

# 2021/2022 K4 – 12 STUDENT/PARENT HANDBOOK



## THOMAS HEYWARD ACADEMY

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### THA ALMA MATER

*Here's to dear old THA  
We will praise thee everyday  
Whether right or whether wrong  
We will sing this joyous song.  
Over land and over sea  
We will always think of thee  
So here's to the faithful – Red & Gray!  
Our dear old THA.*

## **2021/2022 FACULTY AND STAFF**

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Mr. Joe Daring - Custodial

## Thomas Heyward Academy

### \*2021-2022 School Year Academic Calendar Grades K4-12

- Summer Office Hours: 9-1: M-TH
- Regular School Days: 8-2:30 PM.
- Early Dismissal-11:30AM
- Teacher In-Service/No School for Students
- No School/Office Closed

JUNE - 2021						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JULY - 2021						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST - 2021						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
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22	23	24	25	26	27	28
29	30	31				

SEPTEMBER - 2021						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER - 2021						
S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER - 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER - 2021						
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JANUARY - 2022						
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23	24	25	26	27	28	29
30	31					

FEBRUARY - 2022						
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19	20	21	22	23	24	25
26	27	28				

MARCH - 2022						
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19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL - 2022						
S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY - 2022						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	

- July 20: Senior Pictures
- August 9-11: Teacher In-Service-No Students on campus
- August 10: K4-7 Student Orientation-6PM
- August 11: Gr. 8-12 Student Orientation-6PM
- August 12: First Half Day-11:30AM Dismissal
- August 13: First Full Day of School
- August 23: Grades K3-7 Virtual Parent-Teacher Meetings
- August 27: 20-21 Academic Awards for Gr. 8-12-8:15AM
- August 31: K2-11<sup>th</sup> School Pictures-Senior Makeups
- September 6: Labor Day-No School
- September 8: Progress Reports
- September 30: K2-11 Makeup Pictures
- October 8: End of the 1st Grading Period
- October 8: Jr./Sr. Beta Club Induction-8:15AM
- October 11: Columbus Day-No School
- October 13: PSAT for Grades 9&10
- October 15: Report Cards
- October 28: Fall SAT School Day
- November 8: Veterans Day Program
- November 11: Progress Reports
- November 18: Family Thanksgiving Feast
- November 22-26: Thanksgiving Holidays-No School
- December 5: Senior Tea
- December 10: PTO Breakfast with Santa
- December 14/15/16: 1/2 days for exams-11:30AM Dismissal
- December 16: Christmas Program/Parties-End of 2nd Gr. Period
- Dec. 17-31: Christmas-New Year's Break-No School
- January 3: Students Return to School
- January 6: Report Cards
- January 17: Martin Luther King, Jr. Day-No School
- February 1: Open House-Virtual
- February 1-11: Library Book Fair
- February 10: Progress Reports
- February 11: Grandparents Day-Crown Kings & Queens
- February 18-21-22: Winter Weekend-No School
- February 26: Daddy-Daughter Dance
- March 10: End of 3rd Grading Period
- March 17: Report Cards
- March 18-21: Spring Weekend-No School
- March 23: SAT School Day
- March 28-April 1: Standardized Testing for Gr. K4-7
- April 8: Junior/Senior Prom
- April 14: PTO Breakfast with the Easter Bunny-Progress Reports
- April 15-22: Easter Break-No School
- April 29: Spring Musical-7PM
- May: Senior Trip (TBD)
- May: Spring Gala
- May 9-10-11: Senior Exams
- May 20: Field Day-Gr. K3-6
- May 24-25-26: Final Exams-Gr. 8-11. 11:30AM Dismissal.
- May 25: Baccalaureate-7PM-Ridgeland Baptist Church
- May 26: Last day for Students
- May 27: End of 4th Grading Period/Graduation-7PM.
- May 30-June 3: School Closed

\*Dates are subject to change-revised 6/14/21

## HISTORY

Thomas Heyward Academy was founded in 1970 by a group of businessmen and parents in the Jasper County area. The Academy was named in honor of Thomas Heyward (1746-1809), a signer of the Declaration of Independence. Thomas Heyward was born in St. Luke's, South Carolina and is buried in Jasper County.

Thomas Heyward Academy opened in September 1970 with 250 students. Since that time, the physical plant has expanded and been upgraded to one of the finest campuses in the Lowcountry.

The Academy is a member of and is accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS) and the South Carolina Association of Independent Schools (SCISA). Thomas Heyward Academy was the first institution to receive SCISA Advanced Accreditation which is the highest accreditation awarded by the Association. The Academy is an eleemosynary corporation managed by a Board of Directors. In the event of dissolution, bankruptcy, etc., THA would be turned over to a similar eleemosynary corporation, in accordance with Section 501 C, paragraph 3, of the Internal Revenue Code of 1954. THA is a tax exempt institution with a non-discriminatory admissions policy.

In March 2018, Thomas Heyward Academy was reaccredited through a stringent SACS accreditation. Thomas Heyward received outstanding scores well above the AdvancED Network Average (which is an international average).

	<b>External Review IEQ Score</b>	<b>AdvancED Network Average</b>
<b>Overall Score</b>	<b>321.54</b>	<b>280.21</b>
<b>Teaching and Learning Impact</b>	<b>308.57</b>	<b>269.97</b>
<b>Leadership Capacity</b>	<b>354.55</b>	<b>295.45</b>
<b>Resource Utilization</b>	<b>308.57</b>	<b>286.36</b>

Besides high standards of academic excellence, the Academy promotes sportsmanship through its various athletic programs. Thomas Heyward Academy was built and has been maintained by the working hands, knowledge, and financial support of faithful Board Members, Parents, Faculty, Students, and Friends.

## MISSION STATEMENT

Thomas Heyward Academy is an independent, college preparatory school serving Pre-Kindergarten through 12<sup>th</sup> grade. Our mission is to foster a life-long passion for learning, leading, and serving in a diverse world. We are dedicated to the development of each student in mind and body through academics, arts, and athletics in a safe and engaging environment. The school is equally committed to the development of each student's character, with an emphasis on compassion, integrity, perseverance, respect, and responsibility.

## CORE VALUES

- **Compassion:** A deep feeling for and understanding of others without regard to race, age, creed, or social standing. This includes kindness, generosity, forgiveness, caring, friendship, love and sharing toward all people including the physically and mentally challenged.
- **Integrity:** A steady and faithful observance of a code of moral values. This includes honesty in word and deed and a sense of right and wrong.
- **Perseverance:** The inner strength to remain constant to a purpose, idea, or task in the face of obstacles. This includes dedication, consistency and having a positive attitude.
- **Respect:** Having a high regard for oneself and others. This includes self-worth, pride, physical well-being, contentment, peace, humor, appreciation for differences and individuality, fairness, and tolerance.
- **Responsibility:** Being reliable and following through on commitments. This includes being responsible for your actions as a family member, teacher, student, and citizen. It also includes demonstrating your responsibility through having self-control and helping others.

\*\*\*\*\*  
**Notice of Nondiscriminatory Policy: The Thomas Heyward Academy, Inc., 1727 Malphrus Road, Ridgeland, SC, 29936, 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 on the basis of race, color, national, and ethnic origin in administration of its educational policies, admissions policies, employment policies, scholarship and loan programs, and athletic and other school-administered programs.**

## BOARD OF DIRECTORS

The Board of Directors works diligently, without compensation, to ensure that the Academy operates on a sound financial foundation. The Board develops policies and long range plans for the school administration to implement. The day-to-day operation of the Academy is the responsibility of the Head of School.

The Board has scheduled meetings each month with the exception of July and December at 5:00 p.m. Special meetings may be called when necessary. Parents, teachers and students wishing to meet with the Board must first meet with the Head of School in an attempt to solve the problem. If the problem cannot be solved at this level, a letter stating the problem must be given to the Head of School, who will then give the letter to the Secretary of the Board for appropriate action.

Board members for the 2021-2022 academic year are as follows: Mr. Lewie Davis, Chairperson; Mrs. Libby Malphrus, Vice-Chairperson; Mrs. Bonnie Bennett, Treasurer, Mr. Earl Pope; Mr. Tommy Stanley; Mr. Jeffery Mingledorff; Mr. Colby Crosby; Mrs. Dinah Gretsche (Community Board Member), and Mrs. Pam Vaigneur, PTO Representative to the Board.

The PTO President will work closely with the Head of School and discuss any concerns the PTO members may have.

## DRESS CODE

### Where to get uniforms:

- Uniform shirts with the THA crest or TH logo and all plaid options should be purchased from All Print Custom Tees or Uniform Source.
- Approved t-shirts, hoodies, and sweatshirts must be purchased through approved vendors.
- Uniform bottoms, shoes, and belts may be purchased at the vendor of your choice.
- Plaid options must be purchased at All Print Custom Tees or The Uniform Source in Savannah, GA.
- For outerwear, please refer to the following chart.

