed envelope directly to the institution requesting such information.

Students may also request an “unofficial” transcript for their own records. Any unauthorized alteration of school documents or records will be subject to disciplinary action which may include dismissal.

### **Child Custody Arrangements**

Parents must provide the school with a copy of the certified court order indicating guardianship and custody arrangements. If there are circumstances likely to affect the child and of which the school should be aware, custodial parents/guardians are asked to disclose pertinent information. The parents’ rights as well as those of the child must be respected.

### **HOMEROOM TEACHER/ADVISOR ROLE**

The primary responsibility of the Homeroom Teacher/Advisor is to monitor a student’s academic, extracurricular, social, and moral progress to support his/her welfare and growth. The Homeroom teacher/advisor becomes the first point of contact whenever a parent has concerns or needs information about the school. Parents are encouraged to inform appropriate school personnel of circumstances outside the school environment that may affect the student’s performance. Early intervention and cooperation with parents can help prevent a minor problem from becoming a major concern.

#### **Specific responsibilities include:**

1. Establish positive contact with parents at the beginning of the school year and again every term (6-weeks) by phone, written message, e-mail, or as instructed by the appropriate Homeroom Teacher/Advisor, School Administrator, or the Head of School.
2. Create a Personal Learning Profile for each student.
3. Notify teachers and administration of special situations regarding individual students and alert the administration to potential problems.
4. Schedule conferences with parents in the fall and spring.
5. Offer support to Homeroom students and advisees. Some suggestions regarding ways in which to accomplish this include, but are not limited to the following:
  - a. Greet students each day.
  - b. Praise accomplishments.
  - c. Attend games and performances.
  - d. Eat lunch with students.
6. Sign and monitor the appropriate use of assignment books, master notebooks, backpacks, and lockers.
7. Monitor and report student dress code violations.
8. Assist students in making informed and appropriate extracurricular and community service selections.
9. Respond to communications from a parent/guardian on the same day it is received.
10. Class and advisory periods should be dedicated for learning, exploring, inquiring, correcting mistakes, building equitable relationships, modeling appropriate behaviors, and adhering to established curriculum.
11. Offer tutoring during homeroom and/or morning, lunch, or afternoon advisory times.

### **PARENT/TEACHER CONFERENCES**

Parent/Teacher conferences are one of the most effective ways to communicate about student’s academic progress. Formal parent/teacher conferences are held once during each semester and are scheduled and conducted by the student’s homeroom teacher/advisor and other teachers. Students are expected to attend conferences with parents. Other meetings can be scheduled with a student’s teacher by contacting that particular teacher or the Dean of Faculty.

### **CONFLICT RESOLUTION**

#### **Addressing Concerns and Conflicts**

If you have an issue with an adult, we recommend you address it directly with the person involved. Handling the issue at this level should lead to prompt resolution and protect confidentiality. If the issue is not

satisfactorily resolved, please take advantage of the school's "Conflict Resolution Policy" which outlines steps to resolve the issue in a timely fashion and in an appropriate setting.

### **Conflict Resolution Policy and Procedure**

The Head of School and the WSSA Board of Trustees encourage open communication. The WSSA needs honest, straightforward communication for effective functioning and growth. To ensure clear communication and to protect all parties involved, only those people directly involved with an issue participate in the discussion. Communicating concerns to anyone who is not directly involved with the issue detracts from the resolution process.

The school's goal is to have an open discussion and resolution at the earliest time. Recognizing that not every issue can be resolved at the first step, a prompt and efficient evaluation of and response to complaints regarding school personnel, a student, or school policy or practice is established. This is a progressive process that gives those closest to the issue an opportunity to resolve it mutually and provide a sequence of steps if some further action is necessary. These steps apply to everyone and should be followed in the order prescribed below:

1. The first step in the process is to meet with the person with whom the conflict has occurred in the attempt to resolve it. This step should normally occur as soon as possible after the issue arises.
2. If this one-to-one meeting does not solve the issue, complete the Conflict Resolution Request Meeting Form, and submit it to the Director of the Student Experience. The Director of the Student Experience will then schedule a meeting with the individuals involved. The Director of the Student Experience will make every effort to schedule this "second step" meeting within a reasonable time after receipt of the request. The Director of the Student Experience will summarize the results of the meeting on the original request form. ***If the conflict is with a Lead Teacher, Dean of Studies, Associate Dean of College Counseling, or any other Director, go to step 3 after completing step 1.***
3. If the two previous steps do not resolve the issue, submit a copy of the previously completed *Conflict Resolution Meeting Request Form*, attach any previous documentation, and submit it to the Head of School. The Head of School will then arrange for a meeting within a reasonable time after receipt of the request. All participants from the previous meeting should be included in the meeting with the Head of School. The Head of School will summarize the results of the meeting on the original request form. ***If the conflict is with the Head of School, go to step 4 after completing step 1.***
4. If a meeting with the Head of School does not solve the conflict, the Head of School may be requested to forward the concern to the Board Chair. This is done by submitting an additional copy of the previously completed *Conflict Resolution Meeting Request* form to the Head of School or Board Chair and attaching any previous documentation. The Board Chair will then confer with the Executive Committee to determine if the issue is appropriate for Trustee-level involvement. If necessary, the Chair may, at their option, request more information from those directly involved before rendering a decision. The Chair will then notify the individual who completed the form whether or not their case will be heard. If the Chair deems it appropriate to review, the issue will be submitted to the Executive Committee to be heard. The Board Chair, who chairs the Executive Committee, will then arrange a meeting with the participants and the Executive Committee within a reasonable time after the receipt of the request. The results of the meeting will be summarized, and copies made available for those directly involved. ***If the Chair does not deem it appropriate for Trustee involvement or the issue is not resolved, go to step 5.***
5. If the previous steps do not solve the issue, either party may contact the Bexar County Dispute Resolution Center to arrange a meeting. The mediator will summarize the results.
6. If the previous steps do not resolve the issue, resolution may be sought through arbitration in accordance with the rules established by the American Arbitration Association (AAA) to take

place in San Antonio, Texas. The non-prevailing party shall pay all fees for attorneys, AAA, and the arbitrator. It is the sincere hope of the Board of Trustees, Head of School, and Faculty and Staff, that issues arising at the WSSA can be resolved by the steps outlined above.

## **PARENT VOLUNTEER ORGANIZATIONS**

### **Winston School Parent Association (WSPA)**

All parents/guardians of enrolled students are members of the Winston School Parent Association. The purpose of the WSPA is to encourage a strong parent group that works together to support the school. The WSPA strives to educate members on issues related to students, foster teacher appreciation, and nurture communication between parents and the school.

The WSPA periodically coordinates teacher appreciation celebrations, provides hospitality for special events, participates in parent education programs, and organizes fundraising projects approved by the Advancement Office. Involvement in education remains one of the keys to student success. To become involved, one may attend meetings, join a committee, or volunteer to work on events and projects.

### **WSSA Athletics Booster Club**

The WSSA Athletics Booster Club supports students, coaches, and the athletics program both financially and by providing volunteers for athletic events. Membership is open to all parents, students, school personnel, family members, and friends of the school. The Athletics Booster Club sponsors the annual Athletics Banquet/Awards Ceremony at the end of each school year in May.

## **PROCEDURES AND POLICIES**

### **VOLUNTEER POLICY**

#### **Overview**

Volunteers are valued members of the WSSA community. Volunteer participation enhances the educational environment of the school.

#### **Expectations**

1. Be punctual. Call the school if a conflict arises that negates fulfilling a volunteer commitment.
2. Be responsible and be aware of safety issues.
3. Respect the confidentiality of students, faculty, staff, and administration.
4. Be professional and helpful.
5. Communicate with the school employee(s) in charge.
6. No alcohol, non-prescribed drugs, or tobacco use.

#### **Getting Started - All volunteers are required to complete a Volunteer Application Form & Criminal Background Check**

1. Information is confidential. Refer to the Volunteer Application Form located in the back of this handbook.
2. Always sign in at the front office and wear a visitor sticker. If seen in the building without a visitor sticker, the volunteer will be asked to report immediately to the front office to sign-in.
3. Act as a good role model for the children and remember that volunteers represent the school.
4. Turn off cell phone or place on vibrate.
5. Volunteers who transport students must have a valid driver's license, current car insurance, and motor vehicle form (located in the back of this handbook) on file. These documents must be presented to the Finance Office before a volunteer may transport students.



6. Cell phone usage while driving should be limited to emergency situations and/or communications directly related to the school event. Volunteers are prohibited from texting while transporting students.
7. Follow all school policies and rules by being familiar with the Family Handbook.

### **Responsibility and Safety**

Report any unsafe situation, or misconduct by a student to a teacher or an administrator. Volunteers cannot interrogate or investigate problems that occur while volunteering at a school-sponsored activity. Discipline is to be administered by a teacher or administrator. If child abuse or neglect is suspected, report it immediately to an administrator. Only the school nurse or those individuals designated by the school are permitted to administer medications. In the event of a life-threatening situation, immediately report the incident to the front office and nurse's office. Contact the school nurse if any blood/bodily fluids are observed, as these must be cleaned up according to protocol. Report all incidents to the school nurse. If necessary, call emergency services (911).

### **Confidentiality**

Volunteers must be especially careful to honor confidentiality. Do not discuss individual children inside or outside of school, unless reporting an issue to a teacher or administrator. Do not compare children within the school. Volunteers may encounter confidential information or documents while volunteering at the school. Under no circumstances should this information be shared. Never publicly discuss parents, children, employees, other volunteers, student enrollment, or incidents that may occur at school.

### **Be Professional**

Volunteers must dress appropriately and conservatively when volunteering on or off campus. Clothing that advertises any inappropriate brand (i.e., alcohol, slogans, drugs, violence, or sexual connotation) should not be worn when volunteering on or off campus. Do not distract or interrupt a teacher when she/he is teaching or officiating over a situation.

## **OFF-CAMPUS SPORTS AND/OR EXTRACURRICULAR FUNCTIONS**

All off-campus sports and extracurricular functions must be approved by the Head of School at least two weeks before the event. The WSSA rules and regulations apply. If there is a concern regarding officiating, coaching, or performance of a team, parents may communicate their concern at the proper time to the coach or an administrator.

Private functions spearheaded by non-WSSA employees may not be represented as WSSA functions and may not use the WSSA name and/or logos. Faculty or staff in attendance may not represent the WSSA in an official capacity and are expected to adhere to the rules and regulations in the WSSA Family Handbook and Employee Resource Handbook.

## **ADMISSION, CONTINUATION, AND DISMISSAL**

The WSSA provides a learning environment for students, which builds upon each individual's strengths while implementing learning strategies to strengthen weaknesses. Students are expected to exhibit behaviors that promote their own learning as well as that of their classmates.

Admission to and continued participation in the WSSA program is contingent upon the appropriateness of the program for the student. This determination is made by the Head of School in consultation with the student's teachers and the admissions committee. Both academic and behavioral issues are considered.

Students who persistently exhibit disruptive behavior will be placed on probation. An action plan will be developed and implemented to address the students' areas of concern. If considerable improvement is not made, the student will be asked to withdraw from the WSSA.

The following student factors will be considered when making admission, re-enrollment, or dismissal decisions:

1. Academic needs.
2. Observed and/or reported behavior.
3. The Parents/Guardians support school programs.

### **Class Placements**

Decisions regarding Homeroom and Advisory placements are made prior to the first day of school. Teachers will notify students and parents of Homeroom and Advisory placements by sending Welcome Back postcards to students the week before school begins. If a parent has a request for placement in the upcoming school year, notification must be made to the Director of Students for consideration, in writing, prior to the end of the previous school year. Every effort will be made to accommodate a parent's request, but the final decision is up to the Head of School.

### **Continuous Enrollment Agreement (formerly referred as Re-Enrollment Forms)**

In February 2022, The Winston School San Antonio made the switch to "Continuous Enrollment" Agreements in lieu of annual paper re-enrollment agreements. Once a student is enrolled at WSSA, it is assumed that your student is enrolled through graduation, unless the family notifies the school in writing about withdrawing their child.

**NOTE: Families must OPT-OUT in writing as stated above no later than February 15 of each year.** Once your annual re-enrollment deposit is received by the school, parents will receive an email requesting that you complete the online enrollment forms packet through the FACTS Family Portal for every school year. Once your annual re-enrollment deposit is received, it ensures a space is reserved for your student for the following school year. Observing the re-enrollment deposit due date during enrollment is critical for future planning by the school administration. All financial obligations must be met before re-enrollment can be offered.

All online forms must be submitted for the student to begin attending classes and participating in any school activities. *Athletes need to be enrolled and all forms, including a sports physical, must be on file annually before they can participate in practice.*

### **Compliance with Non-Discrimination Laws and Americans with Disabilities Act**

All education programs, services, activities, and employment of the WSSA are available without regard to race, color, religion, national or ethnic origin, citizenship, genetic history, age, gender, sexual orientation, disability, or any other legally protected status.

The WSSA is also committed to complying with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination and ensures equal opportunities for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation. Any member of the WSSA community wishing to request accommodations that would allow them fuller participation in our programs should contact a school administrator.

## **FINANCIAL MATTERS**

### **Tuition and Fees**

The WSSA budget operates on tuition, grants, fundraising, and donations. Tuition covers most of the cost of educating each student at the WSSA. Parents are responsible for the fees and tuition for the full academic year once they sign the enrollment agreement. Full, semester, or monthly payments are due on the 1<sup>st</sup> of the month. Tuition payments received after the 10<sup>th</sup> of the month will incur a \$35 late fee. All other charges (field trips, etc.,) are payable when incurred. Parents may contact the Finance Office for any payment questions. NOTE: The WSSA lunch service is privately contracted, and lunches must be paid for directly to the lunch provider. **The WSSA will withhold records including but not limited to grade reports, testing reports, and**

**transcripts both “official” and “unofficial,” as well as deny student attendance because of delinquent tuition and fees.**

### **Tuition Assistance**

Tuition Assistance is available to students who have paid the required annual deposit. New students may apply for tuition assistance once the admissions process is completed, including full acceptance, enrollment, and payment of deposit. Students must complete diagnostic placement sessions before they may apply for aid. Tuition assistance forms are available from the Finance Office upon completion of enrollment. The majority of tuition assistance funds is awarded prior to the start of the school year and is on a first-come basis. Parents must reapply each year for tuition assistance.

### **Transition from the WSSA**

The Continuous Enrollment Agreement is a contract between the school and the parents/guardians. If a student stops attending class, those expenses continue. Further, the parents are contractually committed to pay for the full tuition charges for that academic year.

