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Table of Contents

Absences	15	Expulsion	39
Academics	21	Extra-Curricular Activities	39
Accelerated Reader Awards	41	Family Educational Rights	7
Admission Policy	6	Field Trips	45
Athletic Awards	41	General Policies	45
Athletic Trips Policy	39	Grade Averages	23
Attendance Policy	14	Gradelink Reporting to Parents	23
Awards	41	Grading System	22
Behavior Guidelines	29	Graduation Requirements	24
Beta Club	44	Guidelines for College Admissions	24
Break-Ins	35	Hazing Policy	11
Bullying Policy	11	Historian	26
Capital Development Fee	8	History	4
Care of Property	29	Homecoming Court Guidelines	43
Cell Phones	30	Homework Policy	22
Cheating	35	Honor Students	27
Check In / Check Out Procedure	16	Independent Study/Online Courses	28
Child Custody	13	Infectious Disease, Fever, Head Lice	19
Class Favorites	43	Internet Acceptable Use Policy	47
Class Officers	42	Make-up Work & Make-up Tests	17
Classes Missed Due to Special Events	17	Media Center Regulations	30
College Preview Days	16	Medication	45
Complaint Regarding School Programs/Teachers	12	Mission Statement	5
Communication	12	Mr. & Mrs. WA/Mr. & Mrs. Junior High WA	43
Conferences	13	MSAIS Honor Society	44
Courtesies At Athletic Events	32	Multi-Sport Athletes	40
Courtesies For Classroom Behavior	31	Offices, Clubs, & Organizations	42
Courtesies In The Gym	32	Open Registration	7
Courtesies In The Lunchroom	31	Other Disciplinary Actions	34
Courtesies At School Sponsored Events	32	Parent & Family Involvement	11
Credit Recovery	27	Parents On Campus	12
Daily Schedule	14	Participation Graduation/Commencement	26
Dangerous Instruments & Contraband	39	Parties at School	46
Disciplinary Action	34	Party Invitations	46
Discipline Plan	33	Philosophy	4
Dismissal & Carpool	18	Payment of Fees	8
Dismissal Procedures	18	Planned Absences	15
Disrespect/Disruptive Behavior	34	Policy of Wayne County School Foundation	6
Disrespect Toward Faculty/Staff	34	Possession of Alcoholic Beverages	35
Dress Code	20	Possession, Use or Sale of Illegal Drugs	36
Dress Code Violations	20	Possession of Weapon and Threats	38
Drop Off / Pick Up	18	Pregnancy, Marriage & Parenthood Policy	9
Drug Screening	36	Publication Committee	46
Duties of Officers	42	Punctuality	13
Elections of Officers & Representatives	43	Reading Fair	27
Electronic Games & Other Devices	30	Recess	45
Elementary Morning Procedure	15	Reporting of Student Progress	23
Enrichment Classes	27	Refund Policy	8
Excused Absences	16	Salutatorian	26
Exemptions	28	School Calendar	49

School Closing Due to Weather	18
Sexual Harassment Policy	9
Smoking/Smokeless Tobacco Policy	38
Social Media Policy	10
Statement of Accreditation	5
Stealing	35
Student Drivers	46
Student Drop-Off and Pick-up	17
Student Fees	8
Student Government Association Elections	43
Student Messages	18
Summer School	27
System of Beliefs	5
Tardy Policy	17
Telephone Use	45
Testing Plan for Students	26
Threat	39
Transfer Policy for Students to Wayne Academy	9
Tuition Payment Policy	7
Unexcused Absences	16
Use of School Facilities	46
Valedictorian	26
Vandalism	35
Visitors	12
Vocational/Technical School Attendance	25
Who's Who	43
Yearbook Photos	45

Wayne Academy

HISTORY

Wayne Academy, chartered in 1970, is in Waynesboro, Mississippi. The school consists of grades Kindergarten through twelve (12). A pre-school center provides daily care for children between the ages of three (3) and four (4).

Wayne Academy is a non-profit organization. It is governed by an elected board of trustees with each of the nine members serving a five-year term. The board members are elected by Wayne County School Foundation members at the annual fall meeting. Prospective members of the foundation become members upon approval of the board of trustees and upon receipt of \$200.00 membership fee. An annual fee to be determined by the board is paid for the foundation member to be eligible to participate in the business meeting and to vote on the election of the trustees. Voting by proxy is not allowed and only the named member will be allowed to vote. The board of trustees meets once a month.

PHILOSOPHY

The administration, faculty, parents, and students of Wayne Academy believe that the purpose of the school is to help each student realize their potential to the extent permitted by the student's abilities, interests, aptitudes, and varying needs. In accordance with this belief, the Academy also acknowledges the diversity of the social and economic backgrounds and the physical condition of the students.

The school further believes that it is a privilege, as well as a responsibility, to join with the home, church, and community in the physical, mental, social, and spiritual growth of each student. This process of development is encouraged by helping students learn how to think, rather than being told what to think. Although the Academy primarily stresses mental growth, the students are encouraged to participate in non-academic, as well as academic events. Participation in these events is encouraged so that the students will be able to function more effectively in our changing world.

The relationship between administration and teachers is one of cooperation and respect characterized by a friendly spirit. There is also an effort toward a working relationship between other related school personnel, such as school board members and members of supportive organizations. In addition, the Academy believes that there must be mutual respect between students and teachers.

The success of a school is determined by the success of its students. If both students and teachers avail themselves of their educational opportunities and fulfill their obligations to themselves, the school, and the community, in a social, economic, and spiritual way, then the school will have fulfilled its purposes.

Wayne Academy is a faith based non-denominational Christian school that practices and promotes the principles of a Judeo Christian based society. The curriculum used in the Elementary school is part of the ABEKA curriculum which uses Biblical based material and integrates this material into the core subject areas.

Every day all grade levels at Wayne Academy stand and recite the Pledge of Allegiance, followed by the Lord's Prayer which is prayed in unison in each classroom. A non-denominational prayer is offered at all activities of the school including sporting events, open houses, etc. The playing of the national anthem occurs at all sporting events and audience members are asked to honor the anthem by standing quietly. Men are asked to remove their head covers.

Any student without regard to race, sex, or nationality that professes a belief in God and whose personal religious philosophy supports the tenants of Christianity, and who is willing to show his or her support for the United States through the participation of standing for the national anthem and the recitation of the pledge of allegiance is welcome to apply for admission to Wayne Academy.

Students need to understand at Wayne Academy there is a school wide expectation that if accepted all students will participate in the daily opening exercises, stand for the national anthem, and attend and respectfully participate in all schedule devotions and other required meetings and ceremonies that may include prayers, devotions, and other exercises that are non-denominational in nature.

Wayne Academy reserves the right to reject the admission of any student who does not agree to the above conditions or whose parents will not allow that perspective student to abide by the above expectations.

I agree to abide by the Wayne Academy student expectations as outlined above in this document.

MISSION STATEMENT

The primary mission of Wayne Academy is to provide a challenging and stimulating curriculum for the college-bound student in a positive school environment and in a Christian atmosphere, thereby maximizing the mental, social, physical, emotional, and spiritual development of each student.

STATEMENT OF ACCREDITATION

Wayne Academy is accredited by the Mid-South Association of Independent Schools (MSAIS), and by the Southern Association of Colleges and Schools (SACS).

SYSTEM OF BELIEFS

The faculty and staff of Wayne Academy believe in the following principles:

1. Student learning in a Christian environment is the chief priority of the school.
2. The commitment to continuous improvement of student learning is expected of all administrators, teachers, students, patrons, and members of the community to enable students to become confident and self-motivated lifelong learners.
3. Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
4. Students need to develop not only knowledge and skills but also the capacity to reason, solve problems, and to produce quality work.
5. Students learn best when they are actively engaged in the learning process.
6. Every effort will be made to provide students with a variety of learning activities that engage the different styles of learning.
7. A student's self-worth is enriched through positive relationships and mutual respect among and between students and staff.
8. A safe and physically comfortable environment will promote student learning.
9. Extracurricular activities provide positive opportunities for the individual to develop a sense of self and purpose.
10. All students can learn provided they have the willingness and intellectual capacity to succeed in the college preparatory curriculum.

NOTE: This handbook does not and cannot address every situation, question or problem that may arise. Any situation, question, or problem that arises and is not covered in this handbook will be left to the discretion of the Administration.

The Wayne Academy Board of Trustees has discretionary authority to interpret the terms and provisions of this handbook, and to determine all questions arising in the administration, interpretation, and application of the handbook.

POLICY OF WAYNE COUNTY SCHOOL FOUNDATION

1. It is the policy of the Board of Trustees of the Wayne County School Foundation to consider all school business at the meetings of the board to avoid commitment to individuals or groups that might tend to hamper or prejudice their decision when the matter finally comes before the official board for action.
2. The board will hold the Head of School responsible for the discipline of the school and will not consider individual complaints or recommendations that have not been presented to the Head of School for consideration.
3. Instruction and direction to school employees must come through the Head of School and not from individual members of the board.
4. It is the duty of the Head of School to recommend personnel and to make nominations for appointments, and it is the duty of the board whether to accept or to reject the Head of School's nominations.
5. Individual members of the board will not consider an application made to them by individuals but will refer applications to the Head of School.
6. It is the duty of the board to keep in as close touch as possible with the actual work of the school system, requiring such reports from the Head of School relative to the physical and instructional work of the school as they deem necessary.
7. The majority action of the board on a given issue becomes the policy of the entire board until such time as the question is again raised at board meetings for further consideration. The board members pledge themselves individually and as a group to support the action of the board.
8. It is the policy of the board to adopt a program of adequate maintenance to buildings, grounds, and equipment to prevent depreciation of school property.
9. The budget for the operation of the school shall be prepared by the officers of the board and Head of School and presented to the Wayne County School Foundation for their approval, at its annual meeting. If disapproved by the board, amendments or changes made, and will acted upon for final approval.

ADMISSION POLICY

Wayne Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs. Parents wishing to enroll a student in Wayne Academy should make an appointment with the Head of School.

No student shall be enrolled in kindergarten or first grade unless they have reached their fifth or sixth birthday on or before September 1 of the school year.

No student shall be admitted for the second semester after the 20th day of attendance without the board making an exception.

All students are required by federal law 2650 to submit a Certificate of Compliance from the Department of Health and Human Services or a physician's office. (Immunization Certificate Form 12, 121-A; 121-T).

The Wayne Academy Board of Trustees will meet regularly to review current applications along with past records.

Under special circumstances, the Wayne Academy Board of Trustees reserves the right to admit a student “on probation” for academic or behavioral reasons. Each case will be determined on an individual basis. It will be at the discretion of the Head of School and the Board of Trustees to determine if the prospective student would be in harmony with the philosophy of Wayne Academy.

Students will not be allowed to transfer from an in or out of state school based on failure of a high school exit exam.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Under the Family Educational Rights and Privacy Act (20 U.S.C. 1232g; 34 CFR Part 99), schools may disclose, without consent, student education records maintained by the school, including, “directory” , information such as a student’s name, address, telephone number, date, and place of birth, honors and awards, and dates of attendance. Parents must notify Wayne Academy and request that said information not be disclosed about their child/children.

OPEN REGISTRATION

The period for open registration for all applications will begin in January of each year.

TUITION PAYMENT POLICY

Parents shall have three (3) options concerning the payment of tuition. Any student that applies for admission after June 1 for the fall semester and/or January 1 for the spring semester shall be financially responsible for a minimum of one (1) full semester of tuition unless excused by the Wayne Academy Board of Trustees. Please note that student fees for registration, testing, etc. are non-refundable.

OPTION I:

Students and parents may choose to retire tuition obligations in two payments. The first payment or 50% of the tuition is due June 1 or the first working day in June. Second payment due by beginning of second semester.

The yearly tuition for one (1) student is \$4,480.00.

The yearly tuition for two (2) students is \$7,320.00.

The yearly tuition for three (3) students is \$9,120.00.

The yearly tuition for four (4) students is \$9,720.00.

OPTION II: (Best Option)

Parents can begin the bank draft program effective the first working day in June and will continue for 12 equal payments with the last draft being withdrawn on May 1 of the concurrent school year.

MONTHLY BANK DRAFT AMOUNT:

1. One (1) student \$365.00 per month
2. Two (2) students \$610.00 per month
3. Three (3) students \$760.00 per month
4. Four (4) students \$810.00 per month

OPTION III:

Tuition is due by the first day of the month. Monthly payments of fees and tuition can be paid directly to the business office before the 7th of each month. After the 7th a 35.00 late fee will be applied. Parents may pay the tuition and fees monthly by mail, in person, or by phone, using an accepted debit or credit card. The tuition shall be divided into twelve (12) equal monthly installments beginning the first day of June and ending the first day of May. There will be a 4% fee assessed to each debit or credit card transaction.

PAYMENT OF FEES:

A registration fee shall be paid for each student upon enrollment in Wayne Academy. The amount will be determined yearly by the board to trustees. This fee must be paid prior to acceptance of a student in Wayne Academy. The registration fee of \$200.00 must be paid prior to June 1. No student may participate in any summer activity until the registration fee is paid.

All other fees except for the Capital Development fee, shall be accessed and billed and are due no later than September 1 or the first working day in September of the current school year. No student will be allowed to begin a new school year if a balance is owed from the previous school year.

Effective June 1, 2020.

Adopted on February 11, 2020, at a regular meeting of the Wayne County School Foundation.

CAPITAL DEVELOPMENT FEE:

This fee is set by the Board of Trustees yearly and will involve a fundraising effort on the part of each family. The fundraiser will take place at the beginning of school and generally end at the last football home game. Each dollar a family contributes toward this fee shall be subtracted from the total amount owed as determined by the Board of Trustees. If a family does not meet the Board determined goal, the amount of money that is not reached shall be added to the tuition billing between the months of December through May and shall be divided by six (6) and this sum will be added to each of the monthly bank draft payments.

Example: The Board determines the Capital Development goal is \$660.00. The family sells \$330.00 worth of raffle tickets. The amount not reached is \$330.00. The \$330.00 will be divided by six (6) payments equaling \$55.00 per each of the six (6) payments. This sum of \$55.00 shall be added to the monthly bank draft from December through May.