### Important information:

- We will designate special dress down or themed days throughout the year. Students and parents will be notified in advance.
- Uniforms may not have unapproved embroidery, glitter, frayed trim, etc.
- Uniforms may not be made of corduroy, stretchy, or clingy material. Uniforms must not be form-fitting, tight or too loose.
- Covering every concern with the dress and grooming in writing is impossible. Administrators can, at any time, send a student home or require that a student change their grooming or dress if they deem it inappropriate.

### Remember:

- Students must arrive at school in uniform.
- All outerwear should be labeled for easy return if lost.
- Donated uniforms are available at no charge. They are located in the lobby near the library.

<b>Shorts and Pants</b>	<b>All must be khaki or black - no cargo or extra pockets. Shorts must be knee length for boys and girls. Shorts and pants must be worn at the natural waistline.</b>
<b>Belts &amp; Shirts</b>	<b>Belts must be worn (grades 5 and up). All uniform shirts must be tucked in for boys. Girls may wear shirts out if shirts fall slightly below the natural waist when arms are raised. THA t-shirts may be worn on Fridays with uniform bottoms.</b>
<b>Skirts, Skorts, Jumpers, and Capris for Girls</b>	<b>Must be khaki or black (see plaid exception below) - no cargo or extra pockets. Shorts and skirts must be knee length with no splits. <i>A plaid option is available for Skirts (all girls), Jumpers (Grades K3-7), and skorts (Grades K3-4).</i></b>

<b>Undershirts</b>	Undershirts may be worn underneath uniform shirts, but must be a solid color - white, gray, or burgundy only. Undershirts may not have pictures or writing. Undershirts may have long or short sleeves.
<b>Scarves</b>	Scarves must be school colors - burgundy, gray, white, or black or a combination of the four colors. No other colors are allowed.
<b>Sweaters for Girls</b>	Burgundy, white, or gray button-up sweater with THA crest. Must be worn with uniform shirt and fall at or slightly below the natural waist.
<b>Jackets, Sweatshirts, and Outerwear</b>	THA Letterman jackets, as well as solid black, solid burgundy, or solid gray jackets/pullovers may be worn. The THA crest or TH logo MUST be added. All jackets must be worn over uniform shirts. If in doubt, check with the Administration. For example, you may purchase a solid black (or previously mentioned approved color) fleece from the local Columbia outlet, add the TH logo or THA crest to the chest, and wear to school as part of your uniform.
<b>Shoes</b>	All Grades: Closed toed/closed heel shoes only. Grades 5-12: Shoes should be tennis shoes, loafers, flat heel boots, etc. Students may not tuck pants in boots. Boots may not be worn with shorts.
<b>Socks and Tights</b>	Socks may be plain, solid colors of khaki, white, burgundy, black, or gray with the exception of a small brand logos (such as the Nike Swoosh/Under Armor Emblem/etc.). Girls may wear plain, solid white, solid black, or solid gray tights under skirts or jumpers.
<b>P.E. Uniform</b>	Gym shorts, gym shoes, and THA approved t-shirt must be worn during upper school PE class. On the days when they are scheduled for PE, K3-7 grade students must wear gym shoes with approved uniform pants, shorts, or capris - they do not change clothes for PE.
<b>Game Day Attire for Athletes</b>	On game days, athletes may wear attire approved by the Administration in lieu of uniforms. Team members must wear the same shirt.
<b>Hair</b>	Boys may not have facial hair. There will be a \$5.00 charge if required to shave at school for razors, shaving cream, etc. No sideburns below the middle of the ear. Boys' hair must be off the collar and no more than halfway down the ears. No punk or extreme layered haircuts. No unnatural colors or stripes in hair. Hair must be neatly groomed.
<b>Hats</b>	Students may not wear hats or visors inside the building.
<b>Tattoos and Piercings</b>	No visible body piercing, plugs, or tattoos. Girls may have modest ear piercings – not more than 2 and no bars.
<b>Make-up Girls</b>	Grades 7-12 may wear modest make-up. Grades K3-6 - no make-up.

\*Exceptions to dress code may be made if deemed necessary by a physician.

## FEES & FACTS TUITION

### Every family must enroll with FACTS Tuition to pay tuition and fees.

- \$150.00: **Registration Fee** - applicable to all students each year. (A reduced registration fee may be implemented during spring re-enrollment period for current students.)
- \$50.00: **Testing Fee** (for new students only).
- \$350.00: **Building Fund** (a one-time fee, payable before admission or enrollment).
- \$4,320.00: **Tuition** per year per child for Grades K4. Payments may be made for 12 months at \$360.00 per month beginning in June 2021; or annually - August 15, 2021. All due by the 15<sup>th</sup> of each month.
- \$5,580.00: **Tuition** per year per child for Grades K5 - 7. Payments may be made for 12 months at \$465.00 per month beginning in June 2021; or annually - August 15, 2021. All due by the 15<sup>th</sup> of each month.

- \$5,640.00: **Tuition** per year per child for Grades 8 - 12. Payments may be made for 12 months at \$470.00 per month beginning in June 2021; or annually - August 15, 2021. All due by the 15<sup>th</sup> of each month. Final payment in **May must be paid by the 5<sup>th</sup>** for Seniors and **15<sup>th</sup>** for all other students.
- \$40.00: **Late Fee - FACTS Tuition charge if not paid by the end of the month. Cannot hold payments.**
- \$100.00: **Athletic Fee** (MS&V Football; JV&V Volleyball; JV&V Basketball; JV&V Baseball; JV&V Softball, V Golf).
- \$75.00: **Athletic Fee** (B-Team Volleyball & Basketball.)
- \$25.00: **Athletic Fee** (MS&V Cheerleaders, Cross Country, and Clay Target Team members only.)
- \$350.00: **Yearly Start-up Fee** for Grades K4 - 12. Due September 15, 2021. (Start-up fees include book rentals **(if books are lost or damaged, they must be paid for in full)**, academic labs, elementary supply fee, PSAT, lower school testing, student accident insurance, lockers, etc.)
- \$100.00: **Early withdrawal fee** - if student withdraws after June 1, 2021.
- \$30.00: **Returned Check Fee or Failed ACH Fee for FACTS Tuition. Other fees may be applied through your local financial institution.**
- 2.85%: **Credit Card Convenience Fee** - For parents that elect to pay with a credit card, there is a 2.85% convenience fee charged by FACTS Tuition.

### **NO FEES OR MONIES ARE REFUNDABLE**

**NO FEES OR MONIES ARE REFUNDABLE:** Including but not limited to school closures due to government mandates or acts of God.

**BOARD POLICY ON TUITION:** All tuition accounts must be current before students will be allowed to begin school in August. FACTS will invoice you according to the tuition plan you selected. Tuition is due by the 15<sup>th</sup>. Final tuition payment for seniors is due by May 5<sup>th</sup>. **Once the school year begins any tuition account that is 1 month in arrears will result in the student being dropped from the rolls of the Academy until the account is current. Repeat past due notices or returned check notices sent will require that you pay the balance of your account in full in cash, credit card, or registered funds.** Any person having a check returned to the Academy twice for insufficient funds will be required to pay all future bills with cash or money order. Students with delinquent accounts may not be allowed to participate in extra-curricular activities, may not receive a report card, diploma, transcript, etc., nor will any information be sent, if required, until the account is current.

### **REQUIREMENTS FOR ADMISSION**

**Thomas Heyward Academy is a tax-exempt institution with a non-discriminatory admissions policy.**

1. A child should be 3 years old on or before September 1st to enter the K3 Preschool.
2. A child should be 4 years old on or before September 1st to enter the K4 Preschool.
3. A child should be 5 years old on or before September 1st to enter the K5 Kindergarten.
4. All students are required to have up-to-date South Carolina Immunization Certificates, a copy of their birth certificate and a copy of their social security card on file before entering THA.
5. Applicants are required to take an entrance test at the discretion of the Head of School. Student acceptance and assignment is the responsibility of the Head of School or Division Heads.
6. Transfer students will be accepted at the discretion and evaluation of the Head of School or Division Heads.
7. The family must be able to meet the financial requirements of the Academy.
8. No student expelled from another school may attend Thomas Heyward Academy.
9. A genuine agreement on the part of the student to comply with the rules and regulations, particularly those regarding dress and conduct, is required.
10. All applications will be taken on a first come first served basis, after Academy families have had time to register. When classes reach capacity, the Head of School has the right to admit the most qualified student regardless of their place on the waiting list.
11. Registration fees hold a student's place if they are promoted. If a student fails, the Academy is not obligated to take that student back. The registration fee will not be refunded if a student is not promoted.



