

Student/Parent Handbook

2023-2024



THOMAS HEYWARD ACADEMY

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Gateway to THA Director*

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Lower School Director (grades one through five)

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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.*

2023/2024 FACULTY AND STAFF

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Thomas Heyward Academy

*2023-2024 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
- School Office Closed

JUNE - 2023						
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DECEMBER - 2023						
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JANUARY - 2024						
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FEBRUARY - 2024						
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SEPTEMBER - 2023						
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MARCH - 2024						
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OCTOBER - 2023						
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APRIL - 2024						
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NOVEMBER - 2023						
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MAY - 2024						
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- July 11: Senior Pictures
- August 7-9: Teacher In-Service
- August 8: K1 - 12 Student Orientation- 6PM
- August 10: First Half Day-11:30AM Dismissal
- August 11: First Full Day of School
- August 25: 22-23 Academic Awards for Gr. 8-12-8:15AM
- August 30: K1-11th School Pictures-Senior Makeups
- September 4: Labor Day-No School 11-15: Star Testing (Gr. 1-7)
- September 6: Progress Reports
- October 4: K1-11 Makeup Pictures
- October 6: End of the 1st Grading Period
- October 6: Jr./Sr. Beta Club Induction-Time TBA
- October 9: Columbus Day-No School
- October 11: PSAT for Grades 9&10
- October 13: Report Cards
- October 26: Fall SAT School Day
- November 6: Veterans Day Program
- November 9: Progress Reports
- November 16: Family Thanksgiving Feast
- November 20-24: Thanksgiving Holidays-No School
- December 3: Senior Tea
- December 8: PTO Breakfast with Santa
- December 12: First day of exams-full day of school
- December 13/14/15: 1/2 days for exams-11:30AM Dismissal
- December 15: LS Christmas Program-End of 2nd Gr. Period
- Dec. 18-Jan. 2: Christmas-New Year's Break-No School
- January 3: Students Return to School
- January 4: Report Cards 8-12: Star Testing (Gr. 1-7)
- January 15: Martin Luther King, Jr. Day-No School
- Feb.1-9: Library Book Fair
- February 8: Progress Reports
- February 9: Grandparents Day-Crown Kings & Queens
- February 16-20: Winter Weekend-No School
- February 24: Daddy-Daughter Dance
- March 7: End of 3rd Grading Period
- March 14: Report Cards
- March 15: Spring Weekend-No School
- March 20: Spring SAT School Day
- March 28: PTO Breakfast with the Easter Bunny
- March 29-April 5: Easter Break-No School
- April 11: Standardized Testing for Gr. K4-7 Begins
- April 13: Spring Fundraiser-Legacy Oaks Preserve (TBA)
- April 12: Junior/Senior Prom
- April 22: Progress Reports
- April 26: Spring Concert-7PM 29-May 3: Star Testing (Gr. 1-7)
- May 6-7-8: Senior Exams
- May 16: K5 Graduation
- May 17: Field Day-Gr. K3-6th
- May 20: Exams for Gr. 7-11 Begin - Last full day of school
- May 21-22-23: Final Exams Gr. 7-11. 11:30AM Dismissal.
- May 22: Baccalaureate-7PM-Ridgeland Baptist Church
- May 23: Last day for Students-Gr. K3-6 Awards
- May 24: End of 4th Grading Period/Graduation-7PM.
- May 27-31: School Closed
- **(Senior Trip & Athletic Awards-TBA)**

*Dates are subject to change.

(updated 8/4/23)

HISTORY

In 1970, a group of businessmen and parents mostly from Jasper County founded Thomas Heyward Academy (THA). The Academy is named in honor of Thomas Heyward, Jr. who was born on 28 July 1746 in Jasper County. His early education was classical in nature, and he subsequently studied law at the University of Cambridge in England. He was a member of the Continental Congress, a signer of the Declaration of Independence, and an officer in South Carolina Militia who commanded troops in combat and was held by the British as a prisoner of war. Following the American Revolution, he practiced law in Charleston. Additionally, he was one of the founders of the South Carolina Agricultural Society and, in 1785, its first president. He was married twice. With his first wife, Elizabeth, he had six children. With his second wife, also named Elizabeth, had three children who survived to adulthood. Thomas Heyward, Jr. died on 17 April 1809 at the age of 63. His burial place is designated by South Carolina a historic site, identified as such by a roadside marker on South Carolina Route 336.