Parents or students who choose to pay by semester would have the \$330.00 added to their January tuition payment.

STUDENT FEES

Book, workbook, art, testing fees and lab fees are determined by grade requirements. A drug-testing fee is assessed to students in grades 6-12. These fees are to be paid in either ten (10) equal monthly installments beginning in August or twelve (12) monthly installments beginning in June of each year.

REFUND POLICY

No refund will be given on any fees, but at the discretion of the board of trustees, refunds may be made on unused tuition on a prorated basis.

TRANSFER POLICY FOR STUDENTS NEW TO WAYNE ACADEMY

All student transfers must be recommended by the Head of School and/or his or her designee and be approved by a majority vote of the Board of Trustees. The Head of School reserves the right to determine the grade placement of each transfer student. Students past discipline, his or her academic record, and references will be considered in the admission process. A student must provide a transcript, (grades 9-12), a past report card, and discipline report (grades K5-8) and grades in progress (all students) before he/she can be admitted.

FIRST SEMESTER TRANSFERS

All seniors must request to transfer and be accepted during the first ten (10) days of the 1st semester. After the tenth day, the transfer period for seniors will be considered closed and no exceptions will be made for the grade level.

K5-11th grade students requesting transfers will be considered until the end of the first grading period. The administration may consider a hardship case for students at these grade levels for students who move because of a parental work situation. Also, a hardship case may and considered by the Head of School if submitted in writing explaining the hardship.

SECOND-SEMESTER TRANSFERS:

No senior transfers at 2nd semester.

Students in grades K5-11 will have until the end of the third quarter grading period to request admission to the WA. Transfers after that time for students in K5-11 will only be considered in case of a hardship case, which must be presented to the Head of School in writing.

NEW AND TRANSFER STUDENT PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities at Wayne Academy including athletics are intended for Wayne Academy students only. No one may participate in any summer practice or summer activities unless he/she has paid their registration fee and has been accepted by the Wayne Academy Board of Trustees as a student. Non-students are defined as any person(s) not approved for admission to WA or who have not paid their registration fee for the upcoming school year. The registration fee should be paid no later than the first week in June. The only exception to this participation rule is if a coach invites an alumna to assist at a practice.

It is the coach's or sponsor's responsibility to provide a potential list of participants to the business office so that the business manager can verify whether the student registration fee has been paid and the minutes reviewed to determine the student has been admitted by a majority vote of the Wayne Academy Board of Trustees.

PREGNANCY, MARRIAGE, AND PARENTHOOD POLICY

Any student, who is pregnant, married, or has a child will not be allowed to attend school at Wayne Academy.

SEXUAL HARASSMENT POLICY

Wayne Academy is committed to ensuring that the students have a school free from sexual harassment and therefore recognize the need to have and enforce a sexual harassment policy. Sexual harassment includes any unwelcome sexual advances, request for sexual favors, and any other verbal, visual, or physical conduct of a sexual nature that meets the following criteria: This policy applies to all persons on WA campus including faculty and staff.

1. Any unwanted or inappropriate sexual attention that includes touching, looks, comments, or gestures.
2. Verbal conduct such as epithets, derogatory or obscene comments, slurs or sexual invitations, sexual jokes, propositions, suggestive insulting, obscene comments or gestures or other verbal abuse of a sexual nature.
3. Graphic, verbal commentary about an individual's body, sexual prowess, or sexual deficiencies.
4. Flirtations, advances, leering, whistling, touching, pinching, assault, coerced sexual acts, blocking normal movements.
5. Visual conduct such as derogatory or sexual posters, photographs, cartoons, drawing or gestures or other displays of suggestive objects or pictures.
6. Retaliation for having reported or threatened to report sexual harassment.

This behavior is unacceptable at WA and at WA functions such as athletic events, dances, plays, field trips, etc. While WA encourages the individual(s) who believe they are being harassed to firmly and promptly notify the offender that his or her behavior is unwelcome, WA also recognizes this may be ineffective or impossible; therefore, the following steps should be followed in reporting a sexual harassment complaint:

1. Report the incident and the complaint to a teacher or the Head of School.
2. All complaints will be investigated thoroughly and promptly. Should complaints prove to be legitimate, the offending student will be subject to disciplinary action that may result in the students being suspended or expelled from WA without a refund of tuition and/or fees.

SOCIAL MEDIA POLICY

Wayne Academy educational social media and commercial social media exist for users to utilize. Therefore, social media could be used either as part of the WA educational mission or for business purposes, or as part of the user's personal commercial online presence. Mobile electronic devices, portable or stationary computers, and school networks and systems, as well as users' networks, systems, computers, and devices are available for (or provided for) users to carry out their social media activities. The purpose of the Social Media Policy is to establish rules and guidance for the use of social media by students, employees, and guests (collectively "users").

All social media blunder is a critical problem with the potential to injure students, employees, guests, and others, to lose confidential information and data, to set back any progress that WA has previously made, and to subject the User or the School District to litigation.

Social media includes communication, collaborative sharing, and reaching students, employees and guests for educational purposes using WA provided websites, platforms, resources, or documents. Examples include but are not limited to Google Apps, Ning, Teacher Tube, Moodle, and Gaggle.

Wayne Academy has the right, but not the duty, to inspect, review, or retain electronic communication created, sent, displayed, received, or stored on and over WA systems and to monitor, record, check, track, log, access or otherwise inspect its CIS systems.

In addition, WA has the right, but not the duty, to inspect, review, or retain electronic communication created, sent, displayed, received, or stored on user's personal computers, electronic devices, networks, internet, electronic communication systems, and in databases, files, software, and media that contain WA information and data.

Wayne Academy utilizes monitoring software to protect as well as ensure proper internet use and searches.

Also, WA has the right, but not the duty, to inspect, review, or retain electronic communication created, sent, displayed, received, or stored on another entity's computer or electronic device when Users bring and use another entity's computer or electronic device to WA location, event, or connect it to the WA network and/or systems, and/or that contains WA programs, or WA data or information.

The above applies no matter where the use occurs whether brought onto school property, to school events, or connected to the school network, or when using mobile computing equipment and telecommunications facilities in protected and unprotected areas or environments, directly from home, or indirectly through another social media or internet service provider, as well as by other means. All actions must be conducted in accordance with the law, assist in the protection of the school resources, ensure compliance with this Policy, its administrative regulations, or other School policies, regulations, rules, and procedures, social media and internet service providers terms, or local state, and federal laws.

The Head of School, and/or designee, is hereby granted the authority to create additional administrative regulations, procedures, and rules to carry out the purpose of this Social Media Policy. The administrative regulations, procedures, and rules accompanying this Policy must include among other items guidance in implementing and using WA social media and commercial social media, and the responsibility of Users for their own behavior when communicating with social media.

Users should have no expectation of privacy in anything they create, store, send, receive, or display on or over the school district's authorized third parties' systems, including their personal files or any of their use of these systems.

Social media is to be used to promote Wayne Academy.

BULLYING/HAZING POLICY

Any type of form of bullying/ hazing reported by a teacher, parent or another student will be referred immediately to the Head of School's office. Bullying/Hazing actions may result in student suspension from extra-curricular activities, out-of-school suspension, and/or expulsion. This also pertains to any type of cyber bullying on a social networking site.

PARENT AND FAMILY INVOLVEMENT

Wayne Academy is committed to student achievement and recognizes the important connection between home and school. There are many way families can become involved in the elementary school. Here are a few ways that parents can provide meaningful support to WA and to their children:

1. Serve as resource speakers, trip chaperones, and coordinators of extra-curricular functions and special projects.
2. Make your home a learning lab:
 - Offer your child an assortment of reading materials-books, magazines, newspapers.
 - Watch together and discuss educational programs on television.
 - Let your child help prepare family meals- following the steps of the recipe, measuring the ingredients, doubling the recipe, or cutting the recipe in half.
 - Give your children age-appropriate responsibilities at home and make him/her accountable for completing the task.
 - Talk to your children about everyday activities. This will help increase their vocabulary.
 - Help develop their critical thinking skills by asking "why" or "what if" questions.

3. Parents want the best for their child and so does WA. WA encourages parents to call if they have concerns or suggestions.
4. Advocate for your child. You know your child better than anyone. Contact the Head of School and teacher about any needs or concerns about your child.
5. Request a parent-teacher conference whenever you feel it is needed. Also, respond to teacher notes and requests for parent-teacher conferences.
6. Have Family Fun! Spend a few minutes every day together. Listen to your child, play a game, or take a short walk together.
7. No one in the world can offer your child what you can.

Note: Do not bring older or younger siblings with you whenever you volunteer or when you are assisting with a class party. Whenever you are in the classroom (speaker, chaperone, driver, party volunteer, etc.) this is special time for you and your child. Having brothers or sisters with you will take away from the special time designed for you and your child. If your babysitter or other caregiver is not able to keep your child on the day that you are volunteering, please call the school office and we will plan to have a substitute for you. With permission of the Head of School, an 11th or 12th grade sibling may serve as a field trip chaperone. Student chaperons need to make up all work and will be limited to one field trip.

PARENTS/VISITORS

We welcome parents and visitors to WA. To assure the safest possible environment for WA students, all parents and visitors must sign in at the office. There they will sign in and receive a visitor badge to wear. Parents and visitors must sign out and return the badge when they leave the campus.

COMPLAINTS REGARDING SCHOOL PROGRAMS OR TEACHERS

If there are complaints regarding school programs or teachers at Wayne Academy, a meeting may be requested with the Head of School and teacher both present.

If a patron is unhappy with the resolution of their complaint and wants to bring it before the Board of Trustees, they must submit the complaint to the school in a sealed envelope addressed to the President of the Board of Trustees at least five days prior to the Board meeting. The patron will be contacted by the Board as to whether they will be allowed on the agenda, and if so, the patron will be given a time and date to appear. If the complaint form is not filled out and signed, the Board will take no action on this issue. Only the patron and their spouse signing the complaint from the initial meeting with the Head of School will be allowed to meet with the Board of Trustees.

The complaint form can be requested from the office.

COMMUNICATION

To do the best for your child, teachers, parents, counselor, and Head of School must have and utilize open communication. When it comes to your child and our school, nothing is too insignificant to discuss with us.

1. The classroom teacher is the person to talk with FIRST about your child's progress academically, socially, or emotionally.
2. The Head of School is the person to see first if you wish to discuss the administration of the school policies or rules, or if you have a matter of concern that affects the larger school community. The Head of School is always readily available for any concern you have regarding your child's education and academic success.

CONFERENCES

At times during the year, teachers and parents or guardians should confer concerning students. These conferences must be arranged through the office or the Head of School. Contact teachers by writing a note, sending an email, or calling the school. Do not come to the room unannounced or call teachers at home. No parent/guardian/teacher conference shall be held during scheduled class periods. The location and time will be determined by the teacher or administration in a confidential setting.

1. Teachers are available for conferences during planning periods and after school.
2. Please refrain from calling faculty and staff at their residence.
3. Appointments with teachers may be made by calling the Office.
4. Confidentiality of each student is especially important. It is recommended that all conversations pertaining to the student and his or her work conducted in a parent-teacher conference remain confidential and documented.
 - A. Parent called on request to visit school for conference.
 - B. Internal or external suspension
 - In-school suspension would be at the expense of the student.
 - Students that are suspended will receive a zero (0) for all work for the day and will not be allowed to make up their work.

CHILD CUSTODY

If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office. Unless your court order is on file with us, we must provide the rights that the law allows to parents concerning records, visitation, and information about the child. It is the parent's responsibility to provide updated court orders concerning custody or visitation.

ATTENDANCE

PUNCTUALITY

The school day begins at 7:55 a.m. when the first bell rings. The tardy bell rings at 7:55 a.m. Any student arriving after 7:55 a.m. is considered late and should report directly to the office and sign in before going to his or her homeroom or locker. Punctuality is expected of all students. Wayne Academy believes it is the characteristic of responsibility to arrive to class on time. Both teachers and students have the right not to have instruction time interrupted by students who cannot get to class on time. This offense will not be condoned.

WAYNE ACADEMY DAILY SCHEDULE

Regular Day Schedule			60% Day Schedule		
	Middle School	High School		Middle School	High School
1 st /Homeroom	7:55—8:50	7:55—8:50	1 st /Homeroom	7:55—8:32	7:55—8:32
2 nd	8:53—9:58	8:53—9:43	2 nd	8:35—9:12	8:35—9:12
Break	9:00—9:15	9:43--9:58	Break	9:15—9:32	10:00—10:17
3 rd	10:01—10:51	10:01—10:51	3 rd	9:15—10:17	9:15—10:17
4 th	10:54—11:44	10:54—11:44	4 th	10:20—10:57	10:20—10:57
5 th	11:44--1:05	11:47—12:40	5 th	11:00—11:37	11:00—11:37
Lunch	11:44—12:10	12:40-1:05	6 th	11:40—12:05	11:40—12:15
6 th	1:10—2:00	1:10—2:00			
7 th	2:03—2:50	2:03—2:55			

Assembly Day Schedule			Assembly 60% Day Schedule		
	Middle School	High School		Middle School	High School
1 st /Homeroom	7:55—8:35	7:55—8:35	1 st /Homeroom	7:55—8:32	7:55—8:32
2 nd	8:38—9:05 / 10:00—10:20	8:38—9:22	2 nd	8:38—9:00 / 10:00—10:23	8:38--9:22
Assembly	9:25—10:00	9:25—10:00	Assembly	9:25—10:00	9:25—10:00
Break	9:05—9:22	10:03—10:20	Break	9:00—9:20	10:03--10:23
3 rd	10:23—11:02	10:23—11:02	3 rd	10:26—10:51	10:26—10:51
4 th	11:05—11:44	11:05—11:44	4 th	10:54—11:19	10:54—11:19
5 th	11:44—1:07	11:47—1:05	5 th	11:22—11:47	11:22—11:47
Lunch	11:44—12:10	12:40—1:05	6 th	11:50—12:05	11:50—12:15
6 th	1:10—2:00	1:10—2:00			
7 th	2:03—2:50	2:03—2:55			

ATTENDANCE POLICY

It is important that students be in school every day. Students absent for any reason other than school-related activities for more than twenty (20) days in a course for the year or ten (10) days for a semester course will not receive academic credit for courses in which the absences have occurred. Exceptions concerning illness will be open to review by the Head of School and the Board of Trustees. All tardies will be unexcused except in case of emergency. When a student accumulates his or her 3rd unexcused tardy per class in any semester, the student will be subject to disciplinary action. Teachers will allow make-up work only for excused absences. No extra assignments or make-up work will be given for unexcused absences. A zero (0) for any assignment will be given in each subject area for any unexcused absences. No student will be admitted after an absence without a white slip from the office.

