



Whitesburg Christian
ACADEMY

a ministry of Whitesburg Baptist Church

Leading by Following

"...they left everything and followed Him"

Luke 5:11

Parent and Student Handbook

Revised July 2017

WHITESBURG CHRISTIAN ACADEMY

**7290 Whitesburg Drive
Huntsville, AL 35802
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**Grammar School
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**A Ministry of
WHITESBURG BAPTIST CHURCH
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Huntsville, AL 35802
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The Academy Ends Statement:

Students are passionate followers of Christ and well-trained servant leaders.

Luke 5:11... “They left everything and followed Him.”

FOREWORD

On behalf of the office of the Headmaster and the staff and congregation of Whitesburg Baptist Church, it is our pleasure to have you as part of the Academy community—and we mean exactly that. The Academy is more than just a Christian school—it is a gathering together of families and friends who are not only interested in quality education for their children, but who are also committed to seeing them grow in the Lord and come to discover their life's purpose in serving Him. When parents work together with both a school community and a body of believers toward this common purpose, we believe that we will achieve not only excellence in education but also see the development of young men and women who are dedicated to excellence in all that they do for the glory and honor of Jesus Christ.

It is imperative that each parent reads and understands the material contained in the handbook. Compliance with the guidelines set forth in this handbook is not only a requisite for your child's attendance but, on a larger scale, will ensure that the entire Academy community operates in harmony. Any questions regarding this handbook should be directed to either the Grammar School or Upper School office. If the office Administrative Assistant cannot answer the question directly, it will be referred to the Principal or the Headmaster for interpretation, and an answer will be provided as soon as possible.

Any comments you may have regarding the handbook should be submitted in writing to the Grammar or Upper School office. Comments will be directed to the Headmaster for discussion. If a change is deemed necessary, a correction to this handbook (either via a revision or an interim policy letter) will be issued. A policy or procedure implemented that is not time-critical will be approved for inclusion in the handbook update for the next school year. The administration reserves the right to amend this handbook at any time deemed necessary. When a change is made, notification will be sent, and the updated version will be posted on RenWeb and held on file in the Upper and Grammar school offices.

Again, it is our pleasure to welcome you to Whitesburg Christian Academy. We look forward to working with you and growing together.

Jerry Reeder
Headmaster

TABLE OF CONTENTS

FOREWORD	3
INTRODUCTION	7
Legal Organization and Administration	7
Accreditation and Associations	7
Academy Mission Statement	7
Objectives and Standards of Whitesburg Christian Academy (The Academy)	7
Statement of Faith and Philosophy	8
Kingdom Education Principles	9
Core Values	10
Ends Statement	10
Key Result Areas/Outcomes	11
ADMISSIONS	12
Policy.....	12
Admissions Procedure.....	12
Testing.....	12
Health Records	12
Withdrawal	13
ACADEMICS	14
Teacher Qualifications	14
Curriculum	14
Grade Structure.....	14
Chapel.....	14
Textbooks and Supplies.....	15
Field Trips	15
Grading Scale	15
STUDENT CONDUCT AND DISCIPLINE	16
Honor Code.....	16
On Campus Conduct	16
Student Harassment Policy	17
Off Campus Conduct.....	18
COMPREHENSIVE GRIEVANCE POLICY	19
GENERAL POLICIES AND INFORMATION	21
Calendar	21
Use and Possession of Electronic Devices	21

School Telephone.....	21
School Hours	21
Arriving/Departing Procedures.....	22
Child Care.....	23
Parent Involvement.....	24
Communication	24
Renweb.....	24
Conferences.....	24
Parent/Teacher/Friends (PTF).....	25
Fund Raising/Marketing/Publicity	25
Financial Policies for Tuition, Fees, and Family Accounts.....	25
Tuition Assistance.....	26
Visitors	27
Volunteers.....	27
Injury and Medication.....	27
Insurance	27
Child Abuse Reporting.....	28
School Closings and Late Starts	28
Emergency Plans.....	28
GRAMMAR SCHOOL	29
Transfer Credits	29
Curriculum	30
Homework	30
Progress Reports and Report Cards.....	30
Honor Roll.....	31
Standardized Testing.....	31
Promotion.....	31
Academic Probation.....	32
Attendance Policy.....	32
Make-up Work Due to Absences.....	32
Discipline.....	34
Dress Code.....	34
Lunch Program and Snacks.....	36
Birthday/Holiday Celebrations.....	36
UPPER SCHOOL POLICIES.....	37
Transfer Credit.....	37
Curriculum.....	37
Homework.....	37

Progress Reports and Report Cards.....	38
Standardized Testing.....	38
Promotion.....	38
Academic Probation.....	39
Schedule	39
Athletics	39
Adding and Dropping Classes.....	39
Course Units of Credit.....	40
Electives.....	40
Grade Point Average	40
Honor Roll	40
Valedictorian and Salutatorian Requirements.....	40
Graduation Requirements.....	41
Lockers.....	41
Attendance	41
Community Service	44
Student Automobile Policy	44
Senior Privileges.....	45
Headmaster Council	46
National Honor Society	46
National Junior Honor Society.....	47
Semester Exams.....	47
Dual Enrollment Classes	47
College Visitation Trips.....	47
Junior-Senior Spring Formal.....	48
Discipline.....	48
Dress Code.....	49
Dress Code Compliance.....	51
Dress Privilege Days.....	51
Uniform Policy Athletics.....	51
Lunch Program and Snacks.....	51
HONOR CODE.....	53
ACKNOWLEDGEMENT FORM.....	54

INTRODUCTION

Legal Organization and Administration

Whitesburg Christian Academy is an integrated auxiliary of Whitesburg Baptist Church (6806 Whitesburg Drive, Huntsville, AL 35802) and is an educational ministry of the Church. The Academy is a nonprofit organization with 501(c)3 tax exempt status from the Internal Revenue Service.

