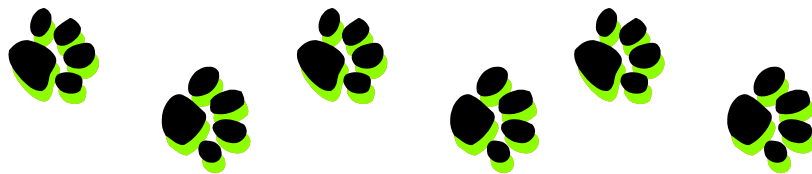


# Wilcox Academy

## Student Handbook

2023-24



*ATSA Blue Ribbon School  
Accredited by ATSA & Cognia*

*Founded  
September 11, 1970*

*Welcome to Wilcox Academy*  
*Accredited by Cognia and AISA*

Head of School  
Chris Burford

Chairman of the Board  
G Alford

Athletic Director  
Lebo Jones

P.T.A. President  
Jen Tait

Assistant Head of School  
& Academic Counselor  
Rebecca Malone

President of Athletic  
Association  
Bain Henderson

The mission of Wilcox Academy is to provide academic excellence for students to learn to the best of their ability. Wilcox Academy strives to impress in each student a sense of honesty, morality, responsibility, respect for self and others, and service to thus equip each one for a challenging society.

In accordance with our mission, Wilcox Academy expects its students to take pride in good manners and to have respect for each other in and out of school. Students are responsible and accountable for their actions. Self-discipline, which implies responsibility for one's actions, is one of the important goals of education and the mark of maturity. Respect for real and personal property and pride in one's work and achievement shall be expected of all students.

The policies and procedures contained in this handbook are the result of a concerted effort on the part of the faculty and the administration. This information has been carefully prepared and presented so that it will be of great value in helping you to be an integral part of our school. Please read this handbook carefully. By signing the form at the back, you are agreeing to uphold the policies contained herein.

***From 8:00 A.M. until 3:00 P.M. each day, our teachers' first responsibility is to teach our students. To maximize the teaching day for our teachers and students, we are working to limit classroom interruptions. Therefore, all parents/guests MUST sign in at the front office and MUST have an appointment with a teacher before visiting his or her classroom. Appointments may be made by calling the office.***

## WILCOX ACADEMY Discipline Plan

Our goal at Wilcox Academy is to establish an environment throughout the school year in which our children are safe, secure, positive, and have the maximum opportunity to learn. The plan specifies procedures that cover the behaviors that we will expect from our students and the consequences for not following the rules.

### MAJOR INFRACTIONS

The following is a list of some of the major disciplinary infractions. The headmaster and assistant headmaster reserve the right to use this guideline of consequences for the benefit of the student so that discipline is consistent and age appropriate. For example, disciplinary action taken for an offense by a senior may not be the same disciplinary action taken for an offense by a fifth grader.

1. Gross misconduct, disrespectful action, harassment of any nature, abusive or profane language and /or gestures aimed at a faculty or staff member
2. Destruction or defacement of school property
3. Leaving campus without permission or notification of the school
4. Skipping class without leaving campus
5. Fighting, stealing, use of or possession of tobacco (including e-cigarettes, vapes, jules, etc) or intoxicating beverages, or the possession of a weapon (also applies to all AISA related events)

Consequences –

1<sup>st</sup> offense – 1 or 2 day suspension

2<sup>nd</sup> offense – 3 day suspension

3<sup>rd</sup> offense – Student conduct brought before the Board of Directors

#2 violation may also result in financial restitution for damaged property

#3 & 4 violations will result in zeros for all grades given during the class periods missed

\*\*\* Teachers have their own classroom rules and consequences for not following them. These individual classroom rules have been approved by the headmaster and explained in the teachers' syllabus, which students and parents sign at the beginning of the year.

## *Wilcox Academy Student Policies*

### ABSENCES AND EXCUSES

The presence of a student in the classroom on a regular basis is necessary to ensure the student derives maximum benefit from instruction, including the opportunity for interaction with teacher and peers. A student who is absent excessively will encounter difficulty in maintaining quality academic work.

All student absences shall be designated either excused or unexcused. The following reasons shall be accepted in classifying excused absences.