Any absence (full day or part of day) will be excused or unexcused. Parents will be given notice each nine (9) weeks of their child's attendance record. Unless a student is ill, full day attendance is imperative. Please make medical/dental appointments outside of school hours if possible. Early check-out for any other reason is discouraged. Students are responsible for make-up of lessons and class assignments they miss.

All students remain at school through 7th period except for seniors.

Students absent for extracurricular activities or for attending an athletic event are not excused from the schoolwork that they will miss; any test or assignment is due as scheduled when returning to school.

Students must attend school four (4) hours to be counted present for the day. For a student to be recognized for perfect attendance, the student must attend school a minimum of four (4) periods a day.

ELEMENTARY MORNING PROCEDURE

Sometimes making the transition to new classroom and to a new teacher can be a little frightening. We are here to assist students as they make this transition. We ask that parents follow the guidelines below to help your child make the transition and move toward being an independent elementary student. A teacher will be on duty to assist your child from the car to the building.

1. For safety reasons, all students should be dropped off in the carpool line in front of the school entrance where a supervising teacher will greet them.
2. No student should be dropped off at the back gate.
3. Parents are not to walk students into the building. Teachers will assist if a child needs help getting into the building.
4. All facilities, excluding the Media Center, which opens at 7:45 a.m., are open to students at 7:30 a.m.
5. The 7:50 a.m. bell is the official notification that the elementary day has begun. At 7:55 a.m., the tardy bell will ring.

ABSENCES

PLANNED ABSENCES

Prearranged absences will not be approved during the first two weeks of school, the last two weeks of school, during semester exams or achievement tests, or nationally normed tests, during science fair, or during other important functions as defined by the administration.

Students who take unapproved absences without following the above procedure will have the absence recorded as unexcused and will have no makeup rights. Further, students who have unexcused absence may be subject to the discipline system. Zeroes may be recorded for any missed works as a result of an unexcused absence.

The pre-approval process serves two essential purposes:

- a. Advance notice for the school regarding the absence
- b. Advance notice for the student regarding the instructional material that will be missed and assignments that should be completed

Students who have low achievement, assignment missing, or excessive absences may have their request to excuse the absence refused. The absence taken without approval will be considered unexcused and make-up work will not be allowed.

If these procedures are followed, then the requested “pre-planned family absence days” will be counted as excused and all work may be made up according to the policies regarding excused absences. Pre-approved absence days do count against total days absent.

Parents who voluntarily take their children out of school have the responsibility to see that the children have completed the make-up assignments.

1. Written requests for a planned absence must be given to the Head of School at least one week before the date of the planned absence. This will give the teacher(s) an opportunity to prepare make-up work assignments.
2. On the day, your child returns to school, he/she is responsible for all assignments due during the planned absence.
3. Teachers will schedule make-up tests once your child has returned to school.
4. An exception to the above requirements may be made in case of an emergency.

COLLEGE PREVIEW DAYS

High school juniors will be allowed to take two (2) days per academic year and seniors will have three (3) days to preview college campuses with their parents. These days will not be recorded as an absence when the Head of School is notified in advance in writing by parents and accompanied by written proof from the college upon the students return from the visit. It is the responsibility of the student to make up any missed work.

EXCUSED ABSENCES INCLUDE

1. Sickness
2. Doctor's appointment
3. Death in family
4. Acts of nature
5. Justifiable emergencies (by Head of School)
6. Family-planned trips pre- approved. See page 15
7. Weddings or graduations of immediate family
8. Any school excused activity or event where the student is representing Wayne Academy.

Upon return to school, students shall present a doctor's excuse or note from parent stating the date of the absence and reason for absence. If a note has not been received within twenty-four (24) hours, the parent will be contacted to see if they were aware that the student was absent. Parental excuses will be limited to five (5) excuses per nine weeks. An excuse must be presented within two (2) school days of returning to school or it will be considered an unexcused absence. No student may return to school until he or she has been free of fever for twenty-four (24) hours. All absences after the 5th absence will require a doctor note.

UNEXCUSED ABSENCES INCLUDE

1. Leaving before set departure time for school trips to athletic events
2. Shopping, hunting, oversleeping, did not hear alarm, or any other reason deemed unexcused by the Head of School.
3. Skipping school
4. Failure to report to the students assigned area.
5. Any absence without proper documentation upon returning (ex. Dr. excuse/ parent note)

CHECK-IN / CHECK-OUT PROCEDURES

Under no circumstances shall a student leave the campus for any reason without first gaining school approval and checking out in the office. Even if the student brought a note, he or she must follow proper check-out procedures, or they will face disciplinary action.

There will be no early checkouts after 2:00 p.m. on regular school days unless there is an extreme emergency.

There will be no early checkouts after 11:00 a.m. on 60% days.

Athletic early dismissal from the classroom must be approved by the Head of School.

MAKE-UP WORK AND MAKE-UP TESTS

Make-up work for excused absences must be completed promptly upon the student's return. If class notes are given on the student's last day of attendance, then he or she should be ready to take the make-up test upon his or her return. If the review in class is missed, notes should be received on the first day back and the test made up the next day. In the event of serious illness, the teacher in each class will schedule the test. The general policy of the make-up testing period is that the days given for making a test up are related to the number of excused absences.

CLASSES MISSED DUE TO SPECIAL EVENTS

It will be the students' responsibility to get all assignments given on any game day or special event and to be prepared for class at the next class meeting (including any test preparation). Teachers may make exceptions to this rule in their specific class.

TARDY POLICY 6-12

It is the expectation of Wayne Academy that students are on time for school and that they make it from class to class within the constraints of the bell system. School begins promptly at 7:55 a.m. and students are expected to report to their classroom prior to the 7:55 a.m. take up bell ringing. Students arriving late in the morning must report to the office for an admittance slip and the student must be signed in by a parent. Each teacher shall define in his or her approved classroom management plans what constitutes being tardy.

The unexcused tardy policy shall be as follows. Tardies will be tracked according to each semester.

1. Tardies will clear and start again at each 9 weeks.
2. Students will be allowed three (3) tardies each 9 weeks without penalty.
3. When a student receives four (4) tardies during the 9 weeks, a parent will be contacted.

Penalties:

- 5th tardy—thirty (30) minute Wednesday detention TBA \$5.00 assessment
- 6th tardy—thirty (30) minute Wednesday detention TBA \$10.00 assessment
- 7th tardy—thirty (30) minute Wednesday detention TBA \$15.00 assessment
- 8th tardy—meeting with the Head of School and parent to develop a plan of action.

SCHOOL/ DROP-OFF/DISMISSAL

Drop-off/Pick-up Procedures

Wayne Academy is a one way school during drop off and pick up each day.

Regular Day One Way Schedule

(7:00 am – 8:30 am/2:00 pm – 3:30 pm)

60% Day One Way Schedule

(7:00 am – 8:30 am/11:00 am – 12:30 pm)

These times are subject to change

Any child not picked up by 3:15 p.m. on regular days and by 12:15 p.m. on 60% days will be sent to after school care and a charge will apply.

Elementary Drop-off/Pick-up

All elementary students should be dropped off and picked up at the front of the school. The three sidewalks at the front are utilized for drop-off and pick-up. Each elementary student should exit the car on the right side of the vehicle. Drivers should remain in their vehicle and WA staff will load and unload students (this ensures safety for everyone.) Elementary drop-off begins at 7:30 and the tardy bell rings at 7:55. Afternoon pick-up begins at 2:35 regular days 11:50 60% days (K-5/1st grade), 2:40 regular days 11:55 60% days (2nd/3rd grade), and 2:45 regular days 12:00 60% days (4th/5th grade). No one should be lined up for car bell pick up until 2:15. We must keep our school drive clear. Also, if you are picking up an older elementary student you should not be in line until the designated time. *Younger students always line up with older siblings; therefore, if you have a younger child they will line up at the older child's designated time.

Middle School Drop-off/Pick-up

All middle school students should be dropped off and picked up in the back of the school. In order to drop-off/pick-up a middle school student, drivers should use the inside care lane. All vehicles should pull up to the gate at the middle school building to drop off a middle school student. When the tardy bell rings at 7:55 the gates will be closed. If a middle school student arrives on campus after 7:55, they should be dropped at the front office by remaining in the carbell line. Afternoon pick up begins at 2:50 on regular school days and at 12:05 on 60% days. Middle school staff will direct traffic and car line during pick-up time. Once a vehicle has dropped off and/or picked up students, drivers will need to merge with the outside lane to exit the campus.

High School Drop-off/Pick-up

Non driving high school students should be dropped off and picked up at the front of the school. Please remember the tardy bell rings at 7:55 each morning. Pick up begins for non-driving high school students at the end of school bell which is 2:55 on regular days and 12:15 on 60% days. Therefore, please wait to arrive on campus at 2:55 to ensure you do not get in elementary school pick up. On 60% days please do not arrive on the campus before 12:15 for pick up.

SCHOOL CLOSING DUE TO WEATHER

On the rare chance we have snow or hazardous conditions, you will be contacted through Gradelink. Also, check the WA website (www.wayneacademy.net), The Wayne County News (www.thewaynecountynews.com), or the Wayne Academy Facebook page. The announcement of school opening or closing will be made over our local stations. Please do not call teachers and other school officials.

STUDENT MESSAGES & EARLY DISMISSAL

Often the secretary is called to relay a message to a child in the classroom, she will do so immediately if it is an emergency. Please remind your children of medical appointments, Girl/Boy Scout meetings, and after-school activities before they leave for school. Also, please consider that students departing before

school is dismissed miss out on valuable learning and cause a disruption for their fellow classmates. In the event you need to get a message to your child, please call the office by 2:00 p.m. **Due to carbell, early check-outs should be before 2:00 on regular schedule or 11:00 on 60% days.** WA is not responsible for students who are dropped off and left unattended earlier than 7:30 a.m.

1. If your child has a medical appointment, please send a note to the office stating the time the student is to leave and if the child will be returning to school. Everyone reports absences to front office.
2. When it is necessary for your child to leave during the school day, please report to the school office to sign him/her out.
3. Your child will be paged and released to your custody in the office.
4. If your child returns to school following the appointment, please report to the office once again to sign him/her back in so we may verify your child's return.
5. Your child will be given an admittance slip to present to the teacher upon returning to class.
6. Students will not be permitted to call parents to request early dismissal after a field trip.
7. Students must be signed in and out by parents or authorized persons.
8. Text messages will not be accepted as authorization for early dismissal.
9. A student is not to text a parent from a cell phone.

DISMISSAL DUE TO ILLNESS AT SCHOOL

1. If your child gets sick at school, he/she will be sent to the office.
2. If your child has a temperature, is vomiting, or has a rash, the secretary will contact the parents.
3. The child will be dismissed to the parent or guardian.
4. Sign-out process will be the same as for other early dismissals. A pattern of numerous dismissals will result in school/parent conferences and the possibility of make-up time or other action as prescribed by the Head of School. Under no circumstances shall a student leave the campus for any reason without first gaining school approval and then checking out in the office.

STUDENT DROP-OFF AND PICK-UP

A single lane of traffic will be formed in front of the main building. All Elementary Students will be dropped off in front and from the right side of the vehicle. Junior high and high school students may be dropped off and picked up in front of the main building or at the gym main entrance. If everyone cooperates, traffic will move smoothly, and our children will be better protected.

INFECTIOUS DISEASE, FEVER, OR HEADLICE

1. A doctor's admit slip is required for re-admission to school for a student who has had an infectious disease, including pink eye, strep throat, viral pneumonia, Covid-19, etc.
2. No student may return to school until he or she has been free of fever for twenty-four (24) hours.
3. If it is discovered that your child has head lice while at school, you will be called immediately to pick up your child. **You will need a note signed by a certified nurse at the Health Department stating that your child is clear of nits and eggs before he or she is able to return to school.**

DRESS CODE

DRESS CODE (KINDERGARTEN / ELEMENTARY)

Students are required to dress in a manner that reflects modesty, Christian values, common sense, and neatness of dress.

PROTECTIVE CLOTHING

Children are expected to participate in outdoor activity when the weather is favorable. This includes both recess and physical education. Please be sure your child is dressed appropriately for the activities (coats, appropriate shoes, etc.).

BOYS

Hair should be neatly groomed not distracting. Earrings will not be permitted.

GIRLS

All items of clothing must be worn in a modest fashion so as not to expose any undergarments, bare shoulders, back or midriff area, or cleavage. Foundation garments should be worn and not be visible under clothing. Earrings for girls will not be worn attached to any part of the body other than the earlobe and there should be no more than two piercings per ear. Earrings that are designed, in the opinion of the administration, to distract or draw attention will be prohibited. No high-heeled shoes are to be worn. Make-up and perfumed products are not to be brought to school.

NOTE TO BOTH BOYS AND GIRLS (K-12 GRADE STUDENTS):

1. Shorts, skirts, and skorts should be age appropriate (when in question appropriateness will be determined by administrations).
2. At no time are undergarments to be seen.
3. Over-sized clothes, such as pants, shirts, coats, etc. are not allowed.
4. All pants and shorts should be purchased with the appropriate waist size to eliminate sagging and must be worn at the waist.
5. Overalls and coveralls are not appropriate for school attire.
6. No hats, caps, sunglasses, etc. may be worn during the school day unless under special dress-up days or athletic events or inclement weather.
7. No extreme haircut or hair color/colors that create a distraction in class will be allowed.
8. Non-hunting camouflage apparel will be allowed.
9. Clothing with holes that reveals skin will not be allowed.