Accreditation and Associations

Whitesburg Christian Academy is accredited with the Association of Christian Schools International (ACSI) and AdvancEd/Southern Association of Colleges and Schools (SACS). The Academy is also associated with the Southern Baptist Association of Christian Schools (SBACS). The Academy is also a member of the Alabama High School Athletic Association (AHSAA) and Huntsville Independent School League (HISL).

Academy Mission Statement

The mission of Whitesburg Christian Academy is to assist Christian parents by providing students an academically excellent and Christ-centered education for life-long service to Christ.

Objectives and Standards of Whitesburg Christian Academy (The Academy)

Believing that the fear of the Lord is the beginning of wisdom, the Academy endeavors to bring honor and glory to Jesus Christ.

In the programs and teaching at all levels, as well as in extracurricular activities and examples set by faculty and staff, the Academy believes the following:

The staff will:

- Assist parents in fulfilling their God-given responsibility of directing children toward salvation, inspiring them to know and love the Word of God, and developing godly, moral character. *Proverbs 22:6, Ephesians 6:4, II Timothy 2:15*
- Train students to fulfill their roles as godly, productive members of society. *James 1:22*
- Challenge students to achieve academic excellence through a Christ-centered curriculum. *Colossians 1:10*
- Embrace and demonstrate Christian morals and professional excellence. *II Timothy 1:13*

The students will:

- Learn and study the Word of God in order to apply it to their daily lives. *Psalms 119:16, 97, II Timothy 2:15*
- Demonstrate and share faith through daily experiences and be involved in practical ministries. *I Timothy 4:12*
- Develop good work habits and study skills. *Colossians 3:23*
- Demonstrate understanding of essential knowledge and skills by solving problems and producing quality work in meaningful contexts. *Proverbs 1:2-6*
- Make wise use of God-given talents and gifts for the glory of God. *Luke 12:42, 43*

*Note: The word parent, used throughout this handbook in both its singular and plural forms, refers to guardians and single parents as well as two-parent families.

Statement of Faith and Philosophy

The Statement of Faith and Philosophy adopted by the Academy is a summary of Christian orthodoxy and philosophical commitments of the school. Following is the Statement of Faith and Philosophy:

Statement of Faith

We believe the Bible to be the only inspired, inerrant, infallible and authoritative Word of God.

We believe there is one God, eternally existent in three persons: the Father, the Son Jesus, and the Holy Spirit. He is an intelligent, spiritual and personal Being, the Creator, Redeemer, Preserver and Ruler of the universe.

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood on a cross, in His bodily resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory.

We believe that salvation is the gift of God through faith in Jesus Christ by grace bestowed on those who call upon His name. Salvation is neither deserved nor earned but freely given to anyone who will turn from one's sin and call upon Jesus Christ to be his or her Savior.

We believe in the present ministry of the Holy Spirit by indwelling every born-again believer, enabling him or her to live a godly life.

We believe it is the responsibility of every Christian to share the good news of Jesus Christ to unbelievers through the power of the Holy Spirit.

Statement of Philosophy

We believe our role is in *Loco Parentis* (in place of the parent). We believe that it is the responsibility of parents to educate their children in the Lord. We are the delegate of the parent, assisting them in the education of their children, but may not usurp their God-given parental right and responsibility.

We believe that Biblical discipline, the correction and reproof of a disobedient child, is a critical and necessary part of a child's education. Under no circumstances will we permit the bad behavior of one child to continuously affect the education of the other children.

We believe the father is the God-ordained head of each household. Wherever possible we desire that each father assume his leadership role in the education of his children.

We believe that conflict resolution should be accomplished at the earliest time frame and at the lowest possible level of authority. Grievances and concerns should first be taken up directly with the party involved. We desire that all problems be resolved quickly and with the least amount of conflict.

We employ the time proven method of the Trivium in the education of the student. The Trivium includes three stages. The Grammar Stage is the study of fundamentals of various disciplines in order to build a framework of knowledge upon which later information can be hung. Questions of who, what, where, and when are the focus. The Dialectic Stage brings the data of the grammar into ordered relationship. The goal is to equip students with thinking skills capable of detecting sound and fallacious arguments. Question of "how and why" are thoroughly addressed. The Rhetoric Stage seeks to produce students who can use language, both written and spoken, to express what they think eloquently and persuasively.

