2026 – 2027

STUDENT & PARENT HANDBOOK

POLICIES AND ESSENTIAL INFORMATION

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General Policies

Mission

Newberry Academy is a college preparatory school of academic excellence that values the faith and traditions of the Judeo-Christian experience. The school seeks to provide a challenging curriculum that offers qualified students the opportunity to develop a lifelong pursuit of knowledge.

School Philosophy

Newberry Academy serves the entire Newberry region and beyond while enrolling students who are motivated to make the most of the programs offered. In addition to a rigorous academic curriculum, the school emphasizes a personalized approach to education, a strong sense of community, and multiple opportunities for students to develop their talents and leadership skills in a variety of areas.

Newberry Academy seeks to foster a spirit of curiosity within its students and a genuine appreciation of tolerance, respect, and acceptance of persons of different cultures and races. The programs of Newberry Academy also emphasize intellectual pursuits and critical inquiry which we believe are the proper training grounds for a complete education.

History

In the summer of 1966, a group of interested parents from Newberry made plans for the establishment of an independent school to serve Newberry County. Through the efforts and contributions of these parents and many others, the school opened in the fall of 1966. Since its inception, Newberry Academy has grown to be one of the best educational institutions in the area. The school is housed on a fourteen-acre tract of land with six buildings in which to educate its students.

School Sponsorship and Affiliations

Newberry Academy is a member of and is accredited by the South Carolina Independent School Association (SCISA). SCISA offers numerous benefits to our students, parents, staff members, and board members in a variety of capacities including academic and athletic competitions.

Admission Philosophy

Pursuant to the mission and philosophy statements above, Newberry Academy welcomes qualified students of either sex and of any race, color, religion, and national or ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school. It does not discriminate based on sex, race, color, religion, or national/ethnic origin in administration of its educational policies, financial aid programs, or athletic and other school-administered programs.

Admission decisions are individually determined and are based upon students' academic records, discipline and behavioral records, recommendations, ability/achievement test scores, and personal interviews. The number of students and other characteristics of a particular class are also considered in making admissions decisions. Newberry Academy retains the right to refuse admission to any student whose academic, behavioral, or personal history conflicts with the mission and expectations of the school.

As an independent college preparatory school, Newberry Academy reserves the right to deny admission or dismiss any student at any time when it determines that it cannot adequately service the child in any or all factors in reference to independent school education.

Registration Requirements

Application forms must be completed and returned with the registration fee. The registration fee is non-refundable. All DHEC and state registration documentation must also be on file prior to admission. The following are the requirements/recommendations for admission into Newberry Academy.

1. It is recommended that students enrolling in kindergarten be five years old on or before September 1st of the upcoming school year.
2. Students who have already enrolled in Newberry Academy have priority in being registered to the next progressive grade provided their Enrollment Agreements have been received by the early registration deadline.
3. Placement in a class and grade is determined solely by the school administration.
4. Students seeking enrollment into Newberry Academy will be subject to:
    a. The request for further documentation on student progress if the normal avenues are inconclusive. An admission exam is deemed necessary by the administration.
    b. The potential for a Contingent Admission based upon the criteria set forth by the administration that could include but are not limited to progress factors based upon academic and behavioral progress as well as parental cooperation.

The Head of School may at any time enforce the withdrawal of a student from Newberry Academy who, in the opinion of the administration, does not submit to the school's philosophy and/or regulations.

Financial Policies

Please refer to your current Enrollment Agreement and/or your Family Financial Schedule to determine all annual tuition and payment obligations. There are a variety of payment options for the annual billing outlined in the documents. As a tuition-based school, it is understood by the enrolled family that all fees and tuition be paid on time. Regular monthly tuition payments are due by the 10th of each month. Payments received after the 10th of the month will incur a $25.00 late fee charge. Additionally, no student will be allowed participation in any extra- curricular activity until all fees are paid related to the participation in that activity. The school reserves the right to request the withdrawal from Newberry Academy of any student whose account is 60 days in arrears. Academic records and other school related materials will be withheld until all fees and penalties are paid in full. In some instances, a child may be suspended from certain extracurricular activities if an account is in arrears at the discretion of the Head of School.

In addition to the regular school day, Newberry Academy offers an after-school program during the school year and a Summer Program during the summer months for parents who require further supervision for their children. Any child who participates in this program is subject to the rules and regulations of Newberry Academy as provided in this Handbook. The fee structure for these programs is determined on a yearly basis by the Head of School. The guidelines for payment for these programs will be outlined each year but are still subject to regular school policy.

School Hours

Regular school hours are from 8:05AM until 2:30PM for grades 5K - 2nd; 8:05AM - 2:40PM for grades 3 - 12, and 8:00AM until 12:00PM for grades 2K-4K. School supervision begins at 7:30AM to care for students who arrive early; please do not leave students at school prior to this time. Any student who is not in the homeroom or morning assembly by 8:05AM is considered absent until they have properly checked in with the front office; upon which they will be marked tardy. Please refer to the Attendance section for further explanation of this policy. Any child remaining on campus after regular school hours who is not directly supervised by a staff member or parent will be subject to enrollment in the after-school program.

Emergency and Weather School Closing

In the event of an emergency that requires school closing, communications will be handled directly from the front office. In the event of inclement weather, please check the school's website for announcements as well as the following media outlets:

- FACTS Parent Alert
- Class Dojo for Grades K-5
- Radio-WKDK
- Television - WIS and WSPA Social Media
- School's Email, Facebook, Instagram and any other social media

Visitation

Any parent or visitor must report to the main office of the school to properly sign in and receive a Visitor's Badge. Photo ID will be required and kept in the main office while on campus and will be returned upon signing out. While it is encouraged that parents at Newberry Academy take an active role in the education of their children, it is equally discouraged that parents act in any way that could be considered disruptive. Any visitor that is deemed as being disruptive in any way will be promptly escorted from premises. Parents wishing to sit in on classes are asked to notify the front office at least one day in advance prior to the visit. It is the position of Newberry Academy that student visitors are not allowed on campus during the regular school day unless they are candidates for admission or accompanied by a parent or guardian.

Student Supervision After School

Parents are expected to arrange to transport students off the school campus at the end of scheduled classes, sports practices, etc. The school accepts no responsibility for students left on campus after school hours or scheduled practices. Parents are discouraged from dropping off or leaving students to attend school events, such as athletic contests, without adult supervision. Newberry Academy does not provide supervision for children at after-school events unless it is an event at which such supervision is clearly stipulated. The school accepts no responsibility for students who are dropped off or left after school without parental supervision.

Student Placement

If the Head of School deems it necessary to have more than one class per grade level, the students will be placed in the class sections by the random selection of names. However, the school does reserve the right to place students in a particular section when special circumstances merit consideration.

Textbooks

Regular textbooks and all school-distributed books, including library books, are the property of Newberry Academy unless specifically purchased by the parent under the direction of the school. Any damage incurred to a book, including minor damage such as marking or highlighting in a book, will be assessed as a damage fee by the administration. The damage fee will be considered as a regular school fee and subject to the same penalties for non-payment. Any school-issued book that is lost or misplaced by a student will have the full replacement cost of a new comparable book added to their fee schedule to be paid.

Fundraising

It is the position of Newberry Academy that there will be no major fundraising performed in the name of the school other than the Annual Auction and Steak Suppers. Instead, the Annual Giving Fund has been created to substitute for such events as well as specific Capital Campaigns that target areas of need. All minor fund-raising and donation-based projects must be approved by the Head of School. Projects may be sponsored by administration, classes, clubs, and parent or student organizations. Failure to obtain approval may result in a forfeiture of collected funds or in a punitive reprimand for the offending organization or person.

Communicable Diseases

While it is not the desire of Newberry Academy to discriminate against any student, our purpose is to protect our students from exposure to a significant illness. Therefore, any student, faculty member or staff member who is suspected of having or is diagnosed with a communicable disease or illness will be either temporarily or permanently removed from Newberry Academy. The school reserves the right to require a medical evaluation of any student, faculty, or staff member. Students who test positive for antibodies of Human Immunodeficiency Virus (HIV), AIDS Related Complex (ARC), or tuberculosis will not be admitted or will be asked to withdraw if already a student.