DRESS CODE 6th – 12th

The dress code at Wayne Academy is established so that the environment of the school may be reasonably conservative. The appearance of the students at Wayne Academy should reflect good taste, neatness, and respect for those around them. Students are required to dress in a manner consistent with the spirit and modesty of the Wayne Academy dress code.

All dress code guidelines are to be followed on Field Day and Spirit Days unless otherwise instructed by the administration. The administration reserves the right to pass judgment on future modes of dress not outlined at this time.

A student found to be in violation of the dress code may be removed from the regular classroom setting until the student complies with the code. If a student must come out of class to correct a violation, the

student will receive consequences as deemed appropriate by the administration. Repeated violations of any aspects of the dress code will be dealt with on a more severe basis.

Expectations for the Gentlemen and Ladies if applicable:

1. T-shirts that advertise alcohol or tobacco products or which contain vulgar or inappropriate statements or advertising may not be worn.
2. Gym shorts, short shorts, biking shorts, boxer shorts, or swim trunks are not allowed.
3. Caps or hats will not be worn in the building or on campus between the hours of 7:45 a.m. and 2:55 p.m. unless approved by Head of School. * Special dress up days or inclement weather.
4. Girl's only visible ear piercings.
5. Oversized jewelry, bandanas, or other fads are not allowed. Sunglasses are not allowed to be worn during class.
6. No extreme haircut or hair color that creates a distraction in class will be allowed. The administration reserves the right to require any male student to get a haircut to comply. *Boys' hair must be off the collar and out of their eyes when the student is sitting upright. Athletes must not have to rely on a hair band and all hair must fit under a helmet or baseball cap. Facial hair must be well kept.
7. No apparel with other high school logos will be allowed to be worn.
8. Non-hunting camouflage apparel will be allowed.
9. Overalls and coveralls are not appropriate for school attire.
10. Joggers are permitted.
11. Clothing that is torn, ripped, and or has holes that show skin is not allowed. Pant hem may be frayed at the bottom.

Expectations for the Ladies:

1. Any type of leggings cannot be worn as primary pants. All tops and dresses worn with leggings must be fingertip length.
2. Girls are expected to observe the stated policy regarding length of dresses, skirts, shorts, blouses, and sweaters:
 - Shorts, dresses, and skirts should be at least the length of the girls' fingertips when holding their arms to their sides without slouching. Blouses and sweaters worn over the waistband should be long enough to cover the belt line when sitting or standing. Halter tops, tank tops, straps, or tops with open seams or unbuttoned closures that expose the midriff or cleavage will not be worn.
 - Total bare shoulders are not permitted; tanks or bralettes must be worn with these articles of clothing.

Expectations for the Gentlemen:

1. Boys in grades 6-12 are expected to wear jeans, khakis, or shorts that fit well, do not fall below the waistline, be neatly hemmed, and appropriate length. Swim trunks are not permissible shorts. .
2. Shirts shall not be oversized. Tank tops, muscle shirts or undershirts may not be worn as the primary shirt.

The Administration and Faculty of Wayne Academy reserve the right to evaluate a student's mode of dress, and hair style and decide appropriateness.

Event attire will be required for assemblies, field trips, and other occasions deemed necessary.

*****Young men:** Khakis or jeans without frays with collared shirts shall be worn as event attire.

A traditional belt and street shoes are also required. Neither flip-flops nor athletic shoes are to be worn with this outfit. Any deviation from this must be approved by the Head of School. Any undershirt worn under event attire suit must be white.

*****Young women:** Slacks with dressy blouse/top or

*****Dressy pants and blouse**

*****Skirt with dressy blouse**

*****Dress**

*****Dresses/ skirts should be fingertip length as defined previously.**

ACADEMICS

HOMEWORK

Homework is an important part of the school program. It is designed to supplement, complement, and reinforce classroom teaching and learning. The student will complete the homework assignment on an independent basis, thereby establishing the foundation of self-discipline. Participation in school or non-school related activities is not a valid excuse for lack of assigned homework. Since each student is expected to complete all homework assignments, failure to do so will alter the student's grades for that grading period.

TYPES OF HOMEWORK ASSIGNMENTS:

1. Drill and additional practice to strengthen new skills introduced in the classroom.
2. Complete unfinished classroom assignments.
3. Work on long-term or short-term projects.
4. Participate in research activities.
5. Extended reading for enjoyment or reinforcement of skills.
6. Attend a concert, play, movie, or watch a TV special.
7. Study material for a test
8. Other assignments as specified by the teacher.

GRADING SYSTEM

A 100-90 B 89-80 C 79-70 D 69-65 F- 64 and below

The following honors classes will receive a weighted grade 5% increase:

Spanish II	Pre-Calculus	Physics	Chemistry II
A&P	AP US History	Stats/Calculus	AP English III
Acc Algebra I	Acc Algebra II	Acc Geometry	Acc English IV

Starting with the class of 2025, the AP classes will have a 7% increase in weighted grades.

The lowest passing grade is 65. Numerical grades will be recorded on report cards and permanent records. Gradelink will round off based on the decimal point.

Semester exams will be given over three days at the end of each semester.

MIDDLE & HIGH SCHOOL 6TH – 12TH GRADE AVERAGES

Nine-week grades are averaged by giving:

50% to major or unit tests

30% to quizzes

20% to homework/daily work

No grade above 100 may be posted on the report card or cumulative record. There will be a minimum of four (4) test grades per nine weeks in each subject and a minimum of nine daily and/or homework per nine weeks. A minimum of five (5) quiz grades per nine weeks.

ELEMENTARY REPORTING OF STUDENT PROGRESS

The teachers at WA are dedicated to evaluating coursework on a timely basis and dedicated to communicating the progress of each student to his or her parents. Grades are available on Gradelink for every student in grades K5-5th.

1. Progress reports will be available every four and a half weeks. All parents will have access to student grades by way of Gradelink. Parents who do not have access to Gradelink must contact the elementary office and request a paper copy to be sent home as scheduled for progress reports.
2. Please be assured that Gradelink is not the only means you will have to see what your child is doing. Signed papers will be sent home weekly; teachers will call for a conference if they feel there is a need. Parents, please feel free to call the Head of School or teacher to talk about your child's work or to set up a conference.
3. Student averages in grades K5-2nd will be based on the following percentages (Test 75%; daily work/quizzes/homework 25%). Student averages in grades 3rd-5th will be based on the following percentages (Test 50%; daily work and quizzes 30%; homework 20%).
4. Each nine weeks average will be determined from grades earned through quizzes, daily test, classroom work, homework assignments, chapter tests and unit test.
5. Occasionally, the teacher or Head of School may feel it necessary to send home progress reports for parent signature. The signature will be required to let us know that you have seen the progress report.
6. Grades may be accessed through Gradelink. Hard copies of report cards will be sent home at the end of each nine weeks. Additional hard copies may be requested through the counselor's office.
7. 3rd, 4th, and 5th grade; Major test will be given in the four (4) major subjects during semester exam week.

GRADELINK REPORTING TO PARENTS

Report cards are sent home every nine weeks. Progress reports are posted on Gradelink at the end of four and one-half weeks in the nine-week grading period. Parents must watch for these reports and plan for a conference with the teacher if needed.

Parents must be aware that these reports are not a substitute for parent-child communication. Grades can occasionally change from day to day; therefore, it is essential that parents be able to rely on students for the most accurate account of current grade status.

Gradelink is also available for parents to stay informed on the progress of their children. To access this information, go to www.gradelink.com and log in. The login information is issued at the beginning of the school year, and each student has a username and password.

At the end of each semester grading period, an honor roll assembly will be held in the gymnasium. During this assembly, students making the Scholars list (all A's) and Honors List (A's and B's) will be honored. Reading awards will also be presented. Students should sit with their respective classes during these

assemblies. The awards presented at the end of the year Awards Day program in May will be based on grades through the progress report period of the end of the fourth nine weeks.

WAYNE ACADEMY REQUIREMENTS FOR GRADUATION

English	4 Units
Mathematics	4 Units
(Must include Algebra I, Algebra II and Geometry)	
Science	4 Units
(One of which must be a laboratory-based biological science)	
Social Studies	4 Units
(Must include Mississippi Studies, World History, U.S. History, and U.S. Government)	
Computer	1 Unit
Foreign Language	1 Unit
Bible	1 Unit
Electives	5 Units
Total Required for Graduation	24 Units

*** See additional requirements for college- bound students.

Twenty-four (24) Carnegie units are required for graduation from Wayne Academy. These courses are sufficient to meet the requirements for students planning to attend most colleges after graduation. Some four (4) year institution of higher learning may need additional requirements. Because college requirements vary, students should check with the guidance counselor at selected college for exact requirements.

GUIDELINES FOR COLLEGE ADMISSIONS

The following are guidelines for college entrance requirements based on entry to Mississippi public universities.

An ACT composite score of at least 16 is the norm for Junior/Community Colleges. Some programs within the college may accept less or require higher. Most 4-year Universities require an ACT composite score of 18 and above. Always check with the schools of your choice. In addition, the Institute for Higher Learning (IHL) establishes 17 as the minimum ACT subtest scores for math, English, and reading. This means each institution will require an intermediate or remedial class in those subjects for a lesser score. The IHL also gives each institution the authority to require higher subtest scores, so check with e school of your choice.

All Universities and Junior Colleges require a general College Preparatory Curriculum. This may include, but is not limited to, the following. Be sure to check with your school of choice, and your program of choice, for specific requirements so that you can request the appropriate classes for you.

English: (4) All must require substantial communication skills components (i.e., reading, writing, listening, and speaking).

Mathematics: (3) Includes Algebra I, Geometry, Algebra II. A fourth class in higher-level mathematics is highly recommended.

Science: (3) Choice of Biology, Advanced Biology, Chemistry, Advanced Chemistry, Physics, Advanced Physics, or any other science course with comparable rigor and content. One Carnegie unit from a rigorous Physical Science course with content at a level that may serve as introduction to Physics and Chemistry may be used. Two (2) of the courses chosen must be laboratory based.

Social Studies: (3) Courses should include U.S. History (1 unit), World History (1 unit with substantial geography component), Government (1/2 unit), and Economics (1/2 unit) or Geography (1/2 unit).

Advanced Electives: (2) Requirements may be met by earning 2 Carnegie units from the following areas/courses: one (1) unit of which must be in a Foreign Language or World Geography, 4th year lab-based science, or 4th year mathematics.

Computer Applications: ½ Course should emphasize the computer as a productivity tool. Instruction should include the use of application packages, such as word processing and spreadsheets. The course also should include basic computer terminology, and hardware operation.

Eighth Grade Units: Algebra I or first year Foreign Language taken in the eighth grade will be accepted for admission, provided the course content is the same as the high school course.

ATTENDANCE AT THE WAYNE COUNTY CAREER AND TECHNICAL SCHOOL

It is the expectation of Wayne Academy that all Academy students who were selected to attend Wayne County Career and Technical Center (WCCTC) do so in the following manner:

1. Admittance to a program is based on grades and behavior at the homeschool.
2. Students are expected to be in attendance every day that class is in session at the WCCTC in every class unless sick, participating in an academy function or school excused by WA.
3. If WA is on vacation and the technical school is in session it is the responsibility of the WA student to attend the technical center.
4. On 60% days or early dismissal days from Wayne Academy the WCCTC student will be expected to attend the center for the regular school day.
5. To sign out early from WA and miss classes at the Technical School the student must obtain permission from the front office who will verify with the Technical Center via telephone that the student will be absent.
6. WA students who are in attendance WCCTC other than 4th block (1:00 p.m.) must obtain administrative permission to do so.
7. Please note that the Mississippi attendance policy of only being allowed a limited number of absences apply to WCCTC as well as Wayne Academy. Student may be denied credit for excessive absences as noted by this policy.
8. WCCTC students will not be allowed to sign out early from class to go to lunch off campus prior to the start of WCCTC.

WCCTC COURSES OFFERED:

Construction	Health Science	Teacher Academy
Culinary Arts	Information Technology	Welding
Diesel Service Tech	Law and Public Safety	

WCCTC BELL SCHEDULE

1 st Block	7:50 – 9:18
2 nd Block	9:33 – 10:56
3 rd Block	11:32 – 12:58
4 th Block	1:13 – 2:33

TESTING PLAN FOR STUDENTS

An effective testing program provides valuable information to a school. The results can guide curriculum planning and instructional decisions that a school must make. Most importantly, it provides information about each student's strengths and weaknesses, which is essential to classroom teachers, parents, and students. Wayne Academy's testing plan includes the following:

- Stanford Achievement Test are used to measure academic knowledge of elementary and secondary school students. It will be administered in the spring to students in the following grades: Kindergarten, 1st and 3rd.
- Otis Lenia is a test of abstract thinking and reasoning ability. It will also be administered in the spring to the 1st and 3rd grade classes taking the Stanford Achievement Test.
- Iowa Assessment tests are utilized in 5th, 6th, 7th grades.
- The Armed Services Vocational Aptitude Battery (ASVAB) was originally designed to predict future academic and occupational success in military occupations. The ASVAB now assesses academic ability and predicts success in a wide variety of occupations.
- Pre 8/9 ACT will be given to 8th and 9th grade students.
- ACT is a national college entrance examination. All students are required to take the ACT test during their junior year of school. Failure to do so will result in not being able to graduate. Wayne Academy will provide a spring test date for all juniors.
- Wayne Academy will offer an additional Fall ACT testing date for seniors.

PARTICIPATION GRADUATION/COMMENCEMENT

Wayne Academy recognizes its graduates at a ceremony each year. Participation in this ceremony is a privilege not a right and can be withheld by the administration with the consent of the Board of Trustees for repeated disciplinary violation or for behavior exhibited by a student(s) that has a negative effect on maintaining school order and discipline, protecting the welfare and safety of others, or damaging the reputation of our school.

A denial of the privilege to participate in the graduation ceremony may be appealed to the Board of Trustees.

Additionally, only those students who have completed all graduation requirements will be allowed to participate in the ceremony, if a student needs to attend summer school to make up credits, he/she will be awarded his or her diploma at the time that the Academy is notified that the credits missing have been successfully completed and that all Wayne Academy requirements for graduation have been satisfied.