Kingdom Education Principles

The Academy operates in concert with parents based on the following Kingdom Education Principles, as published in Glen Shultz's book Kingdom Education:

1. The education of children and youth is the primary responsibility of parents. Deuteronomy 6:4-9; 11:18-21; Psalm 78: 1-7; Psalm 127:3; Proverbs 22:6; Malachi 2:13-16; Ephesians 6:4
2. The education of children and youth is a 24-hours-a-day, 7-days-a-week process that continues from birth till maturity. Deuteronomy 6:7; 11:19; Proverbs 22:6
3. The education of children and youth must have as its primary goals the salvation of and discipleship of the next generation. Psalm 78:6-7; Matthew 28:19-20
4. The education of children and youth must be based on God's Word as absolute truth. Matthew 24:35; Psalm 119
5. The education of children and youth must hold Christ as preeminent in all of life. Colossians 2:3, 6-10
6. The education of children and youth must not hinder the spiritual and moral development of the next generation. Matthew 18:6; 19:13-14; Mark 10:13-16; Luke 18:15-17
7. The education of children and youth, if and when delegated to others by parents, must be done by teachers chosen with utmost care to ensure that they all follow these principles. Exodus 18:21; I Samuel 1:27-28; 3:1-10
8. The education of children and youth results in the formation of a belief system or worldview that will be patterned after the belief systems or worldviews of the person's teachers. Luke 6:40
9. The education of children and youth must lead to true wisdom by connecting all knowledge to a biblical worldview frame of reference. Romans 1:20; Psalm 19:1; Proverbs 4:5,7; 3:19; 9:10; Psalm 104:24; 136:5; Jeremiah 10:12; Romans 11:33; Luke 11:52; Colossians 2:3; I Corinthians 8:1; 13:8; Romans 1:28
10. The education of children and youth must have a view of the future that includes the eternal perspective. Colossians 3:1-2; Matthew 6:19-20; II Timothy 4:6-8; Acts 20:24; Hebrews 11:13; Colossians 3:23-24

Core Values

All curriculum and programs at the Academy are designed with the following core values in mind:

1. **God's Word:** II Timothy 3:16-17 All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work.
2. **Wisdom:** Psalm 111:10 The fear of the LORD is the beginning of wisdom; all who follow his precepts have good understanding. To Him belongs eternal praise.
3. **Honor:** Romans 13:1 Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God.
4. **Integrity:** II Timothy 2:15 Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth.
5. **Service:** Philippians 2:3-5 Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others. Your attitude should be the same as that of Christ Jesus. Matthew 24: greatest will be the least.
6. **Truth:** John 17:17 Sanctify them by the truth; your word is truth.
7. **Love:** Matthew 22:37-40 Jesus replied, "Love the Lord your God with all your heart and with all your soul and with all your mind.' This is the first and greatest commandment. And the second is like it: 'Love your neighbor as yourself.' All the Law and the Prophets hang on these two commandments."
8. **Excellence:** Colossians 3:23-24 Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.

Ends Statement

Students are passionate followers of Christ and well-trained servant leaders.

Key Result Areas/Outcomes

All curriculum and programs at the Academy are planned with the graduating student in mind. The following outcomes are the Academy's chief purpose:

1. ***Followers of Christ:*** The Academy's goal is that students come to know Jesus Christ as their Lord and Savior and that their faith in the Lord and their commitment to their convictions grow and deepen as they progress through our school.
2. ***Leadership Development:*** The Academy works to develop leaders of strong Christian character who will grow to become people of influence in their chosen fields, vocations and ministries, as well as, servant leaders in their churches and communities.
3. ***People of Passion:*** The Academy desires to assist parents and the church in instilling within each child a passion for the things of God and a desire to be fervent ambassadors for His kingdom.
4. ***Faithful Stewards:*** The Academy works to train up students to be faithful stewards of all that God has provided, which includes: time, talents, money, possessions, and the world around us.
5. ***Maximum Potential:*** It is the goal of the Academy that each student be challenged intellectually, physically, and spiritually and that each student be given every opportunity to maximize his or her potential in academics, athletics, and the arts.

ADMISSIONS

Policy

The Academy program is provided for Christian families who are interested in an education where both spiritual and academic qualities are emphasized. Because a Christian influence is essential at home and at school, the Academy requires that at least one parent be a born again Christian and that he or she regularly attends church with their child. In addition, a child must reach his/her fourth birthday by September 1 to be enrolled in the Transitional kindergarten program unless special approval has been granted by the office of the Headmaster. All enrollees are expected to comply with the total course of study and discipline. Space limitations and/or the ability of the Academy to meet the needs of a child may cause denial of admission to an applicant.

The Academy admits students of any race, color, sex, and national and ethnic origin to all the rights, privileges, programs, and activities accorded or made available to enrolled students. Accordingly, there is no discrimination in the administration of its educational policies or scholarship program.

Children requiring special medical consideration may be accepted upon the approval of the Principal and Headmaster. Although the Academy provides a high-quality education for enrollees, it does not have special education classes or programs for those who have learning disabilities.

Applications for transfer students will normally be denied for those who have failed to accomplish acceptable work at other schools or who have been subject to repeated disciplinary actions at those schools. Initial applicants who do not test to a level commensurate with the grade applied for will be counseled on test results and available courses of action.

Admission Procedure

The steps to admission can be found in the admissions packet, online, or by contacting the Admissions Office.

Testing

Both diagnostic and written tests will be administered to determine the academic skill level of new applicants. The tests will aid in assessing grade level and a child's ability to progress in the program. Reports are available upon request (See Academics - Yearly Assessment for additional information about testing).

Health Records

An Alabama Certificate of Immunization (Blue Card) is required for each student. The certificate may be obtained from the family physician or the Madison County Health Department. The Blue Card must be submitted to the office before the first day of school. Parents must notify the teacher of a child who has a special health need.

Withdrawal

Requests for Official and Unofficial Transcripts:

Transcripts may be requested by alumni and parents of current students. The request form may be obtained from the Registrar's office. Official and unofficial transcripts are available.