If a student leaves/withdraws the WSSA, the administration may aid in placing the student into an appropriate academic setting. Standardized test scores, transcripts, and immunization records will be transferred to the new school at the written request of the parent or receiving school. These records can only be forwarded after a release form signed by the parent/guardian is on file and all financial obligations are met. A Transcript Request form must be completed for any transcripts to be released. There is no charge for this service for current students. **A written request must be received by the Registrar at least two days in advance for any records to be released.**

## **EVALUATION PROCEDURES**

### **Full and Individual Evaluation**

Each student at the WSSA is assessed by the Office of Testing Services every three years (see Appendix B for list of tests utilized). A full and individual evaluation consists of a comprehensive evaluation and the production of a written report, followed by a scheduled conference with the student’s parents to interpret the test results. The results of the assessment are used to develop an educational program for each student that best serves his or her unique needs.

The Office of Testing Services, with support from graduate students and input from the teachers and the administration, determines the testing needs of each student, and then selects the appropriate measures to be used. Students receive a cross battery assessment, involving cognitive (ability) measures and achievement tests. When the assessment process has been completed, the test report is placed in the student’s confidential file and is then available for review by the student’s teachers. With written parental permission, the Testing Office may share the test report with the student.

### **Other WSSA Evaluations**

At the Upper School level, a diagnostic assessment may be given to evaluate student skill levels and academic growth, as well as to evaluate instructional methods and curriculum. At the Lower and Middle School levels a skills assessment is conducted during the first two weeks of school to determine instructional groupings for Reading, Mathematics, and Language Arts.

### **Outside Requests for Evaluation/Checklist Information**

The School Guidance Counselor coordinates all checklists, forms, and/or evaluation information requested by a student’s physician and/or mental health professional. The parents submit these documents to the guidance counselor and the guidance counselor returns them directly to the outside professional by fax or mail. College and Career related requests will be coordinated by the Associate Dean of College Counseling. Students

transitioning to another school before graduation should direct all correspondence to the Registrar and the Associate Dean of College Counseling.

### DISCIPLINE STATEMENT

WSSA has high expectations for student behavior. Students who do not comply or who engage in inappropriate behavior will be referred to an administrator for disciplinary action. **Repeated infractions will jeopardize a student's privilege to attend the WSSA.**

#### A student of the WSSA is expected to:

- Show by his/her actions that his/her purpose is to learn.
- Comply with adult instructions without argument.
- Comply with appropriate dress code.
- Not do or say anything to harm themselves or others.
- Do not damage personal, school, and/or public property.

#### The following actions are considered serious infractions:

- Physical or verbal aggression, threatening behavior, or disrespect toward others (including teasing, bullying, cyberbullying, and harassment) (*See the Anti-Bullying and Anti-Harassment Policies in this handbook*)
- Leaving school property or a school-sponsored event without direct permission from an administrator (Students leaving campus during regular school hours must have a note from a parent or guardian and sign out in the front office. This rule is in effect once students arrive on campus.)
- Leaving class without written permission from a teacher
- Possessing contraband on the WSSA campus; this includes but is not limited to:
  1. **Tobacco, tobacco accessories or alcohol related products** (i.e., cigarettes, lighters, matches, electronic cigarettes, etc.)
  2. **Illegal drugs and related paraphernalia** (i.e., alcohol, illegal drugs, inhalants, etc.) The sharing of prescription medications is strictly prohibited. (*For more information regarding drug and alcohol policies, refer to the Emergency, Health, and Safety section in this handbook.*)
  3. **Recreational equipment** (i.e., skateboards, roller blades, etc.)
  4. **Pornographic materials**
  5. **Weapons** (i.e., guns of any kind, pocket-knives, brass knuckles, firearms, paintball paraphernalia, fireworks, etc.) Possession of fireworks on campus will be reported to a local law enforcement agency.
- Possession of personal electronic devices (i.e., unauthorized iPods, iPads, MP3 players, video games, laser pointers, etc.) **Please note:** *Cellular phones are prohibited during the school day. (See Cell Phone Use in this handbook for more information)* Non-school items found on campus without prior administrative approval will be subject to confiscation and will be returned to the student at the end of the day.
- Unauthorized buying, selling, or trading of any items.
- Gambling activities.
- Stealing.
- Cheating, including copying or giving answers to another student, using a helping device, or plagiarizing material from any source.
- Public display of affection. Handholding is acceptable only in red (Middle School) or blue (Upper School) tiled hallways. Any other form of public display of affection is prohibited.

The Head of School reserves the right to require the withdrawal of any student whose general or specific conduct is deemed detrimental to the general environment of the WSSA. Such a decision will be reached only after a reasonable investigation, which will include a conference with the students' parents if they so desire.

#### Consequences

It is the goal of the WSSA employees to provide opportunities for students to learn to be responsible individuals. As a result, discipline will be approached with firmness and compassion. School personnel will make every attempt to provide positive reinforcement for exemplary behavior. The WSSA does not condone or utilize corporal punishment under any circumstances.

### **Enforcement**

Faculty, Staff, and Administration work together to ensure the discipline process is effective. Successful classroom management is of the utmost importance. Classes should be orderly with teachers in control. Firm, consistent, immediate action is best. If it becomes necessary for a student to be referred for disciplinary action, the procedure is as follows:

1. A discipline referral form or email explaining the incident will be completed and sent to the Director of the Student Experience.
2. The teacher is responsible for alerting the front office that a student is being sent to the office to see the Director of Student Experience.
3. The consequences will be determined and administered.

### **Reporting Concerns**

It is critical that all students feel safe. Therefore, it is extremely important that students inform school personnel immediately when they feel threatened, bullied, or abused, or observe someone not following school expectations or rules. Students should talk to the school counselor, an administrator, or a teacher when feeling upset about a situation. When a concern is reported to a faculty or staff member, he/she will immediately inform an administrator. An appropriate investigation will ensue.

### **Suspension and Withdrawal**

Suspension from school is intended to provide the student and family a suitable period of time to evaluate the student's commitment to the WSSA and its policies. Before suspension is imposed, the student shall have the right to hear the specific charges. A conference may be held with a parent/guardian to discuss the situation.

While on suspension off-campus, a student may not participate in any school activities. While on "in-school" suspension, students are responsible for all academic work assigned in the classroom during the length of the suspension. Upon reinstatement, the student must know that further breach of conduct is reason for dismissal from the WSSA.

The Head of School reserves the right to require the withdrawal of any student whose general or specific conduct is deemed detrimental to the general environment of the WSSA. Such a decision will be reached only after a reasonable investigation, which will include a conference with the students' parents if they so desire.

At The Winston School San Antonio, it is the responsibility of all students and staff to create an environment of honor and trust. Honor and trust are defined by a code in which our community finds essential for success. The WSSA Honor Code will help guide student decisions, infuse integrity, instill respect for self and others and solidify our commitment to help students contribute to the community in which they live.

### **WSSA HONOR CODE**

*"I will be honorable, respect my peers and myself, learn from my mistakes, strive for academic excellence, and serve my school and the community to the best of my ability."*

The WSSA Honor Code will address academic and behavioral expectations that will help students become successful on and off campus.

### **Academic Expectations**

1. Do your own assigned work.
2. Study and complete your quizzes and exams without help from others and unauthorized materials during the work period.
3. Allow others to complete assignments, quizzes, and exams without help.
4. Express your own ideas unless you give credit to the original author.
5. Complete all assignments to the best of your ability.
6. Ask questions if you do not understand an assignment or class expectation.
7. Attend Study Hall, if assigned.

### **Behavioral Expectations**

1. Respect yourself and others.
2. Conduct yourself as instructed by the Student Handbook and Winston Staff.
3. Leave property alone that does not belong to you.
4. Be honorable and tell the complete truth.
5. Adhere to the dress code outlined in the Student Handbook.
6. Arrive to class on time and do not depart until given permission.
7. Admit when you have done something wrong.

The WSSA Honor Code will be facilitated by the Director of the Student Experience with support from the Head of School. The WSSA Honor Code can only exist if every member of the school community supports the code. Students will need to adhere to the expectations of the school and communicate questionable situations to WSSA staff. Parents must uphold and model expectations set forth by WSSA as well as support the school's decisions on discipline. Teachers must also model and remind students about the Honor Code and take immediate action on all infractions. Administrators need to support the teachers, give feedback to the students, and enforce decisions on discipline.

### **ANTI-HARASSMENT POLICY**

The WSSA will not tolerate harassment of any employee, applicant or student based upon race, color, religion, national origin, genetic history, gender, age, sexual orientation, disability, veteran status, or any other legally protected status. The School prohibits harassment by any of its employees, parents, students, officers, representatives, contractors, temporary workers, customers, or suppliers. Any such harassment will be grounds for disciplinary action, which may include dismissal. WSSA recognizes S.B. 179 known as "David's Law".

### **Sexual Harassment Policy**

Sexual harassment will not be tolerated at the WSSA. Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature may constitute sexual harassment when:

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

### **ANTI-BULLYING POLICY**

Bullying (including cyberbullying and cyberstalking) in any form will not be tolerated at The Winston School San Antonio. WSSA recognizes S.B. 179 known as "David's Law". The Faculty and Administration address the

issue through regular classroom guidance lessons by the school counselor, homeroom activities, educational meetings for parents, classroom discipline, and appropriate interventions.

**Bullying** means systematically and chronically inflicting physical pain or psychological distress on one or more students or employees. It is further defined as: unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture, by an adult or student, that has the potential to create an intimidating, hostile, or offensive educational or work environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation.

Bullying may involve, but is not limited to excessive teasing, threatening, intimidating, stalking, cyberstalking, cyberbullying, physical violence, public humiliation, or social exclusion, including incitement, coercion, rumors, and spreading of falsehoods. Bullying should not be confused; however, with a teacher's or administrator's reasonable efforts to encourage a student's compliance with expectations, even if the student experiences some discomfort or embarrassment as a result.

**Cyberbullying** is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to email, blogs, social websites (e.g., Facebook, Instagram, YouTube, Twitter, TikTok, and Snapchat, Discord, etc.), chat rooms, and instant messaging.

**Cyberstalking** means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, intended to harass or intimidate a specific person, causing substantial emotional distress to that person.

#### **Procedure to Report Harassment and/or Bullying**

Any report of harassment or bullying should be made promptly, so that the behavior can be addressed before it is repeated or becomes aggravated. Any student or employee who feels that he or she has been subjected to harassment as defined above or has otherwise been discriminated against due to his or her race, color, sexual orientation, national origin, genetic history, age, religion, gender, disability, veteran status, any other legally protected status, or who witnesses such harassment of or discrimination against another student or employee must follow the reporting procedure.

1. Promptly report the incident to the teacher or the immediate supervisor, who will then report the incident to the Head of School.
2. If the student or employee believes it would be inappropriate to report the matter to the teacher or immediate supervisor for any reason, the incident may be reported directly to the Head of School.
3. No student or employee is required to report a complaint to the alleged perpetrator of discrimination or harassment.
4. If the student or employee feels uncomfortable reporting the incident to the teacher, supervisor, or the Head of School, please forward the concern to the Board Chair.

Anyone may report a bullying incident at any time, whether minor or significant. Students should report violations as soon as possible to the school counselor, a teacher, or any member of the school's administration. If being harassed or bullied, the student should not respond in kind, but should report the incident immediately. Any violation observed by a faculty member or school employee should be reported to the Head of School by the end of the next school day. If a teacher, staff member, or administrator is in violation, it should be brought to the attention of the Head of School. If the Head of School is in violation, this issue should be reported to the Board Chair. The administration will then investigate the alleged offense and take appropriate action, according to the school's discipline policy. Upon the finding of a violation, the administration will notify the parents of the violation by the end of the next school day.

The confidentiality of the source of information will be protected to the extent permitted by a thorough investigation of the report, and any retribution on the part of the bully or friends of the bully will be dealt with severely.

The perpetrator(s) of such behavior will receive appropriate consequences for their unacceptable behavior. Probation, suspension, or expulsion from school may be options for incidents determined to be severe. If assault and harassment has taken place law enforcement can be contacted and a report will be filed.

After a reasonable investigation, there will be a follow-up meeting to inform the student or employee of the outcome. Any person(s) found responsible for harassing a student or employee will receive appropriate consequences for his/her unacceptable behavior. Probation, suspension, or expulsion from school may serve as consequences for students. Employees violating this harassment policy may be placed on probation or terminated.

### **DRUG AND ALCOHOL POLICY**

The Winston School San Antonio (WSSA) specializes in the education of students with learning differences. It, like all schools, has the duty not only to educate but to aid and reinforce parental efforts to mold character and behavioral patterns. The unregulated use (or abuse) of drugs and alcohol adversely affects both character and behavior. Therefore, it shall be the policy of this school to forbid the use, possession, or traffic of these substances. Middle and Upper School students and parents are required to sign a form acknowledging the school's position on drugs and alcohol. Any student who is a candidate for acceptance at WSSA and has a previous drug history will need to submit to a urine and hair sample test at a lab designated by the school prior to enrollment.

**Prohibition:** Students shall not use, possess, sell, distribute, traffic in, or be under the influence of drugs or alcohol on or within five hundred (500) feet of School property or while on any field trip sponsored by the school.

Any student who feels he/she should be referred and evaluated for treatment for drug or alcohol abuse may come to any member of the administration, staff, or faculty prior to any violation of this policy without being subject to the penalties described below.

#### **1. Drug and Alcohol Testing**

- a) Evidence of use: In those instances when the School has reasonable suspicion that the student is or has been using drugs and/or alcohol or is or has been under the influence of drugs or alcohol on or within five hundred (500) feet of School property or while on a school-sponsored field trip, then upon request by the School (which request may be immediate) the student must immediately submit to professional testing for such substances at a facility designated or approved by the school prior to the testing. The student must submit to the testing on the same date as the student receives notice for testing from the School. The student will be required to submit to a urine and hair sample test (or, if alcohol use is suspected, then by exhalation chamber). The parent will need to pick up the student at WSSA and take him/her to the lab designated by the school. All costs of such testing shall be borne by the student. Failure to submit to immediate testing or to cooperate fully with the testing process will cause the student to be automatically expelled from the School. The student may not return to WSSA until the school has received the urine and hair or nail sample tests results directly from the testing lab. Results from the testing lab must be received via email, the U.S. Postal Service, electronic fax, or courier.
- b) Drug Testing Checklist: The student's parents will be asked to complete and sign a drug testing checklist that contains the instructions and guidelines for testing their student. Non-compliance with completing and signing the checklist will result in expulsion of the student.



