

The Winston School
2011-12
Student Handbook

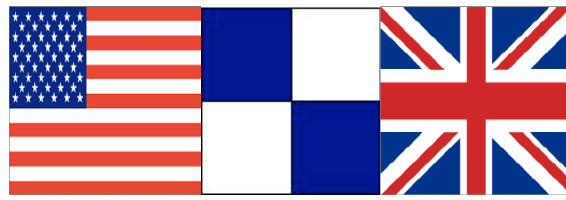
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THE WINSTON SCHOOL CALENDAR

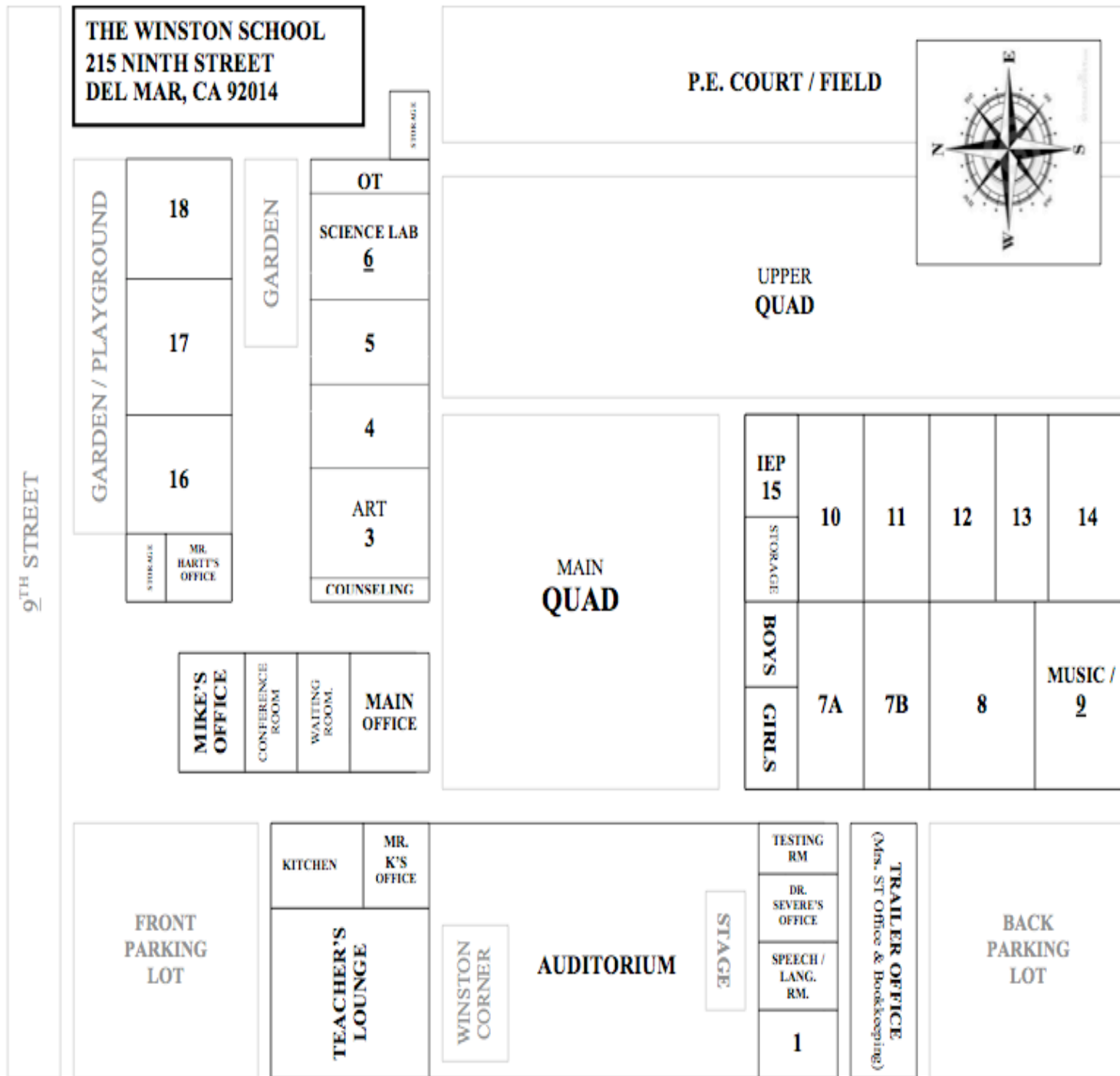
2011 – 2012

Tue.	Sept.	6	Classes Begin for Students
Thurs.	Sept.	15	Back to School Night @ 7:00 p.m. – Parents Only
Fri.	Oct.	14	First Marking Period Ends
Wed.	Oct.	26	Staff In-Service Day – Early Dismissal @ 12:30 p.m.
Fri.	Nov.	11	Veterans Day – No School
Tue.	Nov.	22	Second Marking Period Ends
Wed.	Nov.	23	Thanksgiving Recess Begins– No School
Mon.	Nov.	28	School Resumes
Fri.	Dec.	16	Winter Break Begins – Early Dismissal @ 12:30 p.m.
Tues.	Jan.	3	School Resumes
Mon.	Jan.	16	Martin Luther King Day Observance – No School
Fri.	Jan.	20	Fall Semester Ends / Staff in-Service Day – Early Dismissal @12:30 p.m.
Mon.	Jan.	23	Spring Semester Begins
Thurs.	Jan.	26	Parent Conferences – Early Dismissal @ 12:30 p.m.
Fri.	Jan.	27	Parent Conferences – Early Dismissal @ 12:30 p.m.
Mon.	Feb.	20	Presidents Day – No School
Fri.	Mar.	2	Fourth Marking Period Ends
Wed.	Mar.	14	Staff In-Service Day – Early Dismissal @ 12:30 p.m.
Fri.	Mar.	30	Early Dismissal @12:30 p.m.
Mon.	Apr	2	Spring Break Begins – No School
Mon.	Apr.	9	School Resumes
Thurs.	Apr.	20	Fifth Marking Period Ends
Fri.	May	4	Headmaster’s Day – No School
Mon.	May	28	Memorial Day – No School
Fri.	June	15	Last Day of School – Early Dismissal @ 12:30 p.m. High School Commencement Ceremony @ 7:30 p.m.
Mon.	June	25	Summer School Classes Begin
Wed.	July	4	Fourth of July – No School
Mon.	Aug.	6	Summer School Ends

****See page 9 for daily schedule****

THE WINSTON SCHOOL

2011 – 2012 MAP



INTRODUCTORY INFORMATION

I. HISTORY OF THE WINSTON SCHOOL

The Winston School is an independent, non-profit, co-educational, college preparatory school for children of normal intellectual functioning with learning differences, in grades four through twelve. The name comes from Winston Churchill, who achieved greatness despite humiliating failure in school.