Additionally, a student who is found to have lice or nits will not be admitted to class for at least one full day after treatment has begun (for example, a student sent home Wednesday may return on Friday). When a student returns to school, the school may require documentation that the student is lice or nit free.

Communication

E-mail is one of our primary means of communication with parents. Please keep an updated e-mail address on file with the school. Please check your e-mail on a regular basis. The school website at www.newberryacademy.com is updated on a regular basis and contains valuable information for planning on the monthly calendar. In grades 2K-5, teachers send papers home on a weekly basis.

Parents should sign and return necessary papers. In grades 6-12, teachers may send home tests and other papers for parents' signatures if deemed necessary by the individual teacher.

Parent-Teacher Conferences should be scheduled with the classroom teacher at a convenient hour but not during normal classroom hours. Parents should feel free to contact the office or the teacher directly and make an appointment with the teacher. If the assistance of the Head of School is required for the conference, both the parent and teacher will be notified of the date and time of the conference.

Grievance Procedure

As an independent school, Newberry Academy cherishes the relationships that it and its representatives have with each of its constituents and will strive to maintain those relationships. However, there are instances where members of the school community may not agree with the decision or action in an area for which the individual is concerned. It is agreed then that as a member of the Newberry Academy community the following will be adhered:

- Speak directly with the person or persons involved in the situation. If a conference is required with a teacher, please be mindful of the fact that the teacher has pupils throughout the course of the school day and a mid-day conference will not be in the best interest of Newberry Academy.
- If a reasonable agreement cannot be reached with the appropriate individual, a conference with the Head of School will be arranged.
- Grievances that cannot be resolved in the first two steps may be presented to the Board of Directors for its collective consideration. To be considered, the aggrieved party must contact the Board Chairman at least one week prior to the next scheduled meeting, stating all specifics in writing. The Board may decline to hear any grievance that, in the opinion of the Board Chairman, has not been pursued in good faith in the first two steps or is not an issue appropriate for Board consideration. The Board may also remand the grievance back to the Head of School for final disposition. No grievance will be brought before the Board of Directors unless all reasonable avenues of resolution have been pursued. Grievances that will automatically not be addressed by the Board include individual student grades and assessments, individual student punishments that have already been served and documented, as well as arguments that are in direct conflict with school policy.
- Every effort will be made to provide an opportunity for parents and members of the school community to express their concerns. However, parents are cautioned that the continued enrollment of their children may be jeopardized by any serious negative actions or remarks made toward the school or any of its employees or representatives.
- Newberry Academy reserves the right to end its association with anyone who chooses not to follow these steps or who makes use of threats and intimidation in dealing with others.
- In the event of any disagreement when all the previously described courses of action have been reasonably pursued and no resolution has been achieved, the aggrieved party agrees to no legal suit or tort against Newberry Academy, the Board of Directors, the administration, the faculty and staff, or any representatives of Newberry Academy. Instead, the persons involved agree to binding mediation between themselves and Newberry Academy with an arbiter or mediator to be determined by an agreement by both parties.

Student Rules and Regulations

Attendance

Parents should encourage prompt and regular attendance as irregular attendance is disruptive to students' academic progress. Students who are ill should not be sent to school, but parents are asked to avoid unnecessary absences.

While the school realizes there will be unusual circumstances which arise from time to time, vacation plans and regular medical appointments should not interfere with school if it can be avoided. In the event of an absence, parents are asked to notify the school office by 8:30AM. Also, the school should be notified in advance of pre arranged trips.

Newberry Academy does not recognize "excused" or "unexcused" absences; all absences are counted towards a student's attendance record. However, in the event of an unavoidable absence, a medical excuse or other legitimate document may allow the student to delay certain academic deadlines, such as a test, at the discretion of the administration.

- If a student is kept at home for an extended time but can do schoolwork, parents should contact the appropriate teacher to arrange assignments.
- A student who is not present at school, unless participating in a school-sponsored activity approved by the administration, shall be counted absent for the day. All absences, regardless of the reason, will be considered when determining excessive absenteeism. Students in grades 5K–12 who accumulate more than twelve (12) absences during the school year may be retained at the same grade level or denied academic credit for courses in which excessive absences have occurred. Each case will be reviewed individually by the Head of School, taking into consideration the student’s academic performance, attendance history, and any extenuating circumstances. When deemed appropriate by the Head of School, a student who has exceeded the attendance limit may be required to complete Summer School or an approved Credit Recovery program at the family’s expense to earn promotion to the next grade level or receive course credit. Participation in Summer School or Credit Recovery is not automatic and will be determined on a case-by-case basis.
- Missing more than 25% (or 12 minutes) of a class is considered an absence in that class.
- Each case of excessive absenteeism will be reviewed by the Head of School. Excessive tardiness may result in after-school detentions and/or assignment of service hours.
- Parents are asked to contact the school to notify the Administrative Assistant when students are absent.
- Students arriving late at school must report to the office before being admitted to class. Students who drive themselves and are leaving school early must present a note to the front office upon arrival at school. Parents should not write notes of dismissal for students unless there is a legitimate medical or other reason. All students who are leaving campus with signed permission must sign out in the office just before departure.

- Once a student arrives on campus, he/she is not permitted to leave campus without specific permission. If given permission to leave, students must sign out in the office; this requirement also applies to senior privileges.
- As a general rule, students are given a one-day extension per day missed on assignments upon their return to school in the event of an unexpected absence. However, if the absence was foreseeable, the teacher has the discretion to ask for the assignment or assessment when it is due.
- Any student who has chronic absences from scheduled assessments or due dates for graded work will be referred to the Head of School. Students engaging in this behavior may be penalized with loss of credit for the assessments in question and may face other disciplinary measures.
- Any student who is absent from school for the entirety of the school day will not be allowed to participate in extracurricular activities that day. Exceptions to this would include school-sponsored trips and other related activities and may be reviewed by the Head of School.
- Parents will be notified by the school when students reach their 3rd, 6th and 12th absences.

Tardy Policy to School

Students are expected to be in the classroom or in assembly when the tardy bell rings at the beginning of the school day and for each successive class. If a student is tardy to school or class, a note from a parent or teacher can accompany the student but this will not automatically excuse the student from being marked as tardy.

- All cases of excessive tardies will be reviewed by the Head of School and may result in disciplinary action.
- Regardless of reason or excuse, a student must be at school no later than 10:00 AM and may not leave early from campus to be considered eligible to participate in extra-curricular activities for that day (students attending off-campus classes are considered at school if they attend the appropriate class). Pre-authorized medical or emergency reasons will be considered on an individual basis by the Head of School or Assistant Head of School who may grant permission to participate.
- Students will be assessed a $5.00 administrative fee per tardy after the third tardy. All tardy fee payments are expected to be paid in full prior to the start of the following semester. The balance of these fees will have the same payments and penalties as all fees for Newberry Academy.
- Five unexcused tardies in any class will be considered an absence.

Early Dismissal

Students will not be dismissed from school without permission from their parents for legitimate and reasonable purposes, generally meaning a medical appointment or family emergency. Students must either bring a written note from home or parents must call the school notifying the school of the child's early dismissal. If a student is sick, he/she must come to the office and someone from the office must speak with the parent of the sick child before he/she will be dismissed. A student will be counted absent from any class from which he/she is absent for more than half the period.

If a student leaves school, even temporarily, without permission and school authorization, regardless of the reason, an administrative consequence and punishment will be issued. All unauthorized departures and absences may result in that student being deemed ineligible for any extracurricular activities for that day.

College Visitation

Juniors and Seniors are allowed the opportunity for three school-sponsored absences to visit a college campus of their choice. The proper procedures to use are as follows:

1. Discuss plans with the Guidance Counselor and Administration.
2. Make an appointment with the Admissions Office at the prospective college.
3. Inform each teacher one week before the appointment to avoid any assigned tests and conflicts. Plan ahead of time for making up work.
4. Inform the Administrative Assistant in writing of the appointment prior to the date of absence.
5. Take the appropriate paperwork from the Guidance Counselor to the college representatives indicated and have them fill out the documentation for your visit.

Perfect Attendance

The spirit of the Perfect Attendance Award is to reward students for their commitment to a quality education. If a child fails to attend school for a day or fails to meet the following criteria, they will not be eligible for the award.