- c) **Results:** If the testing indicates the use of drugs and/or alcohol by the student, and the student has not been on probation for a prior violation of the School's drug and alcohol policy, then the student is automatically placed on probation for the remainder of their time at WSSA. As part of the probation, the student must immediately undertake (at the student's expense) professional intervention or other treatment by a physician or medical professional designated or approved by the School prior to treatment. If the testing indicates the use of drugs and/or alcohol by the student and the student has previously been on probation for a prior violation of the School's drug and alcohol policy, then the student will be expelled from School.
2. **Distribution:** Notwithstanding Section 1 above, if the School has reasonable suspicion that a student bought, sold, or otherwise distributed drugs and/or alcohol or possesses drugs and/or alcohol on or within five hundred (500) feet of School property or while on a school-sponsored field trip, then the student will be expelled from School immediately.
3. **Notification of Law Enforcement:** If the School has reasonable evidence that a student has been using drugs and/or alcohol (on or within five hundred (500) feet of School property or is or has been in possession of drugs and/or alcohol on or within five hundred (500) feet of School property, and the testing of the student indicates the use of drugs and/or alcohol by the student, or the School has reasonable evidence that a student has bought, sold, or otherwise distributed drugs and/or alcohol on or within five hundred (500) feet of School property or while on a school-sponsored field trip with the intent to sell or otherwise distribute the drugs and/or alcohol, then the School will report the incident to law enforcement authorities.
4. **Reimbursement:** The student (and each parent or legal guardian of such student) shall, upon demand by the School, reimburse the School for all costs and expenses incurred by the School (including but not limited to any professional, medical, legal, testing, or other costs or expense fees) in connection with the violation by a student of the School's policy on drugs and/or alcohol.

### **Duties of the School Administration**

The faculty, staff, and administration will educate students and inform parents of this policy and reasons for it. The administration will ensure that all parents, all Middle School students, and all Upper School students acknowledge in writing that they have received a copy of this policy. Since violations of this policy are often insidious and difficult to detect, all personnel will be alert to potential manifestations, and, where evidence exists, will make every effort to identify violators. The School reserves the right to conduct random drug and alcohol testing of any student at its expense in order to ensure a drug-and-alcohol-free campus.

### **TOBACCO POLICY**

The WSSA is a tobacco-free campus. Tobacco products and accessories, including smokeless tobacco, e-cigarettes, and vaporizers are prohibited on or around the campus grounds, at any school-sponsored activity, or at any event where WSSA students are present. Offenders will be subject to disciplinary action.

### **LIBRARY POLICY**

It is the goal of the WSSA library to support the school curriculum by providing recreational and informational material for all users. Material is available in a variety of formats, including print, audio/visual, and electronic (see Appendix E for Library Resources). Computers are available for use by all library patrons.

- The library is open every school day between 7:45 and 4:00. Additional times may be arranged.
- All materials must be checked out by the librarian before being removed from the library. Materials may be checked out for one week by students in Lower School and two weeks by students in Middle and Upper Schools.
- Students are responsible for all materials checked out to them. Notices will be sent to students who have overdue books. Students will be charged the list price plus a processing fee for the replacement of damaged

and/or lost materials. Report cards will be held at the end of the year until outstanding balances are paid or lost materials are returned.

- Behavioral guidelines:
  1. Food and drink may be allowed in the library ONLY during special school sponsored events. NO food or drinks are permitted near the computers.
  2. Unless accompanied by a teacher, all students must have a written pass from a teacher or administrator to use the library.
  3. Students are not allowed in the library unsupervised.
- All school rules apply while in the library.

### **Electronic Device Checkout Policy**

The WSSA Library has various electronic devices available for checkout to students in grades 4 through 12. Items may be checked out for a period of three weeks. Before a student can check out a device, students and their parents must agree to the following checkout policy:

- The student assumes the responsibility for reimbursing the library for lost, stolen or damaged equipment.
- Students must sign out the unit, and it will be inspected immediately upon its return.
- Books will be downloaded in the library only, and Wi-Fi will be disabled after download. Students are not permitted to download anything into the units.
- WSSA Library Electronic Devices Permission Form must be filled out and signed by the student and parent/guardian prior to a unit being checked out. Permission forms can be obtained from the library.
- Listening to audio books is allowed in the classroom with the teacher's permission.

The WSSA Library recognizes that occasionally items selected for inclusion in the library may be challenged or questioned. A procedure for processing and responding to criticism has been established. No action will be taken until the material in question has been reviewed and brought before a review committee, with final approval by the Head of School.

### **Reconsideration Policy**

The WSSA Library recognizes that occasionally items selected for inclusion in the library may be challenged or questioned. A procedure for processing and responding to criticism of approved material has been established. No action will be taken until the material in question has been reviewed and brought before a review committee, with final approval by the Head of School. Reconsideration forms are available in the library.

## **TECHNOLOGY POLICY**

The WSSA provides ample use of technological equipment for the purpose of education and research. In an attempt to maintain equipment and ensure its proper use, the following Technology Policy has been established. Student and employee technology will be monitored with the Impero Management software program. Impero is a management program that is downloaded to all school computers, Chromebooks, and classroom iPads. Any violation of the technology policy will be subject to disciplinary action.

### **Computer Use**

- All computers use and/or access to the Internet must be in support of education and research and be consistent with the policies and goals of the WSSA.
- Students may use computers and related equipment only with permission or when supervised by faculty or staff. Students are directly responsible to the supervising faculty or staff member.
- Wi-Fi access is divided into separate domains. The Staff and Student domains are for school use only and the user passwords are confidential. The Guest domain is for visitors on campus.
- No food or drinks are permitted in the computer work area.
- No private or personal software may be installed on a computer which is property of the WSSA. The illegal installation of copyrighted software for use on the WSSA computers is also prohibited.

- Any use of the WSSA computers for commercial and/or profit purposes or extensive use for personal and private business is expressly prohibited.
- The use of the WSSA computers for product advertisement and/or endorsements or political lobbying/campaigning is prohibited.
- Users shall not seek information on, obtain copies of, or modify files, data, or passwords belonging to other users.
- All communications and information accessible on the WSSA computers shall be assumed to be private property of the WSSA.
- Use of the WSSA computers may not disrupt the use of any computer by others; hardware and/or software shall not be destroyed, modified, or abused in any way. Vandalism is defined as any malicious attempt to harm or destroy data of another user.
- Malicious use of the WSSA computers to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer is prohibited. (*Refer to Anti-Bullying and Anti-Harassment Policies in this handbook*)
- Use of the WSSA computers to access or process pornographic materials, inappropriate text files, or files dangerous to the integrity of the WSSA computer program is prohibited.
- Hate mail, harassment, discriminatory remarks, pornographic references or graphics and other antisocial behaviors are prohibited on the WSSA computers. (*Refer to Anti-Bullying and Anti-Harassment Policies in this handbook*)
- Any violations of the use of the WSSA computers should be reported to the teacher, technology facilitator, or an administrator. Anyone who fails to report seen violations will be considered an accessory to the policy breach.
- Inappropriate usage is prohibited. Prohibited activities include but are not limited to the following:
  - Plagiarism. Students are expected to credit resources correctly.
  - Violating copyright law (downloading, transferring, or using copyrighted information, software, video, or music).
  - Tampering with computers/software.
  - Using a computer or network in a way that may disrupt or lead to the disruption of the system services, traffic, or equipment. Disruption includes, but is not limited to, propagation of computer viruses and using the network to make unauthorized entry to any other computer accessories.
  - Games (unless directed by the teacher).

## **EMERGENCY, HEALTH, AND SAFETY**

### **SAFETY POLICY**

The health and well-being of every employee, student, and visitor to WSSA is of vital importance. The WSSA will strive to protect the health, safety and security of all employees and students using accepted and feasible policies, procedures, operations, and technologies. Further, the school will comply with all occupational health, safety, and environmental laws and regulations.

### **CAMPUS SECURITY**

A uniformed security guard is on duty during the regular school day and at special events. This individual is also responsible for directing arrival and departure traffic and participates in all emergency procedures.

All exterior school doors will be locked during the regular school day and persons who wish to enter the school building will be permitted access only by authorized personnel. All visitors, including parents, must sign-in and wear a visitor's label if proceeding beyond the main office.

According to Sec. 46.03: PLACES WEAPONS PROHIBITED (a) [amended 6/20/97] A person commits an offense if the person intentionally, knowingly, or recklessly possesses or goes with a firearm, illegal knife, club,

or prohibited weapon listed in Section 46.05(a): (1) [amended 5/30/95] on the physical premises of a school or educational institution, any grounds or building on which an activity sponsored by a school or educational institution is being conducted, or a passenger transportation vehicle of a school or educational institution, whether the school or educational institution is public or private, unless pursuant to written regulations or written authorization of the institution.

### **SECURITY CAMERA SYSTEM POLICY**

The purpose of video cameras throughout the WSSA campus is to enhance school safety, promote security, and diminish the loss of personal and school property. Appropriate signage will be posted throughout the campus and parents will be notified yearly. Camera placement is in public areas only. Areas include school grounds, school entrance and exits, hallways, and the gym. Restrooms, changing rooms, private offices, classrooms, and nurse's office are excluded areas.

The Head of School and the Director of the Student Experience will oversee video surveillance. Only video recordings approved by these two designees may be reviewed by other appropriate personnel. In compliance with the law, recorded information will be available for use as necessary by appropriate school officials, and/or law enforcement. All video recordings are stored in a secure place to avoid tampering and ensure confidentiality in accordance with applicable laws and regulations. Recordings will be saved for no less than 30 days and appropriately destroyed/deleted. Information obtained through video surveillance may only be used for disciplinary investigations, security, or law enforcement purposes. Sound is not monitored or recorded in connection with the video surveillance system. Any video recordings used for security purposes in school buildings or grounds are the sole property of WSSA. Release of such videos will be made only as permissible pursuant to applicable law.

### **EMERGENCY PROCEDURES**

#### **Emergency Evacuations and Drills**

Throughout the school year, emergency evacuation drills and campus lockdowns will be conducted. In the event of a real emergency (i.e., fire, natural disaster, chemical spill) parents, guardians, or emergency contacts will be contacted and given specific instructions on where to pick up their children. When possible, information regarding an emergency will be posted on the website and parents will receive a parent alert via text and/or email. A copy of the WSSA emergency response plan is given to each employee. The front office is responsible for dissemination of information in case of an emergency and no cell phones are to be used.

Fire drills are conducted monthly and are to be treated seriously. Evacuation maps are posted in each classroom. During a fire drill, students are to stay with their teachers and remain silent while exiting the building so that emergency instructions can be heard and followed. Students and teachers will report to a designated waiting area until further instructions are given. Students who disregard the seriousness of these drills will be disciplined.

### **EMERGENCY CONTACT INFORMATION**

The Accident/Illness Release form for students provides the emergency contact information necessary to quickly contact parent(s)/guardian(s) or designated alternate(s). Please let designated alternate(s) know that they may be contacted if the parent(s)/guardian(s) cannot be reached. Please notify the office immediately of any changes to the student's Accident/Illness Release form including contact information for any adult responsible for transporting a child to and from school or for care after school hours.

## **HEALTH SCREENINGS**

### **Vision and Hearing Screenings**

The School Nurse conducts vision and hearing screenings for students. Teachers and parents may request either screening for a student at any time if a problem is suspected. When a student does not pass a screening, a referral is made to the parent or guardian requesting a medical evaluation.

### **Spinal Screening**

The School Nurse conducts scoliosis screenings for students in accordance with Texas State Law. Scoliosis is the medical term for a lateral curvature of the spine. This curve may become more pronounced during rapid growth periods. While permission slips are not sent home, a student may bring a note from home requesting not to be screened.

### **Texas Risk Assessment for Type 2 Diabetes in Children**

A screening will be done in accordance with Texas State Law. The purpose of this screening is to detect a black-brown velvety marker that usually appears on the back of the neck. This marker is caused by too much insulin in the blood. It is a pre-diabetic condition and serves as an indicator of risk for Type 2 Diabetes and other chronic health problems. Type 2 Diabetes is usually seen in the pre-adolescence and adolescent years. This is a visual screening that requires only seconds to complete. If parent(s)/guardian(s) do not wish to have a student screened, an affidavit of exemption may be submitted to the office. Parent(s)/Guardian(s) may choose a health care provider of their choice to have the screening administered. A copy of the screening results must be submitted to the nurse's office.

## **AUTOMATED EXTERNAL DEFIBRILLATOR (AED)**

The WSSA has an Automated External Defibrillator (AED) in the main school building and in the gymnasium to be used in case of an emergency. An AED is a portable electronic device that is used during a cardiac arrest to treat cardiac arrhythmias. The AED applies electrical therapy which stops arrhythmia and allows the heart to re-establish an effective rhythm.

## **HEALTH RECORDS/IMMUNIZATIONS**

Immunizations are mandated by Texas state regulations. Records must be kept current as immunization records are periodically audited. To ensure that documentation is up-to-date at all times, a letter will be sent home to inform parents of upcoming immunizations or changes in state health regulations. Any student whose documentation is out-of-date will not be allowed to attend school until compliance is met unless otherwise specified by a physician's note.

Regarding any conflicts with immunizations due to religious beliefs or otherwise, parents must obtain a waiver from the Texas Department of Health, Austin Texas. This process can be completed online at <https://www.dshs.texas.gov/immunize/school/pdf/EF11-13140.pdf>. A signed, notarized copy is the only acceptable waiver according to the Texas state health regulations. The waiver must be on file in the clinic and must be renewed every 2 years.

## **ILLNESS/COMMUNICABLE DISEASES**

In order to provide a healthy environment for all students and employees in the school, parents should keep their child home if he/she is ill. The following criteria are used to determine when a child will be sent home or not allowed to return to school due to illness. Students with a temperature of 100 degrees F or higher may not attend school. They will be readmitted when the temperature has been normal for 24 hours (without the use of fever-reducing medication).

Please call the school office if the student contracts a communicable disease (e.g., strep, lice, pink eye, cold, flu). A student who becomes ill at school will be sent to the clinic to be examined. If necessary, the Director of

the Student Experience will be notified, and the parent or designated alternate will be notified to pick up the child. A student may not call home without administrative authorization. In the interest of a child's well-being and self-esteem, close attention should be paid to personal hygiene.

If an accident or other serious medical emergency arises, the parent/guardian or designated alternate will be notified. If immediate medical attention is indicated and no responsible, designated adult can be located, the child will be accompanied by an administrative person and taken to the nearest hospital emergency room.

### **SCHOOL ACCIDENTS AND INSURANCE**

If an accident occurs on school grounds or on a school sponsored trip, an Accident Report Form will be completed by the attending faculty member or school administrator.

Student tuition fees include the purchase of a student supplemental accident insurance policy. Upon request, the WSSA portion of an Accident Claim Form will be completed by the school nurse and given to the parent/guardian to be filed. Please note: This policy is fully owned by the parent/guardian of the student and if coverage is desired, it is their responsibility to file the claim within 90 days of the first medical treatment.

### **MEDICATIONS**

Any student receiving medication (either at home or school) must have a complete and current Medication Form on file with the School Nurse. **NO MEDICATION WILL BE ADMINISTERED WITHOUT THIS FORM** (prescription or nonprescription). Medications and special health care procedures will only be administered by the school nurse or other school employee as designated by the Head of School. Parents are to notify the School Nurse regarding any changes in medication that is administered at home or school. Students are not to have any medication in their lockers or on their person at any time unless coordinated with the school nurse and written permission from the parents is on file in the clinic. It is a policy of the school that no herbal supplements of any kind be administered by school personnel.