Winston was founded in 1988 on the campus of the former Del Mar Shores Elementary School by a group of dedicated parents and professionals in the medical and educational fields. Winston graduated its first senior class in 1992 and continues to successfully place 95% of its graduates in colleges and universities across the country.

In 1991, Mark D. Kimball became Winston's second headmaster, after 15 years at The Gow School--the oldest college preparatory school in the country for students with dyslexia. He brought an extensive background in educating students with learning differences. Over the next 14 years, Mr. Kimball helped to establish Winston as a unique educational environment with an outstanding reputation for educating students who learn differently.

In 2005, Mike Peterson was appointed as Winston's third headmaster. He brought 24 years' experience at The Field School in Washington, DC where he taught History and English and served as the first dean of faculty and associate head of school.

In May 2008, Mr. Peterson and the Winston Board concluded a successful effort with the City of Del Mar to purchase the Shores and ensure a 55-year lease on Winston's campus.

II. MISSION STATEMENT AND EDUCATIONAL GOALS

The Winston School inspires hope and success in bright, creative students who have struggled to realize their potential.

III. EXPECTED SCHOOLWIDE LEARNING RESULTS

A. Academic Achievement

Students will demonstrate academic proficiency according to their ability levels. All students will:

- acquire and employ, through discipline and practice, the knowledge, procedures and skills required for college work or professional training.
- improve their intellectual ability through the consistent study and expression of ideas.

B. Social Skills/Communication

Students will demonstrate appropriate social skills and be able to communicate effectively. All students will:

- analyze and understand the use of language in all areas of endeavor and employ effective strategies for improvement in listening, speaking, reading, and writing
- compete and cooperate constructively in work and play

- consider their roles and responsibilities in communal life and contribute to their community through leadership, cooperation and service
- understand and make appropriate emotional responses and deal maturely with the responses of other people

C. Intrapersonal

Students will demonstrate the ability to design and implement strategies to solve various problems and to establish and pursue goals, both personal and professional. All students will:

- set goals for their own learning; pursue them confidently, and take pride in their accomplishments.
- develop a healthy life-style through recreation and physical fitness.
- participate in a multi-disciplined approach to the fine and performing arts, emphasizing creative problem solving and imagination.
- take responsibility for their actions and for the decisions that they make, and understand how these actions and decisions affect the community and the world around them.
- value ethical behavior and reason from moral principles as they make their own decisions and evaluate decisions made by others.
- seek, identify and - using individual as well as community resources - resolve problems in the social and natural environment.
- understand their personalities and special interests and utilize that knowledge to set future educational, career and personal goals.

IV. ADMISSIONS

Winston enrolls many of its students during the regular school year if the students is qualified, if space permits and the students have a successful interview and visit. Any student of average to above-average intelligence whose primary difficulty stems from learning differences may be eligible for admission to the school. We admit students of any race, color, sex, sexual orientation, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, sex, sexual orientation, national or ethnic origin in the administration of educational or admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Parents are encouraged to suggest Winston to appropriate families or professionals or to share their impressions of Winston with prospective parents by contacting the Admissions Office and becoming parent ambassadors.

V. TRANSITION POLICY

Whenever a student leaves Winston, the goal of the faculty and administration is to assist in placing the student in an appropriate academic environment.

The school works closely with each family to determine the appropriate time for a student to transition from Winston. Every effort is made to aid in the selection of another school including letters of recommendation, telephone discussions and even personal visits. All school records will be released upon written notification from the parent and/or school.

Contracted students from public school districts leave the school based upon decisions made within the IEP process. Winston staff, families and school district personnel work together to determine the next appropriate academic program.

Students graduating from Winston will have met all California State or School District requirements for high school graduation. They will have received placement counseling from the Headmaster or the Assistant Head of School to assist in enrolling in an appropriate college, vocational or professional program.

Winston does not take responsibility for college or job placement of students who leave Winston prior to graduation.

Winston has launched a Transition Program this year to aid its graduates in adjusting to the first one or two years in college. Directed by Jeff Kozlowski, the program is open to members of the class of 2011 and 2010 who meet the criteria and pay the required tuition and fees.

VI. STUDENT RECORDS AND CONFIDENTIALITY

Winston holds confidential student records. Parents must sign a Release of Information form before The Winston School can release records to other institutions or individuals.

VII. NOPROFIT STATUS, CERTIFICATION AND ACCREDITATION

The Winston School is incorporated as a non-profit institution according to the laws of the State of California and is governed by a Board of Directors.

Winston is certified through the State of California, Department of Education.

The school is formally accredited by the Western Association of Schools and Colleges through June of 2013.

THE SCHOOL DAY

I. SCHOOL HOURS

Winston's Main Office is open from 7:30 AM to 4:00 PM. Students are allowed on campus from 8:00 AM to 3:00 PM unless they have permission from a staff member who has agreed to supervise the student.

The regular class day is from 8:25-2:30 except Wednesday when students are dismissed at 1:30. An additional Activity/Assembly period follows lunch every day but Wednesday.

II. DAILY CLASS SCHEDULE

Lower School		Middle & Upper School	
1st	8:25 - 9:20	1st	8:25 - 9:20
2nd	9:20 - 10:05	2nd	9:20 - 10:05
AM Break	10:05 - 10:15	AM Break	10:05 - 10:15
3rd	10:15 - 11:00	3rd	10:15 - 11:00
4th	11:00 - 11:45	4th	11:00 - 11:45
Lunch	11:45 - 12:15	Lunch	11:45 - 12:15
5th - Activity	12:15 - 1:00	5th - Activity	12:15 - 1:00
6th	1:00 - 1:45	6th	1:00 - 1:45
7th	1:45 - 2:30	7th	1:45 - 2:30
Prep to Dismiss	2:20 - 2:30	Prep to Dismiss	2:20 - 2:30

III. ATTENDANCE

It is important for school safety and for the academic success of the student that he/she be present in all assigned classes on time and as often as possible.

Attendance is taken on a daily basis starting at 8:25 AM by each first period teacher and entered into the PowerSchool system. **If a student is tardy or absent, a parent or guardian must inform the school of the absence and the reason the student is not in attendance through a note or telephone call.** The school will contact parents by phone for unexplained student absences. Parents will be notified if tardiness or absence is affecting school performance or jeopardizes the student's chances of receiving credit.