Official: Includes the signature of school official and official school seal. Official transcripts can only be MAILED directly to another school, college or university, or other institutions requiring an official transcript.

Unofficial: Has no signature or seal. Unofficial transcripts may be faxed or given directly to the parent/alumnus requesting the transcript. Unofficial requests must be requested by completing an Academy Transcript Request Form. Unofficial transcripts will be processed within 10-30 days. All accounts must be current.

ACADEMICS

Teacher Qualifications

The Academy recognizes that a notable academic program is largely attributable to the teacher in the classroom. Teachers have been selected because they exemplify the Lord Jesus Christ in both their professional and personal conduct.

All full-time faculty hold ACSI certification (and most have state certification) and have had additional educational and/or professional experiences that further enrich them in their specific area of education. Each teacher participates in continuing education by attending workshops and/or conferences to improve his or her teaching skills.

Curriculum

The Academy's curriculum reflects the methodology and materials of a classical school. Although not fully classical, the Academy uses a classical approach to education. Our mindset is from a Christian perspective, building in our students a biblical worldview. The study of God's Word and principles is the foundation for all that is taught in the academic curriculum. All academic subjects are taught from a biblical viewpoint. Teachers reference scripture throughout the academic day in order to biblically support and reinforce the academic subject(s) being taught. A detailed list of the publishers and curricula used may be secured from the School Office or on the Academy website.

Curriculum supplies such as textbooks, notebooks, paper, pencils and pens are supplied by the classroom teacher. The curriculum fee covers these costs. Supplies for projects outside of the classroom are provided by parents. Parents provide backpacks and lunchboxes for their students.

Grade Structure

The Academy has been approved to provide education for Grades TK-12. Grades TK-6 are referred to as our Grammar School; grades 7-12 are referred to as our Upper School. We also refer to grades 7-8 as Middle School and 9-12 as High School.

The maximum number of students per class is as follows:

TK	10
Kindergarten	16
1 st - 2 nd	18
3 rd - 4 th	20
5 th - 6 th	22
7 th -12 th	25

Class sizes are subject to change without notice and are subject to approval by the Headmaster.

Chapel

The Academy provides a weekly chapel service for students. These assemblies are designed for student participation in worship, prayer, biblical instruction, drama, musical performances, and student leadership. The administration will occasionally schedule local speakers (i.e. pastors, youth leaders, etc.) to participate in these assemblies.

Textbooks and Supplies

Textbooks and supplementary books will be provided for each student. These books are the property of Whitesburg Christian Academy and must be taken care of properly. Deliberate or careless defacing or damage causing loss of any of these materials will result in the full replacement price being charged to the parents' or legal guardian's account.

Field Trips

An important part of our curriculum includes field trips and performances. Field trips and performances enable teachers to expand students' learning beyond the walls of the classroom. They provide students with experiences beyond classroom instruction. Field trips increase student knowledge and understanding of a subject, add realism to the topic of study, and provide an opportunity to develop and enhance a student's socialization and citizenship skills. Performances allow students to express their knowledge and understanding of a subject as well. All students are expected to participate and engage in the activities. Field trips and performances may be counted as a grade. Students who do not participate will be counted absent and may receive an alternate assignment that will count for a grade.

Regarding field trips, a student's sibling may not attend. Parents may assist by providing transportation. Parents who have not been through the volunteer orientation may not attend field trips. Due to space, parents participate alternately. The use of alcohol, illegal drugs, or tobacco is prohibited on all field trips.

Grading Scale

Grading a student's progress will enhance development by giving an indication to parents and subsequent teachers of the student's areas of academic strength and weakness. Students will be graded according to the following academic scale:

A= 90-100
B= 80-89
C= 70-79
D= 65-69
F= Below 65

STUDENT CONDUCT AND DISCIPLINE

Honor Code

A student's attendance at the Academy is a great privilege. Like all privileges, it comes with certain responsibilities and expectations. Students are expected to conduct themselves and abide by the moral standards found in Scripture. Students in grades 3-12 personally pledge their honor and sign the Academy Honor Code. A copy of the Honor code can be found at the back of the handbook. A signed copy must be turned in and on file in the office.

On-Campus Conduct

Abusive Language:

Threats, profanity, and/or vulgarity to faculty members, school employees, visitors, or other students will not be tolerated and will result in suspension or expulsion.

Alcohol, Drugs, and Tobacco:

The use of illegal drugs, tobacco products or alcohol is prohibited. Disciplinary actions include suspension or expulsion.

Cheating:

Cheating or plagiarism will not be tolerated at any time. Cheating includes students who give work to another student to copy. Students involved in these practices will receive a zero on the assignment and may also be suspended.

Fighting:

Fighting by any student while at school or attending a school event is a serious offense. The student will be suspended or expelled.

Gum:

Students are not allowed to chew gum during school. Exceptions may be made during exams and achievement testing with approval by the Principal.

Public Display of Affection:

Students will refrain from inappropriate intimate behaviors on campus or at school related events. Public displays of affection deemed inappropriate include, but are not limited to, prolonged hugs, kissing, and handholding and are not allowed at school. Repeated or especially inappropriate behavior in this regard will result in suspension or expulsion.

Theft:

Theft of personal property in and around the school campus is a violation of civil law. Any student caught stealing will be dealt with by the administration in an appropriate manner, which may include suspension, expulsion, and/or police involvement.