## HOMEWORK

The Head of School of Thomas Heyward Academy requests that all teachers assign homework that reinforces lessons taught in the classroom. Homework can be assigned over the weekend. Homework will be a welcome activity to those who understand the importance of this activity.

### DAILY SCHEDULE & EARLY DISMISSAL

First bell will ring at 7:55 a.m. School will begin at 8:00 a.m. daily. Students are considered tardy if not in class when the 8:00 a.m. bell rings. Class periods vary in length. Grades K3 - K5 will be dismissed at 2:15 p.m., Grades 1 - 3 at 2:20 p.m., and Grades 5 - 12 at 2:30 p.m. In the event of a short schedule, school will begin at 8:00 a.m. and dismiss at 11:30 a.m.

Warning Bell	7:55	2nd Period	8:54 - 9:41	Lunch Break	11:33 - 12:03
Tardy Bell	8:00	Break	9:43 - 9:53	5th Period	12:05 - 12:52
Homeroom	8:00 - 8:05	3rd Period	9:55 - 10:42	6th Period	12:54 - 1:41
1st Period	8:05 - 8:52	4th Period	10:44 - 11:31	7th Period	1:43 - 2:30

Please do not allow your child to miss school or leave school early unless it is absolutely necessary. If your child must leave school early, they will be held responsible for the completion of any and all assignments. Make arrangements to pick the student up between classes or during break. **If severe weather conditions make it necessary to close school, we will try to notify students before dismissing school or have it announced on the 11:00 PM news on local Savannah, GA, television and radio stations.** Sometimes the decision to close school must be made the next morning. This decision will be made ASAP and with the most accurate information available. Please do not call school officials. Check the school web site ([thomasheyward.org](http://thomasheyward.org)) and our social media posts.

### REQUIREMENTS FOR GRADUATION

A minimum of 24 units are required for graduation with a College Prep Diploma as follows:

English	4 units
Mathematics	4 units
Laboratory Science	3 units
Computer Science	1 unit
Social Studies	3 units (Students must take US History & Economics/Government.)
Foreign Language	2 units (Some colleges require 3 units.)
Fine Arts	1 unit
Physical Education	1 unit (Participation in 2 seasons of a varsity sport may be considered for PE unit credit.)
Electives	5 units

High school credits and GPA calculations begin in the 8<sup>th</sup> grade. Seniors must pass Government (1/2 unit) and Economics (1/2 unit). Failure to pass either course will result in that student **not** meeting graduation requirements. Seniors who are dual enrollment students must be enrolled in and attend classes for credit at Thomas Heyward Academy as approved by a Thomas Heyward Academy Administrator. A student at THA must have amassed at least 9 units to be classified as a Sophomore, at least 14 units to be classified as a Junior, and at least 19 units of credit to be officially classified as a Senior. White honor cords will be given to all seniors with a GPA of 3.5 or higher in recognition of their academic achievement to be worn at graduation and baccalaureate services. Beta Club patches will be added to applicable graduate's stoles. The Valedictorian and Salutatorian will be students with the highest and second highest GPA. They must attend two full years of high school at THA, one must be their senior year. Only courses taken during the regular school year, August - May, will be factored into determining the Valedictorian and Salutatorian at the end of their senior year. The Head of School will determine the Valedictorian and Salutatorian should a conflict arise. Graduation marshals will be chosen by grade level and GPA for the current school year. THA Lifer Awards will be given to seniors who have attended Thomas Heyward Academy from the start of K4. No awards, medals, ribbons, etc., may be worn at graduation without the Head of School's approval.

It is recommended that all Sophomores take the SAT or ACT by the end of their Sophomore year. It is **required** that all Juniors take the SAT or ACT by the end of their Junior year. Senior transfer students must have a SAT or an ACT on file before graduation. Seniors are required to apply to at least one college prior to graduation.

Dual Enrollment Classes for Juniors and Seniors: Students taking classes at TCL or USC-B for college and high school credit, need to be aware of the following: A) Students must have a 3.5 or higher cumulative GPA to enroll in

dual enrollment classes unless otherwise approved by the Administration. B) All grades will appear on a student's final transcript. C) Remember, while most colleges and universities accept these credits, some will not! Please have the guidance office verify this for you. D) All dual credit courses must be approved by the THA Guidance Department in order to receive credit on student's high school transcript. E) Should you have any questions concerning the dual enrollment classes, please check with the guidance department now ---- not at year's end! F). TCL and USC-B only communicate final grades to THA. It is the student's responsibility to communicate with the professor for any and all assignments and grades. Dropping classes or not completing requirements are subject to disciplinary action as determined by the THA Administration.

### **CLASS RANKING POLICY**

Thomas Heyward Academy follows the South Carolina Uniform Grading Policy (SCUGP). The SCUGP is utilized for each course that earns a Carnegie unit. The SCUGP includes weighted grades for honor, advanced placement, and dual enrollment courses. THE SCUGP is used to calculate the grade point average (GPA) for each course that receives a Carnegie unit credit. Class rank is determined using the student's cumulative GPA, with students arranged from highest grade point average report with at least two decimal places and may not be rounded up. The class rank is calculated at the end of each year in grades eight through eleven and at the end of each semester for grade twelve. Class ranking is used to determine graduation marshals, honor graduates, etc. Class rank includes all students that attended Thomas Heyward Academy during the school year.

### **2021/2022 GRADING SYSTEM FOR GRADES 2 - 12**

<b>A</b>	<b>=</b>	<b>90</b>	<b>-</b>	<b>100</b>
<b>B</b>	<b>=</b>	<b>80</b>	<b>-</b>	<b>89</b>
<b>C</b>	<b>=</b>	<b>70</b>	<b>-</b>	<b>79</b>
<b>D</b>	<b>=</b>	<b>60</b>	<b>-</b>	<b>69</b>
<b>F</b>	<b>=</b>	<b>Below</b>		<b>60</b>

**THA HEADMASTER'S LIST:** A student must have A's in every subject.

**HONOR ROLL:** A student must have a B or above in every subject.

**EXEMPTION: ONLY** Seniors may exempt the 1st semester exams. In order to exempt second semester exams, a student in grades 7 - 12 must have a 90 average or above for the second semester **or** the year. This is for the 2nd semester exams only. Do not schedule trips or family vacations during exam days. The only excuses allowed will be emergencies and illnesses as determined by the Head of School or Administration.

\*\*\*Exam exemptions may be revoked for any student, including seniors, due to excessive unexcused absences and/or unexcused early dismissal. Students with 8 or more unexcused absences and/or unexcused early dismissals, per semester, will lose the privilege of exempting all exams for that semester.

### **ACADEMIC RULES AND REGULATIONS**

1. The Thomas Heyward Academy (THA) Administration is authorized to request recognized aptitude, learning, and other tests to be performed by licensed psychologists or psychiatrists for certain students, if they are deemed necessary. The school shall receive a copy of the test results. If a parent refuses to have such requested tests made, the child will not be accepted at the Academy or allowed to remain if he/she is enrolled. The parents must give the results to the school administration.
2. Missed tests due to absences will be made up within 3 days at the discretion of the teacher. Students who are late to school or leave early and miss an assigned test, must take the test at the discretion of the teacher. **A doctor's excuse may be required by Administration prior to making up assignments.**
3. Teachers will offer 2 or more tutoring sessions a week. Students must make arrangements with their teachers. The teachers make the final decision whether or not to tutor. Students must schedule tutorial times in advance. Tutoring does not replace effort, preparation, or attention in the classroom.
4. Summer school or tutoring for grades 8 - 12 must be approved by the THA Administration and may or may not be available.
5. Administration must approve all online or summer school courses taken for academic credit. Students will not be allowed to graduate early or finish ahead of their class. Students may go to summer school to catch up with their original class at the discretion of the Head of School. Summer courses may also be taken for enrichment, but enrichment courses may not replace core courses and will not be calculated in their GPA.
6. Any student found cheating or plagiarizing may be suspended. Second offense may result in expulsion. An assignment grade of F may be given to any student guilty of cheating, as decided by Head of School.
7. Student progress reports will be issued quarterly to students. The student is responsible for taking them home and making certain their parents see the reports. Reports have to be signed by parents and returned within 3 days. Students will receive only one warning. Student grades may be viewed

- on-line at any time on the on-line grade book.
8. Students must pay for lost or damaged books before they are issued new or replacement books. The Administration will determine the amount to be paid for lost or damaged books.
  9. At any time during the due diligence phase of the evaluation of student applications during the THA enrollment process, it is determined that a potential student or applicant has been previously diagnosed as a "learning disabled student" or as a "special needs student", whose needs cannot be met by the THA faculty and physical facilities, then and in that event, the Administration shall have the right to either a) conditionally admit the student under probationary status with specified conditions, objectives and goals, or b) to reject the student's application, whichever shall be deemed at the time to be in the child's best interest. In the event that a student is enrolled at Thomas Heyward Academy and it is determined that the student is a "learning disabled student" or a "special needs student" who is having difficulty with the regular THA curriculum, then and in that event, the Administration shall have the right to either allow the student to continue enrollment at THA or the Administration shall have the right to terminate the student immediately or at year end, whichever shall be determined by the THA Administration to be in the child's or the Academy's best interests.
  10. Students must have a B or better in every subject, to become a member of the Middle School or Upper School Beta Club. Inductions occur in the fall semester based on the previous spring semester at THA. To maintain membership, students must have a B or better in each subject.
  11. White honor cords will be given to all seniors with a GPA of 3.5 or higher in recognition of their academic achievement to be worn at graduation and baccalaureate services.
  12. Community Service Requirements: Grades 8-11 must have a minimum of 5 service hours (at least half by the end of the first semester). Seniors must have a minimum of 10 service hours (at least half by the end of the first semester and the remainder by the end of March).