All student medication, whether prescription or non-prescription, must be left in the clinic in its original container, labeled with the student's name and precise instructions for its use. Please note that only medication in its original container with the correct labeling and instructions will be dispensed. It is the parent(s)/guardian(s) responsibility to coordinate this with the School Nurse. A record of the administration of medication will be kept in the clinic.

Students needing over-the-counter medication at school must have written parental/guardian permission on file in the office.

A Parent/Guardian are required to sign an Agreement and Release of All Claims form which explains the WSSA's legal position regarding the administration of medication (form is included in the registration packet).

Students who take prescribed medication during the regular school day will be expected to take the medication on all school-sponsored trips or activities as well.

### **SPECIAL HEALTH CONSIDERATIONS**

If a student has any special physical condition which might affect him/her while at school, please contact the school nurse and provide a written description of the condition including medical documentation outlining the steps necessary for addressing the student's needs. If a student's activities have been restricted due to illness, injury, or preexisting condition, a doctor's release is necessary for the student to return to normal activity.

## **SUSPECTED CHILD ABUSE**

Texas State Law requires teachers, administrative personnel, and other employees of any public or private school to report all suspected incidents of child abuse within 48 hours of suspicion to Child Protective Services or other appropriate child protective agencies. Child abuse includes physical abuse, physical neglect, sexual abuse, and emotional maltreatment. The WSSA faculty and staff recognize that this subject is extremely sensitive and will be handled with the utmost confidentiality. WSSA employees may not disclose the identity of a person who has reported a suspected case without the express permission of the Head of School.

Students who become a victim of abuse or harassment or know of a student or students who have become a victim at home or at school, should talk to the school counselor, school nurse, the Director of the Student Experience, and the Head of School as soon as possible for assistance.

## **DAILY FUNCTIONS**

### **ARRIVAL AND DISMISSAL PROCEDURES**

All school doors will be locked during the regular school day and people who wish to enter the school building will be permitted access by authorized personnel only. All visitors, including parents, must sign in and wear a visitor's badge if proceeding beyond the main office. Faculty members are on duty 15 minutes before and after regular school hours.

Please have your student ready to exit the car promptly on the driver's side only. If the student is not ready to get out of the car, please pull ahead, out of the loading zone, to tend to your child's needs and to help keep traffic moving.

#### **Morning Arrival for Lower, Middle, and Upper School**

Lower School students are to be dropped off in front of the school at the Courtyard Entrance of the Main Building.

Middle and Upper School students will be dropped off in the unloading/loading zone between the Fine Arts Building and the Main Building. Parents/Guardians can access this area by driving through the black gate on the left side of the school and following the road around to the back of the Fine Arts Building.

Please adhere to the Drop-Off Procedures Map on the following page.

Do not park and leave your vehicle unattended while in this line. Please have your student ready to exit the car promptly. If the student is not ready to get out of the car, please pull ahead, out of the loading zone to tend to your child's needs and to help keep traffic moving.

Those who arrive at the school after 8:00 a.m., must drop their student off at the main entrance at the front of the school. All students arriving late must check in at the front office, where they will be signed in and marked tardy.

#### **Dismissal**

**On weekdays except Wednesday, all students will be dismissed at 3:05 pm.**

**On Wednesdays, all students will be dismissed at 2:20 pm.**

Families will be given identification tags to hand on their rearview mirror. This is a safety procedure that allows teachers to ensure students are going home with an authorized adult. If you need additional car tags, please contact the Front Office.

### **Lower School**

Those picking up students from Lower School should follow the arrows indicated on the driveway (right lane) and line up along the curb in the left lane in front of the Main Building. A Winston faculty or staff member will direct you to a green cone where a teacher will assist your child into your vehicle. For safety, students will only enter the vehicle from the driver's side. If you need to exit your vehicle to buckle your child's car seat, do so only at the cone with the "Buckle Up" sign. Do not park and leave your vehicle unattended in the driveway at this time. The campus security officer will be available to direct traffic.

If you have multiple children at Winston, your oldest child(ren) will meet their youngest sibling at their car line.

Lower School students who are not picked up from school within 15 minutes after the dismissal bell will be sent to Extended Day. Parents/Guardians will be charged accordingly. Lower School Intermediate students (5<sup>th</sup> & 6<sup>th</sup>) who participate in Middle School Athletics after school will be required to report to Extended Day until practice/game begins.

### **Middle & Upper School**

Those picking up Middle and Upper School students will proceed to the back of the school for pick-up. Students will load vehicles in the space between the Fine Arts Building and the Main Building.

If you have multiple children at Winston, your oldest child/ren will meet their youngest sibling at their car line.

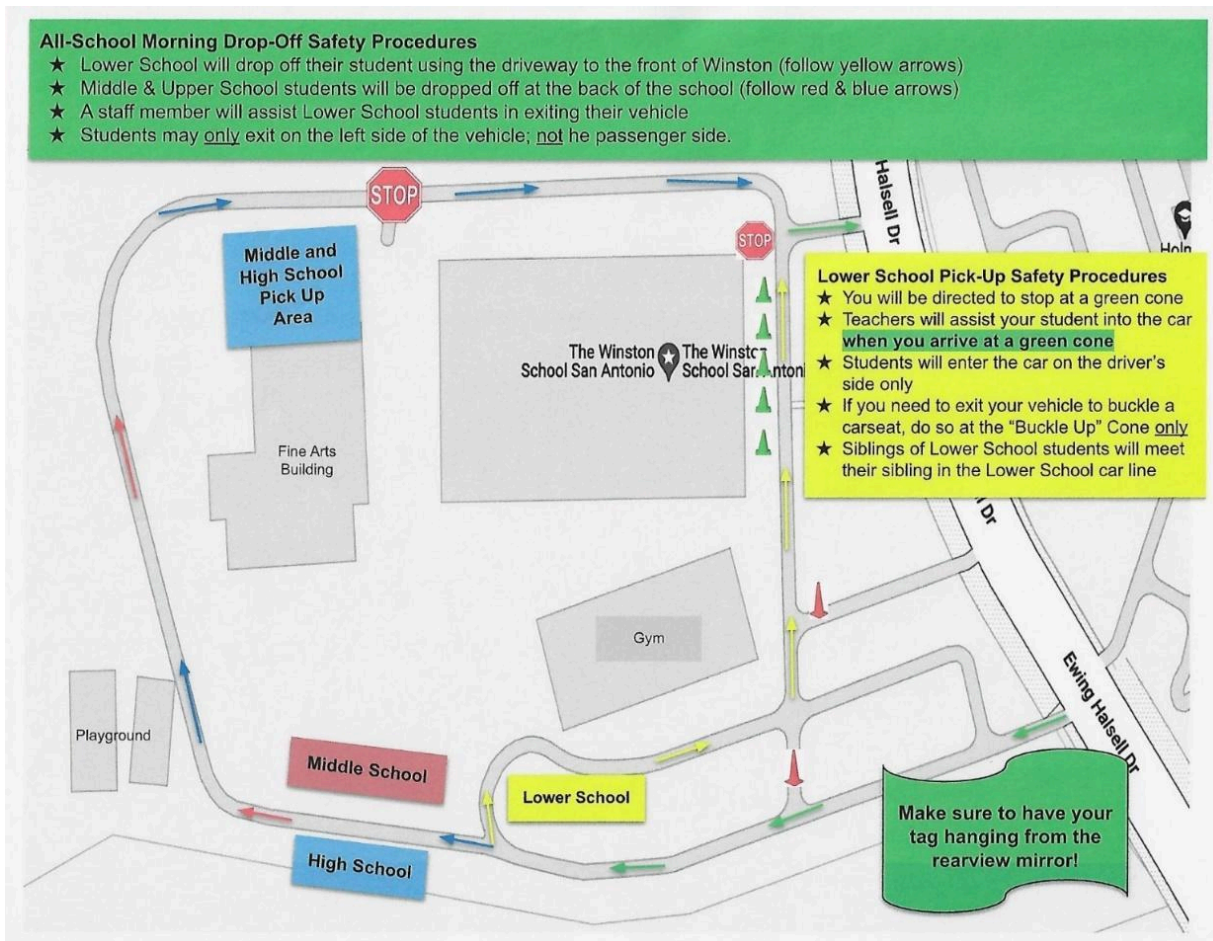
Middle School students who are not picked up from school within 15 minutes after the dismissal bell will be sent to Extended Day. Parents/Guardians will be charged accordingly. Students who participate in Athletics after school will be required to report to Study Hall until practice/game begins.

Upper School students who are not picked up from school within 15 minutes after school ends will be sent to Study Hall. Students who participate in Athletics after school must report to Study Hall until practice/game begins.

### **Egress and Speed Limit**

Drivers should slow down at the entry and exit points to the campus and watch for people walking, jogging, biking, and skateboarding on the sidewalk, which parallels Ewing Halsell and in the parking lot. **The speed limit on the WSSA campus is 5 miles per hour.** Drivers are expected to stay on the directed route and not cut through the parking spaces. Students who drive to school are required to park in the student parking lot.





Students must enter and exit the school building and parking lot in a timely and orderly fashion. Any careless or reckless driving will result in the loss of driving privileges.

### Early Pick Up and Appointments

Please notify the front office well in advance of scheduled appointments. This will allow sufficient time to notify the teacher to send the student to the front office for pick up and ensures minimal disruption in the classroom. All students will wait in the front office to be signed out at the front desk.

### Student Release Policy

The safety and security of all students is of utmost importance. The school will not release a student to anyone except an authorized person. All custodial parents must supply the school with a copy of the court-mandated custodial arrangements. If there is a change in marital status (divorce or separation) or other significant legal issues, please provide the school with the appropriate documentation. Standing authorization is given in writing by completion of the Student Release section on the student's *Accident/Illness Release* form. Please remember to notify the front office of any changes that may occur during the school year. Parents must notify the office with written permission, signed, and dated, on days when other pick-up plans are made, such as going home with a school friend. Arrangements for a student to go home with another student must be made in advance of the school day and submitted to the front office in writing (email). Be sure to include the date, student's name, the teacher's name, the driver's full name, and the parent's full name and contact information.

## ATTENDANCE

Regular school attendance is an essential component of the educational process and is necessary for students to develop proper study habits and master academic skills. Special events and assemblies within the school day are an important part of the WSSA learning experience and all students are required to be in attendance.

Attendance will be taken five minutes after school begins. Attendance is taken at the beginning of each period. **Students who exceed five unexcused absences within a semester will jeopardize class credit.** Students who have been absent must bring a note, signed by a parent or legal guardian, explaining the reason for the absence. Students who have missed school for an appointment with a doctor/therapist must bring verification of appointment to front office upon return. In addition, students who accumulate absences beyond the designated acceptable amount due to medical reasons are required to bring a doctor's note when returning to school. Students who do not attend school prior to or after a school holiday or on a special event/assembly day (unless ill with a doctor's note) will receive unexcused absences and zeros for class work for each day not in attendance.

**Excused absences include:**

- Illness
- Serious family illness
- Death in student's family
- Observation of specified religious holiday
- Doctor's appointment (with a doctor's note)
- College Visit (with school excuse form or signed brochure)

School absences other than those listed above must have prior approval by the Head of School. Written requests must be submitted in advance to the Director of the Student Experience; otherwise, the student's attendance record will reflect unexcused absences for each day not in attendance.

Students leaving campus during the day must sign out in the front office upon departure and have written parental permission and/or permission from an administrator.

**Tardiness**

The first school bell rings at 8:00 AM. Students arriving after the second bell, which rings at 8:05 AM, are considered tardy and must report to the front office before proceeding to class. Attendance will be taken at the beginning of each class period. Students have three minutes to transition between classes. Students who accumulate five or more tardies in any one class will be subject to disciplinary action. Also, students who exceed fifteen tardies in any one class each semester will jeopardize receiving class credit for that semester. Three unexcused tardies per class period equal an unexcused absence. When a student arrives after the 8:00 a.m. bell, parents are asked to drop the student at the front of the school's Main Building. Students must sign in at the front office and pick up a tardy slip. We ask that you do not walk students to class.

**Hall Passes**

Students are not allowed outside the classroom without a written hall pass signed by school personnel. Verbal passes will not be accepted. Students are not permitted in the administrative offices area at any time, including passing periods, without a written pass signed by a faculty or staff member.

**Inclement Weather and/or Virtual School Day**

In the event of extremely bad weather, please listen for school closing announcements on television stations KENS, KSAT, WOAI and radio stations WOAI 1200 AM, and KTSA 550 AM. School closure, Virtual School Day, or schedule changes will be posted on the school's website, sent to parents via "Parent Alert" text message, and posted on the school's social media pages (Facebook and Instagram). Parents should always use good judgment for their family's safety and avoid driving in hazardous conditions.

**SCHOOL SUPPLIES**

A specific supply list is available on the school's website. The Admissions Office offers school supply kits that may be purchased by parents. The care of textbooks, notebooks, and school materials provides an excellent

opportunity for students to practice respect and responsibility. It is not acceptable to allow educational materials, including books, binders, assignment books, and backpacks to be defaced by scribbling, marking, drawing, or cutting. Students will be required to replace, at their expense, any materials not properly maintained.

### **LOCKERS**

Middle and Upper School are assigned lockers the first week of school. Students may not share lockers or locker combinations with anyone and may not change lockers without approval from administration. Students may not put any stickers, pictures, etc., or write on lockers. Students may not deliberately jam the locks. Any problems with lockers should be reported to the student's homeroom teacher or advisor immediately.

### **LUNCH PROCEDURES**

Our daily lunch program is provided by a lunch catering service, and participation is voluntary. Students may also bring lunch from home; however, there are no refrigerators available for student use. If a student forgets his/her lunch, food may be brought to the front office before the student's lunch period begins. Friends and family members wishing to have lunch with students must get prior approval from the Head of School and report to the front office upon arrival.

The ordering of special restaurant food for lunch is considered a privilege reserved for school clubs or special events. It is the responsibility of the sponsoring teacher to make the arrangements and notify the front office. The school does not permit outside food deliveries for individual students.

### **Snack Items**

Food and drinks are not to be brought into the classrooms. Also, students are not to bring or consume gum, candy, and energy drinks on campus. Lower School students are allowed to bring morning and afternoon snacks.

### **Senior Lunch**

Seniors will be able to earn lunch off campus once a week as designated by the Director of the Student Experience when the following criteria are met:

- Senior lunch form must be on file.
- All class assignments are current.
- No discipline referrals for the previous week.
- No dress code violations for the previous week.
- No unexcused absences or tardiness.
- Did not leave early or return late from off-campus lunch the previous week.
- Did not abuse off-campus lunch privileges the previous week.