THA opened in September 1970 with 250 students and is a longstanding member of the South Carolina Independent Academy Association (SCISA). Enrollment at the conclusion of Academic Year 2022-2023 was 315 students. The Academy is an independent, college preparatory institution serving students from pre-kindergarten through twelfth grade. It is an eleemosynary corporation managed by a Board of Directors.

The Academy foremost promotes academic excellence. Additionally, it promotes good sportsmanship and team play through athletics and has won SCISA state championships in sports including football, baseball, cheer, skeet, softball, speed and strength, and sporting clays.

THA boasts a remarkably loyal alumni base. The Academy was built and has been maintained by the working hands, knowledge, and the financial support of those alumni, faithful trustees, parents, members of the faculty and staff, students, and friends.

The Academy is unique in its association with the Gretsch Company, an international manufacturer of high-end guitars and drums. Trustee Lena Thomas, THA Class of 1987, is the daughter of Mrs. Dinah Gretsch, Vice-President and Chief Financial Officer of the Gretsch Company and the founder of Mrs. G's Music Foundation that generously supports the Academy.

The Academy is accredited by Cognia, an international accrediting body; the Southern Association of Colleges and Academy's Council on Accreditation and Academy Improvement (SACS CASI); and SCISA. THA was the first institution to receive SCISA/AdvancEd (now Cognia) Accreditation, which is the highest accreditation awarded by SCISA.

MISSION STATEMENT

Thomas Heyward Academy is an independent, college preparatory school serving pre-kindergarten through twelfth 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 generally meets on a monthly basis

Board members for Academic Year 2023-2024 include the following: Mrs. Bonnie Bennett, Chairperson; Mrs. Libby Malphrus, Vice-Chairperson; Mr. Jeffery Mingledorff, Treasurer, Mrs. Kim Taylor, Secretary; Mr. Colby Crosby; Ms. Nicole Palazzo; Mr. Tommy Stanley; Ms. Lena Thomas (Community Board Member), and Ms. Andrea Breton, PTO Representative to the Board. (Ex-Officio Member: Mr. F.A. Nimmer, Jr.).

DRESS CODE

Where to get uniforms:

- Uniform shirts may be purchased from the vendor of your choice. The THA crest or TH logo may be purchased from All Print Custom Tees and Big D's Royal Tees..
- 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.
- For outerwear, please refer to the chart below.

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, or the like.
- 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 grooming or dress if deemed 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. See the front office for assistance.

Shorts and Pants	All must be khaki or black—no cargo or extra pockets. Shorts must be knee or appropriate length for boys and fingertip or appropriate length for girls. Shorts and pants must be worn at the natural waistline.
Belts & Shirts	Belts must be worn (grades 5 and up). All uniform shirts must be white, grey, black, or THA red. <u>Shirts must be tucked in for boys.</u> 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.
Skirts, Skorts, Jumpers, and Capris for Girls	Must be khaki or black (see plaid exception below)—no cargo or extra pockets. Shorts and skirts must be fingertip or appropriate length. <i>A plaid option is available for Skirts (all girls), Jumpers (Grades K3-7), and skorts (Grades K3-4).</i>

Undershirts	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.
Scarves	Scarves must be school colors—burgundy, gray, white, or black or a combination of the four colors. No other colors are allowed.
Sweaters for Girls	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.
Jackets, Sweatshirts, and Outerwear	THA Letterman jackets, as well as solid black, solid burgundy, or solid gray jackets or 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.
Shoes	All Grades: Closed toed/closed heel shoes only. Grades 5-12: Shoes should be tennis shoes, loafers, flat heel boots, etc. Boots may not be worn with shorts.
Socks and Tights	Socks may be plain solid colors. Girls may wear plain, solid white, solid black, or solid gray tights under skirts or jumpers. Shorts or skirts must be worn over tights.
P.E. Uniform	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.
Game Day Attire for Athletes	On game days, athletes may wear attire approved by the Administration in lieu of uniforms. Team members must wear the same shirt.
Hair	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.
Hats	Students may not wear hats or visors inside the building.
Tattoos and Piercings	No visible body piercing, plugs, or tattoos. Girls may have modest ear piercings—not more than 2 and no bars. Earrings are not permitted for male students.
Make-up Girls	Grades 7-12 may wear modest make-up. Grades K3-6—no make-up.