### **ATTENDANCE POLICY**

1. Upper School (Gr. 8 - 12): After 5 unexcused absences, the student may be required to attend additional school sessions. Additional fees may be added. Absences are excused with a doctor's note. Poor attendance affects academic progress and can reduce a student's capacity to meet grade level or course expectations. Students not attending school regularly or excessively tardy may be dismissed from the Academy or **may be required to repeat that course**, at the discretion of the school's Administration.
2. Tardy Policy for Upper School (Gr. 8-12): Tardies may result in detentions. See page 18 for the lower school tardy policy.
3. Students will not be allowed to leave during school hours without the permission of the Administration or office staff. Students leaving school without permission may be suspended. A student must attend at least half of the school day to be counted present for the day and eligible for afternoon sports and extra-curricular activities. Students absent, leaving early, or arriving late to school on the day of an athletic event without a legitimate excuse will not be allowed to participate in the athletic event. Students leaving school due to illness may not participate in any school activity later in the day or that night, unless approved by the Head of School or Athletic Director.

### **BEHAVIOR & CONDUCT**

1. Teachers are trained and instructed to manage their classrooms in a professional manner. Classroom teachers are permitted to assign recess detention, break detention, silent lunch, etc. when necessary. If/when a student's behavior requires further attention, the child will receive a referral and be sent to Administration. Administration will assign appropriate punishment for the infraction. The number of infractions accumulated will be taken into consideration while assigning punishment. When necessary, a student will be placed on formal probation and/or dismissed from the Academy.
2. The Academy will not accept students who are married, pregnant, have aborted a pregnancy, or who have fathered a child. If any student should get married, become pregnant, abort a pregnancy, or father a child during the school term, he or she will be immediately dropped from the rolls of the Academy.
3. A student, faculty member, or staff member who is diagnosed as having any communicable disease or illness which may be contagious, harmful, and/or fatal to other students and faculty may be dismissed from THA. Each case shall be handled separately and the joint decision of the school Administration, a medical consultant and the THA Board of Directors shall make a decision. The school reserves the right to require a medical evaluation of any student, faculty, or staff member.
4. The schoolhouse and grounds are not places for public displays of affection between any students at any time. Appropriate disciplinary action will be taken by the Administration.
5. The Administration reserves the right to randomly search lockers, pocketbooks, book-bags, handbags, gym bags, vehicles, cell phones, and any other personal property of, or within control of, any student which is brought upon the school campus, and may in addition to the above, conduct reasonable body searches of

individual students if it is deemed necessary for the protection of other students or for the general welfare of the Academy. The goal of this provision is to prevent the usage, transport or possessing and/or distribution of alcohol, tobacco products, vape devices or products, drugs, drug paraphernalia, rolling papers, pipes, contraband, firearms, ammunition, explosives, weapons, and any other controlled substances or harmful substances or devices at/or to school, the primary reason being the provision of a safe and wholesome, bully-free school environment. By the enrolling parent's signature and by the child's signature on the attached **MEMORANDUM OF UNDERSTANDING AND ACCEPTANCE OF TERMS OF ADMISSION INTO THOMAS HEYWARD ACADEMY**, they acknowledge and agree to willingly consent to such random searches by the Administration of Thomas Heyward Academy. Any criminal violations of the law may be reported to local and state law enforcement.

6. Any student found to have defaced, damaged or injured in any way, any building, furniture, appliance or anything or part of this Academy's real or personal property, or who shall have been found to have defaced, damaged or injured the property of any faculty member, school employee, or any student, shall first pay for the defacing, damage or injury, and the student thereafter may be suspended or expelled from school at the Administration's discretion. Such violations may be reported to local or state law enforcement.
7. Nothing may be placed on the outside of the lockers.
8. Thomas Heyward Academy is an alcohol free, drug free, weapon free, firearm free and crime free environment. Any student who intentionally and knowingly uses, consumes, possesses, or transports, to or from Thomas Heyward Academy, any alcohol, drugs, drug paraphernalia, rolling papers, pipes, contraband, firearms, ammunition, explosives, weapons, and any other controlled substances or harmful substances or harmful devices, may be immediately expelled from THA for the balance of the school year. This shall include ball games, special events at the school, school sponsored trips and any other activity in which the school is involved. The primary reason being the provision of a safe and wholesome school environment. Violations of criminal laws may be reported to local and state law enforcement. Random drug tests may be required at the student's expense.
9. Thomas Heyward Academy is a tobacco free campus and as such any student found to be in the possession and/or use of tobacco on campus for any reason may be suspended for a first offense and expelled for any subsequent offense.
10. Chewing gum shall not be allowed at Thomas Heyward Academy.
11. Most instructors allow students to have bottled water in class. **Only clear plastic water bottles are allowed.**
12. All students must immediately and civilly obey any instruction received from the Administration, Head of School, teacher, or any other school authority. Failure to do so may result in suspension or possible expulsion.
13. Suspensions may be in-school suspensions or out-of-school suspensions at the Administration's sole discretion. Out of school suspension will result in a grade of no higher than a 59 for any graded material due that day.
14. The Academy will assign detention for handbook violations. Detention will be assigned at the discretion of the Administration and may include cleaning duty. A fee may be charged to cover the cost of supervision.
15. Cellular phones or other electronics may be brought upon campus at your own risk. These items should be used only during permitted times and areas. Students shall not use them except as allowed by the administration, unless an emergency arises requiring the use of a phone. A cell phone shall not be used for dismissal purposes to call to get permission for a student's early dismissal. The Administration determines what technology will be allowed on campus and is not responsible for loss or damage to such devices. Consequences for not following cell phone policy: The phone will be taken for a minimum of the duration of the day. The Administration has the right to take away cell phone privileges as a consequence for **any** handbook violations. Students in grades 7 and below are required to turn in their phones to their teacher at the beginning of the school day. Students in Grades 8-12 are permitted to have phones on their person, while understanding punishment will be issued for unauthorized use.
16. **Off-Campus Misuse of Internet Sites, Blogs, Social Media, and Other Electronic Communication:**  
If the school discovers sites or posts that involve the school community, the Administration will review the site and decide upon an appropriate course of action. All cases will be reviewed on their own merits. The most serious situations prohibited by school rules include, but are not limited to:
  - Students should make complaints through official school channels rather than posting them on social media sites.
  - Students should not post malicious or fictitious comments on social media sites about the school or any member of the school community.
  - Abusive or profane language directed toward others.
  - Implied or direct threats to the well-being of others.
  - The false use of someone's identity, particularly another member of the school community.
  - Unauthorized digital or video recordings.
  - **Negative and/or aggressive electronic communication or social media posts by students or parents may lead to student disenrollment.**

Students should know that Internet sites, and social media are not private property and that their words and actions at these sites are part of public record. While we do not monitor off campus internet use, we do find that there are times that off campus use impacts the school community. The school reserves the right to protect itself and its members by disciplining students who misuse technology and affect the communal well-being of the school. The school further urges students and parents to become familiar with both the advantages and potential misuse of digital technology.