VALEDICTORIAN, SALUTATORIAN, AND HISTORIAN

The valedictorian shall be the student with the highest numerical average; the salutatorian shall be the student with the second highest numerical average; and the historian shall be the student with the third highest numerical average. Starting with the class of 2024 the student must take additional classes AP English III, Stats/ Calculus, AP U.S. History. The following criteria will be used in the selection of the top three students:

1. The student shall have completed a minimum of twenty-four (24) Carnegie units, to include four (4) math, four (4) English, four (4) social studies, and four (4) sciences. These shall have been taken in an accredited high school.
2. Only grades of major academic subjects will be figured in the grade point average. PE/Athletics, Choir, Annual Staff, and teacher's aid will not be averaged.

3. Any courses taken in summer school will not be considered for qualification for the top three honors. Any courses taken outside of Wayne Academy, which are not offered at Wayne Academy, will not be considered.
4. The deadline for determining the highest numerical average will be at the end of third nine weeks of the senior year. The numerical average will be carried to the third decimal place, and in the case of a tie, grades will be carried to the farthest decimal place.
5. Major subjects for the top three students must include Pre Cal, Chemistry, Dual Enrollment Credit Physics or A&P, and two (2) years of Foreign Language.
6. To be named Valedictorian, Salutatorian, and Historian the student must complete entirety of their ninth through twelfth grade years at Wayne Academy.

HONOR STUDENTS

Students who graduate with numerical scholastic average of 90-94.99 will be considered honor students. Students who graduate with a numerical scholastic average of 95 or higher will be considered high honor graduates. Numerical averages will not be rounded up to the next whole number. Only grades of major academic subjects will be figured in the numerical average.

READING FAIR

Students in the 3rd, 5th, and 7th that are enrolled in a reading class will be required to submit a project for the local reading fair which will be a portion of their grade. The project will count as a test grade. All local and district winners will be required to participate at the next level. Any other students may elect to participate in the reading fair. This in-class project will carry a significant grade weight for the appropriate grading period. If a student qualifies to go to the next level of the reading fair program, he/she will be expected to fulfill their commitment.

ENRICHMENT CLASSES

1. The elementary students may also be evaluated in art, computer, music, Media Center, physical education, and Spanish.
2. The students will earn a (S) satisfactory, (N) need improvement, or (U) unsatisfactory.
3. As part of evaluation, students will be required to participate in any musical or other sponsored event for which they have prepared assemblies.

Each elementary teacher accompanies his or her group to an assigned section of seats and remains with the group throughout the assembly program. At various times during the school sessions, programs of an educational or entertaining nature are presented. These programs are conducted by pupils under the direction of teachers, by outside speakers or by entertainers, including dramatic and musical groups. It may be necessary to charge a small fee for some of these programs.

SUMMER SCHOOL

If a student needs to attend summer school, his or her parents need to contact the guidance counselor for a summer school information packet. If a student decides to take an online course, the student and his or her parents must meet with the guidance counselor to determine if the online course meets MSAIS and/or SACS requirements. There are certain criteria for each course that all parties involved must adhere to.

CREDIT RECOVERY

As a result of credit being earned on a semester basis, it is possible that a student may pass one (1) semester but fail the other semester of a yearlong course. If a student finds him/herself in this situation, the student is expected to repeat the failed semester at his or her earliest possible convenience. Options for credit recovery include: MSAIS on-line credit recovery, attending an approved summer school program,

repeating the course at Wayne Academy the next time it is offered, or other options as approved by the Head of School.

When a course is repeated at Wayne Academy the new grade is substituted for the F and the students G.P.A. is recalculated. The credit recovery process is only for repeating failed courses.

INDEPENDENT STUDY/ONLINE COURSES

From time to time the administration will grant permission to students to enroll in independent student projects or on-line courses. In general, these courses will only be allowed when Wayne Academy cannot offer these courses through the regular classroom or when in the opinion of the administration there are no other options available for the student to work these courses into their regular daily schedule at Wayne Academy. An Independent Study Course may not be used in computing the grade points and selection process that determines the top three students. (Valedictorian, Salutatorian, Historian)

The first option for any student for independent study should be the MSAIS sponsored online program. This program of study is fully accredited and recognized by our accrediting agency. The financial cost of this program is the responsibility of the student and parent taking the course. Prices are set by MSAIS, and Wayne Academy will charge a \$25.00 up charge per course to cover the costs of assisting the student in processing these courses and transferring the grades onto the student's transcript. No student shall be allowed to take an online, summer school, or correspondence course without the approval of the guidance counselor and a sign off by the Head of School.

EXEMPTIONS

SEMESTER EXAM EXEMPTIONS:

Semester exams provide important data that should be used to determine whether students are meeting specific course goals and objectives. When students attend college, they are often faced with semester exams that take between ninety (90) minutes and two (2) hours to complete. Often these semester exams at the college level are weighted to count between 34% and 50 % of a student's final college grade depending on whether the professor has assigned a term paper or other long-term project. It is imperative therefore that all Wayne Academy students become familiar with this longer, high stakes, testing situation to be adequately prepared for college.

The previous exemption policy allowed students who maintain a 95% average and that has no discipline to be exempt. Under this policy it is entirely possible that students may be able to complete high school at Wayne Academy without having to take a single semester exam. Therefore, beginning with the 2021-2022 academic year the following exam policy shall be in effect for Wayne Academy:

- **First Semester:** All students in grades 7-12 will take exams in all classes. Semester exams will be weighted at 20% of the semester grade with each nine weeks grading counting 40%. Example: 1st 9 40%, 2nd 9 40%, Semester Exam 20%, total of 100%
- **Second Semester:** Students may be exempt from exams under the following conditions. The previously stated weighting system for 1st semester will be used for 2nd semester. Example: 40%, 40%, 20% total of 100%
- 6th grade will take an exam, but the exam will be an hour and count as a regular test exam grade for 1st & 2nd semester.

DISCIPLINARY INFRACTIONS:

- No serious disciplinary infractions. This is defined as being paddled, being placed on in-school suspension, being suspended from school. Or having this privilege revoked by the Head of School for repeated minor disciplinary infractions. This is for the school calendar year.

ATTENDANCE AND GRADES:

1. No unexcused absences
2. A minimum grade of 95 with seven excused absences
3. A minimum grade of 85 and five excused absence
4. Head of School reserves the right to review unforeseen circumstances.

At a determined time and date, a preliminary list of students will be provided to the office-identifying students who academically qualify for the exemptions in a teacher's class. The office will then review the list for unexcused absences, serious disciplinary infractions, and other categories that may impact on whether the student may take the exam. The list provided by the teachers shall be reviewed and adjusted by office personnel. This adjusted list shall be the final list for exemptions.

NOTE: Any student who wants to take the semester exam to improve his or her grade may do so.

ADDITIONAL EXEMPTION INCENTIVES

1. Middle School winners in the State Spelling Bee may be exempt from their Reading exam.
2. Quiz Bowl members (including alternates) a final of their choice if they win a District and/or State championship.
3. Second Semester Students who finish first in the district or place first, second or third in the State Reading Fair may be exempt from their reading exam only in the corresponding year.
4. Students taking the ACT may exempt any subject area exam in which they score 25 or above (English/ Reading, Math, and Science). Students may use this exemption for testing school year.
5. If a student has received disciplinary infraction additional exemption incentives can't be used.

BEHAVIOR GUIDELINES

All students are expected to show respect toward adults and fellow classmates. In the classroom, halls and gym, students are expected to follow directions and to be quiet and attentive during special programs. Whether guests are present or not, each student is personally responsible for the impression made by the school. You are always representing WA.

CARE OF PROPERTY

Students should take pride in their surroundings. The classroom buildings, furniture in the classrooms, gymnasium, cafeteria, etc., are all provided at great expense by parents and supporters of Wayne Academy. Students and their parents or guardians will be held responsible for damages to school property caused or aided by the students and will also be held responsible for the reasonable replacement cost of the damaged school property. This also includes books, etc. that a student loses or damages. Students must use the hooks outside the classroom to store book bags and computers during lunch. Book bags may not be left on the sidewalk. A \$5.00 fine maybe assessed if book bags and computers are left on the sidewalk.

ELECTRONIC GAMES AND OTHER ELECTRONIC DEVICES

Radios, tape recorders, electronic games, laser pointers, beepers, pager, or any similar items are not permitted at school. Calculators are to be used only in classes where they are required and allowed. Games are not to be played on calculators at school. No cards or game of chance of any type are allowed. Any of said items will be confiscated from the student immediately and turned over to the Head of School. Consequences deemed appropriate by the Administration will be administered. Repeated violations will be dealt with more severely and will result in the parent having to meet with Head of School.

CELL PHONES

While we realize that cell phones are a very important part of parent and student lives, they do not have a place in the educational environment. The use of a cell phone through any of its functions (calls, pictures, texting, etc.) is disruptive and interferes with the educational process. The use of cell phones is not permitted on school campus during school hours without permission from a school official. Phone should remain turned off and stored in their backpacks or lockers (Wayne Academy is not responsible for any damages of loss or damage) Any phone that is visible or audible is subject to be taken up.

*All students with a medical reason (i.e., diabetes) will be allowed to carry their cell phone due to the medical requirement (doctor note will be required).

If a cell phone in a student's possession rings during the class, on school property, or if the teacher catches the student texting/using the phone unauthorized, the teacher will confiscate the phone and the phone will be turned into the office. Failure to give up a cell phone to a staff member requesting the phone will result in an administrative referral.

In the event the phone is turned into the office, the student will not have the cell phone returned for a twenty-four (24) hour period and there will be a progressive \$25.00 fine. If a phone is confiscated on the last day of the week, it is at the administrator's discretion as to whether to return the phone on the last day or to keep the phone.

MEDIA CENTER REGULATIONS

1. Media Center hours are from 7:45 a.m. to 3:00 p.m. Monday—Friday.
2. AR testing is held between 7:45 a.m. and 3:00 p.m. unless special arrangements have been made with the librarian.
3. No one may take an AR test after 3:00 p.m. without permission.
4. Books may be checked out for a period of two (2) weeks. These books are renewable if they are not on reserve.
5. Encyclopedias and special reference books may not be taken from the Media Center without permission from the librarian. These books must be signed for at the desk.
6. Magazines do not circulate and must be read and used in the Media Center.
7. Books on faculty reserve may be checked out.
8. All books must be returned, and all records cleared before exams can be taken.
9. Lost or damaged books must be paid for before report cards are issued.
10. Students must not cut, clip, or write in the books or periodicals belonging to the school.
11. The students should always leave his or her work area neat and clean.
12. ABSOLUTELY no food or drinks are allowed in the Media Center.
13. Unruly behavior or excessive loudness will NOT be tolerated in the Media Center. The librarian has the authority to deny admittance to the Media Center to avoid problems of overcrowding.
14. No personal items are to be left in the Media Center.
15. No Chromebook can be checked out unless the student's Chromebook is being serviced.

COURTESIES FOR CLASSROOM BEHAVIOR

The following are the standard classroom policies. In addition, teachers may have special regulations not listed here. Students are bound both by the following rules and by the teacher's special rules.

1. Students are to be in their seats when the tardy bell rings.
2. Students are not to leave their places in the classroom without permission.
3. Students are to be attentive and participate actively in all class activities assigned by the teachers.
4. Students are not to do work for other classes or to read other-than-class materials unless given explicit permission to do so by the instructor.
5. Material for another class or for non-class activities should not be on a student's desk.
6. Each student is to refrain from talking without permission and from talking to others while instruction is going on or when test is being given.
7. Noise making, blurting out comments, etc. are also unacceptable.
8. Students are not to stand around a teacher's desk without permission.
9. All items on the teacher's desk are considered personal; students are not to touch or read papers on the desk.
10. Students are to avoid any actions that is distracting to the learning procedure under way in the classroom, especially harassing other students, taking books, poking, and kicking others, pushing desks, throwing, or shooting items around the room, passing notes, etc.
11. Students are responsible for the cleanliness around their chairs and desks.
12. Students are not to use obscene, suggestive, or insulting expressions.
13. Students are always forbidden to use obscene, suggestive, or insulting expressions or gestures toward a teacher or another student.
14. Students are not to argue about tests, grades, and punishments during class, but rather they should see the teacher after class to resolve such difficulties.
15. The location of desks, the condition of windows, blinds, thermostats, and lights are the teacher's responsibility; students are not to regulate these unless directed to do so by the teacher.
16. Students should always knock before entering a classroom when a class is in session.
17. Respect and politeness are always expected.
18. To avoid damage to the furniture, students may not sit or write on the desktops.
19. No surprise parties, birthday parties, etc. for students or teachers are allowed without permission from the Head of School.

COURTESIES IN THE LUNCHROOM

1. Always display a pleasing manner during the entire lunch period.
2. Respect the place of others by never crowding, pushing, or trying to get ahead.
3. The saving of seats and isolating someone is never allowed.
4. Practice proper table manners and assist in the smooth operation of our cafeteria by placing trash in the containers provided.
5. Students are to refrain from touching, placing, or taking food, salt, or other condiments on another child's food tray.
6. All students are to keep the lunchroom area clean.
7. Always show respect to the cafeteria staff.
8. Students may not leave the lunchroom until dismissed by a supervisor.
9. Students are reminded that only seniors are allowed to eat or be in the "U" at lunch time.
10. Lunch accounts must remain current. Cafeteria staff have been directed by the Board of Trustees to cut off accounts once the account incurs a negative balance of \$50.00.
11. Parents are encouraged to download the PaySchools Central app and enroll to keep up with their child's cafeteria balance.

COURTESIES AT SCHOOL SPONSORED EVENTS

1. Always display good sportsmanship when attending an event.
2. Visiting teams and officials are our guest and should be treated as such.
3. WA fans are to cheer for their own teams and not against anyone else.
4. When attending school functions or school sponsored events, you will be expected to follow the same code of conduct that is applied during a regular school day.
5. For the safety of your child, parents, please supervise your child carefully at all school related functions and events.
6. When attending events held in the gym, please keep off the playing area.

