

Cancellation Policy

The Winston School San Antonio (WSSA) reserves the right to cancel or postpone an event due to low enrollment or other circumstances. If WSSA cancels an event, registrants will be offered a full refund. If WSSA postpones an event, registrants will have the option to either receive a full refund or transfer their registration to the same event at the new date. WSSA accepts no responsibility for travel arrangements or any other real or perceived loss due to cancellation or postponement of a training event.

Participant cancellations received in writing no less than 21 days before a training event will receive a registration refund less a \$25 processing fee. NO refunds will be issued without a written request. NO refund request will be considered after the deadline.

Conflict Resolution Policy

Addressing Concerns and Conflicts

Initially, an issue is addressed directly with the person involved. Handling the issue at this level should lead to prompt resolution and protect confidentiality. If the issue is not satisfactorily resolved, please take advantage of the school's "Conflict Resolution Policy" which outlines steps to resolve the issue in a timely fashion and in an appropriate setting.

Conflict Resolution Policy and Procedure

The Winston School San Antonio (WSSA) Board of Trustees, Headmaster, and Heads of School encourage open communication. WSSA needs honest, straightforward communication for effective functioning and growth.

To ensure clear communication and protect all parties involved, only those persons directly involved with an issue participate in the discussion. To communicate concerns to anyone who is not directly involved with the issue detracts from the resolution process.

WSSA's goal is to have an open discussion and resolution at the earliest time. Recognizing that not every issue can be resolved at the first step, a prompt and efficient evaluation of and response to complaints regarding school personnel, students, or school policy or practice is established. This is a progressive process that gives those closest to the issue an opportunity to mutually resolve it and provide a sequence of steps if some further action is necessary.

Conflict of Interest Policy

The Board of Directors of The Winston School San Antonio (WSSA) has adopted the following policy designed to avoid any possible conflict between the personal interests of Board members, faculty, staff, or continuing education providers and the interests of WSSA.

The purpose of this policy is to ensure that decisions about WSSA operations and the use or disposition of WSSA assets are made solely in terms of the benefits to WSSA and are not influenced by any private profit or other personal benefits to the individuals affiliated with WSSA who take part in the decision. In addition to actual conflicts of interest, Board members, faculty, staff, or continuing education providers are also obliged to avoid actions that could be perceived or interpreted in conflict with WSSA's interest.

Conflicts of interest may occur when WSSA enters into transactions with non-for-profit organizations as well as those that are undertaken with profit making entities. The best way to deal with this problem is to make known one's connection with organization's doing business with WSSA and to refrain from participation in decisions affecting transactions between WSSA and the other organization. Such relationships do not necessarily restrict transactions so long as the relationship is clearly divulged and non-involved individuals affiliated with WSSA make any necessary decision.

All individuals in a position to influence the content of a course to be offered for formal continuing education credit must disclose any potential conflicts of interest as well as any relevant financial or nonfinancial relationship(s) that might affect independent involvement in the proposed course for which continuing education credit will be offered. Any Board members, faculty, staff or continuing education provider who refuses to disclose financial or nonfinancial relationships will be excluded from participating in the planning and implementation of the proposed course.

Directors – Any member of the Board of Directors who may be involved in a WSSA business transaction in which there is a possible conflict of interest, financial or nonfinancial relationship(s) shall promptly notify the Chairman of the Board. The Board Member shall refrain from voting on any such transaction, participating in deliberations concerning it, or using personal influence in any way in the matter. The Board Member's presence may not be counted in determining the quorum for any vote with respect to a WSSA business transaction in which he or she has a possible conflict of interest. Furthermore, the Board Member, or the Chairman in the Board Member's absence, shall disclose a potential conflict of interest to the other members of the Board before any vote on a WSSA business transaction and such disclosure shall be recorded in the Board minutes of the meeting at which it is made. Any WSSA business transaction which involves a potential conflict of interest with a Board Member shall have terms which are at least as fair and reasonable to the WSSA as those which would otherwise be available to the WSSA if it were dealing with an unrelated party.

Faculty and Staff – Any faculty or staff member who may be involved in a WSSA business transaction in which there is a possible conflict of interest, financial or nonfinancial relationship shall promptly report the possible conflict or relationship to the Headmaster. If the possible conflict or relationship involves the Headmaster, the possible conflict or relationship shall then be reported to the Chairman of the Board.