17. Thomas Heyward Academy will not tolerate offensive remarks, racial slurs, offensive or derogatory words or acts, by any student against another, shall result in punishment at the discretion of the administration. Any "hate crimes" committed against any other student, faculty, or other person, at any time, may result in the immediate permanent expulsion of the offending student(s) and the reporting of the act(s) to local and state law enforcement.
18. Thomas Heyward Academy is a Gang-Free School. This school will not tolerate membership in, conduct regarding, promotion of, or participation in, any form of activity which is, or may be construed as, a "gang" or gang-related activity by the Administration.
19. **Bully Prevention Policy:** Thomas Heyward Academy does not tolerate bullying. Bullying emerges from power relationships among students, occurring when a student(s) with more power (for instance, physical strength, social skills or popularity, verbal skills) intimidates a person with less power. Further, the behavior is deliberate, hurtful, and often repeated (though a single instance may qualify as bullying). Because bullying may take a number of forms, this handbook does not seek to completely quantify all bullying behavior. However, specific kinds of bullying include, but are not limited to:
  - Verbal harassment/taunting or teasing
  - Physical intimidation
  - Deliberate hurting of another's feelings
  - Destruction or theft of another's property
  - Use of pictures, notes or photos to hurt another person
  - Use of electronic media like IM, text or chat to hurt another person
  - Deliberate and needless refusal to let another participate in an activity
  - Forcing another to do something he/she does not want to do
  - Any kind of hazing or unofficial initiation rites
  - Use of social power to exclude, taunt, tease or hurt another
  - If a parent or student is aware of bullying, he/she should report the behavior to a school administrator.

**Step 1:**

In response the school's first priority is stop the behavior. Because traditional "punishment only" discipline may actually worsen the situation, the school seeks to address the situations with a variety of approaches, including counseling, discipline and peer activities designed to sensitize students to bullying.

**Step 2:**

Meeting with parents, student, and administrator to address the specific nature of the bullying and develop a plan of action with consequences deemed appropriate.

**Step 3:**

Student-Parent meeting with the Head of School and Administrative team with the potential for dismissal from THA. Bullying that occurs on campus is the first priority of the school. However, due the nature of electronic media, the school may become involved in off campus behavior, though those situations will demand a more cautious course of action, particularly with respect to discipline.

20. **Harassment Policy:**

**Section I: Policy** - It is the policy of Thomas Heyward Academy and its Board of Directors to maintain a learning and working environment free from sexual harassment. It shall be a violation of this policy for any member of the school to harass another staff member or student through conduct or communications of a sexual nature as defined in Section II. It shall also be a violation of this policy for students to harass other students through conduct or communication of a sexual nature.

**Section II: Definition** - Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student, when made by any student to another student, or when made by any student to a staff member when:

- Submission to such conduct is either explicitly or implicitly a term or condition of an individual's employment or education.
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.

Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.

Sexual harassment, as set forth above may include, but is not limited to the following:

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demanding implications
- Unwelcome contact
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

**Section III: Procedures** - Any person who alleges sexual harassment by any staff member or student in the school should file a grievance with the Head of School. The right to confidentiality, both of the complainant and of the accused, will be respected. This right will be consistent with the school's legal obligations, with the necessity to investigate allegations of misconduct, and to take corrective action when this conduct has occurred.

**Section IV: Sanctions** - A substantiated charge against a staff member in the school shall subject such staff member to disciplinary action, including discharge. A substantiated charge against a student shall subject that student to disciplinary action including suspension or expulsion. Any intentionally false charge against either a staff member or a student will result in disciplinary action being applied to the initiator to the fullest extent of the law and school policy.

**Section V: Notification** - Notice of this policy will be available in the student and employee handbooks.

21. Students in Grades 5 -12 are not allowed in the elementary school unless approved by the Administration.  
Students in Grades 8 - 12 are not allowed in the middle school unless approved by the Administration.

22. **Political Intervention Policy:**

- Thomas Heyward Academy will not endorse or oppose either directly or indirectly any candidate for public office.
- Thomas Heyward Academy will not donate or contribute to a candidate's campaign.
- Thomas Heyward Academy will not participate or engage in political fundraising events or otherwise.
- Thomas Heyward Academy will not solicit contributions to a candidate's campaign.
- Thomas Heyward Academy will not distribute statements for or against a particular candidate.
- Thomas Heyward Academy will not engage in any other activity that may favor or oppose a candidate.

23. **Driving Policy:**

- Student drivers are expected to follow all laws and drive with care.
- Violations and/or irresponsible driving may result in loss of driving/parking privileges.

24. **PLEASE TAKE NOTICE: As a condition, rule and policy of being accepted into Thomas Heyward Academy whether as a new student or as a re-enrolling student, or to continue to be enrolled at Thomas Heyward Academy during any school year, the parent(s) and student, are hereby given notice, and agree to the rule that any on-campus conduct or off-campus conduct, which negatively affects the image, reputation and good name of Thomas Heyward Academy, shall be dealt with severely, including, but not limited to, permanent expulsion. The offending acts and punishment shall be at the sole discretion of the Administration. The offending acts shall include any acts which are crimes, offenses, civil wrongs, acts against persons or property, acts of moral turpitude, acts showing a lack of conscience, and/or any other conduct or act which reflects negatively upon this Academy and the student body, in the sole opinion of the Administration. This shall include any such conduct or act, whether committed on campus or not, whether criminal charges or civil complaints are brought or not, and whether or not the student is later convicted or later exonerated.**

### CLASSES & FUND RAISING

1. No fund-raising project will be undertaken on behalf of the Academy without the approval of the Head of School.
2. The Junior and Senior classes are the only classes allowed to raise money. Sponsors are to present a statement, to be approved by the Head of School or Business Manager. All fund-raising projects must be curtailed when the goal is reached. Any surplus money held by the Senior class at the end of the year will be left to the school. Funds solicited for school functions must be used for that purpose only. Surplus Junior class funds will be carried over to their Senior account. All money raised by the Senior class belongs to the school and no refunds are given unless approved by the Board.
3. The Senior class trip will be taken upon approval of the Board and the Head of School. The trip must be taken before diplomas are issued. The Board must approve chaperones for the trip. Seniors who fail to meet expectations for fundraising, lunchroom duty, attendance, or behavior may be excluded from the trip. Seniors not graduating will not be allowed to make the senior trip or participate in the Commencement Exercises. Senior Advisor(s) will be responsible for notifying parents and students in danger of not making the senior trip. Senior dues will be charged as needed. No dues or funds will be refunded for any reason, including but not limited to athletic events, illness, etc.

4. All class projects are to be supervised by an adult. All money is to be deposited in class accounts. Bills and invoices must be made out to the proper class, not to THA.
5. Students will not be allowed out of class to run the lunchroom. Sponsors will deal with special situations, subject to the classroom teacher's approval.
6. The Yearbook Staff is required to sell ads for the yearbook and candid snapshots. The Yearbook Sponsor must submit a final budget report to the Business Manager at the end of school.
7. Class trips and overnight trips may be taken with the consent of the Head of School provided the Academy is not held liable. Students must dress in accordance with the THA dress code or pre-approved attire and behave properly.

### SPORTS

1. Misconduct at athletic events will not be tolerated. Anyone creating a disturbance will be asked to leave.
2. All participants in athletic events should go as a group and return as a group. The exceptions will be students who go and return with parents or have written permission from their parents to travel another way.
3. Students absent, leaving early, or arriving late to school on the day of an athletic event without a legitimate excuse will not be allowed to participate in the athletic event. Students leaving school due to illness may not participate in any school activity later in the day or that night, unless approved by the Head of School or Athletic Director.
4. Students at football games are not allowed to play under the bleachers. Students playing on the school playground must be supervised by an adult.
5. Adults and children are reminded to stay at least fifteen yards from the sidelines of the field.
6. The Board approves the printing of a football program as a project for the Booster Club. The front and back covers are up for bid to anyone associated with the school. Ads may be sold.
7. Basic purchases for the athletic program for the school shall be through the Athletic Director. All orders and bills must be approved by the Business Manager.
8. Thomas Heyward Academy follows the SCISA rules on academic eligibility for sports participation. "A student in grades 9 - 12 must take and pass at least four (4), one unit CORE Courses or any five (5) one unit courses, each grading period (6/9/12 week) or semester to be eligible. Students below the 9<sup>th</sup> grade must pass four (4) subjects each grading period/semester. A senior who has met or is meeting all requirements for graduation must pass four (4), one-credit courses each marking period/semester. Note: *A student must have earned a minimum of 4 core units or any 5 units of credit to be declared eligible at the start of a school year (the student must also be in compliance with all other eligibility standards).*"
9. The Coach of each sport decides who makes the team and how much that student participates.
10. Should any parent have a question or concern about athletics at the Academy, make an appointment with the coach of that sport to discuss the problem. The Athletic Director will meet with the parties if it is not resolved.
11. Students declared academically ineligible, expelled, dismissed from the team, or who quit will not be given any awards for participation, (i.e., letters, trophies, etc.).
12. Students with behavior infractions may be held out of practices and or games as determined by the Administration.
13. It is the responsibility of the student to confer with teachers prior to early dismissal from school in order to participate in athletic events. Any assignments for that day must be obtained and any tests scheduled for that day must be taken at the discretion of the teacher.
14. Athletes late to school the day after a game will be considered tardy and subject to detention. They will also be counted absent in individual classes, unless excused by the Administration or Athletic Director.
15. No parents or other persons may be on the sidelines during athletic contests except coaches and authorized personnel.
16. Do not schedule vacations or other trips once your child makes a team and practice begins, unless it is absolutely necessary. This can result in discipline by the coach to include, but not limited to running laps, etc. Not being at practice with your team hurts preparation, team chemistry, and morale.