1. Illness/Doctor's appointment with doctor's excuse
2. Death in the immediate family
3. Legal quarantine
4. Emergency conditions as determined by the headmaster
5. Prior permission of the headmaster, teacher, and parent (see #3 below)

Excuses for absences will be determined after the parental request has been submitted in writing. School officials are empowered to investigate any request for excused absences.

**State law requires a parent or guardian of students to explain the cause of any absence of students under their control or supervision. In accord with this law, the determination of whether an absence is "excused" or "unexcused" shall be made by the headmaster/assistant headmaster.**

### TRIP POLICY

All class trips must be approved through the office. Each student must have a signed permission form to go on the trip. A \$2 per student fee will be charged for use of vans. Students who participate in field trips will be awarded credit.

### ATHLETES

For an athlete (pee wee, jr. high, & varsity) to practice or play, he/she must attend at least three class periods of the school day unless he/she has an excused absence or is participating in a school event such as a field trip or an academic competition.

### MAKE-UP WORK

1. Excused absence
  - a. Students absent for any excused reason shall be allowed to make up the work missed.
  - b. The responsibility for make-up work rests with the student.
  - c. Arrangements for make-up work should be made on the day the student returns from an absence.
  - d. Any make-up work arrangements not made with the teacher(s) within three days after the student's return to school will result in the forfeiture of the student's make-up privileges.**
2. Unexcused absence
  - a. The student whose absence is unexcused is not entitled to make up the work missed.
  - b. If a daily grade or test grade is recorded on the day of the absence, the student whose absence is unexcused receives a zero for the grade.
  - c. If no grade is recorded for other students, no grade will be recorded for the student who is absent.

### 3. Absent due to Parent Permission \*\*

- a. All absences due to “parent permission” must be excused PRIOR to the date of the absence by a note to the office and approval of the teachers. It is recommended that this is done several days in advance of the absence. In case of an emergency, please contact the teachers/office immediately.
- b. At the teacher’s request, the student may be asked to make up work before or after the parent permission absence.
- c. If a student does not receive prior permission for this kind of absence, the absence is considered unexcused, and the work may not be made up.
- d. Leaving school for work prior to 7<sup>th</sup> period (for students who have a work permit on file) is unexcused unless in an emergency.

4. Checking out of school – A student is NOT allowed to leave school without meeting the following conditions:
  - a. The student must sign out on the student sign out sheet.
  - b. The student must have permission to leave from a parent or guardian
    - i. Written note
    - ii. Confirmation via phone by headmaster, assistant headmaster, or administrative assistant
  - c. Failure to follow the proper check out procedure will result in an in-school suspension: the student will go to class but not receive credit for work.

**\*\*\*STUDENTS WILL NOT BE ALLOWED TO CHECK OUT TO GET LUNCH.**

***THE HEAD of SCHOOL/ASSISTANT HEAD HAVE THE AUTHORITY TO ALTER THE PARAMETERS FOR EXCUSED AND UNEXCUSED ABSENCES BASED ON CIRCUMSTANCES UNIQUE TO EVERY SITUATION.***

### TARDINESS

Being present and on time for school and classes throughout the day is a part of developing good work habits.

1. Anyone reporting to homeroom after 8:00 A.M. or to class after the tardy bell has rung must go to the office for a tardy slip to be admitted to class.
2. At the time of the third and any subsequent unexcused tardy, the student will be assigned to detention.
3. The above consequences are cumulative per semester.

### TELEPHONE USE

The telephone in the office is for emergency use and should be used by students only with the permission of the headmaster, teacher, or office personnel. All other campus telephones (teachers’ lounge, kitchen, and coaches’ offices) are off limits to all students during the school day.

### PHONES/MUSICAL DEVICES

Cell phones, iPods, or any other communication or musical device CANNOT BE USED in the academic buildings during the regular school day without the permission of staff.

- Teachers will have a designated area for all phones to be kept during the class period.

- Students who do not comply are subject to their phone being taken to the office for the remainder of that day.

### REPORT CARDS

1. Report cards must be returned to the homeroom teacher within 5 days of receiving them.
2. If the report card is lost, a replacement cost of \$25 must be paid to the homeroom teacher by the end of the grading period.

### FOOD

1. All food will be consumed in designated areas and not in the academic building.
2. Break and lunch brought from home must be taken to the approved areas before consumption.
3. No student will bring food into the academic building without the prior permission of the headmaster/teacher.