Enforcement and interpretation is at the discretion of the Head of School.

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).
- \$4,500.00: **Tuition** per year per child for Grades K4. Payments may be made for 12 months at \$375.00 per month beginning in June 2023; or annually - August 15, 2023. All due by the 15th of each month.
- \$5,760.00: **Tuition** per year per child for Grades K5 - 7. Payments may be made for 12 months at \$480.00 per month beginning in June 2023; or annually - August 15, 2023. All due by the 15th of each month.

- \$5,820.00: **Tuition** per year per child for Grades 8 - 12. Payments may be made for 12 months at \$485.00 per month beginning in June 2022; or annually - August 15, 2022. All due by the 15th of each month. Final payment in **May must be paid by the 5th** for Seniors and **15th** 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)
- \$75.00: **Athletic Fee** (B-Team Volleyball & Basketball.)
- \$25.00: **Athletic Fee** (MS&V Cheerleaders, Cross Country, Golf, and Clay Target Team members only.)
- \$350.00: **Yearly Start-up Fee** for Grades K4 - 12. Due September 15, 2023. (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, 2023.
- \$30.00: **Returned Check Fee or Failed ACH Fee for FACTS Tuition. Other fees may be applied through your local financial institution.**
- 2.95%: **Credit Card Convenience Fee** - For parents that elect to pay with a credit card, there is a 2.95% convenience fee charged by FACTS Tuition. This is subject to change.

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 15th. Final tuition payment for seniors is due by May 5th. **Once the school year begins any tuition account that is one 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

THA is a tax-exempt institution with a non-discriminatory admissions policy.

1. A child should be three years old on or before September 1st to enter the K3 Preschool.
2. A child should be four years old on or before September 1st to enter the K4 Preschool.
3. A child should be five 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 THA.
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

Teachers are expected to assign homework that reinforces lessons taught in the classroom. Homework can be assigned over the weekend.

DAILY SCHEDULE & EARLY DISMISSAL

The 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 K4 - K5 will be dismissed at 2:15 p.m., Grades 1 - 3 at 2:20 p.m., and Grades 4 - 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 absolutely necessary. If your child must leave school early, your child will be held responsible for the completion of any and all assignments. Make arrangements to pick up your child between classes or during break. **If severe weather conditions necessitate school closure, we will try to notify students before dismissing school.** Sometimes the decision to close school must be made the next morning. This decision will be made as early as possible and with the most accurate information available. Please do not call school officials. Check the school web site (www.TthomasHeyward.org) and our social media posts.

REQUIREMENTS FOR GRADUATION

Twenty-four units are required for graduation with a College Prep Diploma:

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 grade point average (GPA) calculations begin in the 8th 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 THA as approved by a THA 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 their junior and senior years of high school at THA. 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. Marshals must be THA students for the entire school year. THA Life Timer Awards will be given to seniors who have attended THA from the start of K4. No awards, medals, ribbons, or the like may be worn at commencement without the head of school's approval.

All sophomores are encouraged to take the SAT or ACT by the end of their sophomore year. All juniors are required to take the SAT or ACT by the end of their junior year. Senior transfer students must have an SAT or an ACT score 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 the Technical College of the Lowcountry (TCL) or University of South Carolina Beaufort (USCB) 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) While most colleges and universities accept these credits, some do not. Please have the Guidance Office verify the acceptability of your courses. 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 questions concerning dual enrollment classes, please check with the Guidance Department immediately—not at year's end! F). TCL and USCB only communicate final grades to THA. The student is responsible for communicating with the professor regarding assignments and grades. Dropping classes or not completing requirements are subject to disciplinary action as determined by the THA Administration.

CLASS RANKING POLICY

THA follows the South Carolina Uniform Grading Policy (SCUGP). SCUGP is used for each course that earns a Carnegie Unit (comparable to the "student hour" at the college level, the Carnegie Unit is a time-based measure of academic attainment). SCUGP includes weighted grades for honor, advanced placement, and dual enrollment courses. SCUGP is used to calculate the 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 GPA 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 and honor graduates. Class rank includes all students who attended THA during the school year.