### SCHOOL ACTIVITIES

1. All school activities shall be chaperoned by responsible adults.
2. Trips, dances, etc., must be properly chaperoned. In the event the gym is used, it must be cleaned up. Proper dress according to the school dress code or preapproved attire shall apply to all trips, dances, awards programs, etc.
3. Rules for high school dances:
  - Must be a THA student or invited guest (whoever invites guest will be held responsible for his/her conduct). Guests must be approved by the lead chaperon and/or Head of School.
  - Security must be provided. This is the sponsor's responsibility.

- Grades 8 through 12 only may attend. Lower School and Middle School students may attend special dances with the Head of School's approval.
  - Junior Senior Prom may be attended by students in Grades 9 - 12 and approved guests. Prom guidelines must be followed by all students and approved guests.
  - No alcoholic beverages, drugs, etc., on the premises, inside or outside.
4. THA tables and chairs will not be loaned out for any reason. Other equipment may be loaned at the discretion of the Head of School.
  5. Students selected as Homecoming Queen, Miss THA, Junior Miss THA, Little Miss THA, Wee Miss THA, or Little Miss Elementary must be enrolled at the time of selection and cannot compete for the title again.
  6. No signs, petitions, etc., may be placed on or brought into any part of the Academy or school property without the approval of the Administration. No unauthorized gathering of students for any purpose other than normal school functions are permitted.
  7. Sunday activities must be approved by the Athletic Director or Head of School and will be optional for student athletes.

### **SCHOOL OFFICE**

1. Every effort will be made to contact the parents if a student is injured or becomes ill. If contact cannot be made; the student will be taken to the nearest health care facility. Should this procedure not be satisfactory, the parents must notify the school in writing and propose an alternative plan.
2. The school office is for the purpose of conducting the business of THA. Please do not ask to make personal telephone calls. No student can be excused from school except through the main office. Students may not use the phone in the guidance or coach's office.
3. Please do not ask staff members to open the school for students to get books or articles left at school.
4. **Prescription and over the counter medications for all students must be turned in to the front office.** Prescription medications must be in a properly labeled pharmacy container only. Over the counter medications must be in the original container/packaging. All medications must be administered through the office.

### **THOMAS HEYWARD ACADEMY LOWER/MIDDLE SCHOOL GENERAL INFORMATION**

THA offers the following information to the parent body. We hope parents will take advantage of the suggestions and guidelines.

1. **MEDICATION:**  
**Prescription and over the counter medications for all students must be turned in to the front office.**  
 Prescription medications must be in a properly labeled pharmacy container only. Over the counter medications must be in the original container/packaging. All medications must be administered through the office.
2. **PHYSICAL EXAMINATIONS:**  
 A physician, optometrist, and a dentist should examine each child yearly. It is in the best interest of the child to correct any physical defects that can be corrected as soon as possible.
3. **HEALTH:**  
 It is so important that a child attend school daily, but it is also important that a **sick child stay at home.**
  - A. Children should be kept home when they show such symptoms as these: vomiting, diarrhea, skin rash or sores, pink eye, severe coughing, or fever over 100.4. Children diagnosed with or suspected of having the flu should not return to school until they have been fever free for 24 hours without Tylenol or ibuprofen. We need the cooperation of our parents in trying to prevent the spread of communicable diseases.
  - B. Lice are very contagious. If lice are discovered on a student, a parent must pick up the infected student immediately. Treatment and removal of **all** nits must be done before a student can return to school.
  - C. Young children should have 10-12 hours of sleep and older children eight hours. We are finding a number of children coming to school so sleepy that it is hard for them to do their work. Please cooperate with us by seeing that your child gets sufficient sleep.
  - D. Children should be dressed properly for the weather. Layers of clothing are best since the student can remove or add layers due to weather changes.
  - E. The most important meal of the day is breakfast. Please see that your child has breakfast or knows how to fix his/her own. A healthy child learns best.



4. **DRESS:**  
See dress code, pages 6 and 7.
5. **BOOKS:**  
All books are to be covered. Do not use contact paper. Please encourage your child to take care of the textbooks that have been entrusted to them. Students will be charged a fee or fine for textbook abuse at the end of the school year. If a new textbook is abused, the student must pay full price.
6. **CELL PHONES:**  
Students in grades K3 - 7 with cell phones must turn them off upon entering the school building and turn in to the homeroom teacher upon entering their homeroom class.
7. **PARTY INVITATIONS:** Party invitations may **not** be handed out at school unless given to all students in that grade level.

### **LOWER SCHOOL POLICIES AND GUIDELINES**

#### **ABSENCES:**

1. In the event of any absence, a note must be brought **from the doctor**. Without a written excuse it will be an unexcused absence which can affect their grades in Grades 5 - 7.
2. If a student is absent from school because of travel, the parent must notify the school in advance. By doing so, arrangements can be made to make up any work missed.
3. If a student leaves campus during the day for any reason, he/she must sign out in the main office. Upon return, he/she must sign in. The student is responsible for missed assignments. If early dismissal, please notify your teacher in advance.
4. Perfect attendance means a student attends every school day including field trip days and half days.
5. A student must attend school until 11:30 a.m. for the day to count as a full day.
6. A student can fail due to excessive absences.
7. Excessive unexcused absences and tardies will require a mandatory conference and development of a plan for improved school attendance. Poor attendance affects academic progress and can reduce a student's capacity to meet grade level or course expectations.

#### **TARDIES:**

If you arrive late, **please check in at the front** office before your child goes to class.

1. Habitual late arrival at school is inexcusable.
2. After the third tardy, parents will be contacted.

#### **DELIVERY AND PICK-UP BEFORE AND AFTER SCHOOL:**

1. Parents are not permitted to remain with their children after drop-off.
2. On the first day of school, preschool and kindergarten parents will leave their child in one classroom and then go across the hall to fill out forms and receive information if you missed orientation. All other parents need to drop their child off and leave as soon as possible.
3. Children sometimes cry when the parents leave. Please do not linger. This will allow your child to acclimate to their new surroundings. If crying becomes a severe problem, please have a conference with your child's teacher or Administrator.
4. Please pick-up your child no later than 2:45 p.m. Teachers have other duties after school and children left late can be a behavioral problem. Children left late must stay on the front porch and not wander around the school. Students not picked up by 2:45 p.m. will be placed in Rebel Overtime and charges will incur. Your child should know parents' names, specific addresses, and telephone numbers.
5. **Do not park or leave an unattended car in a pick-up lane or along any curb in the parking lot.**

#### **LEAVING SCHOOL EARLY AND CHANGE IN AFTERNOON RIDE ROUTINE:**

1. If your child leaves school early, a note must be sent to the teacher so the student will have all assignments and books ready. If this is not done, do not expect your child to leave until all assignments and books have been collected by your child. This is not the teacher's responsibility, but the student's and parent's responsibility. The student is responsible for the missed work the next day.
2. If there is a change in the afternoon ride routine, please inform the teacher beforehand. Children become scared and worried if they are not picked up as usual after school or if plans are confusing to them. A note to the teacher would be helpful concerning this matter.

### **ILLNESS AT SCHOOL:**

1. If a student becomes ill at school, a parent will be contacted. Since facilities do not permit extended care for the sick, parents are expected to make every effort to pick the student up as soon as possible.
2. It is imperative that a current phone number be on file in the office.
3. Please tell your child to see the front office if they feel ill. The front office will make an assessment and call you if your child needs to be dismissed.

### **OFFICE:**

1. The office is for school business only.
2. Students may come to the office only when permission to do so is given by a teacher or when arriving tardy to school.
3. Students may not use the phone for (1) parents to bring forgotten materials, etc. or (2) for parents to dismiss their child, unless officially told to do so.

### **DELIVERIES:**

1. Visitors must report to the main office when coming to the school.
2. Lunches, books and other items may be left in the office to be delivered to a student.
3. Please do not send flowers to school.