### PETS

Please remember that pets are **not allowed** on campus at any time during the school day or at any WA event including athletics.

### DRESS CODE INFRACTIONS

If a student does not meet the dress code either by wearing inappropriate attire to school or by failing to shave, the student will be asked to take the steps necessary to meet the code – for example – change clothes, shave, etc. If this involves missing class, the student will not be excused. Repeated dress code infractions will be addressed accordingly.

CHEATING – TESTS, QUIZZES, AND EXAMS – If a student is caught cheating, this will result in a zero for the test, quiz, or exam.

## **Graduation Policy – adopted April 2007**

Beginning with the class of 2008, a student must be a candidate for graduation having earned credits in all required core courses and a minimum of twenty-four (24) total credits before he or she is allowed to participate in the graduation exercises of his or her class. No student lacking credits for graduation will be allowed “to walk.”

### **Valedictorian, & Salutatorian & Senior Honor Students**

To determine the top academic senior students, the following criteria is used:

- Students in consideration for Valedictorian, Salutatorian, and Honor Student must be enrolled in the advanced curriculum.
- Rank is determined by a cumulative grade point average on a 100-point scale beginning with the first semester of the ninth grade.
- Valedictorian is the student with the highest grade point average; the Salutatorian is the student with the second highest grade point average.
- A tie for Valedictorian and/or Salutatorian may result when the grade point averages are within one tenth of a point.
- To be designated as a Senior Honor Student (which is separate from Valedictorian/Salutatorian), the student must have a minimum of a 95 cumulative grade point average.

- Honors are awarded following the first semester of the senior year.
- To be eligible, transfer students must have been enrolled at Wilcox Academy since the fall of their sophomore year.

## **Exemption Policy for Second Semester Exams**

### ***Seniors Only***

Adopted by Senior High Faculty January 15, 2008

- There will be no exemptions for first semester exams.
- To be exempt from the second semester exam in a subject and to be excused from the two official review sessions for that subject, the following three criteria must be met.
  1. The average of the third and fourth grading periods must be an A – 90 or above.
  2. The student may not miss more than five (5) classes (unexcused) in that subject during the second semester. School related absences would be excused and would not count toward the total classes missed. (i.e. – science fair participant, softball, baseball, or golf team member, scholars bowl team member, etc. Spectators for these types of events are not considered excused.)
  3. The student may not have more than five (5) tardies to homeroom or that class during second semester.
  4. Provided that the senior class has met all deadlines and expectations of the senior sponsor, a senior may choose to exempt one class with a B average in addition to the A average classes. Attendance requirements as listed above apply.
- *Suspension for any reason or any length of time voids all the above. Any student who is suspended during second semester is not eligible for exemption.*

## **Exemption Policy for Ninth through Eleventh Grades**

The ninth through eleventh grades' exemption policy is the same as the seniors except for #1 above.

- Ninth through eleventh grade students must have an A - 90 or above - for the third and fourth grading periods, not an average of an A.

## **AISA ACADEMIC REQUIREMENTS TO MAINTAIN ELIGIBILITY**

All student-athletes must meet the following minimum requirements at each grade level to be eligible for interscholastic athletics.

1. Seventh, eighth, and ninth grade students must have passed the previous academic year and have been promoted to the next grade.

Seventh and eighth grade students must pass five (5) subjects the first semester to be eligible for the second semester.

2. Tenth through twelfth grade students must have passed six (6) new Carnegie units during the previous academic year to be eligible for the first semester.

Note: A minimum of four (4) core curriculum credits must be included in this requirement.

Ninth through twelfth grade students may earn and/or retain second semester eligibility by passing 3 new Carnegie units/courses during the first semester of the current year.

Note: A minimum of (1½) core curricular credit/courses must be included in this requirement.

**If students do not meet AISA grade requirements at the end of the 1<sup>st</sup> semester, students may regain their eligibility for 2<sup>nd</sup> semester if all member school/AISA approved coursework is completed and in compliance with AISA grade requirements. Verification is due in the AISA office no later than March 1<sup>st</sup>. If requirements are completed earlier, student athletes may participate upon verification of coursework by the AISA office. If students do not meet requirements of this policy, they will continue to be ineligible for athletics for the remainder of 2<sup>nd</sup> semester. Students may not enroll in make-up coursework until the end of 1<sup>st</sup> semester as set on the AISA calendar of events. Only AISA approved courses may be used.** *(Approved by AthleticCom. 4-6-11)*

\*\*Core curricular subjects include English, History, Math, and Science.