Vandalism/Destruction of Property:

The willful destruction of school property or personal property is a serious act. This includes writing and/or painting on or otherwise defacing school property. Violators will be referred to the school administration for disciplinary action. Repeated offenses could result in the student being

expelled from school. Any person guilty of this offense will be required to repair or pay for damages.

Weapons:

Students who possess or claim to possess, use, threaten to use, or display a weapon while at school or at a school event shall be subject to discipline up to and including expulsion and involvement of civil authorities. Possession includes, but is not limited to, having a weapon on school property or at a school sponsored event. This includes:

- On the student's person or property (backpack, clothing, purse, etc.)
- In a space assigned to the student (locker, desk, table, closet, etc.)
- In a hidden place available to the student

Weapons include, but are not limited to:

- firearms
- an air gun, BB or any gun designed to discharge a projectile, slingshot or similar devices
- any knife
- a stun gun
- any explosive device including fireworks
- any martial arts weapons such as stars, nunchaku, etc.
- pepper spray and mace
- facsimiles of any weapon listed above.

Student Harassment Policy (Bullying and Sexual Harassment)

All students and staff at the Academy have the right to feel happy, safe and included. Students and staff have the right to work in an environment without harassment, intimidation or fear. All bullying, of any sort, is therefore unacceptable. Students who experience bullying will be supported. The Academy recognizes the effects that bullying can have on pupils' feelings of worth and on their schoolwork.

The school community will actively promote an anti-bullying environment:

- To reduce and to eradicate wherever possible instances in which students are subject to any form of bullying.
- To respond effectively to all instances of bullying reported to teacher and/or administration.
- To establish a means of dealing with bullying and of providing support to pupils who have been bullied.
- To provide support for students who are accused of bullying who may be experiencing personal problems.
- To ensure that all students and staff are aware of the policy and that they fulfill their obligations to it.
- To meet any legal obligations which rest with the school.

Definition of Bullying and/or Harassment:

Bullying involves dominance of one student by another or dominance of a group of students over another individual student. Bullying and/or harassment is pre-meditated, usually forms a pattern of behavior, and is therefore:

- Deliberately hurtful (physically, mentally, or emotionally)
- Repeated, often over a period of time
- Difficult for victims to defend themselves

Harassment or bullying can take many forms, but the main types are:

- Physical – hitting, kicking, taking another’s belongings or defacing another’s property
- Verbal – name calling, insulting, making offensive remarks or pressuring to conformity
- Indirect – spreading nasty stories about someone, excluding from social groups, being made the subject of malicious rumors, sending malicious emails, text messages or videos on cell phones, or malicious postings on social networking internet sites (i.e. Facebook, Instagram, Twitter, etc.). Acts of bullying on the Internet are referred to as “Cyber bullying”.

Some forms of bullying are attacks not only on the individual but also on the group to which he or she may belong. Within school, students and staff will pay particular attention to:

- Racial harassment and racist bullying
- Bullying because of one’s religious or political beliefs
- Sexual bullying or false accusation regarding one’s sexual orientation
- Bullying of students who have special educational needs or disabilities

Reporting Bullying and/or Harassment:

Any students who feel that they are being harassed or bullied by another student should report their situation to an Academy teacher or the Principal directly. The Principal will handle all cases of bullying or harassment.

Off Campus Conduct

The general policy of the Academy with respect to off-campus activities will be to presume that the behavior of children is the parents’ responsibility. To presume otherwise is to invite parental abdication of authority and accountability. However, if Academy students, individually or in a group, engage in an on- or off- campus activity that brings notoriety to themselves and/or discredit to the Academy, the school may exercise jurisdiction, applying severe individual penalties up to and including expulsion.

COMPREHENSIVE GRIEVANCE POLICY

Complaint or Problem Procedure:

To establish Biblical directive for the resolution of disputes, the guidelines below will be followed whenever there is an incident concerning any aspect of the Academy's operations between any two parties connected in a direct way to the school, i.e. students, parents, staff, volunteers, administration, and Headmaster. A **dispute** is any disagreement that results in broken fellowship or trust between the parties, or that disrupt the lines of authority in the school, or which, in the judgment of either disputant, threatens the successful implementation of the Academy's objectives and goals. A **grievance** is any concern about any decision made by one in authority, where the concern is large enough to appeal the decision beyond that authority to the next level. A **concern** is the substance and details of the dispute and/or grievance.

It is understood by all parties that all concerns are first brought to the Lord in prayer to seek God's direction as to whether the concern is worthy to be brought to another person.

Students/Parents to Teachers:

1. Concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student himself. If the student presents the concern, a respectful demeanor is required at all times.
2. If the problem is not resolved, the parents or student may bring the concern to the appropriate principal with the knowledge of the teacher. If the student brings the concern, his/her parents must be present.
3. If the problem is still not resolved, the parents should appeal the decision to the Principal, and a meeting should be held with the teacher and Principal present. If there is still no resolution, they should request a hearing from the Headmaster.

Parents to Administration:

1. If parents have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the Principal.
2. If there is no resolution, they should request a hearing from the Headmaster.
3. If no resolution exists after a meeting with the Headmaster, a meeting should be requested of the Senior Associate Pastor of Whitesburg Baptist Church.