### **VISITORS**

Parents, friends, former students, and family members of students are welcome to visit the WSSA. Anyone wishing to eat lunch with a student or meet with a school employee must request approval by the Head of School at least two days in advance. **All visitors, including parents, must report to the front office upon arrival on campus to be signed in and receive a visitor's badge. Visitors will be asked to provide identification.**

In compliance with the school's safety policy, parents are allowed to be on campus at the request of a faculty/staff member. All other visitations, including alumni and former students, must be cleared through the Head of School or the Director of the Student Experience. Each WSSA family member is responsible for the behavior and well-being of any guests at all school functions including sporting events. Employees of the

WSSA reserve the right to ask any person to leave the WSSA campus or event if their actions are deemed inappropriate.

### **DRESS CODE**

When in school or on a school-sponsored trip or activity, a student's appearance is a direct reflection of the student and the school. Students must arrive at school in uniform and remain in uniform unless given approval to do otherwise. **Uniforms must be purchased through *School Uniforms by Tommy Hilfiger* and only preapproved items may be worn to school.** All student items should be labeled with the student's name clearly visible. Students who repeatedly violate the dress code will be subject to disciplinary action.

### **UNIFORMS - ACCEPTABLE**

- Boys must wear traditional khaki pants or walking shorts with only brown or black belts. Shirts must be monogrammed with the school logo and may be either blue or white polo-style and purchased only through the school approved uniform vendor. In addition, shirts must always be tucked in.
- The footwear will consist of athletic shoes for Lower School students. Middle School and Upper School boys may wear athletic shoes or non-marking, soft-soled boots, deck shoes or loafers. Socks must be worn with shoes.
- Girls may wear a variety of uniform styles available in either plaid or khaki and purchased through the school approved uniform vendor. Skirts, shorts, and "skorts" must be no more than two inches above the knee. With pants, shirts must be tucked in and worn with a black, brown, or plaid belt.
- The footwear will consist of athletic shoes for Lower School students. Middle and Upper School girls may wear athletic shoes or non-marking, soft-soled shoes with closed backs and toes. Appropriate boots may only be worn with slacks. Socks, tights, yoga pants, or leggings (solid white, black, or blue without designs) must be worn with all shoes and heel heights must be 1-inch or less.

### **Boys and Girls**

- Monogrammed navy sweaters and sweatshirts are available for purchase through the school approved uniform vendor, *School Uniforms by Tommy Hilfiger*.
- Pull-over jackets, sweaters, or sweatshirts must have WSSA Logo.
- WSSA approved club shirts may be worn on club meeting days and designated field trip days only.
- WSSA approved spirit shirts may be worn on Fridays only.
- Non-Winston jackets or coats may be worn to school and when outside, but not in the classroom.

### **UNACCEPTABLE CLOTHING**

- Cargo pants or non-uniform shorts
- Khaki-colored jeans
- Low-cut pants or shorts
- Torn or frayed pants or shorts
- Pants with zippers on the side or button-fly
- Pants with flared legs or "bell bottoms"
- Extremely tight fitting or loose-fitting pants or shorts
- Platform shoes, flip-flops, slippers or house shoes, crocs, open-toed shoes, or steel-toed boots
- Trench coats
- Headwear (i.e., hats, caps, bandanas, sweatbands, etc.) or sunglasses
- Expensive or valuable jewelry is not to be worn. Also, jewelry is not to be worn in excess. The school and/or school employee is not responsible for lost or stolen items.

### **CASUAL DRESS DAY**

Casual Dress Days are held on the last Friday (school day) of each month. Students may wear non-uniform clothing that complies with the following guidelines.

## CASUAL DRESS DAY GUIDELINES

- All clothing must be appropriate and may not have any drug, alcohol, or inappropriate slogans/symbols.
- WSSA shirts will be provided for those wearing inappropriate shirts.
- Footwear - No flip-flops or house slippers and heel heights must be less than two inches.
- Tight or baggy, torn/frayed pants/shorts are not acceptable.
- Tank tops/sleeveless shirts are not acceptable.
- Shorts/skirts - no shorter than two inches above the knee.
- If the Head of School, Administration, Faculty, or Staff deems a student's attire inappropriate, a call will be made to parents and appropriate attire must be brought to school for the student to remain on campus.

## GROOMING

- Students are expected to practice healthy hygiene and be well-groomed while attending school.
- Combing hair, applying makeup or nail polish is not allowed in class.
- Body piercings other than ears, including tongue are not allowed.
- Tattoos must not be visible.
- Lower School students are not allowed to wear makeup. Makeup worn by Middle & Upper School students should be understated and appropriate.

**The Head of School or the Director of the Student Experience will make the final judgment on attire. Parents of students who are dressed inappropriately will be called to bring a change of clothing or pick up their child from school. Students who continue to violate the dress code will be subject to further disciplinary action.**

## LOST AND FOUND

Articles found on campus will be turned in to the front office and placed in the lost and found area located in the hallway between the Lower School classrooms and the administrative area. To assist the office in locating the owner of the lost article, please be sure to put the student's name on all articles using some type of permanent marker. **The school is not responsible for any lost or stolen articles.** Students are strongly discouraged from bringing valuable items to school. Items not picked up from the lost and found by the end of each semester will be donated to a local charity.

## OFFICE PHONE USE

Students must have a hall pass to use the telephone in the front office. Student use of the telephone is limited to informing parents of schedule changes, which may affect transportation arrangements. Students needing to call about transportation after school may do so 20 minutes after dismissal. Student calls are limited to three minutes.

The School Nurse will contact parents after notifying the appropriate Lead Teacher if a student becomes ill at school and must go home.

All parent communication to students must be made through the front office. Students will be called out of class only in an emergency. Otherwise, messages from parents will be relayed to students during appropriate times of the day.

## CELL PHONE USE

### Non-educational Technology in Classrooms

The use of cell phones, AirPods, SMARTWatches, and any other non-educational technology during the academic day distracts students from learning, impedes their ability to socialize and conduct conversations with others, and interferes with WSSA's efforts to build a school community that is connected and engaged. Furthermore, studies indicate that unrestricted access to cell phones and smart devices is contributing to the mental health crisis among teenagers.

As such, the following policy will be strictly enforced at The Winston School San Antonio:

### **Lower School**

Lower School students (grades k-6) are not allowed to bring cell phones or smartwatches to school. For 5th and 6th graders participating in athletics, communication regarding travel, arrival, and pick-up will be delivered to parents through Remind App via the team coach. Information regarding sign-up and use will be communicated at the team sport parent meetings before the season begins and through School emails from coaches.

### **Middle School**

Students in the Middle School will turn their cell phones in prior to morning Advisory every day. Cell phones will be kept in a safe location in the Advisory room and returned to students at dismissal.

- Middle School students will not bring AirPods to school.
- Middle School students will not wear SMARTWatches in school.
- Middle School students/parents may contact each other if absolutely necessary via the main office phone line at 210-615-6544.

### **Upper School**

Every classroom is equipped with a "pocket holder." Students are assigned a pocket number in Advisory. Upon entering the morning Advisory classroom, all non-educational devices - cell phones, AirPods, and SMARTWatches - will be turned off and then placed in that assigned number pocket. Non-educational devices will be returned to the students at the end of the last Advisory. Devices must remain turned off until the student has been dismissed and leaves the school building.

- Students entering campus after the morning Advisory must turn their cell phones in to the receptionist who will transport them to the appropriate advisory room.
- Refusal to properly store non-educational devices in the pocket will result in a visit to the Director of Student Experience's office and the device will be confiscated for the remainder of the day.
- Cell phones and other non-educational technology are never used in the library, hallways, or dining hall.
- Parents should NEVER call their child(ren)'s phone(s) during the school day. If there is an emergency, contact the main office at 210-615-6544.
- If a student is permitted to leave the classroom for a restroom break, all phones and devices are to remain in the pocket of the classroom.

### **Student Accountability**

- If a student is caught using a cell phone or other non-educational device during any of the times noted in the list above, he or she will receive one warning to put and keep the phone or device in the proper location before it is confiscated and given to an administrator for the remainder of the day.
- Repeat offenses will result in the device being confiscated, turned in to the Director of Student Experience, and returned only to the parent.

- If a student continues to disregard the cell phone or non-educational device policy and surpasses three infractions, he or she will not be permitted to carry a phone or device on The Winston School San Antonio campus and will be subject to severe disciplinary action.
- All students and parents will sign off on this policy via the Family Handbook acknowledgment form.

**The school assumes no responsibility for misplaced or lost cell phones.**

### **SOCIAL MEDIA AND SOCIAL NETWORKING**

Social media encompasses a broad array of online activity including social networks/media such as Twitter, Flickr, Instagram, Facebook, GroupMe, and Snapchat, blogs, and other similar online or Internet communications. Because this form of communication is vast and growing, the School takes the following position regarding a student’s use of social media or networking.

**Use at School or a School-Related Event:** WSSA does not permit students to access social media and/or social networking sites while on School property or at a School-related event, unless such use is on a School social media platform or School sanctioned site and the use is for school related work. We have taken steps to block many of the social media/networking sites on our network, but technology will undoubtedly work faster than our IT Department. Therefore, even if you are able to access such sites on School property or at a School-related event, students should understand that their activities are in violation of School policy and may result in disciplinary action.

**Use Away from School Property:** It is not our goal to regulate a student’s personal online activities when not on School property or at a School-related event. Please understand, however, that certain activities might impact a student’s relationships with other students or school employees or School rights that we do reserve the right to regulate. All students should ensure that they are familiar with the School's conduct policies to avoid any online communications that might violate those policies.

**Guidelines:** Students should ensure their online activities do not violate a School policy regarding bullying or harassment, or other similar policies pertaining to how students interact with each other. If a student posts or says something online that makes another student feel uncomfortable, that activity may result in an investigation and possible discipline.

Students should also be aware that teachers and administrators periodically check such sites and may determine that off campus behavior violates the School conduct code by making disparaging or negative comments about the School, administration, or faculty members in a manner that is disruptive to the School’s educational mission or activities.

Students should not “follow” or be “friends” with any faculty member or other adult member of our community (other than the student’s parent) on any of these social networking sites. Any violation of this prohibition must be reported to the Administration immediately.

In addition, postings on social networking or other Internet sites of students engaging in inappropriate behavior (such as drinking, smoking, vaping, sexual actions, etc.) is prohibited.

Students are not permitted to use the School's name, logo, trademark, or service mark in online activities. Students are not permitted to post photographs of the School, its locations, activities, students, parents, or employee related activities online. Students are not permitted to create websites or social networking profiles to rate teachers, discuss aspects of the School, or otherwise disclose information online that the School would find offensive or inappropriate if posted in the School's newspaper. Finally, students are not permitted to disclose any confidential information of the School, employees, students, parents, or activities online.

**Student Identity Online:** Students are responsible for any of their online activity conducted with a School email address, and/or which can be traced back to the School's domain, and/or which uses School assets.

What students publish on such personal online sites should never be attributed to the School and should not appear to be endorsed by or originated from the School. This includes photos while wearing branded School attire.

**School's Right to Inspect:** The School reserves the right to inspect all electronic data and usage occurring over the School's network or on School property without prior notice. We also reserve the right to assess information in the public domain on the Internet and to discipline students for any violation of these guidelines.



## CLASSROOM CONSIDERATIONS AND CURRICULUM

### CLASS SCHEDULES

Lower School: K – 6<sup>th</sup> grades  
 M, T, Th, F: 8:00 – 3:10 pm  
 Wed: 8:00 – 2:15 pm (Lunch: 10:40 am)

Class	M, T, Th, F	Wed
Homeroom	8:00 – 8:10	8:00 – 8:10
1 <sup>st</sup> period (Reading)	8:13 – 8:58	8:13 – 8:53
2 <sup>nd</sup> period (Lang. Arts)	9:01 – 9:46	8:56 – 9:36
3 <sup>rd</sup> period (Math)	9:49 – 10:34	9:39 – 10:19
<b>Homeroom</b>	<b>10:34 – 10:55</b>	<b>10:19 – 10:40</b>
<b>Lower School Lunch</b>	<b>10:55 – 11:20</b>	<b>10:40 – 11:05</b>
Recess	11:20 – 11:40	11:05 – 11:25
4 <sup>th</sup> period (Math)	11:45 – 12:25	11:30 – 11:58
5 <sup>th</sup> period	12:25 – 1:10	12:01 – 12:41
6 <sup>th</sup> period	1:13 – 1:58	12:44 – 1:24
7 <sup>th</sup> period	2:01 – 2:47	1:27 – 1:57
Homeroom	2:50 – 3:10	2:00 – 2:10
Dismissal	3:10	2:10

Middle & Upper School: 7<sup>th</sup>- 12<sup>th</sup> grades  
 M, T, TH, F: 8:00 am to 3:05 pm  
 Wed: 8:00 am to 2:10 pm

Class	M, T, Th, F	Wed
Advisory	8:00 – 8:10	8:00 – 8:10
1 <sup>st</sup> period	8:13 – 8:58	8:13 – 8:53
2 <sup>nd</sup> period	9:01 – 9:46	8:56 – 9:36
3 <sup>rd</sup> period	9:49 – 10:34	9:39 – 10:19
4 <sup>th</sup> period	10:37 – 11:22	10:22 – 11:02
<b>MS Lunch/ US Advisory</b>	<b>11:25 – 11:50</b>	<b>11:05 – 11:30</b>
<b>US Lunch/ MS Advisory</b>	<b>11:55 – 12:20</b>	<b>11:33 – 11:58</b>
5 <sup>th</sup> period	12:25 – 1:10	12:01 – 12:41
6 <sup>th</sup> period	1:13 – 1:58	12:44 – 1:24
7 <sup>th</sup> period	2:01 – 2:47	1:27 – 1:47
Advisory	2:50 – 3:00	1:50 - 2:00
Dismissal	3:00	2:00
<b>Tardy bell rings at 8:05 a.m.</b>		

## CLASS STRUCTURE

Students should be actively responsible for the daily care and maintenance of their classrooms. Teachers are encouraged to promote polite and courteous student behavior.

### Lower School (K-6)

Lower School classrooms, or “Homerooms”, are grouped as follows: Primary, Kinder through 4<sup>th</sup> grades; and Intermediate, 5<sup>th</sup> and 6<sup>th</sup> grades. All lower school classes are staffed by one full-time teacher. The number of classes and the placement varies from year to year depending upon enrollment.

Students are placed in reading, math, and language arts classes based on academic needs. Social studies, science, and study skills are taught in the designated assigned classes. Other Lower School classes include music, art, and physical education. We’ve also added a 4<sup>th</sup> period Enrichment block designed to allow students to explore areas of passion, which may include robotics, woodworking, dance, yoga, and a variety of other options.

### Middle & Upper School (7-12)

Each Middle & Upper School student will be assigned an advisor. Students meet with advisors at regularly scheduled times daily. The advisor will take attendance, make announcements, and monitor homework, assignment books, and master notebooks. Additional curricular units may be taught during advisory time.

## GRADING SYSTEM

### Lower School

In the Lower School, grade reports are issued every six weeks. Students receive ratings for academic achievement and social interaction. Teacher comments are also included. Student reports reflect the individual’s progress, not his/her class ranking.