COURTESIES AT ATHLETIC EVENTS

During athletic competitions, students should display good sportsmanship. Parents are asked to remind all students at the school guidelines of expected behavior when attending a school event. Running and playing in the halls and restrooms and on the outdoor fields and adjoining school properties are not allowed. Proper behavior at football, softball and all other extracurricular activities exhibits a reflection on not only the student, but the parents and WA. Offenses occurring at athletic events will be subject to consequences as addressed in the handbook. Parents should note the new policy below as outlined by the MSAIS.

Any fan ejection from a game for unsportsmanlike conduct will automatically result in the following minimum disciplinary action: Fan will be fined a minimum of \$250.00 and will not be allowed to attend any further MSAIS athletic events for the next seven (7) days beginning with the day after the ejection occurred. It is noted that after the sit-out period is over, and upon payment of the fine and receipt of a letter of apology to the appropriate party, the attendance ban could be lifted. This would be dependent on the severity of the fan's actions.

- School will be placed on probation for at least one (1) year.
- School will be fined a minimum fine of \$300.00.
- It is noted that once the Athletic and Activities Commission has made a judgement that a fan ejection is valid, and sanctions have been levied, the only appeal that a school can make to the full body of the AAC concerning its fine is about the validity of the ejection. Schools cannot appeal to have their portion of the sanctions for a valid ejection removed or reduced. An appeal can, however, be made to reduce the sanctions on a fan.

Example: A fan is ejected on Monday, October 1. The sit-out period would be Tuesday, October 2 through Monday, October 8. The first possible contest that the fan could attend would be on Tuesday, October 9.

Those participating in extracurricular activities must turn in all assignments on the due date whether the day of or the day after an event. Students should turn these assignments in before they leave school if they will not meet that class due to an early departure. Athletic departures before 2:00 p.m. will be limited. Students will have one (1) extra day to turn in homework assigned any period on the day of an “away” event. Students are responsible for getting this work turned in on time. Students will have one (1) day to make up a test unless announced two (2) days prior to the away event.

DISCIPLINE PLAN 6-12

We believe that children need to learn and grow in a safe, just, and cooperative environment. We believe that living within society's behavioral framework is an important life experience that will influence the child's development toward becoming responsible citizens. Children must learn to take responsibility for their actions and all of us together parents, teachers, and staff have the responsibility to teach students to be accountable for their actions. To maintain the best possible learning environment for all students, teachers will implement and enforce all classroom and school rules on a consistent basis, utilizing disciplinary plan that will be outlined by your child's teacher. If a child chooses not to obey the rules, then the school will impose consequences according to the seriousness of the problem to help them take responsibility. In these cases, for serious violations, administrative referral may be given, and action taken that may include in-school suspension, paddling, out of school suspension, or a recommendation for expulsion. Disciplinary action will be progressive in nature.

Minor Infractions

1. Classroom Management
 - Warning with documentation
 - Break or after school detention
 - Parent notification
2. Referral to Office
 - Conference and/or discipline
 - Parent notification
3. Second Referral to Office
 - Parent notification

Major Infractions:

Discretion of the Administration, consequences may include but not be limited to:

- Student sent to office; punishment administered; notification of parents.
- Punishment may include in-school suspension, paddling, out of school suspension, prohibition from attending school events, other appropriate action as determined by the Administration.
- Parent conference may be requested; punishment administered.
- Probationary status or may proceed to internal or external suspension.
- Expulsion
- Student cannot attend school events.

*Examples: Minor-talking excessively, distracting class, failure to follow classroom guidelines, public display of affection. Disciplinary action for minor offenses in grades 6-12 will be handled by either verbal warning or the issuance of detentions. Since all discipline is progressive, Saturday Detention or suspension may be used for un-remediated and repeated behaviors.

*Examples: Major-cheating, plagiarism, stealing, fighting, weapons, inappropriate language, harassment and disrespect to teachers or other students, skipping school, vaping, chewing tobacco, smoking, violation of the Drug/Alcohol policies. Consequences for major disciplinary actions may include in-school suspension, corporal punishment, out of school suspension a recommend for expulsion.

In the case a parent challenges the expulsion, the student involved may not return to school until the Board of Trustees rules on the validity of the expulsion. The Head of School has the authority to use his

or her discretion to interpret the discipline code and to assign numbers of suspension days if not specifically listed in the student discipline code.

- Students may be assigned to after school detention on Wednesday regardless of extracurricular activities. Arrangements must be made for students to be picked up from detention by 3:30 p.m.
- Head of School and/or teachers may use at their discretion involving corporal punishment or after school detention. When corporal punishment is administered, there will be a witness present.

DISCIPLINARY ACTION

The following types of disciplinary action that will be used by the Administration at WA:

1. Detention will be used a punishment for certain offenses.
2. All detentions will have a charge of \$5.00 will be assessed to student's account.
3. In-school suspension—student(s) will be removed from class and placed in in-school suspension at school. Any test or work missed during this time may result in a zero (0) on the test or missed work. Additional/other consequences may be assigned. A charge of \$75 per day will be assessed to student's account.
4. Out of school suspension—any test or work missed during this time will result in a zero (0) or partial on test or work. Additional/other consequences may be assigned.
5. Corporal punishment—padding will be administered.
6. Work detail may be used in detention.

DISRESPECT TOWARD A MEMBER OF THE FACULTY OR STAFF

1. A student found to be insubordinate toward any member of the faculty or staff will receive punishment as deemed appropriate by the Administration.
2. Should such disrespect manifest itself by physical contact with the staff or faculty member, or result in a verbal threat, the student may be suspended, face legal action, and/ or at discretion of the Board of Trustees, expelled from WA without a refund of tuition and/or fees and not allowed to reapply.

DISRUPTIVE BEHAVIOR

1. Fighting, disruptive behavior or disturbances will not be tolerated at WA during school, school functions or any school sponsored/attended event.
2. Students guilty of the above actions will receive appropriate punishment as deemed necessary by the Administration. Disciplinary action may include corporal punishment, suspension and/or expulsion.

OTHER DISCIPLINE ACTION

Disciplinary action may apply to any student, parent, grandparent, or legal guardian(s).

- On school property (Internet)
- In attendance at school
- At any school-sponsored activity
- Involved in any conduct at any other time or place that has a negative effect on maintaining school order and discipline, protecting the safety and welfare of others or damaging the reputation of our school.
- It shall be understood that repeated infractions of the WA Code of Conduct shall result in expulsion from WA without a refund of tuition and/or fees and the possibility of being banned from campus.
- Any infractions not covered are at the discretion of the Head of School.

NOTE: THE FRATERNIZATION OF TEACHERS AND STUDENTS IS STRICTLY PROHIBITED.

CHEATING

Cheating is a referable offense and will be placed on the student's discipline record. Any student caught cheating on an exam will be given a zero (0) on that test and/or maybe placed in internal suspension and his or her parents notified. Repeated violations of cheating may result in suspension from the WA and parents will have to meet with school officials to have their child re-admitted. Cheating on class work or homework will also result in a zero (0) on that work and progressive discipline may be imposed that may include but not be limited to paddling, in-school or out of school suspension. The following are examples of behaviors considered as cheating by WA:

1. Lending or copying homework in or out of class.
2. Giving or receiving answers to quizzes, tests, and examinations.
3. Entering an academic testing situation with an unfair advantage.
4. Plagiarism.
5. Violating testing procedures as defined by a teacher in an individual classroom.
6. Forgery.
7. A cell phone/ smart watch brought into a test or quiz.

STEALING

Any student found guilty of stealing must make restitution, may face legal action, and may be suspended from WA. Appropriate disciplinary action will be decided by the Administration. The taking of another student's books, notebooks, etc. unless the student owner of said materials gives prior permission, will be viewed as stealing.

INVOLVEMENT IN BREAK-IN OR VANDALISM

1. A student who has been involved in a break-in and/or malicious damage to the school or school property shall be suspended with his or her readmission to the school contingent upon financial compensation for said damages, or at the discretion of the Board of Trustees, may be expelled from WA without a refund of tuition and/or fees.
2. The student may be subject to legal action.
3. Any minor acts of vandalism including the senior prank will require a student to make restitution for damages and face appropriate punishment as determined by the Administration.
4. This punishment may include detention, ISS, OSS and/or the withholding of a diploma until the discipline requirements are met.

POSSESSION OR USE OF ALCOHOLIC BEVERAGES

1. The purchase, possession or use of alcohol by WA students is expressly prohibited.
2. Any student found using, possessing or under the influence of alcohol at school or at a school function or activity, will be immediately suspended for three (3) days and, at the discretion of the WA Board of Trustees, may be subject to additional disciplinary action, including expulsion.
3. If the student is involved in athletics, the coach or A.D. may impose additional sanctions which may include but not be limited to suspension from practice and/or games. Additionally, the A.D may have the violator dismissed from the team.
4. A student expelled from WA is not entitled to a refund of tuition and/or fees and is not allowed to reapply for admission to WA.

POSSESSION, ILLEGAL USE, OR SALE OF DRUGS

Any student found using or possessing or selling any illegal drug or substance at school or at a school function or activity, or who is caught and convicted off campus of using, possessing, or selling any illegal drug or substance will be subject to expulsion and legal action

- Random book bag searches and Drug Dog visits may be utilized in classroom & parking lots throughout the year.

DRUG SCREENING

WAYNE ACADEMY MIDDLE/HIGH SCHOOL CONTROLLED SUBSTANCE TESTING POLICY

PURPOSE OF THE PROGRAM

The purpose of the controlled substance program is as follows:

1. To educate the student regarding the dangers of controlled substance abuse.
2. To help prevent controlled substance use or abuse by students of Wayne Academy.
3. To identify any student who may be using controlled substances illegally and to identify that controlled substance.
4. To ensure that any chronic dependency problem is recognized, addressed, and treated appropriately.
5. To promote the health and academic progress of each student.
6. To aid students in the development of healthy, responsible lifestyles.
7. TO GIVE THE STUDENTS A REASON TO SAY “NO” TO CONTROLLED SUBSTANCES.

Wayne Academy’s intent is to instill in the student seriousness of purpose and personal responsibility. General responsibility for discipline rests upon the students themselves. However, in the particular and serious area of the use/possession of controlled substances by students, Wayne Academy shall adhere to the regulations and procedures outlined below.

All students enrolled in grades K-12 may be required to participate in a controlled substance education program. All students in grades 6-12 will be required to participate in a controlled substance screening program.

DEFINITIONS:

1. “Controlled substance” shall have same meaning as defined in the Mississippi Code.
2. “Controlled substance related object” means any instrument, device or object which is designed or marketed as useful primarily for injecting, ingesting, whole or otherwise, introducing controlled substance into the human body, enhancing the effect of a controlled substance on the human body, testing the strength, effectiveness or purity of a controlled substance, processing or preparing a controlled substance for introduction into the human body, concealing any quantity of a controlled substance, or holding a controlled substance while it is being introduced into the human body.

REGULATIONS:

It is prohibited for any student to sell, display for sale, provide to another, use, or possess with intent to sell, deliver, distribute, any controlled substance or controlled substance related object while under the jurisdiction of the school. Any student who violates this regulation may be dismissed from the school.

TESTING PROCEDURES:

1. Each parent by signing their enrollment contract, have consented to their child's participation in the controlled substance screening program.
2. Students, administrators, teachers, coaches, and employees are subject to random controlled substance testing during the school year.
3. The method of testing will be by hair sample, urinalysis, or other method used by the testing center and approved by the Board of Trustees.
4. The collection and coding of samples will be handled in such a manner as to insure confidentiality.
5. The samples will be tested by an out-of-town private laboratory utilizing generally accepted methods.
6. If a student, administrator, teacher, coach, or employee is taking medications, pursuant to prescriptions or over the counter medications, this information must be furnished at the time that a sample is requested.
7. Test results will be provided only to a designated Wayne Academy School Administrator. No one other than this person will have the test results.
8. The Head of School will report to the Board of Trustees at a regularly scheduled meeting on the results of the test. However, any student who test positive in the first screening will have his or her name held in confidence until the screen has been verified.
9. Failure of any student or employee to provide a sample is grounds of expulsion or termination.

POSITIVE RESULTS:

First incident – Any sample testing positive will be immediately retested by the testing laboratory to confirm the positive result. Once a positive result is confirmed, the following procedure will be followed:

1. Wayne Academy's contact person and Head of School will be advised of the results.
2. The student and parent/guardians will be contacted in a confidential manner and will be advised of the results.
3. The student in question will be suspended for ten (10) school days.
4. The student in question must then be evaluated within ten (10) days by a professional consultant in controlled substance abuse. A list of approved professionals will be provided. Alternate sources of evaluations may be accepted with board approval only. This evaluation and assessment shall be obtained by the parents/guardians at their expense.
5. If the professional consultant mentioned above should recommend that the student attend a counseling program, then the student, at the expense of the parents/guardians must enroll in and complete the counseling program recommended by the said consultant with the recommended time frame. The parents/guardians must provide documentation to the head of school that the program was completed.
6. The student must also participate in any after-care counseling and comply with any additional recommendations of the said professional consultant.
7. Failure to enroll in and/or complete the entire requirements of the counseling program recommended for the student will result in the student's immediate dismissal from Wayne Academy.
8. If a student is dismissed from Wayne Academy because of a positive controlled substance screen and/or failure to complete a counseling program, the parents/guardians shall not be entitled to any reimbursement of tuition or other fees previously paid up to the time of dismissal.
9. Following a confirmed positive test result, a student shall be subject to repeated testing throughout the school year. The frequency of which shall be determined by the Head of School. This shall be at the parents'/guardian's expense.

10. A student is prohibited from extracurricular activities for 9 weeks following a confirmed positive test result. The head coach will determine with the athletic director and Head of School as to whether the student/athlete will be allowed to practice during suspension.
11. If an administrator, teacher, coach, or employee should test positive for substances other than those properly prescribed by a physician, then he or she will be immediately terminated.
12. Any sample found to have tampered with will be treated as positive. Any further testing required will be at the expense of the student.

Second Incident – Any sample testing positive will be immediately retested by the testing laboratory to verify the positive result. Once a second positive result is confirmed, the following procedure will be followed:

1. The Wayne Academy contact person will be notified of the results.
2. The student and parents/guardians will be contacted in a confidential manner and advised of the results.
3. The student will be immediately dismissed and not be eligible for re-admission.
4. If a student is dismissed because of a second positive controlled substance screen, the parents/guardians shall not be entitled to any reimbursement of tuition or other fees previously paid up to the time of dismissal. The student will be released from his or her contract.