2023-2024 GRADING SYSTEM FOR GRADES 2nd-12th

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

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

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

EXEMPTION: ONLY Seniors may exempt the first semester exams. In order to exempt second semester exams, a student in grades seventh through twelfth must have a 90 average or above for the second semester **or** the year. This is for second 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 or unexcused early dismissal. Students with eight or more unexcused absences or unexcused early dismissals per semester will lose the privilege of exempting all exams for that semester. Exam exemptions may also be revoked due to the student's disciplinary record.

ACADEMIC RULES AND REGULATIONS

1. THA Administration is authorized to request recognized aptitude, learning, and other tests be administered by licensed psychologists or psychiatrists for certain students, if they are deemed necessary. If a parent refuses to arrange for requested tests, the child will not be accepted at the Academy or allowed to remain if he or she is enrolled. The parents must provide the results to the school administration for use in best addressing the student's academic needs.
2. Missed tests due to absences will be made up within three 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 two or more tutoring sessions per week. Students must make arrangements with their teachers for such tutoring. 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 eight through twelve 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. A second offense may result in expulsion. An assignment grade of F may be given to any student guilty of cheating, as decided by the teacher.
 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 signed by parents must be returned within three school days. Students will receive only one warning. Student grades may be viewed online at any time on the online 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. If a student applicant's transcripts include a diagnosis of "learning disabled," "special needs student," or the like, the Administration may a) conditionally admit the student under probationary status with specified conditions, objectives, and goals or b) decline the student's application due to a determination the school's teachers do not have the specialized skill set required to teach the student effectively.
 10. Students must have a B or better in every subject to become a member of the Middle School or Upper School Beta Club. They must also demonstrate good character. 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 and demonstrate good character.
 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 eighth through eleventh must complete a minimum of five service hours (at least half by the end of the first semester). Seniors must complete 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 (ninth through twelfth grades): After five 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 courses**, at the discretion of the school's Administration.
2. Tardy Policy for Upper School (ninth through twelfth grades): Tardies may result in detentions.
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 the athletic Director.

BEHAVIOR & CONDUCT

1. Foremost, students are expected to abide by the Golden Rule: Treat others the way you would like to be treated. The infractions described below constitute failure to abide by the Golden Rule.
2. Students will conduct themselves in a respectful manner toward their teachers, coaches, administrators, and one another. Failure to do so will result in consequences ranging through expulsion.
3. The Academy will not accept students who are married, pregnant, have aborted a pregnancy, or who have fathered a child. If any student should marry, 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.
4. A student, faculty member, or staff member who is diagnosed as having a communicable disease or illness may be dismissed from THA until such time as the disease is determined by a medical professional to be no longer communicable.
5. Public displays of affection between students on campus are prohibited.
6. The Administration reserves the right to search lockers, pocketbooks, book-bags, handbags, gym bags, vehicles, cell phones, and any other personal property of, or within control of, any student on campus. Likewise, Academy officials may conduct reasonable body searches of individual students 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, possession or distribution of alcohol, tobacco products, vape devices or products, drugs, drug paraphernalia, rolling papers, pipes, contraband, firearms, ammunition, explosives, weapons, or any other controlled substances or harmful substances or devices on campus. The signatures of the enrolling parent(s) and student on the "MEMORANDUM OF UNDERSTANDING AND

ACCEPTANCE OF TERMS OF ADMISSION INTO THOMAS HEYWARD ACADEMY indicate consent to such searches. Any discoveries of suspected violations of the law may be reported to law enforcement officials.

7. 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. The head of school may thereafter take further action ranging through expulsion. Such violations may be reported to local or state law enforcement.
8. Nothing may be placed on the outside of the lockers.
9. The THA campus is alcohol free, drug free, weapon free, firearm free, and crime free. (The on-campus residence of the head of school is subject to federal, state, and local law governing other residents of Ridgeland, South Carolina.). Any student who intentionally and knowingly uses, consumes, possesses, or transports, to or from THA, 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 is the school's obligation to provide 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.
10. THA 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.
11. Chewing gum shall not be allowed at THA.
12. Most instructors allow students to have bottled water in class. **Only clear plastic water bottles are allowed.**
13. All students must immediately and civilly obey any instruction received from the Administration, head of school, teacher, coach, or any other school authority. Failure to do so may result in suspension or possible expulsion.
14. Suspensions may be in-school suspensions or out-of-school suspensions at the Administration's discretion.
15. 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.
16. 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.
17. **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 wellbeing of the school. The school further urges students and parents to become familiar with both the advantages and potential misuse of digital technology.
18. THA 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.