Volunteers to Staff/Administration:

1. If any volunteer has a concern about the volunteer work, he/she will present that concern to the staff member responsible for his/her oversight.
2. If the problem is not resolved, then the concern should be presented in writing to the supervisor of the staff member involved in the concern followed by a meeting with him/her to discuss the concern. If the problem remains unresolved, this process should be repeated, going up one level at a time before scheduling a meeting with the appropriate principal.
3. If the problem is still not resolved, the volunteer may request a hearing from the Headmaster in writing. The request will be passed through the Principal. The Principal is required to pass the request on to the Headmaster.

General:

It is understood that if any disputes arise which are not covered by this policy, the Headmaster will decide what procedures to follow based on a parity of reasoning from those procedures established by this policy and with the understanding that Matthew 18 is the guideline used for the standards set herein.

GENERAL POLICIES AND INFORMATION

Calendar

The official school calendar will be posted in the office and on RenWeb. Parents should check weekly with RenWeb and the Academy Acclamation for calendar updates.

Use and Possession of Electronic Devices

Cell phones, iPods, or any other electronic devices are prohibited from being used in any school area during school hours (8:00 a.m.-3:30 p.m.) for any reason. This includes texting or any other use of cell phones, iPods, or other electronic devices. On the first offense, violators will have their device taken for the rest of the day and parental notification of the violation. The next offense will result in the electronic device having to be turned into the office every morning and being picked up every afternoon for the rest of the grading period.

The school reserves the right to examine any and all content, including but not limited to messages, text messages, and pictures on any electronic device. The administration can take disciplinary action based on the content and can notify civil authorities if warranted.

In keeping with the school's responsibility to provide a safe learning environment for all students, the Academy has established the following policy regarding the issue of "sexting." Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image a violation of this policy, a violation that will result in school discipline, up to and including expulsion, and in the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or a school administrator.

School Telephone

Students are permitted to use the Office phone with permission from the teacher and must be for emergencies only. Calls to students from parents during school hours are to be limited to emergency messages. School phones located in the classrooms may not be used by students.

School Hours

School hours and departure times are listed below. Variations will be shown on the school calendar and calendar updates as applicable. (See also School Closings and Emergency Plans.)

	<u>School Hours</u>
Grades TK & K	8:05 a.m.-3:00 p.m.
Grades 1-2	8:05 a.m.-3:10 p.m.
Grades 3-6	8:05 a.m.-3:20 p.m.
Grades 7-12	8:00 a.m.-3:30 p.m.
Office	7:45 a.m.-3:45 p.m.

Arriving/Departing Procedures

Before school care begins at 7:00 AM. Parents may park for drop off in the carline area and walk students into the cafeteria. Morning Carline begins at 7:40 AM and ends at 8:00 AM for all students. Carline will circle the buildings on the loop road in a clockwise manner. It is important that students exit the right side of the vehicle unless there are special needs. Teachers and staff will leave the carline promptly at 8:00 AM and students cannot be dropped there. Late arrivals will have to be checked in at the offices after that time. T-K through 1st grade students will go to the chapel, 2nd through 4th grade will go to the cafeteria, and 5th and 6th grades to the grammar library/computer lab. At 8:02 AM they will be escorted by their teacher, arriving in class at 8:05 AM. 7th to 12th grades will go directly to their classrooms. Under no circumstances should a child be left unattended while on campus. Parents should ensure a positive hand-off of students at the time of arrival. An Academy official will assist TK-4th grade students in getting from the drop-off entrance to the assigned room and return for pick up. (Please see UPPER SCHOOL PARTICULARS for student drivers.)

Parents arriving at the school to drop off students after 8:05 a.m. or pick up before scheduled dismissal time should park and proceed to the school office to sign the student in/out. **Students arriving late for class must be accompanied by a parent and checked in at the appropriate office.** Parents should not walk students to class or engage a teacher at this time.

To ensure a successful pick-up process, families are assigned carpool numbers that are to be positioned on a car window for easy identification. Students are expected to memorize their carpool numbers. For the safety of students, parents must put their vehicles in park before Academy staff can open doors. Afternoon carline will be on the following schedule:

Departure Times	
Grades TK- K	3:00-3:10 p.m.
Grades 1-2	3:10-3:20 p.m.
Grades 3-6	3:20-3:30 p.m.
Grades 7-12	3:30-3:40 p.m.

Additionally, parents must not be talking on cell phones in the vehicle pick-up line. When a student's number in grades TK- 8 is called, the student will be dismissed.

Students in seventh and eighth grade must go to carpool pickup after school. Parents must come through the line to pick up their student. If the student has a sibling in the ninth through twelfth grade, he/she may walk out with their sibling instead of going to carpool.

Students in grades 9-12 may go directly to their car if driving themselves or if their ride is waiting in the parking lot. Students whose ride is not waiting must remain in the school lobby. No loitering in the parking lot is allowed. Parents with students in both schools may wait to pick up all students during the 3:30-3:40 time.

Carline ends at 3:40 PM and remaining students will be placed in aftercare. Aftercare ends at 5:30 PM. For safety, it is important that parents follow procedures and directions of staff members. We cannot make exceptions and maintain a safe carline. We will load only the inside lane from the curb. It is important that cars do not pull into the moving carline before the correct time. Cars arriving before their student is outside will be asked to go around. Afternoon carline

will be controlled by staff members in the street, parents should not pull out of line when someone in front is loading slowly unless directed by a staff member.