### Middle & Upper School Examinations

Six weeks tests are given to Middle School students at the end of each grading period. Upper School students take six weeks exams at the end of the first, second, fourth, and fifth six weeks. Upper School students take semester exams at the end of each semester. Review and study guides are required prior to all examinations. Upper School students, under the supervision of the teacher, develop their own study guides each six weeks.

### Grade Reports

Grade reports are issued at the end of each grading period. The school year is divided into two semesters, each comprised of three grading terms. Lower School grade reports are based on a rating scale that reflects quizzes, tests, projects, papers, participation in class, and mastery of the curriculum.

Middle & Upper School students will receive a numerical grade for each course taken. Academic grades will reflect the mastery of course content as measured by assignments, quizzes, tests, projects, papers, participation in class, and semester examinations. A numerical grade for semester exams will also be included for students in grades 9-12. Written comments will address areas such as the thoroughness of homework preparation, the consistency of class participation, the arrival to class on time with necessary materials and the utilization of accommodations. Comments will include positive statements as well as issues of concern.

Mid-six-weeks progress reports will be sent to parents/guardians of students who are in jeopardy of failing for the six weeks. Parents of students whose academic work or behavior needs remediation or whose academic performance is exceptional or has improved significantly may also receive such reports. Students receiving an “incomplete” at the end of a six-week period will have three weeks until the end of the next six weeks grading

period to complete missing assignments. Exceptions to this policy require prior approval from the Dean of Studies and the Head of School.

### **Grade Scale**

100 – 90 = A

89 – 80 = B

79 – 70 = C

Below 70 is failing

Lower School grade reports are issued at the end of each 6-week grading term, there are three (3) terms per semester. In reading/language arts and math grade reports are based on the mastery of content-specific skills. Skills are based on curricula, and state and national standards. Lower School Primary students earn grades for their individual skills using a 5-point scale. Lower School Intermediate students earn a numerical grade reflecting average scores on assignments and tests. Intermediate students receive a numerical grade for each concept in reading/language arts and math. All Lower School students receive grades in social studies, science, and specials based on content understanding and participation. Lower School grade reports serve as a record of the student's progress. They are meant to help parents evaluate their students' progress, strength, and areas identified for improvement.

### **COMMUNITY SERVICE**

To ensure that students are well-rounded individuals, the WSSA believes that community service plays a valuable role in enabling young people to give time to the community. It also provides an excellent opportunity for students to explore career interests, learn responsibility, and become valuable members of society. As a result, Upper School students must complete twenty hours of community service per year as a requirement for promotion to the next grade level. Acceptable community service is that which is done for or in conjunction with a non-profit agency or organization. Documentation of community service hours should be turned in to their advisor. A community service form is found in the back of the Family Handbook and on the WSSA website.

### **SCHEDULE CHANGES**

Classes chosen at the time of course selection should be considered as final. Books and supplies are ordered, and teachers hired on the basis of student course selections. Changes are subject to the recommendation of a teacher and approval of the Dean of Studies.

### **FIELD TRIPS**

All field trips must serve an educational purpose and require approval from the administration. School vehicles may be used within the state of Texas. For trips out of state, charter or commercial transportation is required unless approved by the Head of School and Board of Trustees. Only employees or agents of the WSSA may operate school-owned vehicles. A valid Texas State Driver's License and proof of liability insurance must be kept on record for each employee transporting students in a vehicle and will be checked annually by the Finance Office through the State of Texas in compliance with procedures for liability insurance-risk management.

Parents may serve as drivers of their personal vehicles or chaperones on school trips, provided they have a valid driver's license, proof of insurance, and a completed Volunteer Application and Criminal Background Forms on record with the school. Proof of insurance must be kept current. A copy of valid insurance must be submitted to the Finance Office each time insurance is renewed. All documents must be on file in the Finance Office at least one week prior to the departure date of the scheduled trip. **Seat belts MUST be worn at all times.**

Students are expected to comply with the WSSA rules and policies on all school-sponsored trips. Students will be informed of expectations concerning appropriate field trip behavior before departure.

## **OUTDOOR EDUCATION**

The WSSA offers outdoor education for students in 5<sup>th</sup> through 12<sup>th</sup> grades. This program provides students with a significant learning experience outside the classroom. All students are required to participate in their grade level trip. If students do not participate in the outdoor education trip, they must attend regularly scheduled classes at WSSA. If students do not attend regularly scheduled classes their absence will be documented as unexcused.

All school rules and policies apply when students are on school-sponsored trips or events. Before departure, teachers will provide students with an explanation of the purpose of the field trip as well as outline behavioral expectations while off-campus. Students may be denied the privilege of attending an outdoor education trip based on previous discipline problems.

## **MASTER NOTEBOOKS/AGENDA BOOKS**

The WSSA student agenda books and master notebooks are required for students in Kinder through 12<sup>th</sup> grades, as tools to help students stay organized and keep track of assignments. It is the responsibility of each student to maintain a master notebook containing a calendar, agenda, necessary school supplies and space for notes and papers for each class. Homework assignments are to be recorded in agendas daily.

Advisors will check agendas and master notebooks daily to assist students with organization. Parents should assist students with monitoring master notebooks, agendas, and school supplies regularly.

Important information regarding upcoming events or deadlines will be sent home and/or emailed weekly. Check the website for current information.

## **HOMEWORK**

Homework serves as an extension of the classroom academic experience. In addition, homework provides a chance to review learned skills, develop good time management techniques, practice skills that have been taught, and give students an understanding of the importance of being prepared to participate fully in class each day. Homework also serves as a diagnostic tool for teachers to gauge what students have learned from the day's lesson and what needs to be further discussed or reinforced in the next day's class. To this end, it is important that students complete their own work to the best of their ability so that teachers receive accurate feedback to inform them of their students' needs for re-teaching and reinforcement. Faculty will inform students if they may work with other students or family members on assignments. Students should ask a teacher for clarification if they are not sure if they may get outside help on an assignment. Parents should give encouragement and support during the homework time, but should not do the homework for the student. Parents are welcome to contact teachers with questions about what is reasonable parent support for students with various assignments.

Homework is a time for the learner to review the day's lessons, master additional material, and prepare for class the following day. As both short and longer-term assignments are given, it is necessary for students, with the assistance of faculty and parents, to budget their time wisely. Students are expected to complete assigned homework as directed and in the spirit in which it is assigned; to return homework assignments to the teacher by the designated time; and to submit homework assignments that reflect careful attention to detail and quality of work. In addition, all student work must be school appropriate. When making videos, a power point presentation, or writing a report, students must refrain from making inappropriate sexual, drug, alcohol, violence, or cigarette/vaping references or innuendoes. Additionally, students must not ridicule others because of their disability, gender, religion, ethnic, or racial characteristics at any time.

Generally, there should be no more than 20-30 minutes homework per night for each subject area in the Middle School. This does not include completion of unfinished work. There may be exceptions to this guideline, but they should be rare. If your child is spending more than 20-30 minutes per night on homework in any class on a regular basis, please make the classroom teacher aware of this.

### **Make-up Work**

Make-up work is to be completed due to an absence from school or class. If students are aware of absences in advance, they are encouraged to complete assignments beforehand; otherwise, they should check with teachers immediately upon returning to school. Assignments can be found on the FACTS SIS portal and/or the student's Google Classroom account. **For each day of school, a student misses, one day will be allowed to make up work.**

Make-up work may be obtained through the front office after two consecutive absences. Parents are asked to call for assignments before 9:00 a.m. and pick up materials between 3:30 and 4:00 p.m. Adherence to this time frame will permit teachers to prepare assignments during their conference periods. If requests for assignments are received after 9:00 a.m., parents will be asked to pick up materials the next day.

## **SCHOOL SERVICES**

### **COLLEGE & CAREER READINESS**

The College & Career Coordinator will provide information regarding post-secondary opportunities and procedures to Upper School students. Parents and students are encouraged to contact the College & Career Counselor to make an appointment to discuss college admissions, college entrance examinations, financial aid, scholarships, and Middle & Upper School course scheduling.

The College and Career Coordinator conduct several special services and programs during the year. These include college and career preparatory/life skills lessons for Middle and Upper School students, the Winston College & Career Fair, Freshman, Sophomore, Junior, and Senior Orientation events prior to the first day of school, FAFSA Workshop for seniors, Middle and High School 101 presentations, the Decision Day celebration for seniors, and a job shadowing program that is mandatory for graduation.

### **College Entrance Examinations**

The college admissions testing program includes students in grades 10, 11, and 12. The Associate Dean of College Counseling administers tests, with assistance from the school assessment team, for students with documented disabilities. Students who qualify and have current documentation on file are allowed to take tests with accommodations. Parents and students are encouraged to speak to the Associate Dean of College Counseling about the college testing program as well as the college selection process. (See Appendix C for college testing procedures and current examination schedules.)

### **SCHOOL COUNSELING**

The purpose of the school's counseling program is to assist students with personal, interpersonal, social, and academic success. The WSSA Counseling Office also offers group counseling. The groups will meet periodically throughout the year. The purpose of the group is to help students with the following topics: self-esteem, decision-making skills, coping and life skills, peer pressure resistance strategies, social skills, and peer relationships.

These groups are conducted according to the ethical standards of the counseling profession, the policies of the WSSA, and the laws of Texas. Students who participate are encouraged to discuss their own group experience

and feelings with their parents. Confidentiality is extremely important, and students are also encouraged to refrain from discussing matters arising in the counseling sessions with people other than their parents. Parents will be notified of any significant issues that may arise during a session by the School Counselor. Contact the School Counselor with any questions or additional information that would be helpful in working with the student.

### **ASSISTIVE TECHNOLOGY**

The Winston School San Antonio uses a variety of assistive technology to support student learning. These assistive technologies include Read & Write, Bookshare.org, and Learning Ally. Assistive technology is available to all students, and if justified as an accommodation based on academic and diagnostic testing, will be listed on their WSSA Accommodation Sheet.

### **EDUCATIONAL TECHNOLOGY**

The Winston School San Antonio uses a variety of educational technologies in the classroom to support student learning. These educational technologies include but are not limited to:

- Lower School: Spelling City, Lexia, IXL, Google Classroom, Discovery Ed, Brain Pop, Tumble Books, SAVVAS Realize, Stemscoptes, Quizlet, Earobics, Starfall
- Middle/Upper School: Google Classroom, IXL, Lexia, Scoir, Method Test Prep

### **PRIVATE TUTORING BY WSSA FACULTY**

All private tutoring conducted by WSSA teachers must be approved by the Dean of Studies, with final approval from the Head of School. During the school year, WSSA teachers may use their classrooms for private tutoring of current WSSA students for which they are receiving outside remuneration; however, certain restrictions apply. Tutoring may not commence before the end of the contractual day and tutoring must not conflict with other building usage times or school-sponsored activities. **Teachers may not tutor students for pay whom they have in their own classrooms for the same subject;** they should be available to work with such students one-on-one at some time before, during, or directly after the school day. All private tutoring must occur between the hours of 3:30 and 5:30 p.m.

### **BEFORE AND AFTER SCHOOL ACTIVITIES**

**Academic Tutoring** (Kindergarten – 12<sup>th</sup> grades) Teachers are available after school for tutoring. Students may set up a specific time with their teacher if needed.

**Extended Day Program** (Kindergarten – 8<sup>th</sup> grades) The Extended Day Program is offered Monday through Friday until 6:00 p.m. each day for students in kindergarten through 8th grade. Homework is completed and checked while in Extended Day, snacks are available, and activities are planned that enrich the school day. Contact the school Receptionist for information and a fee is charged for this program.

**Athletics** (5<sup>th</sup> – 12<sup>th</sup> grades) The Athletic Director coordinates all sports programs and physical education classes. The WSSA offers opportunities for students to participate in a variety of competitive sports. Students in 5<sup>th</sup> through 12<sup>th</sup> grades may participate in soccer, girls and boys basketball, girls volleyball, baseball, track and field, cross country, and six-man football. A sports physical is required for participation. Physicals must be current and on file. Depending on league rules, 5<sup>th</sup> graders may be allowed to participate in designated sports.

Students in 6<sup>th</sup> grade and Middle School compete with other private schools in ISAL (Independent Schools Athletic League). Upper School students compete with other private schools in TAI AO (Texas Association of Independent Athletic Organizations). Both Leagues allow WSSA students to participate in sports with schools of similar size.

**Academic and Fine Arts Competitions** (9<sup>th</sup> – 12<sup>th</sup> grades) Since the WSSA is a member of the Texas Association of Independent Athletic Organizations (TAIAO), students who qualify in one of the academic or fine arts subject areas may compete with other private school students throughout the state of Texas.

### **STUDENT CLUBS AND ORGANIZATIONS\***

Participation in student clubs and organizations provides an excellent way in which to fulfill community service requirements. Students are free to choose which clubs or activities in which to participate and are expected to follow the specific rules and regulations of each club or organization. Students not following school rules or putting forth their best effort academically may be asked to withdraw from membership and officers may be asked to resign from position. Hazing and other initiation rituals are strictly prohibited.

**\*Student clubs and organizations are based on interest and sponsorship and are subject to change each school year.**

### **ACADEMIC RECOGNITION**

Middle & Upper School students may be recognized for academic excellence by being chosen for membership in a national honor organization. Selections are made by the faculty and staff and confirmed by the Head of School.

Those students who are seniors and who have the two highest grade point averages as of the last day of the fifth grading period who have attended the WSSA on a full-time basis for their junior and senior year will be designated as the Valedictorian and Salutatorian. Both students will have designated roles in the commencement exercises. Transfer grades from courses taken at a college will not be included in the high school GPA. The valedictorian also earns a scholarship from the Texas Education Agency for tuition for the first two semesters at any in-state public college or university.

### **SPECIAL EVENTS**

Throughout the school year, WSSA hosts a variety of events to celebrate student activities and milestones. The following list is an overview of select annual events:

**Freshman & Sophomore Orientation** – An evening during the week before the first day of school is set aside for the freshmen and sophomore classes to meet and discuss how to have a successful freshman/sophomore year and what students can do early on to prepare for their future.

**Junior Orientation** – An evening during the week before the first day of school is set aside for the junior class to meet and discuss the upcoming year and how to prepare for the future. The College & Career Coordinator provides information about the College & Career Prep course, SAT/ACT testing, career options, and post-secondary preparation.

**Senior Orientation** – The Friday before the first day of school is set aside for the senior class to meet and discuss plans for their senior year of Upper School. Speakers present information about graduation, career options, college admissions, college support programs, and tuition assistance.

**Welcome Back Socials and/or Tailgate** – Before school begins, the Leadership team will determine each year which type of Welcome Back event will be planned (weather permitting).

**Meet the Teacher Night** – In the fall, WSSA will hold a Meet the Teacher Night for parents to meet teachers and learn about curriculum, goals, and materials.