A student may be excused for personal illness, family emergency, and health related

appointments. An independent study contract may be granted when a student has excused absences of five days or more. Failure to complete the work assigned during the independent contract will affect the student's grades.

Any absences, beyond those stated above, are considered unexcused. Unexcused absences will result in consequences that can include a behavior support plan or behavioral contract and attendance at Saturday School. After three absences, excused or unexcused, mandatory make-up days (i.e. Saturday School) will be scheduled in order to maintain a student's required attendance and academic credit. **Nine (9) or more absences in any class in one semester, or 3 or more absences during a Marking Period may result in no credit being awarded for that course.** Students who are habitually tardy to a class who end up missing the equivalent of nine class periods may also receive no credit. Fifteen days of absence in one school year may jeopardize school placement. Students with nine or more absences in one or more classes must make up work under a plan approved by the Dean of Students and Assistant Head of School.

IV. MEDICATION

All parents are asked to fill out medical information forms that grant permission for school personnel to dispense specific non-prescription medication.

When it is necessary for a student to receive prescription medication during the school day, a physician must document this fact. All medications must be dispensed through the school office by designated school personnel and must be in the possession of the school office.

V. SCHOOL SUPPLIES AND TEXTBOOKS

Students are required to bring daily, all items necessary for the academic workday. These include:

(Provided by Winston School)

3 ring binder notebook.
Notebook dividers.
Pocket folders.
Zip -type pencil bag.
Calendar/Assignment Page

(Provided by Student)

Lined, loose-leaf paper.
Pencils and Pens.

(Student Responsible / Check-Out)

Pocket calculator.
Textbooks

All textbooks, notebooks and most other curriculum materials will be provided by the school. Students are responsible for keeping these items in good repair and available throughout the day. Lost or damaged items will be reported to parents along with a bill for replacement.

VI. STUDENT LOCKERS AND PROPERTY

Middle and High School Students are assigned lockers, which are the property of The Winston School. The school will provide all combination locks and students are responsible for any loss or damage. Lockers are not to be externally decorated or altered. Winston reserves the right to open lockers at any time.

The school is not responsible for any personal belongings lost or damaged. In case of loss, we assist in recovering property to the best of our abilities. We discourage students from bringing expensive possessions or large sums of cash to school.

VII. MORNING BREAK AND LUNCH PROCEDURES

The school has a 10-minute break each day when students are required to stay on campus. Students are encouraged to bring a snack for this break time or they may buy one from Winston Corner.

Winston does not serve lunch, so as a rule students should bring their own lunch. During lunchtime, Winston students staff "Winston Corner" where microwavable lunches and other snacks may be purchased.

Students in high school who have parental and school permission to do so may go off-campus for lunch on specified days. The Off-Campus Lunch Privilege for upper school students is contingent upon good citizenship and reasonable academic effort. All students must checkout at a designated location before leaving campus at 11:45 AM and they must return by 12:10 PM. All upper school students are required to have a signed parent consent form on file in the office prior to exercising this privilege. Students must comply with all school rules while off-campus and be willing to resolve any concerns voiced from the school and community.

The Off-Campus Lunch Privilege coincides with the day of the week and student grade levels. The schedule is as follows:

Monday	Tuesday	Wednesday	Thursday	Friday
9th	9th			9th
10th	10th			10th
11th	11th		11th	11th
12th	12th	12th	12th	12th

VIII. ONLINE GRADING DATABASE-POWERSCHOOL

Teachers provide information about student academic progress through PowerSchool. Parents receive a login code at the beginning of the year and can check for updates on a weekly basis. Parents having trouble with the system should contact the office.

SCHOOL POLICIES & SERVICES

I. HEALTH INFORMATION

Winston requests student immunization records for: Polio, Diphtheria, Tetanus, Pertussis, Measles, Rubella, and Mumps as required by California state law. Student Immunization Records must be submitted to the Administration Office prior to enrollment. Records for the T-dap vaccine must be submitted by the end of the first month of school.

II. SCHOOL CLOSING

Unscheduled school closings may occur due to inclement weather or emergency situations. Every attempt will be made to contact families in the early morning hours in the event of any school closure. Local radio stations will be used to announce school closures, whenever possible.

III. TRANSPORTATION

Winston is not able to offer transportation to families paying private tuition except to and from the Solana Beach train station at an additional cost beyond tuition. Transportation to and from Winston is provided by school districts if a student is publicly funded. Routes and schedules are determined by ridership prior to the start of the school year by the bus company contracted by the particular school district to provide transportation for the children. Students are expected to use their designated means of transportation and to comply with all rules and policies of the bus company, the Winston School, and the State of California. Ongoing difficulties may result in suspension of services and is often beyond Winston's control. **Parents who would like their students to go home by a different means than usual must notify the office of this prior to the end of classes.**

All school sponsored field trips and activities use First Student transportation to provide bus service. Upon admission, parents grant permission for their child to participate in school sponsored trips and activities throughout the year. Winston staff accompanies all trips to provide necessary supervision. Students must understand that all school rules of conduct are applicable and enforced during school sponsored trips and activities.

The school has access to nearby public transportation bus lines. The closest stop is on the corner of 9th Street and Camino Del Mar, which is one block from the school. The bus that services this route is #101, which provides service from the Oceanside Transit Station to University Town Center in La Jolla.

Frequently, Winston parents organize car pools within their local area. Car pools are developed at the parents' own initiative. New parents are informed of any organized car pools within their areas.

Students with a driver's license may only drive to school with the consent of parents and the school. Winston provides an assigned parking space on campus. Interested students must meet prior to driving in order to agree to the limitations and expectations of this driving privilege. This agreement is in the form of a Student/Driver Contract and requires initial and ongoing parental support. We consider driving a privilege and not an individual's right upon admission to the school.

IV. SUPPORTIVE SERVICES

Winston recognizes that students may need additional services in the form of Speech and Language Therapy, Occupational Therapy and Individual/Group Counseling.

Students identified by school personnel as needing support services are referred to the Director of Special Education for discussion with the parents. These support services are provided on campus during the school day. Any family may obtain these services or others specified on the service sheet, on a private contract for additional charges or as part of the IEP process. In some instances, at the discretion of the headmaster and staff, students may be required to receive specific services in order to continue at Winston.