- Any student missing more than the equivalent of three Upper School class periods (2K-12), which is approximately 150 minutes, in a day will be assessed an absence and removed from consideration for the Perfect Attendance Award.
- Upon the 5th tardy to school (2K-12) or the 5th tardy to any one particular class (5-12), the offending student will be assessed a school absence and will be automatically removed from consideration for the Perfect Attendance Award. For students in grades 5-12, students may not miss more than four periods in any one class to receive the award. If a student is absent for more than one-half of a class period, he/she is considered absent for that period.
- Tardies and absences by students with excuses or notes may be reviewed by the Head of School to determine the student's further eligibility for the award.

Medical Forms and Medications

All forms required by South Carolina DHEC must be on file in the school office or the student may not be allowed to attend school. All participants in interscholastic and intramural sports must have the required physical exam and any Newberry Academy and/or SCISA parent permission forms on file.

While Newberry Academy would prefer not to dispense medication to students, there are circumstances that dictate that the school must act appropriately. The following policies apply to both prescription and over-the-counter medications which are brought to school:

- Medications must be brought to school by a parent and presented at the school office.

- Over the counter (OTC) medications provided by a parent may be distributed by the school office staff with parental permission. Prescription medications must be in the original container, listing the name of the student, the physician's name, the dosage, the time interval for administration, and the name of the drug.
- The parent must complete and sign a copy of the "Authorization to Dispense Medication" form. These forms may remain in effect for the school year.
- All medications must be stored by school staff: except in cases where the parent specifies in writing that the medication must be kept with the student and permission to do so is granted by the school staff.
- Any student caught with any form of medication that has not been pre-approved by the school staff will be automatically treated as possessing a controlled substance and will be subject to discipline by the Head of School.

School Facilities

Students are not allowed to be alone in any area of the campus without direct adult supervision, generally meaning that the supervising adult must be a faculty or staff member under contract with Newberry Academy (volunteer parents and/or coaches must gain specific approval from the Head of School). This policy applies to all classrooms, the library, any school office or room, the gymnasium, the lunchroom, the playground area, the athletic fields, the woods surrounding the campus, and any area that would be deemed as part of the Newberry Academy campus. This policy is in effect for the entirety of the calendar year, including summer. While there will be instances where reasonable supervision by an approved adult can be enacted without direct contact by the adult, the staff of Newberry Academy strives to limit such occurrences. Due to the potential catastrophic nature of students being unattended or unsupervised, any student who willfully places him/herself in a situation absent of supervision on campus whether during or after school hours will be subject to severe disciplinary action by the Dean of Students. If the situation is egregious enough, the matter may be referred to the Head of School for even further action that may include monetary disciplinary actions or suspension from athletic activity in the event of a student trespassing into the gymnasium. Any non-student (child or adult) not under contract with Newberry Academy who uses or enters any school facility without prior authorization of the Head of School (a Visitor's Pass during regular school hours is considered permission) will be considered trespassing and will be banned from the premises for a period of time to be determined by the Head of School and may be subject to further legal action.

All facility use is approved under the direction of the Head of School. The Director of Athletics will create an athletic schedule for all Newberry Academy team practices and games. SCISA allows for individual workouts outside of seasonal play, but these workouts must be coordinated with the school calendar as approved by the Head of School. Any unauthorized use of school facilities may result in the temporary or permanent suspension of any teacher, staff member, coach, parent volunteer, student, or student-athlete from school sponsored events.

Newberry Academy is willing to rent portions of the facility for a variety of purposes, but any external party seeking the use of the school facilities must gain prior approval from the Head of School. A temporary key may be issued to the rental party if it is deemed necessary; however, the return of the key to Newberry Academy is considered part of the agreement. No non-contract student or adult may

possess a key to any school facility unless directly authorized by the Head of School or if a Board member requires a key for fiduciary purposes.

Academics

Academic Records

Grades, standardized test scores, and other school records are considered confidential information. They are made available only to the student, the student's family, and school personnel when approved by administration, and approved educational or financial aid granting institutions. Official transcripts will be provided at no cost to current students and must be properly authorized by the student or a parent. In general, colleges and other schools will only accept transcripts sent directly from the Newberry Academy school office bearing the school seal and appropriate signatures.

Report cards, transcripts, and other school records will not be released in cases where school property has not been returned, when student obligations have not been met, or in cases of unpaid financial obligations.

Testing and Evaluation

Prior to a student's admission or considering evidence that a currently enrolled student is having extreme academic difficulty, the Head of School may request a medical and/or psychological clinical evaluation of the student through the family of the student. The results of the evaluation are placed in the student's file but are not considered part of the student's permanent records, so permission to view the evaluation can only be granted by the parents and/or guardian. All evaluations must always be dated within three years of the current academic year to be considered.

It is important to note that while Newberry Academy will take all evaluation results into consideration when determining the best academic procedures for a child, the school does not have the resources or staff to create and execute a traditional specialized learning plan for a child and therefore will not make any modifications to a child's regular academic plan in most cases. However, the evaluation may provide the school with the opportunity to create accommodation as approved by the Head of School in coordination with a child's individual teacher(s). Please note however that there may be many recommendations by educational psychologists that cannot and will not be implemented.

Homework Philosophy

Homework and projects should always be performed solely by the child unless the nature of the assignment lends itself to parental guidance. Any instances of graded work that are suspected of having excessive parental assistance will be investigated and may be required to be completed again and/or have disciplinary measures taken. Homework is at the discretion of each individual teacher.

Academic Reports

Parents are encouraged to monitor their child's progress through the school's FACTS software. However, the school utilizes interim reports at the mid-point of each quarter to further apprise a parent of the

student's progress. At the conclusion of each quarter, the student will be issued a report card that will contain the final grades for the quarter.

Mid-Term Transfer

In the event of a student who transfers to Newberry Academy, the school will accept and classify the students' credits and grades without further validation provided the transcript meets all accreditation and classification standards. The administration retains the right to classify grades in the event of a mid-term transfer.

Grading Scale

The academic year consists of 2 semesters of approximately 18 weeks each. Each semester is divided into two nine week grading periods which are called quarters. In grades K-5, each quarter comprises 25% of a child's final yearly grade. In grades 6-12, the two quarters from one semester will each comprise 40% of a child's semester grade; of which each semester comprises 50% of the child's final yearly grade. Newberry Academy utilizes the following grading scale in all divisions, except for Kindergarten, for which the South Carolina Uniform Grading Policy will be used for determining GPA calculations for all graduation credit earning courses:

A	100-90
B	89-80
C	79-70
D	69-60
F	59 and below

An Incomplete ("I") is given on a report card when requirements are lacking for completion. An Incomplete is only given in circumstances concerning the student that have been discussed with the administration.

Final Averages and Exams

All Middle and Upper School students, except for 5th graders, are required to take exams at the conclusion of each semester. Each semester examination typically covers the work for that semester. In cases where the material is sequential, the concepts from earlier semesters will, by necessity, be included. Middle School final exams will last seventy-five minutes and will count as 15% of the semester grade, although middle school exams in courses which earn high school credits may be treated as Upper School exams. Upper School final exams will also last seventy-five minutes and count as 20% of the semester grade. All Lower, Middle, and Upper Schools' final grades are computed by averaging the two semester grades equally.

The only acceptable reasons for missing exams are medical or family emergencies. Proper documentation of such an emergency is required before a student will be allowed to take a make-up exam.

Graduation Requirements

Newberry Academy's mission statement defines our school as a college preparatory institution, and as such, the graduation requirements are designed for a child to receive a quality high school diploma. The typical course of study for an Upper School student will consist of the following:

Core Area of Study	Units Required
English	4.0
Mathematics	4.0
Science (Laboratory)	4.0
Social Studies	3.0
Physical Education	1.0
Computer Science	1.0
Foreign Language	2.0
Electives	8.0
	27.0

Electives are additional core and other courses of study

For Advancement To:	General Diploma	College Preparatory
Sophomore (Grade 10)	6 units	6 units
Junior (Grade 11)	12 units	12 units
Senior (Grade 12)	18 units	18 units
Graduation	24 units	27 units

Exam Exemption Policy

Students in grades 9-12, with teacher and administrative approval, may exempt a number of their final exams according to the chart below by earning a yearly average of 90 or better in the course. Middle School students may not be exempt from exams.