\*\*A student-athlete repeating any seventh or eighth grade will be ineligible, regardless of the reason for repeating. Students in grades 9-12 will follow the AISA Academic requirements.

### **Dress Code for W.A. Students Grades 5-12**

- Rules pertaining to person
  - No visible tattoos will be allowed.
  - Body piercing for boys or girls will not be permitted. The only exception being ear piercing for girls.
  - Hair should be well groomed for all students and worn above the collar for boys.
  - Mullets are not allowed.
  - If a male student needs a haircut and told by administration to get haircut, he will have no longer than one week to comply.
  - Boys should be always clean shaven.
  
- Rules pertaining to dress for all students
  - Shoes should be always worn for safety reasons. No cleats should be worn inside the academic building or in the gym.
  - No hats will be worn during the school day except for at sports practice.
  - No wearing of sunglasses inside the building unless prescribed by a doctor including hanging around the neck.
  - Pants, shorts, and skirts must be worn around the waistline.
  - Mesh shirts and jerseys may be worn only if another shirt is worn underneath them.
  - Boys' shirts must be always tucked in except during P.E.
  - Athletic shorts may only be worn at P.E.
  
- The following types of clothing will not be permitted:
  - See-through or skintight clothing of any kind
  - Biker shorts
  - Any clothing with holes in it
  - Clothes with profanity, obscene material, and/or alcoholic name brands
  - Ripped jeans or those with holes unless patched with same material.



- Boxer shorts
- Cut-off shorts unless rolled up or hemmed to a reasonable length
- Sweatpants, yoga pants, athletic leggings worn as pants, or any type of athletic-style pants (unless a part of a school-approved uniform)
- Rules pertaining to dress for girls
  - Sleeveless garments must have a minimum of two inches at the shoulder strap.
  - The minimum length of girls' shorts is six inches above the knee and four inches above the knee for skirts and dresses.
  - Non-athletic leggings may be worn but only with a tunic-style top or dress, which must be a minimum of four inches above the knee. No t-shirts or sweatshirts are allowed to be worn with leggings.
  - Tank tops and halter-tops are prohibited.
    - Tank top is any shirt with scooped front and/or back neckline and armholes.
    - Halter-top is any backless shirt that ties around the neck.
  - Tops or upper body clothing must be of proper length (able to be tucked in) so that no part of the midriff is visible.
  - Girls wearing low-necked or sleeveless garments must not expose underwear nor be improperly revealing for school wear. The headmaster will make the determinations as to what constitutes "improperly revealing for school wear."
- The AISA Appearance Policy regarding hair will be enforced during school hours and at all school functions.
  - Students may not participate in AISA state level events and/activities with the following:
    - Facial hair below the lobe of the ear and/or below the nose
    - Spiked and/or other non-traditional hairstyles deemed inappropriate
    - Unnatural and/or non-traditional coloration of the hair.
- If there is a question about what you wear to school, DON'T WEAR IT.
- **The Head of School and faculty reserve the right to render judgment on any questionable attire and/or hairstyle not mentioned in the above stated policy or the AISA Student Appearance Policy.**

***Dress Code for Wilcox Academy Prom, Formal, Beauty Pageant, or Any School Event Requiring Formal or Semi-formal Attire***

- I. Rules pertaining to person
  - a. No belly rings
  - b. No visible tattoos
  - c. No other body piercing except for earrings in girls' ears only
- II. Rules pertaining to dress
  - A. No private body parts should show or be visible
    - a. No bare back below the waist
      - i. Beauty Pageant – back should have more coverage
    - b. No excessive cleavage – use arms outstretched in a "T" as a guide
    - c. No opaque or transparent fabric worn as dress alone (i.e. no see through dress without proper lining)
    - d. If underclothing (bra) cannot be worn with dress, then no private body parts should be visible through the fabric.
    - e. No tube top two-piece with midriff showing
    - f. No sides cut out forward of a vertical line from the center of the underarm down

- g. No slits higher than 6 inches above the knee
- h. No skintight dresses
- i. Semi-formal dresses should be no shorter than 4 inches above the knee
- B. Men should be dressed in formal suits or tuxedos for prom and sports jacket and slacks for sophomore dance unless otherwise stated.
- C. No obscene or suggestive designs or logos on any clothing, male or female, (i.e. *Playboy* or other pornographic emblem, logo, etc.) should be worn.
- D. It is permissible to wear a dress with spaghetti straps, strapless, cutwork around waist if navel does not show and cutwork is less than 1 inch, or two-piece if no midriff shows. A halter-top dress may be worn if all other requirements are met, and there is enough coverage in back to support the dress in a decent and proper manner.