**Winston College & Career Fair** – Every fall, representatives from colleges and universities throughout Texas and the United States are invited to visit the WSSA to share information about their institution. All Upper School students are required to attend, and their parents are encouraged to join them. In addition, students have the opportunity to attend the Private Schools of San Antonio College Fair held later that day at St. Mary's University.

**Trunk-or-Treat Fall Festival**– Our WSSA faculty and staff, along with the WSPA, work together to host our annual Trunk-or-Treat Fall Festival to celebrate the arrival of Autumn.

**Annual Book Fair** – The WSSA library hosts an annual book fair. Students, teachers, parents, friends, and family members are invited to visit the fair. Proceeds from the book fair sales and related items go to purchase library materials.

**Grandparents and Friends Day** – Every year, the week before Thanksgiving, Grandparents and Friends of WSSA are invited to a school-wide assembly. After the production, guests have an opportunity to visit classrooms, meet teachers, visit the annual Book Fair, and get their picture taken with their grandchild. School will be dismissed at 11:30 a.m. *(1/2 day for Students and Faculty & Staff)*

**Annual WSSA Learning Symposium** – The Educational Medical Scientific Advisory Committee (EMSAC) hosts an annual Learning Symposium in January that features a nationally recognized keynote speaker along with education and mental health professionals.

**Career Day** – Every spring, community professionals are invited to visit the WSSA, K-12, to share information, experiences, and advice about their career path.

**Field Day** – Every spring, students in Lower School participate in various sports events for field day. Selected Upper School students assist with field day activities.

**The Winston Learning Series** – Four times throughout the school year, professionals are invited to the school to present information about topics related to learning disabilities and/or ADHD. Presentations are open to the public. Parents and community members are encouraged to attend.

**Students of the Month Luncheons** – Each month, students are selected and recognized by the teachers for their accomplishments. Students are treated by the WSPA to an off-campus lunch with the Head of School, Director of the Student Experience, and the Dean of Studies.

**Job Shadowing** – Each fall semester, 12<sup>th</sup>-grade students present mentorship projects to their peers, family members, and community members in a career fair forum. Job shadowing is a requirement for graduation.

**ISAS Fine Arts Festival** – Every April, Upper School visual and performing arts students attend the ISAS annual arts festival, hosted by alternating member schools.

**Film Night** – Every May, Upper School digital media classes present their video productions.

**Fine Arts Night** – Each Spring, WSSA will presents art pieces from Lower, Middle, and Upper School students.

**Theatre Night** – Each April/May students from Upper School will perform a play that will include dramatic readers, theatrical and musical performances, including comedy.



**Awards Ceremonies** – Positive reinforcement for a job well done is a very important part of the WSSA program. Traditionally, four major awards ceremonies take place at the end of the school year. All students who participate in Athletics will be recognized at the end of each season as a team. The Lower School Recognition Ceremony and the Middle & Upper School Awards Ceremony recognize students for academic achievement. On the last day of school, special awards are given to students, employees, parents, and community members at the Class Day Awards Ceremony.

- o **Founders Award** – The recipient of this award is nominated by the administration and selected by the Head of School for outstanding service and contribution to the success of The Winston School San Antonio.
- o **Head of School’s Award** – The recipient of this award must have attended WSSA for more than one year. The nomination by a teacher or staff member is based on the following:
  - This student has taken every advantage of WSSA’s philosophy.
  - This student has exhibited a dramatic improvement in academics or behavior or both since enrollment.
  - This student does not need to be an “A” student nor be the best behaved.
- o **Newcomers Award** – The recipient of this award must have attended WSSA for less than one year. The nomination by a teacher or staff member is based on the same nomination criteria as a service award.
- o **Service Award** – The recipient of this award must have attended WSSA for at least one school year. The nomination by a teacher or staff member is based on the following:
  - This student must demonstrate good behavior, possess a cheerful attitude, be polite and cooperative.
  - This student is willing to be an ambassador for visiting students (Middle and Upper School) and is helpful to a teacher during the student’s visit.
  - This student willingly does chores for his/her teachers or any other employee of the school.
  - This student must have at least average grades and good attendance.
  - This student volunteers for duties and performs them in the best possible way.

# APPENDICES

## APPENDIX A

### **Lower School Division & Curriculum**

#### **Grades Kinder – 6<sup>th</sup>**

The Lower School division is for students in Kinder through 6<sup>th</sup> grades. Students in grades Kinder – 4<sup>th</sup> are considered Primary, while students in grades 5<sup>th</sup> and 6<sup>th</sup> are Intermediate.

Student schedules are based on each student's individualized learning profiles. In reading/language arts and math, students receive targeted instruction that is designed to accelerate and extend their skills in each content area. Social studies and science curricula reflect grade-level state and national standards. For specials, students participate in physical education, art, and music every day.

### **Middle School Division & Curriculum**

#### **Grades 7<sup>th</sup> – 8<sup>th</sup>**

**Advisory Class:** Advisory class will develop study skills, social-emotional skills, work on organization, and start the college and career preparation process through Google Classroom (curriculum developed to guide students through the college preparation process).

**Reading:** Reading focuses on the basic skills of word attack, comprehension, vocabulary development, and literature. Instruction is based on each student's reading level. Depending on academic need, some students will be placed in dyslexia intervention classes.

**Language Arts:** Language Arts emphasizes oral language and written composition. The curriculum includes direct instruction on grammar, sentence structure, and paragraph and essay writing.

**Mathematics:** The Middle School Math Program is leveled by ability.

- General Math - Seventh grade general math classes review basic math operations with whole numbers, decimals, fractions, integers, and word problems. There is an emphasis on fractions. Topics from geometry and probability statistics, exponents, square roots, and absolute value are also taught.
- Pre-Algebra – Eighth grade math classes will prepare for Algebra I and cover integers, order of operations, prime factorization, solving one- and two-step equations, basic graphing, and the Pythagorean Theorem.
- Algebra I - Students who meet the prerequisites may take Algebra I. Middle School Algebra I students are placed in an Upper School Algebra I class. Algebra I focus primarily on linear equations to include solving equations in one and two variables, graphing, and writing. Functions, laws of exponents, polynomial operations, and solving quadratic equations using factoring and the quadratic formula are introduced.

**Science:** Science in Middle School bundles components of life science, earth science, and physical science. Each science builds towards basic concepts needed for Upper School science. Students will apply the scientific method and further develop scientific vocabulary and concepts.

- 7th grade topic examples include physical and chemical energy, work, solar systems, biodiversity, cells, and basic genetics.
- 8th grade topic examples include structure of atoms, force, plate tectonics, lunar cycles, weather and climate, and organisms in their environment.

**History:**

- 7th grade studies Texas history and heritage.
- 8th grade studies the history of North America through the United States Civil War and Reconstruction.

**Physical Education:** P.E. provides an opportunity for students to participate in and develop skills in various individual and group sports.

**EVERY TWELVE WEEKS, 7<sup>th</sup> GRADE ROTATES THROUGH THE FOLLOWING CLASSES:**

**Art:** Art provides a foundation to art principles and Art History. Hands-on experience with materials and techniques, both classic and contemporary, will be taught.

**Health:** Health introduces the concepts and skills that foster individual choices and health-related concepts that involve interaction between individuals and society in general. Topics discussed include nutrition, exercise, alcohol and drug use, and personal health and safety.

**Music/Theater Arts:** Music/Theater Arts offers students an opportunity to explore diverse types of music and experience various stage and performance practices.

**Spanish I:** Spanish I provides the basic foundations in oral, grammatical, and cultural aspects of the Spanish-speaking world. Basic vocabulary, grammar, and oral language are the primary focus of the course.

**EVERY 8<sup>th</sup> GRADE STUDENT WILL TAKE ONE OF THE FOLLOWING UPPER SCHOOL LEVEL COURSES FOR A CREDIT TOWARDS GRADUATION REQUIREMENTS.**

**Spanish I:** Spanish I provides the basic foundations in oral, grammatical, and cultural aspects of the Spanish-speaking world. Basic vocabulary, grammar, and oral language are the primary focus of the course.

**Art I:** Art I provides a foundation to art principals and Art History. Hands-on experience with materials and techniques, both classic and contemporary, will be taught.

**Industrial Fine Arts:** Industrial Fine Arts is comprised of lessons and hands-on projects designed to introduce and develop skills related to woodworking and metalwork in both an art-based and vocational capacity. Emphasis is placed on the study of power tools usage, woodworking materials, machinery, safety, and the development of basic skills.

**Drama:** Drama focuses on basic acting skills by providing students with a well-rounded understanding of theater, television, and film.

**Additional Courses**

**Dyslexia Intervention:** Upon administrative recommendation, students may be enrolled in the Lexia Pro Program, Reading Lab, and/or Dyslexia Therapy. The goal of these courses is to strengthen and remediate reading skills and focus on phonemic awareness, phonics, vocabulary, fluency, spelling, and comprehension. Instruction is multi-sensory and/or computer based.

**APPENDIX B**  
**GRADUATION REQUIREMENTS & UPPER SCHOOL CURRICULUM**

<b><u>Subject</u></b>	<b><u>Credits Required</u></b>
English	4
Mathematics	4
Natural Science	4
Social Studies	4
Fine Arts	1
Speech	0.5
Health	0.5
Physical Education	2
Foreign Language	2
Technology	2
C&C Prep	1
Electives	<u>2</u>
<b>TOTAL</b>	<b>27</b>
<i>Each semester is 0.5 credit</i>	

**Required Courses**

<b>English</b>	Four years of: English I, English II, English III, English IV
<b>Math</b>	Four years of: Algebra I, Geometry, Algebra II, Pre-Calculus, College Algebra, Math Models, Calculus
<b>Natural Science</b>	Four years of: Biology, Chemistry, Physics, Environmental Science, Anatomy, Astronomy, Marine Biology
<b>Social Studies</b>	Four years of: American History, World Geography, World History, U.S. Government (half semester), Economics (half semester)
<b>Fine Arts</b>	One year of: Art I, Art II, Drama, Music
<b>Speech</b>	One semester required
<b>Health</b>	One semester required
<b>Physical Education</b>	Two years of: Physical Education, Athletics
<b>Foreign Language</b>	Two years of: Spanish I, Spanish II, Spanish III
<b>Technology</b>	Two years of: Computer Programming, Digital Media I, Digital Media II, Graphic Design/Yearbook
<b>Transition Course</b>	One year required
<b>Electives</b>	Two years of: Industrial Fine Arts, Photography I, Photography II, any class beyond required courses, Dual Credit (must meet prerequisites and be recommended by faculty or administration), Integrated Reading/Writing

*Course selection and availability will vary each year depending on enrollment.*

*Graduation Requirements are subject to change periodically.*

**PLEASE NOTE: Each Upper School student is required to complete 20 hours of community service each year and complete a job shadowing project (through the Speech course) before graduation.**

## Upper School Division Curriculum

### Grades 9<sup>th</sup> – 12<sup>th</sup>

#### **English**

**English I:** English I is an introduction to the study of literature. The course will review basic grammar, word usage, mechanics, and the writing process. Students will also improve their vocabulary, essay writing, and research skills.

**English II:** English II is a basic literature course that explores a variety of authors. Grammar, composition, vocabulary, research methodology, and communication skills will continue to be developed through the analysis of literature.

**English III:** English III is focused exclusively on the literature of the United States. Students will further develop grammar, composition, vocabulary, research methodology, and communication skills.

**English IV:** English IV is an overview of world literature. They will expand their writing skills to include resumes, college essays, and job applications; there is continued focus on grammar, vocabulary, research methodology, and communication skills.

#### **Mathematics**

**Math Models:** Math Models has its focus on applications of basic computation, algebraic, and geometric skills to real world problems. The course includes applications in personal finance, art, statistics, probability, and indirect measurement. Algebra I and Geometry are prerequisites.

**Algebra I:** Algebra I focuses primarily on linear equations to include solving equations in one and two variables, graphing, and writing. Functions, laws of exponents, polynomial operations, and solving quadratic equations using factoring and the quadratic formula are introduced.

**Geometry:** Geometry focuses on the properties of two-dimensional shapes with an emphasis on triangles, quadrilaterals, and circles. The Pythagorean Theorem is used throughout the course. Surface area and volume of three-dimensional shapes is also studied. Students are introduced to geometric proofing using flow chart proof, and the trig functions sine, cosine, and tangent. Algebra I is a prerequisite for Geometry.

**Algebra II:** Algebra II reviews all aspects of linear equations. The focus is on solving and graphing linear inequalities, absolute value, and quadratic equations. Rational, exponential, and logarithmic functions are introduced as well as finding nth roots. Algebra I is a prerequisite for Algebra II.

**Pre-Calculus:** Pre-Calculus includes a review of linear and quadratic functions adding matrices, completing the square, complex numbers, and conic sections. Polynomial equations are solved using the Rational Root Theorem. Exponential and logarithmic equations are solved. Trigonometry is a major focus of the course. Algebra II is a prerequisite for Pre-Calculus.

**College Algebra:** College Algebra is a review of all topics of Algebra I and Algebra II. Set theory, symbolic logic, and different number systems are also studied. Topics are covered at a depth to prepare students for their first semester of college math. Algebra II is a prerequisite for College Algebra.

**Calculus:** Calculus is a first course in differential and integral calculus which stresses limits as well as the applications of calculus to real world work situations. This course is offered through correspondence.

### **Natural Sciences**

**Biology:** Biology provides a basic understanding of biotic and abiotic factors, differing environments, organisms that fall into the kingdoms, and essential organism's processes or systems. The course stresses laboratory experiences and offers visual forms of learning.

**Chemistry:** Chemistry provides a basic understanding of the elements of the periodic table, the structures of molecules, and the properties, organization, and phases of matter. The course stresses laboratory experiences, group and individual problem solving, and classroom discussion.

**Physics:** Physics provides important problem-solving skills and a general understanding of the basic laws of physics which govern the universe. Students explore the basic principles of physics on paper, in the laboratory, and in the community.

**Environmental Science:** Environmental Science provides an understanding of how humans interact with and impact the environment.

**Marine Biology:** Marine Biology is designed to introduce students to a world as immense, enchanting, and mysterious as the one above ground – the ocean world. The marine environment will be explored in biology, geology, chemistry, and physics. Marine organisms will be explored through laboratory activities relative to their functions, their different habitats, and the effects of organism interactions.

**Anatomy:** Anatomy is designed to explore the anatomy and structure of the human body. Students will take a systemic approach to anatomy by studying each body part according to its body system and function. In addition to identifying the main anatomical terminology and the structure of cells and tissues within the body.

**Astronomy:** In Astronomy, students will study the following topics: astronomy in civilization, patterns and objects in the sky, our place in space, the moon, reasons for the seasons, planets, the sun, stars, galaxies, cosmology, and space exploration. Students who successfully complete Astronomy will acquire knowledge within a conceptual framework, conduct observations of the sky, work collaboratively, and develop critical-thinking skills.