Freshmen: one exam
Sophomores: two exams
Juniors: three exams
Seniors: all exams

The decision of which exam(s) an eligible student wishes to exempt must be made by the published deadline. Students may be denied the opportunity to exempt exams in cases of excessive absence or tardiness. Excessive is defined as being absent or tardy 5 times per semester. Upper school students may not be exempt from mid-term exams.

Note:

- All students must attend review classes.
- When exemption applies, seniors do not need a note for missing an examination period but must still sign in and out. All underclassmen will need a tardy note or early dismissal note and sign in and out.

Ranking Policy

Due to the small size of the school and of individual classes, and because of its superior academic program, Newberry Academy does not advocate and does not provide class rankings except when required by college admissions offices or when necessary for scholarship applications.

The highest academic awards at Newberry Academy are the Valedictorian (highest GPA) and Salutatorian (second- highest GPA) Awards, which are given to the graduating seniors who have obtained the two highest class ranks. For these awards, this rank is calculated at the conclusion of the first semester of senior year by the students' cumulative average based upon all credit earning courses taken for graduation credit. All qualifying Dual Enrollment (Credit) classes taken for credit also will be calculated into the student's GPA. In calculating these academic honors, academic averages are computed according to the South Carolina Uniform Grading Scale. Once the awards are declared, there will be no further notice of changes in this ranking.

To qualify for these awards, a student must have been enrolled at Newberry Academy for the entire four years of high school to be eligible for the Valedictorian or Salutatorian Awards. Furthermore, a student must have no severe disciplinary actions, including academic, to be considered for the awards. The administration of Newberry Academy reserves the right to exclude a student for consideration of these awards if it is deemed that the student has not pursued in good faith a rigorous course load that would be worthy of the designation of such titles.

Make-Up Policies

Students who have been absent for an entire day are responsible for getting assignments on the day of their return at the latest to arrange for completion of missed work. If an assessment has been previously assigned, students should take a make-up assessment on the day they return to school. Regular, advance-scheduled tests should be taken even if the student missed the previous day. The teacher has the discretion to delay the assessment if this meets the best interests of the student.

Students who are absent for a portion of the day should get all their missed work prior to departure or after arrival that day. Missed tests should be made up on the same day as the absence from class, if possible. Assignments which are due should be provided to the teacher even if the student will not attend class due to early departure.

It is the responsibility of the student to make up assignments missed while absent. This includes involvement in sports or other school-sponsored activities. For extended absences, the general policy on make-up work is that students are allowed one make-up day for each day of absence. Students and

parents have the responsibility of coordinating this directly with each teacher. Incomplete work or missed assignments which are not made up according to these standards will result in a grade of 0.

Students whose absence is due to disciplinary suspension are not allowed to make up missed work. There is an academic penalty associated with being suspended from school. As the lone individual with the authority to suspend a student, the Head of School has the discretion to lessen this penalty when in the best interest of the student.

Honors Courses

As a college preparatory institution, all divisions of Newberry Academy offer a rigorous curriculum and are taught with the expectations of student achievement. Therefore, when allowed under the SC Uniform Grading Policy, any class that can be designated as Honors level is automatically qualified as such. This is a testament to the level of instruction that each child receives. In the Upper School, there are certain upper-level classes that contain two sections of a particular course due to the precise nature of the material. In such instances, one course is designated as College Preparatory and the other as Honors. Placement or acceleration into any class at Newberry Academy is based on previous grades in related courses, teacher recommendation, and the final decision of the Head of School.

Courses which are designated Honors carry an extra weight according to the SC Uniform Grading Policy in determining grade point averages at the Academy.

Off Campus Credits

Students at Newberry Academy are encouraged to explore many educational opportunities. Dual Enrollment, Concurrent, and online courses offer such opportunities and are welcomed by the school. However, the school does caution all parents to pursue the opportunities for the proper educational reasons and therefore all off campus credits must receive prior approval from the Head of School. Typically, off campus opportunities are limited to juniors and seniors.

DUAL ENROLLMENT/CREDIT - Students enrolling and completing semester Dual Enrollment or Concurrent courses (defined as those arranged between Newberry Academy and colleges and universities), may be awarded graduation credits, with advance permission of the Head of School, as follows:

- Transfer of one unit of credit per three-hour credit college semester course will be allowed.
- Dual Enrollment must be started the summer between Sophomore and Junior year.
- Dual Enrollment may be denied if a student does not meet prerequisite registration requirements both at the university level and for Newberry Academy.
- To qualify for Dual Enrollment, a student must have an overall GPA of a B or better.
- Newberry Academy will calculate the course grade into the semester and cumulative grade average using our regular conversion method.
- The school may allow weighted credit for courses paralleling our courses designated as Honors or AP.
- Students enrolling in other college or university courses not designated as Concurrent and desire transfer of credit must petition the administration in advance.

- A student must declare to the administration Dual Enrollment or Concurrent status of an off-campus course prior to completion of that course.
- If a student falls below an average of 65, the student can be removed from that class.
- Parents are responsible for the tuition and fees charged by other educational institutions. All fees assessed by external institutions will have no impact on a family's financial obligations to Newberry Academy.

ONLINE COURSES - In cases when a student must have a particular course that does not fit into his/her schedule, is transferring into the school and needs to continue a particular course of study, needs to make up credit for a failed course, or wishes to pursue advanced classes that are not offered at Newberry Academy, online classes present a potential solution. The following rules apply:

- Online classes may not be taken in replacement of or in lieu of classes offered at Newberry Academy except in extenuating circumstances such as for transfer students or due to scheduling conflicts when the classes are needed for graduation. They may, however, be taken as credit recovery courses to make up for failed courses.
- For a student to receive credit for an online course, it must be approved by the Head of School prior to enrollment. Students should submit a written request for approval that outlines the course and the purpose of taking the course.
- It is assumed that online courses will earn "CP" weighting under the SC Uniform Grading Policy unless higher weighting is requested and approved in advance.
- The sponsoring agency must be an accredited institution. The school reserves the right to refuse any online program when it believes the course does not meet the school's standards for content and rigor.
- Newberry Academy must be able to monitor students' progress in on-line courses.
- Students must take at least 6 courses per year on campus or on campus Dual Enrollment courses. Seniors who are on pace to graduate may be granted an exemption to this rule at the discretion of the Head of School.
- Parents are responsible for the tuition and fees charged by other educational institutions. All fees assessed by external institutions will have no impact on a family's financial obligations to Newberry Academy.

Drop/Add for 8-12 Grades

Regular Courses -A course may be added or dropped within the first 10 days of the opening semester for credit earning courses. Only semester courses earning one-half credit may be added or dropped in January. Special circumstances regarding the dropping of a class and the assigning of a grade may be reviewed by the Head of School.

DE/Online Courses -The student is subject to the drop/add and withdrawal policies of the institution through which the student is taking the course. Such policies will be honored by Newberry Academy in the assigning of credit in coordination with the SC Uniform Grading Policy.

Failed/ Credit Recovery Courses

Failed courses may result in scheduling conflicts which may prevent a student from following the normal sequence of courses and make it impossible to earn graduation credits during regular school terms. The

school makes no guarantee of being able to meet the needs of students in such situations. The school may require completion of credit recovery courses to be enrolled the following school year.

Students must get prior approval from the administration for credit recovery courses which are taken for promotion and/or graduation credits, and the school reserves the right to refuse credit for summer school courses taken without prior approval.
Credit recovery courses will appear separately on the student's transcript If such credits are earned to make up a deficiency in a regular academic course, the original deficient grade will remain on the transcript and both grades will be used to compute grade averages; however, only one credit is awarded.

Probation

A student experiencing academic difficulties may, at the discretion of the Head of School, be placed on academic probation. Probationary status will result in a closer monitoring of the student's progress and may require after- school help and/or tutoring. Students may be prohibited from participating in athletics, class trips, or other activities until the-deficiencies have been corrected.

Any student with this status, after a reasonable period to correct the deficiencies, is at risk of being retained at grade level, and may be required to attend summer school or pursue other approved credit recovery options or may be dismissed from the school. The final decision regarding student probation status rests with the Head of School.