### **Wilcox Academy Pregnancy Policy**

- A student will not be allowed to continue to attend school at Wilcox Academy while pregnant.
- The school will offer a home study course for the student to complete until the end of the school year or the birth of the child. Tuition should be paid throughout the home study period. The student's parent or guardian will cover any extra expense created by the home study course or related testing.
- A student who becomes pregnant may return to school after the birth of the child and join her previous class, provided that she has made sufficient academic progress and meets academic standards. Tests and/or teacher and administrative input will determine grade placement for the returning student.
- Any subsequent pregnancies by the same student will result in dismissal from Wilcox Academy.

## **Wilcox Academy Drug Policy**

Revised July 2008

The Wilcox Academy Drug Policy addresses narcotics or illegal drugs, which include any type of illegal or illicit drugs, drug-related paraphernalia, and /or controlled substances.

The drug policy includes-

1. Prohibited possession of drugs on campus, including the parking lot, or any Wilcox Academy or AISA sponsored event.
2. A random drug testing procedure for students, faculty, administration, and board members.

### **Definition of drug/narcotics policy violations**

The following will constitute violations of the “prohibited possession on campus” policy:

- A. Possession of prescribed drugs *that are not prescribed to the person in possession.*
- B. Possession of “controlled substances” which are illegal drugs.
- C. Possession of “Look-Alike” or “Designer” drugs in any form.
- D. Refusal to submit to a requested search.
- E. Conviction for a drug-related crime.

The following will constitute violation of the “random drug testing” policy:

- A. Testing which finds an identifiable trace of an illicit or other controlled contraband in the system, *regardless of when or where such substance entered the system.*
- B. The refusal to submit to a requested search or a drug screen hair sample test by a testing agent.

### **1. PROHIBITED POSSESSION ON CAMPUS OR AT SCHOOL EVENTS**

Right to search: Entry into or upon any school vehicle, offices, grounds, or facilities of the school by any persons is conditioned upon the school’s right to search the person, personal effects, and vehicles of any entrant for illicit or controlled drugs, and drug-related paraphernalia.

Searches may include the person, personal effects, lockers, desks, offices, vehicles or any vehicle being used for school purposes, personal baggage or any other items on school premises. Contraband items shall be taken into custody. When such a search finds a person subject to these policies to be in possession of a contraband item, that person shall be considered in violation of these policies.

Any student or other person subject to the drug policy who is convicted of a drug-related crime is subject to the prescribed enforcements and penalties for “prohibited possession on campus.”

These policies shall be enforced on students:

1. Any student subject to these policies who has been determined to use, possess, sell, or distribute illegal drugs, drug-related paraphernalia, or controlled substances on campus or at an AISA sponsored event or has been convicted by a law enforcement agency for such crime shall be subject to the following disciplinary action:
  - a. First offense –
    - i. Five days suspension from school
    - ii. Monthly drug tests (or scheduled at the discretion of the drug counselor) – costs to be paid by the parents/guardians
    - iii. Documented rehabilitation counseling by an approved professional drug counselor or center

2. Any student who has been reported by the counseling agency to have a second positive test result shall be expelled.

## **2. DRUG TESTING**

Wilcox Academy is committed to providing a safe, efficient, and productive learning environment for its students and staff. Therefore, drug testing will occur periodically and without notice. Students, faculty, and board members may be asked to provide body samples (i.e. urine, blood, hair, etc.) for drug testing. Wilcox Academy School Board shall select an independent testing agency to conduct and administer the testing of samples during the school year. While the agency shall select those to be tested, the administration reserves the right to include anyone they deem to display signs of drug use or abuse. Any person with a previous positive drug test will automatically be included in the sampling at the expense of the individual or his/her parents or guardians. Otherwise, the board of administration shall not have any control, direction, or supervision of the testing or reporting activities of the agency. The testing agency shall forward all positive test results to Wilcox Academy and shall not divulge positive test results to any other person except for the parent.