SUMMARY OF THE STEPS TO BE FOLLOWED:

1. Controlled Substance Testing will occur in Grades 6-12
2. First Positive Controlled Substance Screen
 - Evaluation and/or counseling of the student.
 - Ten (10) day suspension.
 - Prohibited from extra-curricular activities for nine weeks.
3. Second Positive Controlled Substance Screen = Permanent dismissal

This policy applies throughout grades 6-12, e.g., no starting over. For example: If a student tests positive in the 6th grade, completes counseling, and then tests positive in the 11th grade the student will be dismissed subject to readmission as set forth here and above.

SMOKING AND SMOKELESS TOBACCO

- Tobacco use of any kind is prohibited at WA including e-cigarettes, vaping, Juling, and chewing.
- Any student found using or in the possession of said items may be suspended.
- Appropriate disciplinary action will be determined by the Administration of WA.

POSSESSION OF A WEAPON AND THREATS

1. A student having in his or her possession and/or displaying, using, concealing, or threatening to use any weapon or any instrument that could be classified as a weapon, shall be subject to suspension or expulsion from WA without a refund of tuition and/ or fees and may face legal action. **UNDER NO CIRCUMSTANCES SHOULD A FIREARM EVER BE BROUGHT TO SCHOOL BY A STUDENT.**
2. Any student, family member, or any other person making a threat toward WA, the faculty, staff, administration, Board of Trustees, and/or another student or family member will immediately be suspended and may face expulsion and may be turned over to the appropriate authorities.
3. A student expelled from WA is not entitled to a refund or tuition and/or fees and is not allowed to reapply for admission to WA.

A THREAT SHALL BE DEFINED AS THE FOLLOWING:

1. Any statement or deed, written or verbal that carries the implication of physical for bodily harm.
2. Any statement or deed, written or verbal that carries the implication physical harm destruction, or mayhem.
3. Any statement or deed, written or verbal that carries the implication of the threat to use a bomb, firearm(s), or other dangerous instrument or contraband material. And will not be allowed to reapply.

DANGEROUS INSTRUMENTS AND CONTRABAND:

1. A student shall not possess, handle, or transmit a knife, razor, ice pick, needles, explosives, fireworks, cigarette lighter, matches, chains or any other object that can be considered a dangerous instrument or any contraband material.
2. Violation of the code may result in suspension or expulsion from WA. Appropriate disciplinary action will be determined by the Administration of WA.

EXPULSION

The WA Board of Trustees has the right to expel any student with or without cause. Any student expelled from WA is not entitled to a refund of tuition and/or fees and is not allowed to reapply for admission to WA. Student should not attend any event without prior authorization from the Board of Trustees.

ATHLETICS

POLICY ON ATHLETIC TRIPS

Students participating in athletic events away from Wayne Academy are required to follow travel procedures as assigned for each event. In cases where the bus is not used or would be overloaded, the students will be transported in vehicles designated by the school. When school transportation is not provided, parents are responsible for transportation to and from the sporting event. When transportation is provided by school, and the student chooses to ride home with parent, the parent attending the game must personally contact the coach after the game and notify the coach they will transport their child home. Each coach will keep a parent sign out sheet that the parent must sign so that the school can accurately keep track of who is riding the bus back to WA.

Athletes that are absent the entire game day will not be allowed to participate in school functions (games and practices) that day. If the athlete is absent on Friday and the school function is on Saturday, the athlete cannot participate in the games or practices. However, if they are present for a minimum of four (4) periods they may participate. Field trip participation count a full day of attendance.

Regardless of how late an away game is, the student should be on time for school the following day, unless a late admission time is set by the Head of School.

EXTRACURRICULAR ACTIVITIES ELIGIBILITY

Any student wishing to participate in extracurricular activities at Wayne Academy must have a "D" or higher average in each class. To regain eligibility, a student must pull up any grade that is below a "D" average by the time that progress reports are issued.

First nine-week averages will be used to determine eligibility during the second nine weeks. First semester average will be used to determine eligibility during the third nine weeks. Third nine-week averages will be used to determine eligibility during the fourth nine-weeks. If a course is failed for the

year, the student will be ineligible to participate in extracurricular activities during the fall unless an approved summer school course is taken and passed. Students may practice but not have actual participation in these extracurricular activities.

New students will be subject to their former school's eligibility standards until they have completed one (1) nine-weeks at WA.

1. All out of school suspensions will result in a loss of extracurricular activities for the period of suspension.
2. A loss of extracurricular activity privileges due to in-school suspension or administering of corporal punishment will be left to the discretion of the Administration.
3. Students who are suspended from school, or that have repeated disciplinary referrals may have additional penalties imposed concerning ineligibility as determined by the Athletic Director and Head of School.

MULTI-SPORT ATHLETES PARTICIPATION AND SCHEDULING OF EVENTS

The Administration and the Board of Trustees of Wayne Academy acknowledges that because Wayne Academy is a small school, the athletic programs depend on students to be multi-sport athletes to have a competitive and successful athletic program. To assure fidelity within each athletic program, it shall be the policy of Wayne Academy for the following to occur:

1. All coaches will encourage their athletes to participate in multiple sports.
2. Multi-sport athletes will be expected to show preference to practices and activities that occur within the season of their current participation.
3. Should seasons overlap, the student athlete affected will be expected to finish the current season before beginning another. In every case the state playoff series shall take preference over any other sports regular season game and athletes and coaches will be expected to honor this requirement. The participation requirement applies to both starters and reserves. No sanctions shall be taken against a multi-sport athlete sport by any coach for participating in a state playoff series.
4. Should a multi-athlete sport decide to quit or withdraw from a sport without completing the season, he/she shall not be allowed to participate in another sport running concurrently with the sport the athlete quit until the conclusion of the original sports season. This includes practices for the concurrent sport as well as games.
5. Without administrative permission winter and spring sports should not be scheduled during the regular season contests of fall sports unless the conclusion of the first round of playoffs is finished for the preceding season sport. An example of this would be that the first regular season girls' basketball game should not be scheduled before the end of the first round of the state plays off series for softball. This policy also applies to spring sport regular season contests being scheduled prior to the end of the first round of the state playoff series for winter sports.

SCHOOL SPONSORED EVENTS

1. Students in music and physical education are to participate in their sponsored events. Their participation in their grade level event is included in the students' evaluation for that grading term.
2. Students who are absent from school on a given day are not to attend or participate in school or school related functions, which occur after school that day unless approved by the Head of School.

AWARDS

K-6 ACCELERATED READER AWARDS

A student chooses a book (on his or her reading level) and reads at his or her own pace. The student then takes a quiz on the computer and immediately receives a grade to help guide ongoing reading practice. When the computer shows the quiz grade, it also shows the points accumulated for the current nine weeks. Students earn points for successful quiz grades of 60 and above.

- Parents can also access their child's Accelerated Reader record online. Forms are sent home at the beginning of the year with usernames and website information.

The following certificates are given every semester:

- The top three-point earners in each grade are given a certificate. (In the event of a tie, preference will be given to the student with the higher average. Although, additional certificates may be given to accommodate more than three students).
- Any student earning more than 100 points is given a certificate (100-point club).
- Any student who has earned his or her points for all four nine weeks grading periods will receive a certificate.

JAGUAR AWARD, CHESTON JONES AWARD, DUSTIN BISHOP GODSPEED AWARD, AND AMANDA HARVISON CHEERLEADING AWARD

- **Jaguar Award** this award is to be given annually for an outstanding multisport senior athlete. It is not based only on athletics. It should be awarded to a senior athlete. It is not based only on athletics. It should be awarded to a senior student who meets the following criteria: Honor student (grade average of 90 in grades nine through twelve. High standards and good character; a good role model. No major discipline record. Community and church involvement. Athletic participation in grades nine through twelve.
- **Cheston Jones Baseball Award.** This award is to be given annually to a senior baseball player. The varsity head coach of the baseball team will select the recipient. The following criteria considered when making the selection. The player must demonstrate a strong character on and off the baseball field and in the classroom. The player cannot have a major discipline record.
- **The Dustin Bishop Godspeed Award.** The track coach and sponsor will select the track team member who best embodies the spirit in which Dustin ran his Christian race here on Earth—the team member who gives his/ her heart and soul to persevere in each and every event, while demonstrating Christian character and integrity both on and off the field.
- **Amanda Harvison Cheerleading Award.** This award is to be given annually to a senior cheerleader coach and sponsor select the senior cheerleader who best displays a cheerful and cooperative spirit, and dedication to the concept of teamwork, and a vibrant school spirit both on and off the field. The ideal candidate is a person of character and integrity, and she consistently serves as a role model to her peers.

OFFICES, CLUBS, ORGANIZATIONS AND ELECTIONS

*****All elections will be by a majority vote*****

Also, any student that has been suspended out of school or ISS during the school year will not be considered an eligible candidate for all elections.

REQUIREMENTS FOR CLASS OFFICERS

Class presidents must have an average grade of 85 in every subject for the semester prior to elections. He or she must have attended Wayne Academy the previous year in its entirety.

All other officers must have an overall grade average of 76 or better for the semester prior to elections.

All officers must exemplify characteristics of citizenship such as courtesy, loyalty, honesty, etc.

STUDENT GOVERNMENT ASSOCIATION ELECTIONS

Qualifications for Officers and Representatives are as follows:

- All candidates must have an 85 overall average the previous semester.
- Candidates cannot have a suspension of any type on their record the previous semester.
- Presidential candidates must be a junior in good standing.
- Vice-Presidential candidates must be a sophomore in good standing.
- All other candidates must be a member in good standing of the freshmen, sophomore, or junior classes.
- Class representatives (one (1) per class) must be a member in good standing of their current class and will be elected at beginning of the school year.

DUTIES OF OFFICERS

President--	Conduct business meetings Open assemblies and give pledge of allegiance. Oversee any activities sponsored by SGA. Any other duty assigned by the sponsor.
Vice President-	Replace the President if he/she is unable to perform duties. Oversee fundraising activities.
Secretary-	Keep written minutes of all meetings. Maintain a yearly scrapbook of school activities to remain in the school Media Center upon completion
Treasurer -	Collect all monies associated with SGA and deposit with school. Financial bookkeeper
Chaplain-	Give invocation at SGA meetings and assemblies. Work with First Priority assigning devotionals for morning announcements.
Representatives-	Attend SGA meetings Report to their class on SGA meetings and events

ELECTION OF OFFICERS AND REPRESENTATIVES:

- Officer elections will be held in the 1st nine weeks.
- Qualification's date will be two weeks prior to the election.
- Representative elections will be held in the 1st nine weeks of school.

WAYNE ACADEMY REQUIREMENTS ARE AS FOLLOWS:

1. Maintain an overall average of 90 or higher. Any semester average falling below this requirement shall place the member on probation for the following semester, after which he or she will be reinstated if the grade average meets the standard or will be dropped from the roll if the standard is not met. A student may be reinstated only once in grades 10-12.
2. Poor citizenship can result in being dropped from the Honor Society permanently. This will be at the discretion of the Head of School and the sponsors.
3. Officers for High School Honor Society and Junior High Honor Society will be elected in the spring of the year.
4. Members are expected to serve on committees as named.
5. Members shall attend all meetings. Three unexcused absences from meetings will result in being dropped from the Honor Society roll. Reinstatement procedure will be the same outlined in #1.
6. Membership fee is five (5) dollars. Students may also choose to purchase an Honor Society pin for five (5) dollars.

MR. AND MISS WAYNE ACADEMY AND

MR. AND MISS WAYNE ACADEMY JUNIOR HIGH

Mr. and Miss Wayne Academy must be seniors. They will be elected by students in grades 10 through 12. Mr. and Miss Wayne Academy Junior High must be 9th graders. They will be elected by students in grades 7th through 9th. To be placed on the ballot for Mr. and Miss Wayne Academy, students shall have attended Wayne Academy from the 10th through 12th grades for the entirety of the school year. For Mr. and Miss Wayne Academy Junior High, students shall have attended Wayne Academy from the 7th through 9th grades for the entirety of the school year. Students shall have an overall grade average of 85 or above in grades 10 through 12 or 7 through 9. Students shall have participated in extracurricular activities. Students shall exemplify the characteristics of citizenship such as courtesy and loyalty and have no outstanding discipline violations.

HOMECOMING COURT GUIDELINES

A student wishing to be elected Homecoming Queen/Student Body Maid must have attended Wayne Academy for the entire year in grades nine through twelve. This will be a majority vote with the winner receiving fifty-one percent of the vote. If there is not a fifty-one (51) percent vote, there will be a run-off between the top two (2) candidates. The winner of the run-off will be homecoming queen, and second place will be the Student Body Maid. The football sweetheart will be elected by the football team. There are no attendance requirements for her or for individual class homecoming maids.

WHO'S WHO AND CLASS FAVORITES

Grades ten (10) through twelve (12) will elect Who's Who in the following categories. There are no academic qualifications for these categories. One (1) male and one (1) female will be selected in each category.

Most Likely to Succeed (must be seniors)
Best All Around (10-12)
Most School Spirit (10-12)
Most Dependable (10-12)
Most Athletic (10-12)
Best Dressed (10-12)
Friendliest (10-12)

Grades seven (7) through nine (9) will elect Who's Who in the following categories. There are no academic qualifications for these categories:

Best All Around (7-9)
Best School Spirit (7-9)
Best School Citizen (7-9)

A student may only be selected in two (2) categories. Should a student be selected in more than two (2) categories, he or she will be asked to choose the categories in which he or she will be declared the winner.

MSAIS HONOR SOCIETY FOR GRADES 7-12

The purpose of Honor Society is to recognize students who constantly strive to maintain above average grades. The organization endeavors to promote academic achievement, create enthusiasm for scholarship, and stimulate a desire to render service, promote worthy leadership, and encourage the development of character in all students of the MSAIS member schools.