Special Programs/ Alternative Learning Policies

Newberry Academy utilizes a program facilitated by the Head of School for serving students that require accommodations to the regular curriculum and learning procedures implemented at the school. However, the faculty of the school is not specifically trained to treat learning disabilities. While the school will use some strategies and accommodations to assist students with a wide range of learning styles and attention difficulties, we cannot do so in ways which fundamentally alter our mission, programs, policies, or staffing. No accommodation or strategy will be implemented without prior approval from the Head of School. Students with learning differences are expected to meet the academic and citizenship standards required of all students. Furthermore, there may be some recommendations from educational psychologists which cannot and will not be implemented.

For a student to be allowed extended time on a standardized test, documentation must be on file which states the nature of the disability and the reason for the extra time. The documentation must be based on a clinical educational evaluation done by a professional evaluator, with the test having been done within the past three years.

Educational and other clinical psychological evaluations are maintained by the school administration in a confidential file and are not considered part of the student's regular permanent record. Therefore, these evaluations are made available to teachers only upon parental request. Parents who wish their children’s teachers to be aware of learning differences or other issues are encouraged to contact the Head of School to set up a teacher conference.

Newberry Academy recognizes the value of certain medications as part of an overall strategy in assisting children with attention problems. Medication for ADD/ADHD, as with all medicines taken at school, must be registered, stored, and dispensed by the school office, based upon written instructions from a parent and/or physician.

Student Policies

Upper School Community Service Requirement

In addition to academic credits, students are expected to participate in school or community service, either individually or through membership in school-sponsored clubs or organizations. Community service done outside of school sponsorship must be unpaid and through a bona fide charitable organization. Household chores, babysitting, helping neighbors, etc. are not considered acceptable service activities. A signature of the supervising adult or organization and a description of the activity must be included with the documentation to be considered for fulfillment of the requirement (Newberry Academy will provide an official form).

Beginning with the summer prior to the 9th grade, promotion to the next grade requires the completion and documentation of a minimum of 10 hours of school and/or community service each year. Any service that is performed under the supervision of school clubs or organizations, such as Jr. Civitan, will be accepted for the 10 hours of service provided that the proper documentation is filed.
The inclusion of these community service activities in a student's college application portfolio is an important factor in admission decisions at many colleges and universities. Students who fail to complete this requirement during the school year must do school service work in the summer and report cards/transcripts will be held until this requirement is satisfied. Students whose documented service work exceeds 50 hours in a year will receive special recognition at the Academic Awards program in the spring.

If a student does not reach the minimum requirement of 10 service hours, they will be required to pay $10 per missing hour. This fee will be due for the first week of school the following year. Seniors will be required to pay this fee prior to graduation.

Policy on Extra-Curricular Activities

Newberry Academy encourages all students to participate in athletics and other extracurricular activities. Research shows that students who engage in a variety of school activities have higher grades than those who do not. Also, many colleges and universities carefully evaluate student participation in such activities in their admission decisions. Active participation fosters leadership, encourages cooperation and initiative, promotes teamwork, and improves academic knowledge and skills. As such, Newberry Academy provides numerous opportunities for students to participate in extracurricular activities.

Generally, a school-sponsored trip that is 30 minutes or more away from Newberry Academy should transport students in a manner that is arranged directly by the school. All drivers must meet the

approval of the State Highway Department, the school's insurance carrier, and the Head of School. Under no circumstances are students allowed to drive to or from a school-sponsored activity in a vehicle not approved by the school.

Students must submit in writing to the appropriate sponsor an excuse when planning to miss a scheduled event. In the event of an illness or emergency, this excuse may be turned in when the student returns to school. The sponsor or coach has the discretion to consult with the Head of School concerning appropriate discipline or penalties for the student missing a scheduled event.

Athletic Participation

Newberry Academy is a member of the South Carolina Independent School Association (SCISA) for varsity and junior varsity competitions. SCISA rules and regulations govern our athletic participation (www.scisa.org).

Athletic participation is encouraged by all students, and teams generally follow a "no-cuts" policy. This means that all students are invited to participate; however, it is the coaches' discretion as to the amount of playing time players receive.

Participation in more than one sport per season is permitted; however, caution must be exercised to avoid students becoming overextended. Requests for permission to participate in multiple sports will be reviewed and determined on a case-by-case basis by the Director of Athletics and Head of School.

Athletic Eligibility

Eligibility for varsity and junior varsity athletics is determined by SCISA and by Newberry Academy. Parents must sign several forms required by SCISA before the student can participate in sports. A physical examination form signed by a physician is also mandatory for all interscholastic athletics. Students in grades 9-12 must also meet the following criteria:

1. A student has only eight semesters of eligibility from the date of first entrance into ninth grade (at any school). Transfer students may have to wait for a qualifying period under certain circumstances.
2. Student-athletes must not have reached their 19th birthday prior to a date determined by SCISA.
3. Students must pass at least 4 core academic subjects (or any 5 courses) during the previous grading period. This rule applies to the following intervals:
    - Eligibility is reviewed in October based on grades earned through mid-semester.
    - Eligibility is reviewed in December based on the fall semester average, including exams.
    - Eligibility is reviewed in March based on grades earned through mid-semester.
    - Eligibility for the beginning of the following year is reviewed in the summer and is based on the spring semester average, including exams.
    - Summer school is considered an extension of the spring semester.

Additionally, student athletes must be in good standing in matters of discipline and academics. Students may be held out of competitions or not allowed to travel because of academic non-

performance/probation, excessive absence or tardiness, accumulation of discipline referrals, failure to return uniforms or equipment, or other rules violations.

Behavior which brings about technical fouls or expulsion from games is unacceptable and may result in further sanctions from the school administration. Conduct on or off the field which brings dishonor to the team, or the school will not be tolerated and may result in suspensions. In extreme cases, dismissal from the team or the school may result. Any student-athlete who is suspended from a team, or who quits a team, is not permitted to participate in another sport while the original sport is still in season. Exceptions to this rule can be granted only by the Head of School.

Newberry Academy students who attend games, either home or away, are under the authority of the designated school official for that contest and the administration represented at the event. Currently enrolled students, even if not members of the team at an athletic event, must conform to school rules and behavior expectations.

Extra-curricular Trips

Students remain responsible for all their schoolwork even when athletic trips require early departure from school or late returns at night (see make-up work section in this handbook). Athletic teams may go on trips which require staying overnight. The cost of meals and accommodation for participants is the responsibility of the parents. When student-athletes are selected to participate in all-star games, the school will pay any entry fee; however, parents are responsible for travel to the contests and for lodging expenses.

All school rules remain in force during athletic trips and events both away from and on campus. Student-athletes are expected to be punctual, arriving at school on the day after an athletic trip at the normal time for class or assembly. Generally, athletes are required to travel to out-of-town events with the teams in school-provided transportation and to sit with team members in an area designated by the coaching staff. It is acceptable for parents in attendance at games to take their own children home with them, but not other students without specific written permission from the other students' parents. Such permission documents should be provided to the school office on the morning of the trip. When traveling off campus to athletic events, students are held to higher standards of appearance. Participants will be notified in advance if this dress code is modified for certain trips. The Director of Athletics may specify different team attire and allow for relaxed dress on return trips, in which case the school's regular dress code is the minimum standard.

General Guidelines for Student-Athletes

All rules and regulations of Newberry Academy extend beyond the school day to all extra-curricular events and activities for student-athletes. As such:

- The primary goal of the athletic program at Newberry Academy is to use athletic competition as a positive tool in the lives of our student-athletes that will develop character traits that will serve them well throughout their time at school and through adulthood.

- The school-day acceptable attire for each individual sport will be determined at the beginning of each season by the administration and will be in accordance with the normal dress code. The Head of School reserves the right to alter the attire agreement at any time if deemed necessary.
- Each varsity coach determines his/her specific requirements for the earning of varsity letters. Varsity letters, certificates, patches, and other recognition occurs at an athletic awards program following each sports season.
- Newberry Academy student-athletes are to conduct themselves with respect for their coaches, fellow teammates, fans, property, equipment, officials, the sport, and the event in which they are competing. Representing the school as a student-athlete is a great responsibility and failure to properly represent the school will carry severe administrative punishment.
- No student will be allowed to participate in any degree of organized workout, practice, or games unless all fees have been paid relating to that activity.