### **A. STUDENT:**

1. Parent(s) of student(s) testing positive will be notified and must seek counseling for their child with an approved drug treatment counselor or center.
2. The student must also submit to monthly drug tests. The costs of which will be paid by the parents/guardians.
3. Any student who has been reported by the counseling or testing agency to have a second positive test result shall be expelled. If the counseling program is not completed within the limits set by the center, the student will be expelled from Wilcox Academy.

### **OTHER PERSONS**

Faculty, administration, or board members testing positive for illegal drugs or possessing illegal narcotics or convicted of a drug-related crime shall be subject to immediate termination of employment or association, or any other action as determined by the Board.

Any student, faculty member, employee, or Board member who refuses to submit to a requested search or a drug screen test shall be expelled or terminated, whichever is appropriate.

## **WILCOX ACADEMY ATHLETIC PROGRAM CONDUCT POLICY**

(adopted 2014)

Wilcox Academy will not tolerate any disrespect, confrontations, threats, or foul language at our sporting events. It is a criminal offense to threaten a coach or official, which could lead to a large fine and possible jail time. Any fine incurred by a fan, parent or player assessed by the AISA will be paid by the person involved and NOT by Wilcox Academy.

Furthermore, Wilcox Academy will not tolerate any verbal or physical confrontation from a fan/parent towards a coach, official or player, before, during or after a sporting event. Any violation of this rule will be brought before the Conduct Committee.

The Conduct Committee will consist of the following:

1. Head of School
2. Athletic Director
3. President of the Board of Directors
4. President of the Athletic Association
5. Substitute board member (if any of the above is involved in the incident)

This committee will hear from all involved parties, along with witnesses, and if the committee votes unanimously to punish the violator, will have the authority to levy ANY ONE OR ANY COMBINATIONS of the following based on the severity of the offense.

1. Suspension from attending a determined number of sporting events.
2. A fine in the amount of up to \$500, payable within 14 days.
3. BANNED from attending any sporting event for life.

If a parent desires to discuss a situation with a coach, or needs an interpretation of a team/school rule and feels that this meeting could result into a confrontation between the parties, then that parent can request the Athletic Director to call a meeting of the Conduct Committee.

### Communication

When questions and concerns arise, parents are encouraged to discuss the issues directly with school personnel. In most cases, problems will be resolved between the parent and staff. Parents should direct concerns to school personnel in the following order:

1. Teacher/Coach
2. Athletic Director
3. Head of School meeting with those involved if needed.

### SOCIAL MEDIA POLICY

Social media platforms are not appropriate outlets for dealing with school conflicts, concerns, or criticism. Wilcox Academy staff, students and their family members are expected to refrain from using social media to make negative or disparaging comments regarding Wilcox Academy, its students, employees, members of the Board of Directors (individually and/or collectively), parents of our students, and the policies and procedures adopted and enforced by the school. This also includes any other statements that could affect Wilcox Academy in a negative way.

If a violation of the social media policy occurs, the infraction could be brought before a committee for discussion. The Committee will consist of two staff members and three Board members.

To all Wilcox Academy parents and students:

**THIS HANDBOOK CONTAINS THE POLICIES FOR THE 2023-24 SCHOOL YEAR. THE HEAD of SCHOOL/ASSISTANT HEAD HAVE THE AUTHORITY TO MAKE FINAL DECISIONS ON THESE AND OTHER ISSUES WHICH MAY ARISE WHILE CONSIDERING THE CIRCUMSTANCES UNIQUE TO THOSE SITUATIONS.**

Please carefully read each page of the Student Handbook. After doing so, at least one parent and each student in the household grades 5-12 should sign the statement below and return it to your oldest child's homeroom teacher by Monday, August 14.

Thank you!

\*\*\*\*\*

I have received and read the Wilcox Academy 2023-24 Student Handbook. I agree to uphold the policies and recommendations made by the administration and faculty.

Parent's signature \_\_\_\_\_

Student's signature \_\_\_\_\_

Student's signature \_\_\_\_\_

Student's signature \_\_\_\_\_

Student's signature \_\_\_\_\_

Date \_\_\_\_\_, 2023