19. THA 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.
20. **Bully Prevention Policy:** THA 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 THA 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 consists 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 toward a student, when made by any student toward another student, or when made by any student toward a staff member when:

- submission to such conduct is either explicitly or implicitly a term or condition of an individual's employment or education or
- 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 to the extent possible. 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 Lower School unless approved by the Administration.
Students in Grades 9 - 12 are not allowed in the Middle School unless approved by the Administration.

22. **Political Intervention Policy:**

- THA will not endorse or oppose either directly or indirectly any candidate for public office.
- THA will not donate or contribute to a candidate's campaign.
- THA will not participate or engage in political fundraising events or otherwise.
- THA will not solicit contributions to a candidate's campaign.
- THA will not distribute statements for or against a particular candidate.
- THA 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 may result in loss of driving/parking privileges.

24. **PLEASE TAKE NOTICE: As a condition, rule, and policy of being accepted into THA, whether as a new student or as a re-enrolling student, or to continue to be enrolled at THA 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, that negatively impacts the image, reputation, and good name of THA, 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 that are crimes, offenses, civil wrongs, acts against persons or property, acts of moral turpitude, acts showing a lack of conscience, or any other conduct or act that reflects negatively upon THA 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 proposal To be approved by the head of school or business manager. 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 head of school.
3. The senior class trip will be taken upon approval of the head of school. The trip must be taken before diplomas are issued. The head of school 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 being authorized to attend the senior trip. Senior dues will be charged as necessary. No dues or funds will be refunded for any reason, including but not limited to athletic events, illness, or the like.
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 directed 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 the 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 15 yards from the sidelines of the field.
6. A key project of the Booster Club is the printing of the football program. 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 and the business manager.
8. THA 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 9th 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. A coach will not penalize a student who misses practices or games if the student's absence is excused beforehand in writing through proper channels.
11. Should a parent have a question or concern about athletics, the parent should 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.
12. Students declared academically ineligible, expelled, dismissed from the team, or who quit will not be given awards for participation, (i.e., letters, trophies, etc.).
13. Students with behavior infractions may be held out of practices and or games as determined by the Administration.
14. The student is responsible for keeping teachers informed of excused absences due to athletics. Any assignments for that day must be obtained and any tests scheduled for that day must be taken at the discretion of the teacher.
15. 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. 1
16. No parents or other persons may be on the sidelines during athletic contests except coaches and authorized personnel.
17. Do not schedule vacations or other trips once your child makes a team and practice begins. This can result in discipline by the coach to include, but not limited to, running laps. Absences from practice diminish team performance, team chemistry, and morale.

SCHOOL ACTIVITIES

1. All school activities shall be chaperoned by responsible adults.
2. Trips, dances, and the like 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, and the like.
3. Rules for high school dances:
 - Guests must be a THA student or invited guest (whoever invites guest will be held responsible for his or her conduct). Guests must be approved by the lead chaperon or the head of school.
 - Security must be provided. This is the sponsor's responsibility.
 - Grades eight through twelve 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 nine through twelve and by approved guests. Prom guidelines must be followed by all students and approved guests.
 - No alcoholic beverages, drugs, or the like 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, or the like may be placed on or brought on campus without the approval of the Administration. No unauthorized gathering of students for any purpose other than normal school functions is 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 Office or Athletic Director'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.

THA LOWER/MIDDLE SCHOOL GENERAL INFORMATION

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.
1. **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.
2. **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 such 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 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 particularly contagious. If lice are discovered on a student, the 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 or her own. A healthy child learns best.
3. **DRESS:**
See the dress code printed above in this handbook.
4. **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.
5. **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.

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 or she must sign out in the Main Office. Upon return, he or she must sign in. The student is responsible for missed assignments. If granted 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. Consistently late arrival at school puts your continued enrollment at risk.
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, pre-school 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 the 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. 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, incurring charges. Your child should know parents' names, street 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. A current phone number must be on file in the office.
3. Please tell your child to see the Main Office if feeling ill. The Main Office will make an assessment and call you if your child needs to be dismissed.