Clubs and Activities

Newberry Academy sponsors service and academic clubs, honor societies, and student activities in many areas. Under the sponsorship of faculty members, students participate in numerous academic/artistic competitions, such as math tournaments, debate, quiz bowl, and literary competitions. Students and faculty are encouraged to form clubs or organizations in particular areas of interest.

Honor Societies

Beta Club and Jr. Beta Club are organizations which provide recognition to students for outstanding accomplishments in the areas of scholarship, character, leadership, and service. Serving one another and the community is expressed in all the literature accompanying these charters.

To be eligible for membership of Beta Club, a candidate must be a member of the Newberry Academy Upper School. Membership is granted only to those students selected by a faculty committee. The decisions of the committee are final and may not be questioned or appealed. Eligibility is determined annually by the standards of the National Beta Club as determined by the faculty committee of Newberry Academy.

Jr. Beta Club recognizes those students in the fifth through eighth grades who have successfully combined academic excellence with personal leadership, character, and service. The criteria for membership are the same as for Beta Club, with grade averages computed for all courses beginning in fifth grade. Membership in Jr. Beta Club does not guarantee membership in Beta Club.

Special induction ceremonies are held during the school year for each club. Once inducted, a member must maintain these standards for continuing membership, as well as regular attendance at all chapter meetings and participation in required service projects each semester. A one-semester probationary period may be allowed for students to correct deficiencies and retain their membership.

Student Discipline

Each member of the school community must assume responsibility for his or her own actions and must conform to the rules established by the school, as well as the laws of society and the traditional ideals of

preparatory schools. Demonstration of respect for each person is essential and the use of proper terms (Ms., Mrs., or Mr.) when addressing adults is one of these traditional ideals.

Students are expected to be punctual and to take responsibility for their own appearance and that of the school campus. Dishonorable, abusive, or disruptive behavior is unacceptable. Behavior standards apply both on and off campus. The school reserves the right to implement disciplinary actions whenever it is deemed necessary by the administration and to refuse continued enrollment to a student whose behavior is unacceptable.

A progressive disciplinary policy is followed which begins with warnings and counseling by the teachers who will contact the Dean of Students. Detentions are served by students at the convenience of the teacher or administrator in charge and failure to attend detention will result in further disciplinary action. The school reserves the right to exclude students from participating in off-campus trips and activities in cases of excessive inappropriate behaviors.

Suspension results in an academic penalty. All in school suspensions will be held on Wednesday afternoons. Students whose absence is due to disciplinary suspension are not allowed to make up missed work. If a student misses a major assessment due to disciplinary reasons, the administration has the discretion to allow the student to make up the assessment missed.
At any grade level, dismissal from school may be the result of major disciplinary infractions, continued refusal to obey the rules of the school, or when a student's activities outside of school are determined to be potentially detrimental to the school or student body. While it is not the intention of the school to monitor student conduct during non- school times, the school reserves the right to make its own investigation of incidents involving enrolled students and to determine whether continuation of the student's attendance is in the school's best interest. The administration may suspend or dismiss a student for actions made on or off campus which reflect unfavorably upon the school. This includes inappropriate use of internet sites.

Any student who receives three (3) suspensions during the school year will be required to appear before the School Board or a designated disciplinary committee, which will include members of the Board. The committee will review the student’s disciplinary record and determine whether the student may continue enrollment at Newberry Academy or whether expulsion is warranted. A third suspension does not automatically result in expulsion; however, continued enrollment will be subject to the Board’s or committee’s review and decision.

<u>Specific Guidelines</u>
Violation of the following guidelines may result in disciplinary action. Since no list of behaviors can anticipate every possibility, this list is not meant to be all-inclusive. The school may take disciplinary action for some behaviors which are not listed here, but which are inappropriate in the opinion of the administration.
All students must:

- Fulfill their responsibilities in reporting to all classes, being on time, and completing their assignments.
- Show proper respect for all persons.

- Respect school and individual property, including other students' lockers, book bags, etc.
- Adhere to the dress code.
- Avoid behavior which could lead to the injury of others.
- Avoid racial, ethnic, sexual, or any other form of harassment.
- Avoid bringing onto campus any item which may be perceived as a weapon.
- No chewing gum on campus.
- Drive slowly and park automobiles in only designated student parking places.
- Avoid areas which are off-limits during the day, such as the wooded areas around campus and the student parking lot (except for seniors with off-campus privileges).
- Avoid eating and drinking outside of approved areas.
- Avoid any form of gambling.
- Behave safely and obey the drivers in school vehicles.
- Avoid possession or use of any form of tobacco, nicotine, alcohol, drugs, electronic cigarettes, vapes, drug paraphernalia, any intoxicating substance, etc.
- Avoid obscene language or threatening statements or actions directed at any other person.
- Remain on campus during school hours unless they have specific permission to leave.
- Avoid fighting or horseplay.
- Avoid borrowing or using another person's property (books, clothing, etc.) without permission.
- Additionally, the following items specifically are not permitted at school: knives, guns (including water or toy guns), laser pointers, explosives of any kind (including firecrackers), lighters, skateboards, water guns, radios, recording and electronic devices (except for administrative approval), and pornography of any type.

Infractions

Unacceptable behaviors are classified as either minor infractions or major disciplinary infractions. Minor infractions may result in the teacher imposing a classroom detention and/or a report being sent to the administration. Major discipline infractions may result in further consequences deemed appropriate by the administration.

Detentions are recorded over the period of one academic year, and all detentions and community service work assigned during the year must be served. The number of detentions the student receives could affect his/her reenrollment for the next year. Out-of-school suspensions are the consequence of repeated inability to follow school rules. A list of examples of unacceptable and inappropriate behaviors follows. There may be other unacceptable and inappropriate behaviors not on this list which warrant a disciplinary response.

Minor Infractions

- Chewing gum
- Running or horseplay in the halls and walkways
- Food/drink in improper areas
- Out of class without a pass/leaving class without permission
- Dress code violation
- Public display of affection

- Disruptions caused by cell phones or other electronic devices left on during class (devices may be confiscated)
- Being in an off-limits area without written permission
- Excessively loud talking or shouting in a quiet area
- Inattentiveness or improper behavior during assemblies
- Excessive and/or disruptive talking
- Classroom rule violation
- No earbuds are to be worn at any time

Major Infractions

1st offense = detention, suspension or expulsion.

Each major infraction will have a committee decision composed of the teacher, Dean of Students and Administration.

- Flagrant or repeated violation of any rules or regulations
- Skipping class or school
- Parking lot violation
- Repeated disruptive behavior
- Disrespect to an adult
- Profanity, crude or rude language
- Direct disobedience
- Traffic violation (This may also result in revocation of driving privileges on campus.)
- Deliberate pushing, tripping, horseplay, or other inappropriate physical contact
- Vandalism/defacement of school property
- Gambling
- Possession or distribution of pornography or obscene materials
- Bullying, hazing or harassment
- Fighting
- Intentionally endangering the safety of others
- Lying, cheating, and stealing
- Vaping, smoking, consumption of alcoholic beverages (Automatic 3 days out of school suspension)

Special Notice:

Any student who is found in possession of, selling, or using illegal substances, or who has possession of a weapon at school or during a school activity, or who makes threatening statements against another, may lose the privilege of continuing to attend the school.

Discipline Records

The school considers discipline records to be confidential. Reports of minor disciplinary matters are discarded at the conclusion of each year. There are exceptions to this policy, as follows:

- Records of major disciplinary offenses may remain a part of a student's permanent record until he/she graduates or withdraws from school. A record is kept through graduation or withdrawal of infractions which result in suspension. The school will report instances of major disciplinary

infractions to colleges and universities when requested or when the administration believes it appropriate to do so.

Student Automobiles

The speed limit on campus is 10 MPH.
Parking for students is permitted in the designated student parking areas only and vehicles must stay on paved or gravel surfaces.

Students who drive to and from school are not allowed to transport other students to school-sponsored activities without specific permission from both students' parents and the administration. This does not apply to carpool arrangements made by parents. Parents are responsible for instructing their children as to:

1. Whether they are allowed to ride in other students' automobiles and
2. They may transport in their own automobile.

- The school makes no attempt to continuously monitor student drivers and accepts no responsibility for students' driving or transporting others.
- Students who are observed driving unsafely or parking in improper areas may lose the privilege of driving and/or parking on campus. Student automobiles are off-limits during school hours, except when specific permission is granted by the Head or Assistant Head of school and for seniors with privileges.
- A student who drives to school and accumulates an excessive number of tardies may lose the privilege of driving and/or parking on campus.