V. USE OF MUSIC

In certain cases, at the discretion of the teacher, students may use music systems with headphones to assist them in blocking out distractions. This should occur when students are working on individual assignments. Usage is dependent upon the student's ability to prevent social distractions with others. All music systems with headphones and electronic games may be used at lunch and on school buses.

VI. CHILD ABUSE REPORTING POLICY

It is the policy of Winston School to require all members of the school staff to report when they have knowledge of, or observe a child in their professional capacity or within the scope of their employment, who they know or reasonably suspect has been the victim of child abuse. Child abuse in the scope of this policy includes sexual assault of a child, willful cruelty or unjustified punishment of a child, corporal punishment or injury, and the neglect of a child.

VII. SCHOOL DISCIPLINE STATEMENT

Winston is a close community of staff and students, working together for the maximum benefit of everyone. We must have rules to ensure that each person's rights are honored and that the community functions in a positive, respectful and dignified manner.

Compliance with the school rules is a responsibility and a commitment from every student. Repeated infractions will jeopardize a student's privilege to attend Winston.

VIII. STUDENT CONDUCT GUIDELINES

We require that all the students and their parents read carefully the following guidelines for student conduct.

A. Students will:

- remain on school property and with school sponsored field trips unless given direct permission from Winston staff.
- comply with the limits of the school boundaries. Students are to remain in the courtyard and lunch areas and to refrain from entering the parking areas or field without permission or supervision.
- be polite and use appropriate language at all times.

- treat everyone with respect and to resolve differences amicably. We expect students to refrain from physical and verbal harassment and fighting.
- do their best at every task. Cheating and copying other student's work will not help students to grow academically and thus are not acceptable behavior.
- not engage in business transactions for profit.
- refrain from stealing or having in their possession items without the owner's permission.
- refrain from willful destruction and vandalism of school and private property.
- participate in clean-up activities during break and lunch periods. Requests are to be followed with cooperation and politeness in order to ensure a cleaner campus.
- bring only those items necessary for school to campus. Valuable items can be lost, broken or stolen and should be left at home.
- comply with the school dress code.
- keep food, drink and gum outdoors. Despite sincere efforts, food, drinks and gum frequently create classroom distractions and clean-up issues.
- refrain from using, possessing and distributing illegal substances
- (tobacco, alcohol, narcotics) and accompanying paraphernalia. Winston is a smoke-free environment and smoking is not accepted even for those of legal age.
- refrain from bringing anything to campus, which could be viewed as a weapon.
- report immediately to the main office when requested by a staff member. There, you will be directed to speak with an administrator to resolve the difficulty.
- not use or have turned on or visible, cell phones and pagers during class time. We encourage students to leave these items at home as phone access is always available in the office.

B. The Winston School Approach to Discipline

The foundation for discipline must begin with a school environment characterized by the following:

Students feel safe:

- Where problems/concerns are consistently resolved.
- Where individual rights are protected.

Students feel it's fair:

- Where both sides of the conflict are heard.
- Where trust has been developed.

Within the environment, we must have the following basic agreement from every student:

- Every student must be willing and able to work out any problem addressed by the school.
- We will not accept ongoing avoidance of responsibility.
- We will not accept ongoing defiance of authority.

C. Guidelines for Consequences

1. Minor School Rule Violations

These violations can be resolved in a lower key manner between the teacher and the student. Student and teacher attitude is very important in keeping the situation low key. Forgetfulness can be tolerated. Defiance and/or persistent violations cannot.

2. Disruption of the Learning environment

Students who talk, make physical contact, argue with teachers or peers or make inappropriate comments or gestures in a classroom or other environment are sent out of the classroom to meet with an administrator if they do not refrain from the behavior upon request.

3. Major School Rule Violations

See "Suspension, Changes of Placement and Expulsion Policy" for consequences of behavior that has reached a serious level.

D. Cell Phone Use

Students are allowed to use cell phones to make calls or send text messages during their free time. They should leave the phones on silent and in their backpacks during class time unless the teacher has given permission to use a feature of the device. Students should not take photos, audio recordings or videos of their classmates or of staff members. We ask that parents wishing to contact their students realize that incoming calls and messages make noise and can't be received during class time. Urgent messages should be communicated via the school office.

E. Internet Acceptable Use Policy

The use of the Internet at school is a privilege. The school makes parents and students aware of the risks and teaches students appropriate and acceptable behavior regarding Internet usage.

Following is a list of rules and acceptable uses of the Internet at school.

- The Internet is to be used for research and educational purposes only.
- The Internet is to be used to send and receive electronic mail (Email) for educational purposes only.
- All school policies and procedures apply when using the Internet.
- Appropriate language, behavior and regard for others is expected.
- Students will only use the Internet with teacher's permission and supervision, and will only view information that has been determined by the instructor to be appropriate for their use.
- If students, despite the school's best efforts, find information on the Internet that is unacceptable or makes them uncomfortable, they will report it to the teacher immediately.

Violations of the Internet Acceptable Use Policy may result in a loss of access and/or disciplinary action.

IX. DRESS CODE

Winston's dress code is designed to promote a learning environment that is free of distraction.

We require clothing that fits appropriately, covers the waist and midriff, has sleeves and has a modest neckline. Shorts, dresses and skirts must cover the waist and be no shorter than knee length. Clothing must be neat, clean and in good repair, without tears or holes. Collared shirts, tee shirts, blouses, sweaters and sweatshirts are acceptable attire as long as they fit other criteria.

Clothing, hairstyles, body art or jewelry that have gang affiliations, make political statements, insult individuals or groups, or that connote illegal, violent or otherwise inappropriate behavior in a school setting are not permitted.

Modest earrings are acceptable, but nose rings, body piercing and tattoos should be concealed at all times if they cannot be removed.

Heads of School and the Headmaster make the final determination on appropriate attire and students will be required to adjust their dress to fit Winston's Dress Code or to return home for the day if they can or will not do so.

This year, Winston has set up an online option for purchasing Winston attire through Land's End. All you need to do is go to Landsend.com, click on school uniforms and select from the options for tops (with color choices of white, cobalt, navy, evergreen and maize). You can also choose between having and not having the school logo on the clothing. The school code is 900132639. Should you choose to order, Winston benefits by receiving 3% of all sales.

X. WINSTON SCHOOL'S STUDENT ANTI-HARASSMENT POLICY

In accordance with applicable law, the Winston School prohibits sexual harassment and harassment because of race, color, national origin, ancestry, religion, creed, physical or mental disability, marital status, medical condition, sexual orientation, age, or any other basis protected by federal, state, or local law. All such harassment is unlawful and will not be tolerated.