### **FIELD TRIPS:**

1. All chaperones must read and sign chaperone guidelines. They must also have on file a Motor Vehicle Report from the DMV in the front office.
2. All children must use a seat belt.
3. **No extra children or adults may go on a field trip.**
4. Convertibles cannot be used on a field trip.
5. For liability purposes, no one can deviate from the planned field trip with a side trip of any kind that is not stated on the field trip form.
6. Inappropriate media material may not be used in vehicles transporting children.
7. Children must ride with their class on the field trip.
8. All children must ride with an assigned chaperone.
9. If a student's behavior is inappropriate, they may not be allowed to go on another trip.
10. If you are participating in a field trip, as a driver or rider, park in the most appropriate and safe place for the students.

## **ACADEMIC PROCEDURES**

### **HOMEWORK:**

1. The purpose of homework is to reinforce the day's lessons and to teach organizational skills. Our guideline for homework is listed below. If your child's homework greatly exceeds this recommended amount of time, please schedule a conference with your child's teacher. She will work with you to clarify expectations, suggest a plan for improved time management, etc.

K3 - 1st	10 minutes	5 <sup>th</sup>	50 minutes
2 <sup>nd</sup>	20 minutes	6 <sup>th</sup>	60 minutes
3 <sup>rd</sup>	30 minutes	7 <sup>th</sup>	70 minutes
4 <sup>th</sup>	40 minutes		

This does not include reading time! We believe that reading is a pleasure and should always be a part of your daily routine.

2. Each student is responsible for his/her work, not the parent. It is up to the parents to encourage and support their child, provide the atmosphere conducive for doing homework, and emphasize that the child must be responsible and do their best work.
3. Homework must be completed showing effort to the best of a student's ability. ("I can't do this" shows no effort.)
4. Homework due dates will be established by the classroom teacher.
5. What constitutes a missed assignment:
  - A. Work left at home, in another classroom, or locker.
  - B. Papers not signed by parents and returned promptly (includes progress reports, report cards and assignment pads).
  - C. Work that cannot be found when it is to be handed into a teacher.
6. If a student regularly does not have their homework, parents will be notified, and a conference will be arranged. Each teacher has a homework policy which will be explained in a letter home at the beginning of the school year.

### **MAKE-UP OF MISSED WORK OR TEST:**

1. **Make-up of missed work is the responsibility of the student.**
2. All work missed due to a single absence must be made up within two days of the students return to school.
3. If a student is absent the **day of an assigned test**, they will take **the test the day of their return**.
4. All work missed due to absence of two or more days must be made up within 4 days, unless the teacher extends the time due to extenuating circumstances.

### **PROGRESS REPORTS:**

1. All students will receive a progress report.
2. Student progress reports will be issued quarterly. The student is responsible for taking them home and making certain their parents see and sign the reports.

### **REPORT CARDS:**

1. Please read the report card carefully, sign it on the envelope, and return to school.
2. The card is very informative concerning your child's academic and social progress.
3. If you have concerns about the report, call and make a parent conference.

### **PARENT CONFERENCES:**

Appointments can be made for a conference with a teacher by calling the school (843-726-3673), writing a note to your child's teacher, or emailing the teacher or school if you feel there is a need. Teachers are instructed not to hold impromptu conferences. At times, teachers call a conference for academic/behavior problems. We feel these are a must since we are trying to help your child be successful in school and are looking for positive ways to do this.

### **BEHAVIOR**

Teachers are trained and instructed to manage their classrooms in a professional manner. Classroom teachers are permitted to assign recess detention, break detention, silent lunch, etc. when necessary. If/when a student's behavior requires further attention, the child will receive a referral and sent to Administration. Administration will assign appropriate punishment for the infraction. The number of infractions accumulated will be taken into consideration while assigning punishment. When necessary, a student will be placed on formal probation and/or dismissed from the Academy.

### **GUIDELINES FOR THOMAS HEYWARD ACADEMY PARENTS** **2021 - 2022**

Thomas Heyward Academy takes great pride in being a family-oriented school. Our parents and students are some the hardest working, giving, and most caring people that can be found anywhere. Our parents play a vital role in making THA the best it can be.

In order for your children to have the best possible experience at THA, parents should follow the guidelines below:

- **Be proactive in your child's education.**
- **Support and communicate with the teachers, faculty and administration.**
- **Follow up with behavior and academic concerns.**
- **Stress the importance of school – being on time, putting forth their best effort, getting enough sleep, coming to school prepared, etc.**
- **Check to make sure that they come to school in uniform (see dress code, pages 6 & 7).**
- **Academics first - homework, studying, special projects, etc.**
- **Encourage your children to give their all to their athletic teams - after all it is TEAM WORK. Even if your children do not participate in athletics, come out and support the students that do participate.**
- **Attend special programs whenever possible.**

- **Volunteer, volunteer, volunteer - PTO, Booster Club, Spring Gala, Sales - and don't forget: Even if your child/children are not in elementary school anymore, that does not mean they do not need your support and participation in school activities, fund raising, etc.**
- **Be the cheerleaders in our community and surrounding communities. Share the good news about our school - social media, word of mouth, etc. Help us build enrollment.**
- **Bring concerns and ideas to teachers and administrators.**
- **Social Media Matters! Parents should not post negative or harmful comments about the school or any member of the THA family on any social media or public sites. If Thomas Heyward Academy Administration determines that any student or a member of the student's family has negatively affected the climate of the school through negative or harmful comments or posts, the Academy has the right to dismiss the enrolled family members.**
- **Support fund raising efforts. This helps us keep tuition cost down.**

## *#THA Rebel Pride*

### THOMAS HEYWARD ACADEMY POLICY STATEMENT REGARDING COMMUNICABLE DISEASES, INCLUDING COVID 19

In consideration of a student, being admitted into Thomas Heyward Academy, and in further consideration of allowing the student to be enrolled in and attend Thomas Heyward Academy, and for the student to attend and participate in school-related events and any activities connected with the school, the undersigned Parents and Student, understand, acknowledge, appreciate and agree to the Academy's Policy Statement Regarding Communicable Diseases, including COVID 19, as follows:

1. I/We as student, and parents, understand that enrollment and attendance at Thomas Heyward Academy includes the possible exposure to, and illness from, various infectious communicable diseases, now known to science, and which may appear in the future, including, but not limited to, potentially fatal diseases such as: MRSA (Staff Infection), influenza, and COVID 19.
2. I/We, as student and as parent(s) of the student attending Thomas Heyward Academy hereby knowingly and freely assume all such risks of exposure and illness, at the school and at any school function, both known and unknown, now and in the future, even if arising from any alleged negligence of Thomas Heyward Academy or others.
3. I/We, as parents of the student, do assume full responsibility for my/my child's enrollment and attendance at Thomas Heyward Academy and for his/her safety from infection by communicable infectious diseases arising out of his/her attendance at school and participation in any school sponsored activities.
4. I/We, as parents of the student, hereby agree and promise that I will notify the school immediately and I will NOT send my child to school in the event that I learn or reasonably suspect that my child has been exposed to any person with a communicable infectious disease, requiring testing or quarantine, even if my child does not display any outward signs or symptoms of infection.
5. I/We, as parents of the student, also hereby agree and promise that I/We will NOT send the student to school if I know, or by the exercise of reasonable diligence and due care should know (for example by the child having fever, cough, sore throat, etc.) that my child may have contracted and be carrying a communicable infectious disease capable of infecting others.
6. I/We, Parents and Student, hereby willingly agree to comply with all safety protocol established and required by Thomas Heyward Academy, such as: use of face masks, social distancing, use of hand sanitizer, hand-washing requirements, and all other reasonable protective measures as may be recommended by health care officials or recommended or required by state or federal governmental agencies, and adopted by the Academy. That such compliance by parent and student is considered a part of the terms and conditions for enrollment for the protection of students, parents, and others against communicable infectious diseases.