Senior Privileges

Newberry Academy seeks to help with the transition to college by extending freedoms and privileges during the senior year which are like those experienced by college students. With written permission (the signed contract) from parents, seniors are allowed to have lunch off-campus on specified days, however, they must sign out and back in at the front office.

Seniors who do not fulfill their obligations will have senior privileges revoked for such time as determined by the administration. These obligations include meeting academic and behavioral standards, class attendance, required meetings, and completing the requirements of the College Counseling Office.

Substance Abuse Policies

Any student in possession of, or under the influence of, any illegal substances may be subject to immediate dismissal or suspension as well as prosecution by law enforcement agencies. The dangers of involvement with illegal substances by young people are well documented. Any student found in possession of a tobacco or nicotine product, including e-cigarettes, vapes or similar devices, will face suspension. As an educational institution, Newberry Academy seeks to educate both students and parents; however, the school's priority is to provide the proper school environment. As such, the entire campus of Newberry Academy is a Tobacco Free Environment. This rule applies to all persons who physically enter the campus.

Testing, Search & Seizure

To help ensure a safe, healthy, and productive educational environment for our students, staff, and employees, the school has adopted a strict policy regarding the possession, use, or distribution of controlled substances and alcohol. Students under the influence of drugs and/or alcohol pose serious safety and health risks not only to themselves, but to all those who surround or encounter them. Accordingly, possession, use, consumption, distribution, or sale of alcohol or controlled substances, or having controlled substances in one's system without medical authorization during school hours, on school property, or while a participant or spectator at a school-sponsored event, or at any time when the student represents the school, will result in disciplinary action up to and including expulsion. Drug related paraphernalia are also prohibited.

The school reserves the right to search for any student's person on campus or off campus while participating in a school-sponsored event, or while representing the school, and to search property belonging to the student, including without limitation the student's vehicle, equipment, clothing, personal effects, lunch and equipment boxes, lockers, bags, purses, cases or other containers. This search policy also includes the school's right to search through a student's personal electronic devices, any electronic files contained on such devices, and any files or documents submitted electronically from such devices. Such searches may be conducted upon such cause as shall be deemed reasonable by the Head of School; and, furthermore the school reserves the right to engage in random searches of a student's person and property without the requirement of notice and without the existence of reasonable cause, to include, without limitation, the requirement that students submit, upon demand, to such tests including, without limitation, chemical tests of breath, blood, hair, and urine. A refusal to submit to testing and/or inspection may be grounds for dismissal.

No student is allowed to possess or use a weapon at any time. This rule pertains to buses, school grounds, inside the school, field trips, special school events, and any place or situation where the image of the school may be threatened or degraded. A weapon is defined as anything that can be held or used in the hand that can be then used to inflict harm on another person. Students found guilty of possession, or use of a weapon, on or off campus, are subject to suspension or expulsion. The school reserves the right in instances where there is potential imminent danger to the members of the school community, such as the discovery of a lethal weapon, to involve law enforcement officials.

Use of Video Monitoring

The Board recognizes that technology such as video surveillance cameras can help maintain the safety and security of students, staff, and property. Therefore, the use of cameras is supported by the Board. Video surveillance may be utilized inside the buildings as well as around the exterior of the school. Video monitoring is not permitted in areas where there is a reasonable expectation of privacy such as locker rooms or bathrooms. Video recordings may be used as evidence that a student, staff member or other person has engaged in behavior that violates the law, and/or school rules.

Students or staff attempting to tamper with cameras will face disciplinary action that may include suspension or expulsion.

Suspension, Probation, and Expulsion

Suspension, probation, and expulsion are severe consequences at Newberry Academy. A student may be suspended from attending Newberry Academy for a period to be determined by the administration. Parents will be notified of all such actions.

Newberry Academy reserves the right to suspend or expel any student, regardless of his/her discipline consequence status, if the student's attitude, action, or academic progress does not conform to the spirit and standards of the school.

Couples/Public Display of Affection

Physical display of affection between students is not allowed on the Newberry Academy campus or at any school activity. This includes, but is not limited to the following: holding arms or hands, hugging, kissing, etc. Serious inappropriate physical or sexual conduct may result in suspension or expulsion of students. Married students and/or pregnant students are not allowed to attend Newberry Academy.

Hazing, Bullying, and Harassment

Bullying and/or hazing is defined as repeated physical, verbal or mental abuse of another student, such that the student no longer feels safe at school or at school-affiliated functions, including online, where off campus harassment can happen. Sexual harassment is another form of this abuse and merits further considerations for disciplinary action. Newberry Academy complies with all state and federal statutes regarding all forms of harassment. Any person who considers him/herself to be a victim of any form of harassment is encouraged to report the incident(s) to the Head of School or Dean of Students. A complaint will be investigated and appropriate action taken.

Sexual Harassment

Newberry Academy is committed to providing a learning environment which fosters mutual respect and sensitivity among all members of the school community. To that end, the school expressly prohibits any person, male or female, from engaging in any practices or behaviors that constitute sexual harassment. Sexual harassment may be of a physical, verbal, visual, or psychological nature, and is generally deemed as behavior that is not welcome, that is personally offensive, that lowers morale, and that interferes with academic effectiveness by creating an intimidating, offensive, or hostile environment for the recipient. Examples of sexual harassment include, but are not limited to, the following:

- unwanted, unwelcome physical contact of a sexual nature (grabbing, touching, pinching, patting)
- unwelcome pressure for sexual activity
- unwelcome, repeated use of sexually oriented language (rude jokes, suggestive nicknames, etc.)
- sexual slurs or insults, verbal or written
- cornering or blocking of normal movement, or stalking
- removal of another student’s clothing

It does not normally include:

- A hug between friends
- mutual flirtation

- sincere, personal compliments

Any person who considers him/herself to be a victim of harassment is encouraged to report the incident(s) to the Head of School or Dean of Students. A complaint will be investigated and appropriate action taken.

Academic Honesty

It is a fundamental assumption that any work presented by students will be their own. Cheating on a test, project, homework assignment, or examination includes any case of assistance sought, received, or offered without the prior approval of the teacher. It also includes possession or viewing of notes or other materials which could give the student an unfair advantage. All work submitted by a student should be their own. During exams, students must adhere to the rules set by the instructor, including the prohibition of unauthorized materials and communication. While collaboration on certain projects may be encouraged, students must clarify with their instructors what level of collaboration is permitted. Assignments meant to be completed individually must not involve collaboration. The use of technology for academic work should adhere to the same standards of integrity. Copying and pasting from digital sources without citation is prohibited, as is using online resources to cheat on assignments or exams. Violations include the following:

Plagiarism: The act of presenting someone else's work, ideas or words as one's own without proper acknowledgement. This includes copying text, images or data from the internet, books, articles or other sources without citation. Students are expected to understand what constitutes plagiarism and to learn how to properly cite sources. Teachers will provide guidance on citation methods and resources for academic writing.

Self-Plagiarism: Submitting the same piece of work in more than one course without the explicit permission of the instructors involved.

Cheating: Any attempt to gain an unfair advantage in academic work. This includes but is not limited to copying another student's work, using unauthorized materials during an exam and collaborating on assignments meant to be completed independently.

AI-Assisted Cheating: Using artificial intelligence (AI) tools, such as writing assistants or automated problem solvers to complete assignments, exams or other academic work without explicit permission from the instructor is considered cheating. Proper acknowledgment and citation of AI-generated content must be provided where permitted. The use of AI tools for academic work must be explicitly approved by the instructor. When permitted, students must properly cite any AI assistance received in the completion of their work.

Tolerating a previously mentioned violation is also considered an offense.

The consequences necessary for academic honesty violations typically exceed the levels of punishment provided by infractions. Therefore, if a student is found in violation of academic honesty, the Dean of Students will assess the following penalties:

1st offense: The student will receive a zero on the assignment or exam in question. The incident will be documented, and a meeting will be held with the student, teacher and a school administrator.

2nd offense: The student will receive a zero on the assignment or exam and a parent/guardian will be notified. The student will also be required to complete an academic integrity workshop.