The Winston School expects and requires students and staff members to treat each other with courtesy and understanding. An integral part of implementing the Winston School's principles is the absolute prohibition against students or staff members engaging in harassment of any kind. Notice is hereby given to students and staff members that harassing conduct by students towards other students or towards staff members will result in appropriate disciplinary action, up to and including suspension or expulsion from school and/or change of placement. Harassment of students by staff members, will also result in appropriate disciplinary action. (A separate policy addresses and prohibits harassment among staff members.)

This anti-harassment policy sets forth the substantive and procedural steps that the Winston School will take to protect students and staff from unacceptable conduct.

A. Sexual Harassment-Definitions

California Education Code § 212.5 defines "sexual harassment" as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting. Conduct that constitutes sexual harassment in the educational environment may be characterized by some of the following elements but is not limited to this list:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.

- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution

Specific examples of conduct that may create an abusive educational environment based on sex include, but are not limited to:

- Visual conduct, such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, calendars, magazines, or posters;
- Verbal conduct, such as whistling, making or using derogatory or sexual comments, epithets, slurs, and jokes, referring to others as “check,” “hotty,” or “babe”; or names of this type;
- Verbal sexual advances and propositions, including repeated requests for a date;
- Obscene or sexually-oriented computer or phone mail messages, suggestive or obscene letters, notes or invitations, downloads of sexually explicit material, access to or promotion of sexually-oriented websites and sexually explicit electronic communications;
- Physical conduct, such as assault, touching, unwanted neck and shoulder massages, impeding or blocking movements; and
- Comments about an individual’s physical appearance or attire.

This is only a partial list of the kinds of conduct that can create an abusive environment indicative of possible sexual harassment.

B. Other Types of Harassment–Definitions

The law and Winston School prohibit harassment on the basis of race, color, national origin, ancestry, religion, creed, physical or mental disability, marital status, medical condition, sexual orientation, age, or any other basis protected by federal, state, or local law. Conduct that can constitute harassment in the educational environment is characterized by some of the following elements but is not limited to this list:

- Verbal conduct such as threats, epithets, derogatory comments, or slurs that refer to, or are directed towards a person because of an actual or perceived characteristic such as race, color, national origin, ancestry, religion, creed, physical or mental disability, marital status, medical condition, sexual orientation, or age;
- Visual conduct such as derogatory posters, photographs, cartoons, jokes, drawings, gestures or writings that depict or describe actual or perceived characteristics of a person’s race, color, national origin, ancestry, religion, creed, physical or mental disability, marital status, medical condition, sexual orientation, or age; and
- Physical conduct such as assault, unwanted touching, or blocking normal movement.

C. Harassment Prohibited

It is unlawful for any student or staff member to engage in harassing conduct as described above. It is equally unlawful for members of a protected category to harass other members of a protected category or to base harassment upon any person’s actual or perceived characteristics.

The Winston School is committed to identifying and intervening in any incident of harassment within the school community.

D. Complaint Process

Students, parents, and staff members are required to report any incident where they believe that students or staff members have been harassed, including where they have witnessed an incident of harassment, to the Headmaster, Assistant Head of School, a counselor, or a staff member, as soon as possible. If a student or parent is not comfortable discussing the situation with the listed staff members, he or she may inform the President of the Winston School Board of Trustees.

A complaint should be as detailed as possible, including the names of individuals involved, the names of any witnesses, direct quotations when language is relevant, and any documentary evidence (notes, pictures, cartoons, et cetera).

All complaints will be investigated promptly, impartially and thoroughly. Upon learning of a complaint, the Winston School will take prompt action to effectively and objectively investigate the complaint, and report its findings to the students, families, and/or staff members involved. Confidentiality will be maintained to the fullest extent permitted by the circumstances and by the law. The determination of whether any particular incident or incidents constitute unlawful harassment is based on all relevant circumstances, including the degree to which the conduct affects a student's education; a staff member's work environment; the age of those involved; the frequency of the conduct and the type of relationship involved (e.g., staff member-student, student-student).

Appropriate remedies for any victim of harassment will be instituted and appropriate disciplinary action will be taken against anyone found to have engaged in prohibited harassment. Appropriate action will also be taken to deter any future harassment.

A party to a complaint of harassment under this policy may appeal a determination by the Winston School to the Winston School Board of Trustees. An appeal must be filed within 30 days of notification that a determination following the investigation has been reached.

Students, parents and staff members should also be aware that supplying intentionally false information or bringing false charges of harassment are also prohibited by Winston School policy.

Retaliation by a student, family member or any staff member against any student, family member or staff member for complaining about harassment, testifying, assisting, or participating in any manner in any investigation, proceeding, or hearing conducted by Winston School or by a governmental agency is strictly prohibited by the Winston School policy.

XI. SUBSTANCE ABUSE POLICY

Additional Enforcement Information

In addition to Winston School's internal complaint procedure, students, families, and staff members may contact the California State Department of Education (916-319-0800) regarding any other available complaint and/or appeal procedures.

Any questions regarding the application or interpretation of this Policy should be addressed to the Headmaster.

Winston students are prohibited from using, possessing and distributing tobacco, alcohol, medication for which they have no prescription and illegal substances such as marijuana or accompanying paraphernalia at any time during the school day or at a Winston event.

The faculty, administration, and Board of Directors recognize that a student's poor judgment may lead to abusing substances such as tobacco, alcohol, marijuana or other illegal drugs at some point during a student's tenure at Winston. It is our intention to educate students regarding the dangers that these substances present. The faculty and administration will actively seek to identify students in the school whose actions indicate that they may be using drugs or alcohol. Where strong evidence exists that a student may be involved, his/her parents will be apprised of our concern and urged to seek professional help. In those instances where student behavior strongly indicates chronic drug or alcohol use, the school may require professional intervention and subsequent treatment as part of a Positive Behavioral Intervention Plan, if deemed necessary by the administration. Additionally, if in the judgment of the administration a student's actions constitute a danger to self or others, the school will respond accordingly. This may include calling local authorities, interim change of placement, suspension or expulsion.

XII. WEAPONS POLICY

The Winston School does not permit weapons. Weapons are defined as any tool or object that poses a threat of physical harm to any individual. Winston would first require the immediate surrender of the object/weapon. Important variables in determining the school response would be the level of student compliance, the nature of the object/weapon, and the situation.