7. I/We, as Parents and Students, willingly agree that if, at any time, I am present at Thomas Heyward Academy or at a school function of Thomas Heyward Academy, at any place and time, and I observe any unusual, dangerous, or significant hazardous activities by any student or adult, or if I observe any disregard of the Academy's infectious disease safety precautions, I will immediately remove myself from the location of such, and I will bring such activity to the attention of an official of Thomas Heyward Academy.
8. I/We, as Parents and Students, for myself, and on behalf of my heirs, assigns, personal representatives, and next of kin, do hereby release and agree to defend, indemnify and hold harmless, to the fullest extent allowed by law, Thomas Heyward Academy and all employees of Thomas Heyward Academy, and all officers, officials, agents, board members, other students, participants, sponsoring agencies, individual sponsors, advisors, and if applicable, any owners and lessors of premises used to conduct any events, with respect to any and all illness, disability, death, or loss or damage to person or property, whether arising from the alleged negligence of the above described released persons/organizations.
9. I/We, as Parents and Students, fully understand that I/We have the right to consult with my child's physician before admission into Thomas Heyward Academy regarding the precautions used by the Academy, and that I/We should direct any questions regarding those precautions to the admissions staff of the Academy that I/We may have before enrolling into Thomas Heyward Academy, concerning the terms and conditions of the Academy's ***Policy Statement Regarding Communicable Diseases Including COVID 19***, I/We understand and agree that I/We may give up substantial rights by ratifying this Policy, however, I/We hereby agree to this Policy freely and voluntarily, without any inducement, other than stated above.
10. As Parent or Guardian of the above student, with legal responsibility for this student, the said Parent or Guardian certifies that he/she has read and explained the provisions of this ***Policy Statement Regarding Communicable Diseases Including COVID 19*** to my child/ward, including explaining the risks of his/her presence and attendance at Thomas Heyward Academy and all school activities, and the student's personal responsibilities for adhering strictly to the rules and regulations established by Thomas Heyward Academy, for protection against contracting communicable infectious diseases, including COVID 19.
11. As Parent or Guardian of the student, I/We hereby further verify that I have explained this ***Policy Statement Regarding Communicable Diseases Including COVID 19*** to my spouse/the child's other parent and verify that my child/ward, and any non-signing parent understands and accepts these risks and these responsibilities. I agree on behalf of the student, myself, my spouse, and/or for my child's other parent, do hereby release and agree to indemnify and hold harmless Thomas Heyward Academy and all other persons, organizations or entities named or unnamed, as to any and all liability for injury or death incident to my child's/ward's presence or participation in any such school activities as provided above.

**Please read the entire handbook paying close attention. Go over the handbook with your child/children. Pages 22, 23, and 24 will be sent home with students at the beginning of the school year to be completed and returned to their homeroom teachers no later than Monday, August 23, 2021. Students that do not return all forms completed and on time will not be allowed use of the library or any school computers, receive medications, etc., or return to school on Tuesday, August 24, 2021. Thank you for taking the time and completing all forms as soon as possible.**

**THOMAS HEYWARD ACADEMY SCHOOL AND LIBRARY COMPUTER/INTERNET  
and PHOTO RELEASE/E-MAIL REGISTRATION AND USE AGREEMENT  
2021 - 2022**

**All users** of the Thomas Heyward Academy computers who have **completed this agreement** and **signed it** may have access to the computer equipment provided by the school.

In keeping with the advances in information technology, THA provides access to the Internet. THA has attempted every avenue to maintain a safe Internet environment and allow students the ability to use the equipment.

There are limitations on the amount of time a person can use the workstations within the school. This will make the workstations more accessible to all potential users.

- Computer workstation use is limited to one person per computer unless approved by faculty member.
- Computer workstation sessions have a time limit of 15 minutes, unless approved for additional time.

**Users May Not:**

- Attempt to install software; alter, delete, or add to computer files/setting/configurations in any way; store files on hard-drives or deliberately crash or hack any computer system on campus.
- Access the Internet to view obscene, pornographic, or illegal material.
- Gain unauthorized access to THA's network or computer systems, or to any other network or computer systems within THA. This includes attempting to bypass the "SONIC WALL" which is installed for student protection/safety.
- Make irresponsible use of any computing resources.
- Move, damage or attempt to damage computer equipment or software.
- Use any school computers for email, social networks, etc.
- Violate copyright laws or software licensing agreements.

**Photo Release and E-mail:**

To benefit Thomas Heyward Academy, brochures, promotional materials and website content are created and occasionally feature student photos, quotes, and artwork. I agree that Thomas Heyward Academy may use my child's name, photo and/or schoolwork in connections with its promotional and publicity materials. In the event you do not want your child's name, photo, quote or schoolwork used, you must inform the school in writing. The email address you provide will only be used for communication purposes and not released to the general public.

**VIOLATIONS WILL RESULT IN THE LOSS OF ACCESS AND ACTIVITIES WILL BE DEALT WITH SERIOUSLY.**

I, \_\_\_\_\_ have read the Thomas Heyward Academy  
(Parent/Guardian - Print your name)

Internet and Photo Release/E-mail registration Acceptable Use Agreement and accept the terms written. My child understands and accepts the responsibility for their activity within Thomas Heyward Academy during the use computers and will be responsible for any damages that occur. I agree that Thomas Heyward Academy may use my child's name, photo and/or schoolwork in connections with its promotional and publicity materials.

Signature of Student: \_\_\_\_\_

Signature of Parent/Legal Guardian: \_\_\_\_\_

Home E-Mail Address: \_\_\_\_\_  
(We will add you to our newsletters and e-mail blasts.)

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

Thomas Heyward Academy Acknowledgement/Authorization: \_\_\_\_\_

**MEMORANDUM OF UNDERSTANDING AND ACCEPTANCE OF TERMS OF ADMISSION INTO  
THOMAS HEYWARD ACADEMY  
2021 - 2022**

**WE, the undersigned, as enrolling/re-enrolling student and as applying/re-applying parent, by our signatures below, hereby state and declare that we have read and understand and accept all of the rules, regulations, policies, guidelines, stipulations, punishments, and consequences of enrollment into Thomas Heyward Academy, as relating to academics, attendance, behavior, conduct, dress code, classes, fund raising, sports, school activities, fees, tuition, behavior, and conduct outside the school setting, and all other matters generally applicable to the student/parent/school relationship, as outlined in the Thomas Heyward Academy Student Handbook.**

**We, the undersigned, take special notice of the following:**

**“ As a condition, rule and policy of being accepted into Thomas Heyward Academy whether as a new student or as a re-enrolling student, or to continue to be enrolled at Thomas Heyward Academy during any school year, the parent(s) and student, are hereby given notice and agree to the rule that any on-campus conduct or off-campus conduct, which negatively affects the image, reputation and good name of Thomas Heyward Academy, shall be dealt with severely, including, but not limited to, permanent expulsion. The offending acts and punishment shall be in the sole discretion of the Administration. The offending acts shall include any acts which are crimes, offenses, civil wrongs, acts against persons or property, acts of moral turpitude, acts showing a lack of conscience, and/or any other conduct or act which reflects negatively upon this Academy and the student body, at the sole opinion of the Administration. This shall include any such conduct or act, whether committed on campus or not, whether criminal charges or civil complaints are brought or not, and whether or not the student is later convicted or later exonerated.”**

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Signature of Parent/Legal Guardian**

\_\_\_\_\_  
**Administration Representative**

**Dated: \_\_\_\_\_, 2021 - 2022**

**At:     Ridgeland, South Carolina.**

**Thomas Heyward Academy**  
**Parent/Guardian Authorization for Student Medical/Emergency Information**  
**2021 - 2022**

**Student's Name** \_\_\_\_\_ **Grade & HR Teacher** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

In case of emergency, contact the persons below in the order listed:

Name and Relationship to Student:	Phone #: work, home, cell:
_____	_____
_____	_____
_____	_____

Student Insurance Verification:

Name of Health Insurer: _____	Policy #: _____
Expiration Date: _____	Student's Physician: _____
	Physician's Phone #: _____

**EMERGENCY INFORMATION AND MEDICAL TREATMENT CONSENT**

I, \_\_\_\_\_, the parent/guardian of, \_\_\_\_\_, recognize that as a result of participation in student activities, medical treatment on an emergency basis may be necessary and further recognize that school personnel may be unable to contact me for my consent for emergency medical care. I do hereby consent to in advance to such emergency care, including hospital care, as may be deemed necessary under the then circumstance.

Please provide the following information for your child's records:

Allergies to medications/foods/latex/insect stings/bites/other: \_\_\_\_\_  
\_\_\_\_\_

Chronic conditions (indicate medication & condition): \_\_\_\_\_

Relevant medical information (i.e., contact lens, seizures, heart conditions, asthma, any previous surgeries):  
\_\_\_\_\_

I give the school permission to share this information to protect the health or safety of my child or others.

It is the parent's responsibility to keep all information current throughout the school year. I give permission for my child to receive the following medications/treatment as deemed necessary by the front office:

**We do not provide over the counter medications for our K2, K3, and K4 students.**

- |                            |                                |
|----------------------------|--------------------------------|
| 1. Ibuprofen (Motrin)      | 5. Antibiotic Ointment         |
| 2. Neosporin               | 6. Orajel                      |
| 3. Tums                    | 7. Cough drops/Throat lozenges |
| 4. Acetaminophen (Tylenol) |                                |

**Prescription and over the counter medications for all students must be turned in to the front office.**

Prescription medications must be in a properly labeled pharmacy container only. Over the counter medications must be in the original container/packaging. All medications must be administered through the office.

Signature of Parent/Legal Guardian: \_\_\_\_\_ Date: \_\_\_\_\_