OFFICE:

1. The Main Office is for school business only.
2. Students may come to the Main 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 1) to ask parents to bring forgotten school material or 2) to ask a parent to call back and ask to pick up the student early.

DELIVERIES:

1. Visitors must report to the Main Office when coming to the school.
2. Lunches, books, and other items may be left at the Main Office to be delivered to students.
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.
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, the student may be barred from future trips.
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 or suggest a plan for improved time management.

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

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

2. Each student is responsible for his or her work, not the parent. Parents are expected to encourage and support their children, provide an atmosphere at home conducive for doing homework, and emphasize the importance of responsibility and conscientiousness.
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 cannot produce completed homework, parents will be notified, and a conference will be arranged. Each teacher has a homework policy that is 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 three days of the student's return to school.
3. If a student is absent on the **day of an assigned test**, the student must take **the test on the day of return.**
4. All work missed due to absence of two or more days must be made up within four 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 it to school.
2. The card is 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 at (843) 726-3673, writing a note to your child's teacher, or e-mailing 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 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 when assigning punishment. When necessary, a student will be placed on formal probation or dismissed from the Academy.

GUIDELINES FOR THA PARENTS

2023 - 2024

THA 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.**
- **When a concern arises with a teacher, engage first with the teacher and not with the head of school or any other administrator. The same applies to concerns arising with a coach.**
- **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 THA 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

THA POLICY STATEMENT REGARDING COMMUNICABLE DISEASES, INCLUDING COVID 19

In consideration of a student, being admitted into THA, and in further consideration of allowing the student to be enrolled in and attend THA, 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 THA 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 THA 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 THA or others.
3. I/We, as parents of the student, do assume full responsibility for my/my child's enrollment and attendance at THA 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 THA, such as: use of face masks, social distancing, use of hand sanitizer, handwashing 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 THA or at a school function of THA, 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 THA.

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, THA and all employees of THA, 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 THA 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 THA, 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 THA and all school activities, and the student's personal responsibilities for adhering strictly to the rules and regulations established by THA, 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 THA 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 should be completed and returned to their homeroom teachers no later than Monday, August 14, 2023. If you need copies of those pages we will have them available at the school. Students who do not return all forms completed and on time will not be allowed use of the library or any school computers, receive medications, or return to school on Tuesday, August 15, 2023. Thank you for taking the time and completing all forms as soon as possible.

**THA SCHOOL AND LIBRARY COMPUTER/INTERNET and PHOTO RELEASE/E-MAIL
REGISTRATION AND USE AGREEMENT
2023-2024**

All users of the THA 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 online access to the Internet. However, a myriad of threats exists online. The threat is ever changing—when countermeasures defeat one threat, a new threat emerges in its place. We do our best to maintain a safe Internet environment for our students, faculty, and staff.

Students are encouraged to have their own computers for use in academic work. When this is not possible, the school provides computers to the extent possible. The substantial IT upgrade over the summer of 2023 should substantially increase reliable access to the Internet. Please note the following:

- 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.

Prohibited Actions:

- Attempts 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
- Unauthorized access to THA’s network or computer systems, or to any other network or computer systems within THA—including attempts to bypass the “SONIC WALL” that is installed for student protection
- Irresponsible use of any computing resources.
- Movement, damage or attempts to damage computer equipment or software
- Use of any school computers for e-mail, social networks, and the like
- Violation of copyright laws or software licensing agreements.

Photo Release and E-mail:

To benefit THA, 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 schoolwork in connection with THA’s public relations and marketing. In the event you do not want your child’s name, photo, quote, or schoolwork used, you must inform Mrs. Kandi Hewlett who handles public relations. Her e-mail address is khewlett@thomasheyward.org

VIOLATIONS WILL RESULT IN THE LOSS OF ACCESS AND PUNISHMENT

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 as written. My child understands and accepts the responsibility for his or her activity within THA during the use computers and will be responsible for any damages that occur. I agree that THA may use my child’s name, photo, and schoolwork in its promotional and marketing material.

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
2023-2024**

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: _____

At Ridgeland, South Carolina

Thomas Heyward Academy
Parent/Guardian Authorization for Student Medical/Emergency Information
2023-2024

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 in advance to such emergency care, including hospital care, as may be deemed necessary.

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.

Parents are responsible for keeping 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 K1, 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: _____