As in the Substance Abuse Policy, if in the judgment of the administration a student's actions constitute a danger to self or others, the school will respond accordingly. This may include calling local authorities, interim change of placement, suspension or expulsion.

XIII. POSITIVE BEHAVIORAL INTERVENTION POLICY

As a certified school, Winston follows state guidelines for developing and using Positive Behavioral Interventions. The school does not recommend nor utilize any form of corporal punishment and all interventions are conducted to preserve a person's human dignity and personal privacy.

Winston is not primarily a behavior modification school. Therefore, Behavioral Intervention plans as defined in the Hughes Bill are not common. When appropriate, Positive Behavioral Intervention Plans are written through the IEP or family conference process. Once an intervention plan has been created, the administrative team oversees its implementation with the student's teachers and monitors its progress.

Prior to the implementation of a formal Behavior Intervention Plan, Winston will attempt to modify inappropriate behavior by creating a Behavior Support Plan for particular students who exhibit such behavior. In these cases, target behaviors will be identified and specific interventions will be utilized to decrease and/or eliminate undesirable behaviors. Among these interventions may include modified homework schedules, voluntary time-out or time-away periods, and/or specific motivational contracts.

XIV. SUSPENSION, CHANGES OF PLACEMENT AND EXPULSION POLICY

In accordance with California Educational Code 48900-48927, the Winston School considers student suspensions, changes of placement and expulsion when these are appropriate consequences of student behaviors.

THE ACADEMIC CURRICULUM

The following pages outline The Winston School's curricular requirements. Students placed and funded by their school district may need to meet additional requirements specific to their home district. Please consult your district to find out if this is the case.

Within the school, various methods and modalities are used to provide for the individual needs of each student. These methods include discussion, art projects, written assignments, group and individual projects, films, field trips, written and oral projects, tests and quizzes, simulations, role play, educational games and manipulative.

I. LOWER SCHOOL CURRICULUM

The Lower School operates as a self-contained core. The core classroom may contain students from several academic grades and an individualized curriculum is provided that follows state guidelines. Students in lower school take the following subjects:

- Mathematics
- English /Language Arts/ Reading
- Science and/or Social Studies
- Physical Education
- Computers and/or Art

II. MIDDLE SCHOOL CURRICULUM

Students may be placed in a core program or follow a departmental class schedule. Every student in Middle School must take classes in the following subject areas:

- Mathematics
- English/Language Arts
- Tutorial and Study Skills
- Science
- Social Studies
- Physical Education or Fine Arts

All subjects are taught within the guidelines of the California State curriculum frameworks

III. UPPER SCHOOL CURRICULUM

Each student in the upper school follows a departmentalized class schedule based upon his/her skill levels and grade. Students follow an academic program that leads to high school graduation. All subjects are taught within the guidelines of the California State curriculum frameworks.

IV. HIGH SCHOOL GRADUATION REQUIREMENTS

Academic Requirements:

English 8 Semesters.

Social Studies 8 Semesters:

- Must include U.S. History, American Government, and Economics.

Mathematics 6 Semesters:

- Must complete Algebra and Geometry.

Science 6 Semesters:

- Must include Biology and one year of another lab science.

Fine/Performing Arts 2 Semesters

Option A: Foreign Language 2 Semesters

Option B: Fine Arts 2 Semesters in same discipline AND

Practical Arts 1 Semester

PE. / Health 4 Semesters.

Elective Credits 6 Semesters.

V. GRADING SYSTEM

In Lower School, students receive letter grades (Ranging from A to C-). Grades are a compilation of achievement in academic and non-academic courses in comprehension, productivity and effort/ participation.

In Middle and Upper School, students are given letter grades (Ranging from A to C- or F) in academic achievement for homework, effort and participation, and quizzes/tests/projects.

Teachers of the Middle and Upper Schools are asked to follow the following guidelines regarding grading:

- 1) No final exams
- 2) No major reports on the last day of a marking period.
- 3) No incompletes without consultation with the school head and an explanation to the parents. Deadlines for completion of the work needs to be specified.
- 4) No grades below a C without sufficient warning to the school head. Teachers must discuss the problem at least a week before the end of the marking period.

VI. GRADING POLICY

<u>PERCENT</u>	<u>LETTER</u>	<u>GPA</u>	
93-99	A	4	
90-92	A-	3.7	
87-89	B+	3.3	
83-86	B	3.0	
80-82	B-	2.7	
77-79	C+	2.3	
73-76	C	2.0	
70-72	C-	1.7	
69 or BELOW	F	N/C	FAILURE: Repeat course in summer school or next year.

A student may receive an Incomplete. The missing work must be made up or the grade will become an F. The time frame for the make up work will be agreed upon by the teacher, parent and an administrator.

Academic Report Cards are issued 3 times per semester (approximately every 6 weeks). This allows for a total of 6 marking periods per school year. Semester grades reflect the average of the 3 marking period grades (within a 1/2 grade range).

In a situation where a student has earned a semester grade of C- or lower, The Winston School strongly recommends that the student repeat the course either in summer school or the following year. While the original grade and original semester grade point average will remain on the transcript, it is the second grade that will be used in computing the cumulative grade point average. Please note that each college will calculate that cumulative grade point average in a different way. (See below.)

A grade of F in a course that is required for graduation must be repeated in summer school or during the following academic year. The same procedure listed above applies for computing the grade point average after a grade of F has been earned. In either case, credit is awarded only once for each course.

Teachers of the Middle and Upper Schools are asked to follow the following guidelines regarding parent conferences:

- 1) Bring work samples and portfolios to the conference.
- 2) Cite positive achievement first.
- 3) Discuss problems with the efforts made to solve them.
- 4) Defer to the person leading the conference; discuss any concerns in private before or after the conference.
- 5) Don't compare students or families.
- 6) Keep a written record of decisions and responsibilities.
- 7) Follow-up properly.

Effort and Participation Grading Policy

- Students will receive effort and participation grades in all Winston classes. This grade includes the following components:
 - Arriving in class on time
 - Bringing necessary materials to class
 - Positively contributing to class discussion/activities
 - Completion and quality of class work
 - Comprehension and mastery of class material
- The same grading scale applies to Effort and Participation grades as to class grades as a whole. Thus an A (93% and above) and an A- (90-92%) represent effort and class work of the highest quality.
- Teachers will include a minimum of 6 classroom assignments in the Effort and Participation grade each marking period.

Credits:

Grade reports are distributed every six weeks. The grade reports are an evaluation of the work completed during the grading period and the grades are not part of the official transcript. The report card at the end of the semester indicates the official transcript grade for the course. The grade that will appear on the transcript is the grade listed as "semester". One unit of credit is awarded for each semester class.