We prefer that band student parents not park in front of the band room except to load/unload heavy instruments. Band parents should allow time for their student to retrieve band instruments before entering the carline. Carline traffic has priority over crosswalk pedestrians and other car traffic. Please follow directions of staff.

If a non-driving student leaves campus before the end of the school day, a pre-authorized individual must pick up the student at the appropriate office. Check-out/check-in forms must be signed by the authorized adult. This individual's name, relationship to the student, and parental approval must be on file in the office. A student will not be released to anyone other than pre-authorized persons. A note from home is insufficient.

Students who drive may check out with a signed note, email, or phone call from the custodial parent or guardian.

The Academy provides before and after school care for students who need to be dropped off or picked up by parents before or after normal carpool times. A fee is charged for this additional time. Any student who is alone on campus outside of normal arrival and departure times should be placed under the supervision of an Academy employee by a parent. The Academy will not be responsible for any student dropped off or returned to the school outside of normal carpool time and not placed under Academy care by the parent. (See Childcare in the SERVICES section for details.)

SPECIAL DIRECTIONS FOR ENTRY FROM BYRD SPRINGS

We will start the year with the following procedures and see how well the traffic flows. We will make changes as needed. You may enter the campus from either Whitesburg (the old way) or Byrd Springs (the new way). Once you reach the loop road, drop-off and pick-up will proceed as always. We will have a staff member at both the flag corner and the playground corner of the loop road to assist in crossing traffic. As you leave the drop-off/pick-up area, you may proceed to either exit. If you need to go north on Whitesburg (toward WBC) or to the Parkway, you must exit on Byrd Spring Rd. You cannot turn left on Whitesburg from the old exit in front of the ROC. If you need to go south on Whitesburg, you may exit either way.

Child Care

The Academy currently provides a Before- and After-School Child Care Program for the students. (See hours for Arriving/Departing Procedures in the GENERAL POLICIES section.)

1. The hours for the Before-School Child Care program are from 7:00 to 7:40 a.m. Students participating in this program are to be delivered to the Child Care Worker in the Cafeteria. The cost for enrolling in this service is \$4 per day. The hours for the After-School Child Care program are from 3:30-5:30 p.m. The cost for after school care is \$9 per day. Child-care bills are sent to each family at the close of each month. Parents whose child remains in After-School Child Care past 5:30 p.m. will be assessed \$1 for every minute late thereafter.
2. Any student not enrolled in the child care service is expected to arrive for or depart from school between the hours of 7:40 a.m. and 3:40 p.m. Students who arrive or remain on campus outside the aforementioned hours will be placed under the supervision of an Academy official/child care worker. Respective parents will be billed \$5 or \$1 for every minute late thereafter.

3. ROC- Students ages 12 and up are allowed to go to the ROC after school. Students must fill out a blue registration card and sign in whenever they are at the ROC. A student may lose this privilege if behavior issues arise.

Parent Involvement

It is desirable to have parents very active in organizing activities for the school year. Your involvement is encouraged and will be highly valued. Parents may participate in Parent/Teacher/Friends (PTF) initiatives, special events, classroom volunteers, and as teacher assistants. All volunteers must fill out a background check release. Each grade will have a class parent who will coordinate all volunteers for the class. If you are interested in volunteering in the classroom, please complete the Academy volunteer survey.

Communication

The Academy is committed to effective communication. The main venues of communication are through RenWeb and e-mail. If a parent needs further information concerning school activities, please call the appropriate school office.

RenWeb

The Academy uses RenWeb as a source of communication between the school and the parents. Information is emailed and/or posted on RenWeb for the parents to review. Information may include the Acclamation, a teacher letter, a menu for the following month, a calendar update, and other items of interest. Parents may access lesson plans, attendance records, and student grades at <https://www.renweb.com>. RenWeb directions are passed out at New Parent Orientation and may also be obtained in the Upper and Grammar School Offices. The school parent directory is also available on RenWeb. Additionally, samples of schoolwork, invoices, or specific notes from the teacher regarding the student's progress and other items of interest may be sent home with the student. Parents may email teachers with any questions they have concerning their student. In order to respect a staff member's family and personal time, please do not make phone calls to them after 8:30 p.m. or on weekends.

The Academy utilizes a parent alert system through the RenWeb system for emergency notifications, field trip delays and cancellations, etc. In order to ensure excellent communication, parents must notify the Registrar's Office of any email, phone number (work, home, cell, etc.), address, authorized adult pick-up, or any other informational change.

Conferences

Appointments to See Teachers:

Parents or guardians are encouraged to see any member of the teaching staff at any time they have a question or concern about their child's progress. Parents are asked to email or call their child's teacher to set up an appointment.

Parent/Teacher Conferences:

Regularly scheduled conferences will be held each school year for grades TK through 6.

Parents will be given the opportunity to request scheduled conferences with as many teachers

as they wish to see. Conferences may be scheduled at other times at the discretion of either the parent or the teacher using the procedure outlined above.

Parent/Teacher/Friends (PTF)

The purpose of these meetings will be to discuss such items as school-wide events, calendar changes, and any other important topics. Regular meetings will be held beginning in August. (Parents will be notified of meeting dates and times.)

Fund Raising/Marketing/Publicity

The costs involved in operating a Christian school significantly exceed the amount that is charged in tuition and fees. Therefore, we ask that families support the ministry of the Academy above and beyond tuition and fees as they are led by God to do so. This can be accomplished through voluntary tax-deductible gifts to our annual fund, fundraising programs of the school, or other voluntary tax-deductible gifts.