### **Social Studies**

**United States History:** United States (American) History provides an in-depth understanding of the following elements: emergence of the U.S. as a world power, geographic influences on the historical developments of the U.S., and economic and political development and growth. This is a continuation of eighth grade U.S. History.

**World Geography:** World Geography provides an in-depth understanding of the nature of world geography, the physical setting of the earth, and the interaction of physical and sociological environments.

**World History:** World History provides an in-depth understanding of the history of the world beginning with the development of human civilization through the French Revolution. It provides an understanding of the institutions and the development of modern ideas.

**United States Government:** U.S. Government provides an in-depth understanding of the United States' system of government. Study areas include political heritage, an investigation into the three branches of government, state and local governments, and the development of political parties.

**Economics:** Economics provides an in-depth understanding and analysis of the world's business systems. It is a study of both the purpose and manner in which an economy operates.

### **Fine Arts**

**Art I:** Art I provides a foundation to art principals and Art History. Hands-on experience with materials and methods used by the masters as well as contemporary techniques will be taught.

**Art II:** Art II extends the Art I curriculum. Skills are refined and projects are more in-depth. Art pieces at this level are geared towards building a portfolio that may be used for college applications.

**Drama:** Drama focuses on basic acting skills providing students with a well-rounded understanding of theater, television, and film. Units studied include scene studies, improvisation, commercial acting, and monologues, culminating in a performance each semester.

**Industrial Fine Arts:** Industrial Fine Arts is comprised of lessons and hands-on projects designed to introduce and develop skills related to woodworking and metalwork in both an art-based and vocational capacity. Emphasis is placed on the study of power tools usage, woodworking materials, machinery, safety, and the development of basic skills.

**Music:** This class will explore music of various styles through listening and music fundamentals. All styles of music are covered (classical, folk, hip hop, rock, jazz, popular, etc.) to ensure an appreciation of the art of music. Basic music fundamentals such as theory, composition, and sight reading are woven into lectures and performance examples.

### **Physical Education**

**Physical Education (P.E.):** P.E. provides a basic understanding of rules, knowledge, and skills for participation in physical recreational activities. The class focuses on individual, dual, and team sports as well as knowledge and skills for leisure and lifetime sports activities.

**Athletics:** Athletics is designed to support extracurricular sports in which the students participate. Physical fitness is the primary objective.

### **Foreign Language**

**Spanish I:** Spanish I provides the basic foundations in oral, grammatical, and cultural aspects of the Spanish-speaking world. Basic vocabulary, grammar, and oral language are the primary focus of the course.

**Spanish II:** Spanish II builds on the foundations of Spanish I. Vocabulary, grammar, and oral speaking skills are reinforced to provide the fundamental communication skills of the Spanish language.

**Spanish III:** Spanish III continues to work on vocabulary, grammar, and oral language. Fluent speech and written communication skills are the focus.

### **Technology**

**Computer Programming:** Computer Programming fosters creativity and innovation by presenting opportunities to solve problems through coding.

**Digital Media I:** Digital Media I is an introduction to professional design software that focuses on photo/digital media and web design principles. Software includes Photoshop, Illustrator, Aperture, Garage Band, Flash, Dreamweaver, and Final Cut Pro.



**Digital Media II:** Digital Media II focuses mainly on the processes of video recording, editing, and creating DVDs. Final Cut Pro is the primary software used.

**Graphic Design/Yearbook:** Graphic Design/Yearbook introduces the Illustrator software which helps students learn the concepts of digital design. Students experience the actual work involved in producing a document in the field of journalism. This course fosters aspects of teamwork and responsibility in meeting deadlines.

### **Additional Courses**

**Speech:** Speech provides an understanding of effective communication skills through focusing on speech writing, presentation, and audience behavior. Students will complete a job shadowing component consisting of an observation day with a mentor and participation in a student-led career fair.

**Health:** Health provides an in-depth understanding of nutrition, exercise, sexuality, alcohol-drug use, and safety. It includes the concepts and skills needed to foster individual choices and health-related concepts that involve interaction between individuals and society in general.

**College & Career Prep:** The College & Career Prep course provides a framework for post-secondary education planning. The course includes college entrance exam preparation, transitional benchmarks, and career interests. The class will cover test taking strategies, resume building, budgeting, self-advocacy, and other skills needed to transition into post-secondary education and the work force.

**Photography:** Photography surveys the skills needed to capture a moment in time utilizing digital cameras. The course focuses on all aspects of photography and includes steps and strategies to take well defined pictures.

**Photography II:** Photography II continues surveying the skills needed to capture a moment in time utilizing digital cameras. The course focuses on all aspects of photography including HDR formats. In addition, the course will build personal portfolios.

**Dual Credit:** Students nominated by administration and teachers may apply for dual enrollment with San Antonio College and WSSA. These college-level courses will serve as both high school and college level credit. See College & Career Counselor for more information.

## **APPENDIX C**

### **College Testing Information**

In order to take the ACT on-campus, students must be approved by ACT for “special testing.” If they do not qualify for accommodations that allow on-campus testing (based on an accommodation review by ACT), then they must test at a national testing site on the assigned national testing date.

Since WSSA participates in SAT School Day, all students will be able to test on-campus. SAT School Day is a separate program from SAT National Testing. Because WSSA participates in SAT School Day, regular (national) SAT administrations will not be approved for administration at WSSA.

- **Unless otherwise noted, test administrations will take place during the school day (dependent on approved accommodations). Students are responsible for working with their teachers to keep up with or make up any work that may be missed during testing.**
- The schedules for WSSA ACT/SAT administrations will also be published in the Junior and Senior handbooks.
- The Associate Dean of College Counselor will email parents and students information about registration for each testing administration.
- Students must be registered by the above deadline for their testing date of choice. If the student is not registered by the listed deadline, they will have to wait until the next testing administration test.

#### **Registering for ACT (Cost: \$55 w/o essay or \$70 with essay – paid online)**

1. Visit [www.act.org](http://www.act.org) and create an account. DO NOT use your Winston email account to register; use a personal email account.
2. Click "register"
3. Select "yes" for the "are you a student who needs accommodations" question.
4. Select the **special testing** option. \*Our school code is **446274**.
5. Complete registration and pay.
6. You will receive an email stating that you have indicated that you need accommodations with instructions emailed to your testing coordinator... ***please forward to the Associate Dean of College Counseling.***

#### **Registering for SAT School Day (Cost \$55 – paid to school)**

1. The College Cou will email parents and students information about SAT School Day administrations.
2. Parents will inform the College Counselor that they would like their student to participate in the SAT School Day administration (via Google Form). WSSA will take care of ordering testing materials and accommodation requests.

## APPENDIX D

### Three Year Evaluation Tests

*\*Listed measurements are used when completing full individual evaluation every three years.  
Additional assessments may be used if needed. \**

#### WSSA HANDBOOK UPDATES

##### CAVEAT #1 – Under “Three Year Evaluations”

*Listed below are descriptions of the assessment batteries that we most commonly use when assessing students as part of their Full & Individual Evaluation every three years. Other additional assessment instruments may be used when necessary and applicable.*

### COGNITIVE MEASURES

**Comprehensive Test of Phonological Processing-Second Edition (CTOPP2):** An individually administered test of auditory processing abilities underlying the acquisition of oral and written language. (Ages 5-0 to 24-11).

**Kaufman Assessment Battery for Children-Second Edition (KABC-II):** An individually administered measure of cognitive abilities and processing skills for use with ages 3-18 years. This is a culturally sensitive measure particularly suited to children with limited verbal skills or delays due to age or developmental level. It yields a general ability score related to a full-scale IQ score.

**Wechsler Intelligence Scale for Children - Fifth Edition (WISC-V):** A comprehensive intelligence test for children ages 6-16 which yields a Full-Scale IQ in addition to composite measures of perceptual reasoning, working memory, processing speed, and verbal comprehension.

**Wechsler Adult Intelligence Scale – Fourth Edition (WAIS-IV):** The WAIS-IV is similar to the WISC-IV and yields the same type of IQ scores for individuals ages 16 years to adult.

**Wechsler Preschool & Primary Scale of Intelligence – Forth Edition (WPPSI-IV):** A comprehensive intelligence test designed for children ages 2 years, 6 months to 7 years, 7 months. It is a descendant of the WAIS-IV & WISC-V and yields the same type of IQ scores.

**Woodcock-Johnson Tests of Cognitive Abilities – 4<sup>th</sup> Edition (WJ-IV-C):** An individually administered measure of intellectual abilities for individuals ages 2 – 90 years. The WJ-III-C yields a General Intellectual Ability score (GIA) in addition to composite scores for multiple areas of intelligence.

### ACHIEVEMENT TESTS

**Kaufman Test of Educational Achievement, Third Edition-(KTEA-III):** An individually administered measure that provides an in-depth assessment of key academic skills. For 4 – 25 years of age.

**Oral and Written Language Scales-Second Edition – (OWLS-II):** A measure designed to identify strengths and weaknesses in language. The oral language component is used with children ages 3-21, and the written language component is used with children ages 5-21.

**Woodcock-Johnson Tests of Achievement – Fourth Edition (WJ-IV-A):** An individually administered measure of achievement for individuals ages 6 – 89 years. Homerooms are available in many subgroups including reading, math, and written language.

\*Used only to determine initial groups for some subjects at the beginning of each school year.

#### **VISUAL-MOTOR TESTS**

**Beery-Buktenica Developmental Test of Visual-Motor Integration (VMI):** An individually administered visual-motor screening battery that helps identify significant difficulties in visual-motor integration.

**Informal Assessment:** The examiner, teacher, and/or coach assesses visual-motor skills throughout the evaluation or in class.

#### **SELF-CONCEPT AND BEHAVIOR RATING SCALES**

**Attention Deficit Disorder Evaluation Scales, 4th Edition (ADDES-4):** Evaluates the presence or absence of behaviors associated with Attention-Deficit/Hyperactivity Disorder in children and youth from input provided by parents and school staff.

**Beck Youth Inventories, 2<sup>nd</sup> Edition-(BYI-II):** Five brief self-report inventories to screen for depression, anxiety, anger, disruptive behavior, and self-concept. (For ages 7-18)

**Behavior Assessment System for Children, 3<sup>rd</sup> Edition (BASC-3):** This instrument consists of a set of scales (parent, teacher, self-report) that assist in evaluating behavior across settings. In addition, it identifies positive attributes that may be helpful to parents, teachers, and clinicians (ages 4-18).

**Behavior Rating Inventory of Executive Function, 2<sup>ND</sup> Edition (BRIEF -2),** is an assessment of executive function behaviors at home and at school for children and adolescents ages 5–18.

**Attention Deficit Disorders Evaluation Scale, 4<sup>th</sup> Edition (ADDES-4):** A measure used to assess symptoms or characteristics related to Attention Deficit/Hyperactivity Disorder (AD/HD) in children, and the subsequent impact on the child's performance in an educational environment based on input provided by parents and teachers.

**APPENDIX E**  
**Miscellaneous Forms**



**Community Service Record**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Advisor \_\_\_\_\_

Club/Organization \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Date(s) of Service \_\_\_\_\_ Total Time \_\_\_\_\_

Description of Activity

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

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Comments (if applicable) \_\_\_\_\_

Contact Person's Signature \_\_\_\_\_ Admin. Initials \_\_\_\_\_

***Documentation forms are available from Advisors and the College & Career Coordinator. End of the year grade reports will not be released until community service documentation is on file at school.***





8565 Ewing Halsell Drive  
San Antonio, TX 78229  
Office: 210-615-6544  
Fax: 210-615-6627  
[www.winston-sa.org](http://www.winston-sa.org)

*Advocating for minds that learn differently®*

### Conflict Resolution Request for Meeting Form

Name: \_\_\_\_\_

Date: \_\_\_\_\_

HOMEROOM/Advisor

Teacher: \_\_\_\_\_

- € Lead Teacher of Lower School
- € Lead Teacher of Middle School
- € Lead Teacher of Upper School
- € Head of School
- € Director of the Student Experience
- € Dean of Studies
- € Associate Dean of College Counseling
- € Board of Trustees Chair (only after meeting w/Head of School)
- € Request for Mediation

#### Who should be there?

- € Students \_\_\_\_\_
- € Teachers/Staff \_\_\_\_\_
- € Parents \_\_\_\_\_
- € Administrators \_\_\_\_\_

*For completion by Administrator:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**SUMMARY:**

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*Please attach any additional documentation to this form.*



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Fax: 210-615-6627  
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### Criminal Background Check

*Advocating for minds that learn differently®*

Name:

\_\_\_\_\_  
First Middle Last Maiden

Nickname/AKA: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City Zip Code

Day Time Phone: (\_\_\_\_) \_\_\_\_\_ Alternate Phone: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ No. of years at the above address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Driver's License No: \_\_\_\_\_ State \_\_\_\_\_  
Month Day Year

Relationship to the WSSA Student: \_\_\_\_\_ Student Name: \_\_\_\_\_

Have you ever been convicted or do you have any charges pending for felonies, misdemeanors and/or ordinance violations other than minor traffic violations: NO YES, explain and include date, location, nature and circumstances of offense: \_\_\_\_\_

I hereby authorize The Winston School San Antonio to conduct a full and complete criminal background check. I understand that any misrepresentation on this statement may result in immediate disqualification for any volunteer service within The Winston School San Antonio. I hereby release The Winston School San Antonio, its Board of Trustees, and its agents, as well as all providers of information, from any liability related to furnishing and receiving information related to arrests and convictions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Motor Vehicle Record Driving Agreement

I authorize The Winston School San Antonio (WSSA) to conduct a MVR (Motor Vehicle Record) search regarding my driver's license record history. All employees and volunteers that operate any vehicle on school business (including driving children other than their own on field trips) are required to complete this authorization. I agree to **submit a copy of my current auto insurance card.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Volunteer Guidelines Acknowledgement

I have read and agree to the Volunteer Guidelines of the WSSA as specified in the Family Handbook.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





**FAMILY HANDBOOK**

**RECEIPT**

**2024 – 2025**

Upon completion of reading the Family Handbook with your student, please sign below and return it to the Front Office before Parent/Teacher Conferences scheduled for Monday, October 7<sup>th</sup>, 2024.



*I/We are signing this receipt to show that I/we have read the 2024-2025 Family Handbook, discussed its contents with my son/daughter, and agree to be bound by and comply with all rules, policies, and procedures of the school. Any area of this handbook that was not made clear has been explained to my satisfaction. I/We understand that if I/we should have any questions during the year, I/we will refer to this handbook.*

\_\_\_\_\_  
**PRINTED NAME AND GRADE OF STUDENT**

\_\_\_\_\_  
**SIGNATURE OF STUDENT**

\_\_\_\_\_  
**SIGNATURE OF PARENT/GUARDIAN**

\_\_\_\_\_  
**DATE**

**MISSION STATEMENT**

*The mission of The Winston School San Antonio is to provide a personalized, college preparatory education to students with high potential and identified learning differences. A Winston School graduate is confident, well-rounded, and a life-long self-advocate.*