Continuing Education Provider – Any continuing education provider who may be involved in a business transaction with WSSA in which there is a possible conflict of interest, financial or nonfinancial relationship shall promptly report the possible conflict or relationship to the Headmaster. If the possible conflict or relationship involves the Headmaster, the possible conflict or relationship shall then be reported to the Chairman of the Board. The Headmaster or, where applicable, Chairman of the Board of Trustees, after receiving information about a possible conflict of interest, financial or nonfinancial relationship, shall take such action as is necessary to assure that the transaction is completed in the best interest of the WSSA without the substantive involvement of the person who has the possible conflict of interest, financial, or nonfinancial relationship. (This does not mean that the purchase or other transaction must necessarily be diverted, but simply that persons other than the one with the possible conflict, financial or nonfinancial relationship shall make the judgments involved and shall control the transaction.) Each Board Member, faculty and staff member, and continuing education provider shall complete the attached questionnaire on an annual basis. A written record of any report of possible conflict, financial or nonfinancial relationship and of any adjustments made to avoid possible conflicts of interest, financial or nonfinancial relationships shall be kept by the Headmaster or, where applicable, Chairman of the Board of Trustees.

Definitions.

“Involved in a WSSA business transaction” means initiating, making the principal recommendation for, or approving a purchase or contract; recommending or selecting a vendor or contractor; drafting or negotiating the terms of such a transaction, or authorizing or making payments from WSSA accounts. That language is intended to include not only transactions for the WSSA’s procurement of goods and services, but also for the disposition of WSSA property, and the provision of services or space by the WSSA.

A “possible conflict of interest, financial or nonfinancial relationship” is deemed to exist where the Director, or staff member, or a close relative, or a member of that person’s household, is an officer, director, employee, proprietary, partner, or trustee of, or, when aggregated with close relatives and members of that person’s household, holds 1% or more of the issued stock in the organization seeking to do business with the WSSA. A possible conflict, financial or nonfinancial relationship is also considered to exist where such a person is (or expects to be) retained as a paid consultant or contractor by an organization which seeks to do business with the WSSA, and whenever a transaction will entail a payment of money or anything else of value to the official, member, to a close relative, or to a member of that person’s household.

A “possible conflict of interest, financial or nonfinancial relationship” exists when an individual affiliated with the WSSA has an interest in an organization which is in competition with a firm seeking to do business with the WSSA if the individual’s position gives him or her access to proprietary or other privileged information which could benefit the firm in which he or she has an interest.

A “possible conflict of interest” exists when an individual affiliated with the WSSA is a trustee, director, officer or employee of a not-for-profit organization which is seeking to do business with or have a

significant connection with the WSSA or is engaged in activities which could be said in a business context to be “in competition with” the programs of the WSSA.

This policy statement shall be made available to each Board Member and each person appointed to a WSSA position which regularly involves initiation, review, or approval of significant WSSA contracts or other commitments. Such people will be asked to sign the attached acknowledgment concerning reporting of potential conflicts of interest, financial, and nonfinancial relationships. Professional Conduct Policy

All representing The Winston School San Antonio are expected to:

- Present a professional image at all times
- Be familiar with the history, mission, and goals of the school
- Be a positive role model and advocate for the WSSA students.
- Adhere to school policy and procedure.
- Maintain confidentiality of all student, parent/guardian, donor, and peer information.
- Report behavior that is inconsistent with the WSSA Honor Code.
- Be knowledgeable of literature and current research in special education as well as in individual subject areas taught to students.

Nondiscrimination Policy

All educational programs, services, activities, and employment of the WSSA are available without regard to race, color, gender, religion, national or ethnic origin, age, genetics, or citizenship.

Intellectual Property Policy

The Winston School San Antonio abides by the laws governing copyrighted materials and expects all persons making official presentations at the school to honor these same regulations. Any presenter with questions about copyright regulations and fair use of copyrighted materials should consult the following websites for current information to guide their presentation decisions.

<http://www.copyright.gov/circs/circ01.pdf>

<http://www.copyright.gov/fls/fl102.html>