BETA CLUB

The Beta Club promotes character and social responsibility, encourages service involvement to school and community, recognizes outstanding achievement, fosters leadership skills, grants scholarships, and provides settings for your child to develop interpersonal relations skills. The National Beta Club promotes character, develops leadership skills, encourages service involvement, recognizes achievement, and provides technological advantages to students. At no time shall membership in the National Beta Club make it incumbent upon a member to alter his or her religious or political ideas or affiliations. Wayne Academy Junior and Senior High Beta Club organizations will follow the guidelines set forth by the National Beta Club. Members are expected to lead by example and must follow all rules set in the Beta Club by-laws. To qualify, students must meet ALL of the following requirements:

- 90 average in each class
- No discipline referrals for the entire previous school year

Please refer to the Junior and Senior Beta Club by-laws for additional information.

GENERAL POLICIES

YEARBOOK PHOTOS

All pictures for the yearbook must be taken by the official school photographer. An exemption can only be made by the Head of School.

USE OF TELEPHONE

The school telephone is for school business. Students will not be called from the classroom to answer calls. In case of emergency, a telephone message will be delivered to a student by the office staff. Students should come to the office to contact their parent. A student is not to contact parent from electronic device.

ADMINISTERING MEDICATION TO STUDENTS

WA's policy for administering medicine to students is as follows: Students should take medicine before or after school when possible. If necessary, the school will administer medicine to the student on certain conditions. Parents of a child with any allergies and any special medical restrictions or needs must sign a medical release form to be kept on file in the office.

Students who bring medication to school must leave the medication in the office. The teacher will allow the student access to the medication upon request. The student must take the remaining medication home at the close of each school day. Medication must be labeled with the student's name on it. Parents of a student with any allergies or special medical restrictions must sign a medical release form to be kept on file in the office. With permission from the Head of School, students may take their medication in the classroom.

REQUEST TO STAY IN AT RECESS

It is our thinking that if a child is well enough to come to school; he/she is well enough to participate in the daily program. Exceptions are made in certain cases where the family physician requests that a child be excused from outdoor activity.

FIELD TRIPS

Field trips are a part of a child's learning experience and are an extension of the curriculum. All field trips must be approved by the Head of School. They are planned and supervised by the classroom teacher. A permission slip must be signed by the parent and on file in the office to allow children to participate. Students may be required to bring money or food for field trip activities. Students are expected to follow the same rules as if school were in session.

1. Teachers will make seating and bus assignments or other travel arrangements.
2. For safety reasons, seating and bus assignments are not to be changed except by the teacher.
3. Parents are asked to meet in the place designated by the teacher until the children are ready to be dismissed to the buses.
4. Kindergarten parents, please remember that you are responsible for accompanying the children to and from the field trip and for returning them to school. Please assist the teacher with the students at the end of the field trip in the classroom.
5. Elementary parents are invited to attend field trips. If you are not driving your vehicle to the field trip, you are welcome to ride the bus if there are seats available. Teachers will be glad to provide you with needed information.
6. No younger or older siblings will be allowed to go on any field trips. Also, if you are meeting the teachers at the site of the field trip, you are not to bring along older or younger siblings.

PARTY INVITATIONS AND SOCIAL ACTIVITIES

WA passionately believes that no child should experience social rejection under the false impression that the school endorses such behavior. Therefore, the following guidelines should be followed in exchanging social invitations at school:

1. All boys in a particular grade or homeroom receive invitations (Boy Party)
2. All girls in a particular grade or homeroom receive invitations (Girl Party)
3. All boys and girls in a particular grade or homeroom receive invitations (Class Party)
4. If a few boys or girls in another class are to receive an invitation, these invitations will not be given out. (Every boy or every girl in a room must receive an invitation.)
5. Invitations may be distributed by the student at 2:30 p.m. Parents are not to interrupt class time and hand out party invitations.
6. No parties will be held during school hours or on school property without prior administrative approval.
7. Treats and/or refreshments for the class are not to be sent to the school unless the student's teacher has given prior approval.
8. Birthdays: Teachers will coordinate these times with parents.
9. Gifts (balloons, candy, flowers, etc.) for students will not be accepted during school hours.
10. Students will not be allowed to privately exchange gifts at school at any time including Christmas, Valentines, and birthdays.
11. Siblings are not to attend the class parties (Thanksgiving feast, Christmas, Valentine, Easter, and end of the year).

STUDENT DRIVERS

Student drivers must have a valid driver's license. They must be covered by liability insurance. Students must observe posted speed limits and park in an orderly fashion. Students are not allowed to return to their cars during school hours without permission from the office. Students driving a car to school and parking on the school grounds must have a right-to search form signed by parent and placed on file in the office. Students are not to move vehicles once parked on campus except in the event of leaving the campus by permission from the office or afternoon athletics. State law prohibits weapons on campus. Students parking on campus must park in the blacktop lot by the gym area. Parking near the football field, the old field house or the student development center is prohibited during school hours other than 7th period athletics.

USE OF SCHOOL FACILITIES

1. All school facilities are for the use of WA students, staff, and patrons in direct association with student activities.
2. Civic and community participation is permitted, encouraged, and scheduled upon request. A fee may be charged for supervision & utilities.
3. Exceptions to this policy will only be granted through Board approval.
4. All school activities shall have precedence over any other activity on the school campus.

PUBLICATION COMMITTEE

Any publication with the names Wayne Academy and/or Wayne County School Foundation on it must have the written consent of the Board of Trustees. Organizations and individuals are prohibited from using these names in print, internet links, web sites, video, recordings, social media accounts, and other materials for the purpose of promotion and representation without written permission from Wayne Academy. All written consents which have been approved and signed will be kept on file in the office. Additionally, all memos, mail-outs, or handouts related to Wayne Academy and/or Wayne County School Foundation must be approved by the Head of School and/or designee.

INTERNET ACCEPTABLE USE POLICY

WAYNE ACADEMY ACCEPTABLE USE POLICY AS IT PERTAINS TO TECHNOLOGY DEVICES, INTERNET USAGE, AND SOCIAL MEDIA

The purpose of technology in any form is to provide students an opportunity to learn technology skills, to provide them access to technology devices, and to give students the opportunity to take advantage of the vast resources of on-line services and the Internet. The privilege of using the Internet, social media, and school owned technology devices are contingent upon responsible and appropriate use by the Wayne Academy student. Accordingly, these policies have been developed to ensure that all aspects of Wayne Academy technology are well maintained so that students and faculty have uninterrupted access to these devices and to the network. These policies will further assist Wayne Academy students by providing guidance to them in the appropriate use of the Internet, social media, and all technical devices so that technology can be used in a safe and legal manner.

The increase of technology opportunities for WA students must be tempered with ensuring that all technology resources are used for purposes related to the educational mission of Wayne Academy. The purpose of the Internet and other electronic resources is to support Wayne Academy's educational mission. Use of any technology resource(s) by Wayne Academy students must be for matters related to the students' academic or approved extra-curricular programs. The administration acknowledges that it is impossible to prevent a truly determined student from accessing questionable material, or material that is considered inappropriate or obscene.

Students are reminded that Wayne Academy is a faith-based institution and that the misuse of the Internet to view inappropriate obscene or otherwise restricted material conflicts with the mission of a Christian institution and will not be tolerated. The administration reserves the right to determine the appropriateness of material and further reserves the right to discipline a student for the misuse of any type of technology whether it be the internet, social media, or technological devices.

To facilitate the acceptable usage of technology devices the Internet and social media, Wayne Academy has established the following policies to make sure these resources are used appropriately.

1. Computer and internet usage must reflect and be consistent with Christian ethical and moral principles.
2. Computer and Internet usage must always reflect high standards of character and conduct that is expected of all Wayne Academy students and faculty.
3. Technology and internet usage must follow all school policies.
4. Students are reminded that they must not access or transmit material that is profane, abusive, obscene, or otherwise questionable.
5. Students may not download material or cut and paste material and use it as their own without properly identifying and citing the source. Plagiarism of any sort is prohibited.
6. Do not transmit material in violation of local, state, or federal laws. This includes, but is not limited to, anything that is copyrighted, threatening, obscene, or is proprietary in nature. The administration reserves the right to determine the appropriateness of any material).
7. Wayne Academy technology resources may not be used for any commercial activities or any political purpose without permission of Head of School and/or or the Board of Trustees.
8. Students should not monopolize the use of Wayne Academy devices and equipment with tasks that are unrelated to Wayne Academy academic and extra-curricular purposes.
9. Any material that is posted to the Internet should be developed with the consideration that Wayne Academy's name and reputation will be linked with this posting and that the posting

must reflect favorably on Wayne Academy as an institution. Care should be taken that all postings should reflect and adhere to the standards and principles of Wayne Academy.

10. In all instances, the Webmaster and administration will have the final say in determining what shall be posted to the Internet or website.
11. Do not provide personal information over the Internet. Students should never reveal personal information and never reveal private information about other people when communicating on the Internet to sites outside of Wayne Academy.
12. Be cautious and be sensible. Never answer inappropriate messages from strangers who may contact you over the Internet and never arrange or agree to meet with strangers who may attempt to contact you. If this sort of unsolicited contact should occur, it is the expectation that the student report this incident to the administration.
13. Be professional. Always be polite and respectful to people with whom you are communicating. Use proper mechanics, grammar, and punctuation when communicating via the Internet.

Discipline for violations of this policy shall be at the sole discretion of the administration.

Consequences depending on the severity of the infraction may include but are not limited to: Verbal Warning, Detention, In-School Suspension, Corporal Punishment, Out of School Suspension, Expulsion and/or loss of all technology privileges at Wayne Academy for an amount of time to be determined by the administration.

- **All social media posts and internet usage is monitored by WA monitoring software. Faculty, staff, parents, and students should follow the social media policy. All social media posts should represent Wayne Academy in a positive manner. Negative posts are not acceptable.**

WAYNE ACADEY 2023-2024 SCHOOL CALENDAR

Summer Hours May 29 – June 2	Tuesday & Wednesday 8 a.m. - 1:00 p.m. June & July WA Office will be closed
June 6	WA Office begins summer hours
July 3 rd - 7 th	Athletic off Week for Sports/Office Closed
July 31 st	Administration/Office Staff Returns full-time for the 2023/2024 School Year
August 9 th & 10 th	Teacher Work Days/In- Service
August 10 th	Daycare Open House @ 5:00
August 10 th	Open House @ 6:00/ Meet the Jags @ 7:00
August 11 th School	First Day of School dismissal times @ 12:00 Elem./ 12:05 MS/ 12:15 High
September 4	NO SCHOOL/ Labor Day
September 6	Progress Reports
September 11	6 th -12 th Student Assembly
September 12	Foundation Meeting @ 6:00 p.m. Cafeteria
September 27	See You at the Pole
October 9	NO SCHOOL/ Columbus Day
October 13	1 st Nine Weeks End (44 Days)
October 18	Report Cards
October 19	Homecoming Parade
October 19	Homecoming Pep Rally time TBA
October 20	Homecoming 60% Day Elementary 12:00/ Middle 12:05/ High School 12:15
October 31	ACT Test for Seniors
November 10	Veterans Day Program @ 9:00/Participants will be dismissed after the program
November 15	Progress Reports/6 th – 12 th Student Assembly
November 20- 24	Thanksgiving Holidays
December 14	7 th period semester exam
December 15	60% Day 2 nd & 3 rd period semester exams
December 18	60% Day 4 th & 5 th period semester exams
December 19	60% Day 1 st & 6 th period semester exams
December 19	2 nd Nine Weeks End (42 days)
December 19	Carols & Cocoa @ 8:15 K5-5 th grade. Student will dismiss following Program
NO EXEMPTIONS FOR 1ST SEMESTER EXAMS/ NO PRE-APPROVED ABSENCES DURING SEMESTER EXAMS/ NO ACTIVITIES DURNING SEMESTER EXAMS	
December 20-Jan. 3	CHRISTMAS HOLIDAYS
January 4	Faculty & Staff Return
January 5	Students Return & Report Cards
January 15	NO SCHOOL
January 25	6 th -12 th Student Assembly
February 7	Progress Reports
February 14	Capital Improvement Ticket Drawing
February 19	NO SCHOOL/ Presidents Day
March 8	60% Day School Elementary 12:00/ Middle 12:05/ 12:15 High
March 8	Cheer Try-Outs
March 8	3 rd Nine Weeks End (44 days)
March 11- 15	SPRING BREAK
March 18-22	Pre-Registration 2024-2025
March 19	6 th -12 th Student Assembly

March 20	Report Cards
March 22-24	WA Drama Production & Dinner Theater
March 28	60% Day/ Elementary Easter Parties
March 29-April 1	NO SCHOOL/ Easter Holidays
April 6	Jr. & Sr. Prom
April 24	Progress Reports
April 26	Grandparents Day Program @ 9:00/No Day Care
April 29	NO SCHOOL/ Teacher in Service
May 2	National Day of Prayer
May 6	2 nd & 3 rd period Senior semester exam
May 7	4 th & 5 th period Senior semester exam
May 8	1 st & 6 th period Senior semester exam
May 9	Senior Graduation Practice @ 9:00
May 10	Senior Graduation @ 7:00
May 17	7 th Period Semester Exam
May 20	K5 Graduation @ 9:00
May 20	2 nd & 3 rd period semester exam / 60% day
May 21	K4 Graduation @ 9:00
May 21	4 th & 5 th period semester exam/ 60% day
May 22	1 st & 6 th period semester exam/ 60% day
May 22	Last Day of School 4 th Nine Weeks end (45 days)
May 23	Teacher Work Day

- Students must check out before 2:00 p.m. on a regular scheduled school day
- Students must check out before 11:0 a.m. on a 60% scheduled school day
- 60% Days, School will dismiss @12:00 for Elem./ 12:05 MS/ 12:15 for HS
- Wayne Academy is a ONE WAY entrance during the following hours 7:00 a.m. -8:30 a.m. / 2:00 p.m. - 3:30 p.m.
- Please make sure you check your Gradelink emails/messages for updates
- Any Weather Days will be added to the end of the school calendar

1 st Nine Weeks	44 Days in the nine weeks
2 nd Nine Weeks	42 Days in the nine weeks
3 rd Nine Weeks	44 Days in the nine weeks
4 th Nine Weeks	45 Days in the nine weeks

Total of 175 School Days for Students