3rd offense: The student will face more severe disciplinary actions, which may include suspension or expulsion from Newberry Academy. A formal meeting will be held with the students, parents/guardians and school administration.

Students have the right to appeal any decisions related to accusation of plagiarism or cheating. Appeals must be submitted in writing to the school administration within five days of the decision.

Dress Code

Newberry Academy expects students to present a neat, clean appearance always and will enforce standards of attire and personal grooming. It is a method of cultivating a climate of discipline and responsibility. Dress codes cannot anticipate every situation, so the school reserves the right to determine the appropriateness of a student's attire or appearance on an individual basis.

The dress code below reflects the school's sense of what is in good taste but may not cover all situations. The dress code may be amended by the Head of School at any time in response to changing fashions or needs. The school requests that parents help enforce the dress code by ensuring that students are appropriately attired before leaving home. Students and parents are encouraged to consult in advance with the administration about any appearance questions or issues. Any student caught with an illegal shirt will be required to purchase a $25 Newberry Academy shirt from the Front Office. This will be billed to the parents.

<u>All students</u> -

- All clothing should be clean and should not be torn or tattered. Fashionable holes and excessive fraying are also considered unacceptable
- Sweatpants or warm-ups, fatigues, tie-dyed, and excessively baggy pants which sag below the waist are not to be worn (see Student Policies for potential Academy athletics-related exceptions). Outdoor camouflage jackets or similar clothing provided they are taken off when indoors.
- No clothing may be excessively tight or form-fitting.
- No clothing may be worn to school or to school events which promote or advertise alcohol, tobacco, or drug use nor may clothes display sexual references or innuendo.
- No clothing promoting political viewpoints is to be worn.
- Shoes should be substantial and supportive (no shower or athletic sandals, etc.). Grades 3K-5 must wear closed toe shoes.
- Hats, hoods, and other head coverings are not to be worn indoors.
- Nose studs, other exotic body piercing, and extreme fashion items are not permitted.
- No extreme hair styles or colors, or visible tattoos are permitted.

- Sweaters or sweatshirts must fit appropriately and have a hemmed bottom.
- No clothing designed for athletic wear may be worn (see Student Policies for potential Academy athletics-related exceptions).
- The wearing of a "hoodie" or comparable outer garment is acceptable, but the student wearing such a garment must also abide by all other dress code rules and regulations and should never have the hood over their head in the school buildings. The nature of such garments lends themselves to a certain degree of ornamentation, so the administration reserves the right to discourage and forbid the wearing of a garment that does not lend itself to the spirit of the school's dress code. All Newberry Academy "hoodies" and similar garments are considered acceptable.
- Students in grades 5-12 with a regularly scheduled Physical Education class must bring an alternate change of clothes for participation in the physical activity required for such a class. This change of clothes must be considered athletic attire appropriate for physical activity. Shoes must be athletic in nature and must be supportive and closed-toed.

Boys -

- No earrings are permitted.
- Shirts should be always worn; bare chests are not appropriate even during school-sponsored athletics.
- In grades 6-12, plain collared and crew-neck shirts and sweaters are preferred. Certain ‘well-dressed’ options such as a turtleneck or mock turtle will also be acceptable.
- Pants and shorts should be substantial and in good condition.
- Hair must be neatly trimmed, a natural color, and preferably off the eyes and collar.

Girls -

- Miniskirts, bare midriffs, bare backs, low-cut tops, and strapless sundresses are not permitted.
- Any clothing deemed too revealing, including tank tops or clothing which reveals undergarments, is not permitted.
- All shorts and skirts must be no more than 4 inches above the knee.
- Collared blouses are preferred, but collarless blouses are permitted if they are not cut inappropriately. Shirts/blouses which are designed to be tucked in should be so.
- All tops must be modest as deemed appropriate by the administration.
- No leggings may be worn.
- Hair must be a natural color (not necessarily the student's own natural color).

Special Note: Fridays will be considered "dress down" days for the students. Students will be permitted to wear shirts that promote Newberry Academy, events in which Newberry Academy has directly participated, SCISA, or the college of their choice; but such shirts must still follow the rules of the school except for the collar for the shirt. All other dress code rules apply.

Cell Phones

To ensure a conductive learning environment, free from distractions and disruptions caused by cell phone usage, Newberry Academy enforces a strict zero-tolerance policy regarding the use of cell phones during school hours. This policy aims to minimize distractions, promote face-to-face interactions and enhance the overall educational experience of Newberry Academy.

Students are not permitted to use cell phones during instructional time, passing periods, lunch breaks, or any other time during the school day.

Students must store their cell phones in their book bags or designated storage areas before the start of the school day. Cell phones must be turned off or set to silent mode.

If a student is caught using their cell phone during the school day:

1st offense: Confiscation of the cell phone for the remainder of the school day. The student will receive an in-school suspension and may retrieve their phone from the main office at the end of the day.

2nd offense: Confiscation of the cell phone, along with one day out of school suspension. A parent/guardian will be required to retrieve it from the main office.

3rd offense: Confiscation of the cell phone, a parent/guardian meeting and a three to five day suspension from school for repeated violations.

Students may face more severe punishments, such as expulsion from Newberry Academy.

Exceptions to this policy will be made for students with documented medical needs or other legitimate reasons, as approved by the school administration.

In case of an emergency, students are to report to a school staff member who will facilitate communication using the school's resources.

Senior Cell Phone Privilege: As a privilege earned by members of the senior class, seniors may use their cell phones during designated non-instructional times, including lunch and other times approved by the Head of School. Cell phones must remain out of sight during instructional time unless specifically authorized by a teacher for educational purposes. Abuse of this privilege may result in its suspension or revocation for an individual student or the entire senior class.

Social Media

To promote reasonable use of social media by students, ensuring that online activities do not interfere with the educational environment of the well-being of the school community, Newberry Academy encourages students to use social media in a respectful and responsible manner. This policy aims to ensure a safe and respectful online environment, reflecting the values and standards of Newberry Academy. By following these guidelines, students contribute to a positive school culture and community. The following guidelines are set to help students understand the expectations and responsibilities associated with social media usage.

1. Students are expected to communicate respectfully and courteously online. Harassment, bullying or any form of negative behavior towards other students, staff of members of the school community will not be tolerated.
2. Students must respect the privacy and confidentiality of others. Sharing personal information, images or videos of others without their consent is prohibited.
3. When identifying themselves as students of Newberry Academy on social media, students should represent the school in a positive light. Any posts that may harm the reputation of the school or its members are strictly forbidden.
4. Students should refrain from posting inappropriate, obscene, or offensive content. This includes but is not limited to language, images or videos that are sexually explicit, violent or discriminatory.
5. Any form of cyberbullying, including spreading rumors, threats or harmful messages online is strictly prohibited and will result in disciplinary action.
6. Students should not use social media to share or seek answers for assignments, tests or other academic work. Academic dishonesty will result in severe consequences.
7. The school reserves the right to monitor social media activities that relate to the school community. Violations of this policy will result in disciplinary action, which may include suspension, expulsion or other appropriate measures.
8. Students are encouraged to report any violation of this policy to a school administrator or trusted staff member.

Family Partnership Expectations

Newberry Academy values a strong partnership between parents and the school, grounded in mutual respect, trust, and a shared commitment to each student's educational and spiritual development. Parents and guardians are expected to conduct themselves in a respectful, civil, and cooperative manner when interacting with faculty, staff, students, volunteers, and other members of the school community.

Conduct that is disruptive, abusive, threatening, harassing, intimidating, defamatory, or otherwise interferes with the school's mission, daily operations, or the safety and well-being of its students and employees will not be tolerated. This includes behavior that occurs in person, by telephone, text messaging, through email, on social media, or at any school-sponsored event. Because enrollment at Newberry Academy is a privilege and not a right, the school reserves the right to deny re-enrollment, place a student on probation, or terminate a student's enrollment when the actions of a parent, guardian, or other individual acting on the family's behalf materially damage the cooperative relationship between the family and the school or impede the school's ability to fulfill its educational mission. Such decisions shall be made at the sole discretion of the Head of School and, when appropriate, in consultation with the Board of Trustees. Refunds of tuition and fees, if any, will be governed by the school's enrollment agreement.