When a student transfers to Winston, the Headmaster and the Director of the Upper School will evaluate their transcript. A Winston transcript will be started. If a student transfers in during a semester, their withdrawal grades will be combined with the grades they earn at Winston. Credit will be granted based on time attended.

A transcript will be sent on any student that transitions from Winston to another institution. **If a student leaves during a semester, the transcript will reflect credit for the last full semester completed and withdrawal grades for the courses in progress.**

VII. PORTFOLIO SYSTEM

Portfolio assessment is the most recent form of assessment for all students. It is a fair and realistic method of evaluating a student's growth. It consists of samples of the kinds of work that a student does in each class, and may consist of worksheets, completed research papers and photographs or audiocassettes of a student's work and performance. Not only is it easier to monitor the growth of a student, it is especially helpful for the learning different in that it measures progress against him or herself. This dovetails nicely with Winston's three-pronged method of measuring development; standardized assessment, increased productivity and personal growth.

VIII. HOMEWORK

- Winston requires homework as a part of the student's successful learning process.
- All teachers will assign a minimum of 10 homework assignments in a marking period.
- Homework assignments must be meaningful to the class curriculum and should be more than mere "busywork".

- Homework will be adapted to the individual student's skill levels and learning style. Thus, a student who has difficulty reading will not be given laborious reading assignments. Bypass strategies will be encouraged to help students be successful with homework. An example would be a teacher issuing auditory tapes of reading assignments to supplement less able readers. The student is able to do the reading assignment but in a format that enables him/her to be successful. Assignments should be given that take a student 30-40 minutes to complete.
- Each student must develop the organizational skills necessary to be successful with homework assignments. These skills include having the necessary materials, writing assignments down in an organized manner and developing a routine of study in a comfortable setting at regular times and locations.
- In some cases it is appropriate for students to receive less than the required amount of homework for a period of time or in specific courses. Parents who believe this would be beneficial for their student should contact the Assistant Head of School or the Dean of Students.

Students of Middle and Upper School are given homework according to the following schedule:

	Monday	Tuesday	Wednesday	Thursday	Friday
M.S.	English Math	Soc. St. Science	English Math	Soc. St. Science	English Math
9th & 10th	English Math Science	English Soc. St. For. Lang.	English Math Science	English Soc. St. For. Lang.	English Math Science
11th & 12th	All Subjects	All Subjects	All Subjects	All Subjects	All Subjects

IX. TUTORIAL

Tutorial is an elective class where students receive assistance with completing homework assignments. In addition, we strive to improve organizational and study skills through individual and group instruction in maintaining a homework calendar; collecting notes and handouts in the binder; and strategies for taking exams. Individual needs are met for students who are in danger of lower grades due to inconsistent performance with homework.

X. TESTING POLICY AND SCHEDULE

When giving a test, teachers will:

1. Avoid surprise tests.
2. Ensure that tests are typed and provide clear directions.
3. Make sure questions match the material that was covered in class and that the language used in class matches the language used on tests.
4. Make sure that there are a variety of formats on a test and that any one format cannot fail a student.
5. Ensure that open book/open notes are used for background information for application purposes rather than for matching, vocabulary, or factual questions.

6. Tests will be given on the proper subject-testing day described in the student handbook.
7. If it is expected that a test will last more than a class period, the test will be broken into chunks to be completed on consecutive days.

The policy for retakes, revisions, and scoring is as follows:

1. Every student who receives a grade below a 70% will be offered a chance at a retake.
2. The highest possible grade after a retake is a C or the average score of the original and any retakes.
3. An alternative assessment may be offered by the staff based on the student's needs, skills, and/or prior study habits.

Winston suggests the following testing schedule for middle and upper school subjects to follow. This prevents students from becoming overloaded with too many tests on one day.

	Monday	Tuesday	Wednesday	Thursday	Friday
M.S.	No Exams	English Math	Social St. Science and Math	English Science and Math	Social St. Science
U.S.	No Exams	English Science	Social St. Foreign Lang.	English Science	Social St. Foreign Lang.

Note: As most students take Math on a self-paced schedule, Math courses may give exams every day but take into consideration the student's specific testing schedule for that day.

STUDENT ACTIVITIES

I. FIELD TRIPS

Winston is committed to education that extends beyond the classroom. We encourage trips and activities that provide for a student's academic and personal growth. Examples of recent field trips are Balboa Park Museums and Exhibits, The Old Globe Theatre and Disneyland.

Teachers planning field trips for their students should finalize these steps two weeks in advance:

- 1) Fill out a purchase order that describes the details of your field trip. Provide details that include which students, when, and what coverage and support is needed. Field trips should relate to your curriculum at hand. Discuss the field trip with the headmaster or the assistant head of school.
- 2) The headmaster will weigh the timeliness of this trip with the administrative team and the master calendar. Further discussion or approval will occur. The assistant head of school is responsible for assigning substitute coverage if needed.
- 3) The teacher will arrange bus transportation for the field trip with the Assistant to the Headmaster. Give a copy of the purchase order with a number of students and staff, address/location of the destination, and arrival and departure times, to and from Winston.
- 4) The teacher will be responsible for submitting a purchase order to obtain necessary checks at least twenty-four hours in advance.

II. PARENT CONFERENCES

Parent conferences are held at least once annually. For parents whose student attends Winston on an IEP, the IEP meeting is the parent conference. Please refer to school calendar for schedule and further details. Parents may request a "teachers of" conference at times when they feel a comprehensive consideration of their student's performance is needed.

III. ATHLETICS

Philosophy

The Winston School believes athletics are an essential component of the school program. Student involvement in sports will help many individuals achieve a sense of self-discipline and promote growth as much as art, music, drama, and technology help other students achieve similar results.

The Winston School believes in consistent playtime for all participants during PE classes, activities, and regular season games based on effort, participation, sportsmanship, and dedication to the game.

Students participating in interscholastic athletics should understand that his/her behavior is a reflection of the Winston School's philosophy and our reputation within the community.

Program

In Lower and Middle School, our Physical Education program teaches the fundamentals of various sports to promote skills, general health, sportsmanship and team play.

Intramurals are open to Middle And High School and take place during our Activity Program. The offerings vary according to the interest of the staff member offering the activity and the availability of outdoor or indoor space.

Students should stay in designated areas of play on the basketball court and the baseball field, avoiding the trees and bushes. Students are required to wear closed shoes and not play in flip-flops or barefoot.

In Upper School, in addition to PE and intramurals (which take place during the Activity Periods), Winston fields co-educational teams in basketball and softball. We compete with local independent schools. All team practices and most games occur during the school day.

Student participation in any school authorized team sport is contingent upon citizenship and academic performance in accordance with the CAPSES League rules.

IV. ACTIVITIES PROGRAM

Winston's students have many abilities and interests to discover and develop during their time in school, including those that reach beyond their academic experience.

In the fall of 2006, Winston implemented an activity program to allow students more opportunities to explore their interests through clubs and extracurricular activities. Social skills and motivation are enhanced, and the program helps to build community by bringing students together across age groups and with staff members they might not otherwise interact with in a given week. More importantly we hope to plant the seeds of future hobbies or academic or professional aspirations while also making the experience of schooling more fun. The Activity period provides a longer break before recommencing academic work in the afternoon.

All students are expected to participate in activities and students are graded on a pass-fail basis for effort and participation.

V. STUDENT LED CLUBS

Student-led clubs offer students an opportunity to explore areas of interest while simultaneously developing teamwork, leadership, and other social skills. Student-led clubs can increase academic motivation and spark future hobbies or career interests.

Winston School students are provided the opportunity to form, organize, and participate in student-led clubs. To form and operate a student-led club, a written request that meets the following requirements must be submitted to the Winston School Headmaster. The statement must: (1) describe the topic and format of the student-led club; (2) identify the proposed day or days of the week on which the student-led club will meet at lunch time; (3) be signed by at least five students who wish to participate in the student-led club; (4) specify that all students signing

the request agree to follow all Winston School rules in connection with their participation in the student-led club; (5) specify that the faculty member designated to serve as the faculty monitor for the student-led club (a requirement for approval of the student-led club) will attend all meetings of the student-led club and that if that faculty member cannot attend a particular meeting, it will be cancelled or postponed.; (6) specify that all students signing the request understand and agree that any posters or other written announcements the student led club wishes to post on school premises, shall be submitted to the Winston School office for posting in the appropriate location.

The Winston School Headmaster will review each written request. If the requirements have been met the Winston School Headmaster will determine if an appropriate faculty member is available to serve as the faculty monitor of the student-led club. The Winston School Headmaster will advise one or more students signing the request whether the request has been approved. Upon approval by the Winston School Headmaster, each student-led club will abide by the above set forth requirements that are agreed to in the written request. The Winston School Headmaster may revoke permission for any student-led club to continue at anytime if the student-led club does not meet the requirements set forth above or for other reasons related to the safe, orderly, and efficient operation of the school.

There may be student-led clubs that explore and discuss political and social issues, and that advocate certain positions on political and social issues. The political or social positions that are advocated may or may not differ from the personal, political or social views or values of individual students and families. Students in student-led clubs are expected to be respectful of other students' political or social views, and to discuss and explore these issues in a respectful and balanced manner that is tolerant of different points of view. The Winston School encourages parents to discuss club membership and club meetings and activities with their students and to obtain information on the student-led club. Any parent who has any questions regarding any particular student-led club should address those questions to the Winston School Headmaster.

VI. ATHLETICS

The Winston School believes athletics are an essential component of the school program. Student involvement in sports will help many individuals achieve a sense of self-discipline and promote growth as much as art, music, drama, and technology help other students achieve similar results.

The Winston School believes in consistent playtime for all participants during PE classes, activities, and regular season games based on effort, participation, sportsmanship, and dedication to the game.

Teachers and coaches are responsible for setting the tone for team unity and positive attitudes. They can do this by instilling friendly competition, sportsmanship, gamesmanship, and an understanding of the rules of the game to all participants involved.

Students participating in interscholastic athletics should understand that his/her behavior is a reflection of the Winston School's philosophy and our reputation within the community.

In Lower and Middle School, our Physical Education program teaches the fundamentals of various sports to promote skills, general health, sportsmanship and team play.

Intramurals are open to Middle And High School and take place during our Activity Program. The offerings vary according to the interest of the staff member offering the activity and the availability of outdoor or indoor space.

PE Teachers, Coaches and Activity Leaders must take reasonable care with student safety. This includes monitoring student play so injuries and conflicts are minimized. Students should stay in designated areas of play on the basketball court and the baseball field, avoiding the trees and bushes. Students are required to wear closed shoes and not play in flip-flops or barefoot.

In Upper School, in addition to PE and intramurals (which take place during the Activity Periods), Winston fields co-educational teams in basketball and softball. We compete with local independent schools. All team practices and most games occur during the school day.

Student participation in any school authorized team sport is contingent upon citizenship and academic performance in accordance with the CAPSES League rules.

VII. SCHOOL PUBLICATIONS

Winston publishes a school yearbook. All students are encouraged to participate in producing this publication by submitting photographs and artwork. Seniors are typically invited to write a brief farewell comment--a thank you or a meaningful quote--to include on their page. Middle and Upper School students may also earn class credits by participating in yearbook as an activity.

The yearbook is sold early in the school year for an additional fee, separate from tuition.

VIII. STUDENT GOVERNMENT

Winston students elect a student government each year. Student government is comprised of a student body president and student council that consist of a vice-president, an 11th and 12th grade representative, a 10th and 9th grade representative, a Middle School representative, and a Lower School representative. Elections are held in the fall of each school year.

IX. ANNUAL SCHOOL-WIDE EVENTS

Many school activities take place in connection with special event days. For instance during the month of October, Winston celebrates Spirit Month. Over four Fridays, the students participate in team-building activities such as scavenger hunts and an all-School Olympics. We also take the school for a barbecue at the beach for tug-of-war, volleyball, capture the flag and obstacle course races. We typically end the month with a costume and pumpkin-carving contest. In the spring, we have sponsored a sock-hop for the Middle School while taking the entire high school to watch a Winston softball game.

Winston promotes annual events such as The Talent Show, the Prom, Drama Productions and Musical Performances and interdisciplinary simulations such as the Biography Faire. Our largest event is the Festival of the Arts, which brings many parents and community members to campus to see the creative work of Winston students on display. A Poetry reading, art show and musical and dramatic performances are the focal points of the day. Winston also had carnival events, food and a silent auction fundraiser during this event. These activities extend beyond the typical classroom routines and provide a high level forum for creativity and academic achievement.

Parents are invited and strongly encouraged to attend all school-wide events. In September, the school hosts a parents-only Open House during the evening hours.