The Development Director or Headmaster must approve all fundraisers prior to being implemented to ensure that the proposed project raises money for a specific fund which benefits others and that it promotes the sense of unity and good will of the Academy.

From time to time, the school will provide photographs and videotape/DVD without the names of students for publicity and promotion of the Academy. However, upon specific written request from the parent or legal guardian that such photographs of his/ her child not be used, the school will comply. It is the responsibility of the parent or legal guardian to renew this request each year.

Financial Policies for Tuition, Fees, and Family Accounts

The Academy observes the following policies and procedures:

- The initial registration fee, which covers processing and testing, is non-refundable unless the student is denied admittance. In the case of a denial, a \$50 testing fee is retained and the balance is refunded to the family.
- The re-enrollment fee is non-refundable.
- A tuition contract is required for each student attending the Academy. The contract agreement for full payment of tuition and fees is unconditional, without reduction or remission of fees for absences, withdrawal or dismissal of a student except as is outlined in the student contract. All withdrawals must be communicated in writing to the Registrar's Office two weeks prior to the withdrawal.
- Annual tuition payments are due on June 1 each school year. If a family prefers to make monthly payments, the FACTS Tuition Management program is utilized. For those families who pay tuition in monthly drafts, an additional insurance policy is required. This insurance is optional to those choosing the one payment option. Tuition drafts occur June – May of each year for tuition payment.
- Curriculum fees are non-refundable and cover the cost of books and other curriculum along with other student supplies such as notebooks, paper, pens, and pencils used in the classroom. Supplies for outside projects are the responsibility of the parents.

- Family accounts are billed on the first business day of the month and are due by the 10th of each month.
- Full financial rates and payments schedule information is available in the Academy offices or by contacting the Finance Office. Family accounts are past due after the 15th of the month. Past due accounts will be assessed a late fee of 1.5% (annual rate of 18%) on 15th of the month following billing cycle. Parents may avoid a late fee by calling the business office to discuss late payments and a plan to catch up on overdue accounts. The late fee can be avoided only in hardship cases, such as loss of job, family illness, or other unanticipated financial crises.

Overdue tuition, fees and family accounts that reach a second billing cycle (60 days past due) without satisfactory payment arrangements may be subject to the following:

- New tuition contracts are not finalized until all current tuition, fees and family accounts are paid up to date
- No student will be enrolled or may start a new school year until all prior year tuition, fees and family accounts are paid in full.
- The Academy reserves the right to withhold examinations, grades, diplomas, report cards, transcripts or other records until all balances are paid in full.
- Parents or students will not be allowed to continue charging to the family account. Students will not be allowed to participate in activities or sports programs that require a fee until all accounts are brought up to date.
- The Academy policy has been to show grace and work with families who encounter financial hardship. It is essential that the business office be notified when these hardships are first encountered. Communication is the key to avoiding consequences for overdue accounts. All dealings with the Academy Business Office are kept in strict confidence.

Tuition Assistance

Tuition assistance is available for families of the Academy. The amount of assistance is based on the family's demonstrated need and the availability of funds. Needs are determined by a third-party agency that makes financial needs assessments for private and Christian schools. Each award is made for one year only. Families must apply each year because eligibility and/or funding may change. Applications are accepted each January – April 30 for the following year awards.

- a. Application for financial assistance is made online through FACTS.
- b. The application deadline for tuition assistance is April 30th.
- c. FACTS calculates amount of assistance needed.
- d. Assistance is awarded to new families based on funds available.
- e. Returning families receive the same award as long as financial situation is unchanged.
- f. Assistance covers tuition only.

Visitors

1. Parents or guardians are invited to visit any classroom, provided that a request for such a visit is made one day in advance and approved by the Principal and/or Headmaster. Parents are

welcome to come eat lunch with their child without a prior request unless it involves bringing in food for other students in the class (birthday). The parent must request permission to bring in extra food at least one day in advance. Anyone visiting the campus must first check in at the office and be issued a visitor pass. Parents may not go to a classroom or lunchroom without a pass.

2. Other visitors are not permitted to visit class or be on campus during the school day without the approval of the Principal and/or Headmaster. Visitors are limited to parents, prospective students, alumni, and youth church leaders. Students from other schools are not permitted to visit students during the school day.

Volunteers

Volunteers are encouraged at the Academy. All volunteers must submit to a background check. There is a difference between a visitor and a volunteer. All volunteers are to be respected as adults and as authority figures in the Academy. All volunteers must sign in at the Upper or Grammar School Office and wear a volunteer badge. Volunteers may be used in the library, office, computer class, art class, classroom, and on field trips. All classroom volunteers are asked to dress at least business casual and dress modestly, i.e. no shorts, short dresses or skirts, and no jeans (unless it is Friday-SLI Jean Day).

Injury and Medication

In the event a student should incur a minor injury at school, the teacher, principal, or nurse will determine if the nature of the injury dictates further action. Should further action be required, attempts will be made to contact the student's parents. In the event a student sustains an injury deemed by the teacher, principal, or nurse to be of a serious or emergency nature, 911 will be called. Whenever a student's safety is in question, the parents or 911 will be contacted at the discretion of the teacher, principal, or nurse.

No student is allowed to medicate himself. All prescription medications and over-the-counter items, such as allergy, headache, cough, and cold medicines, must be in original containers and be left in the nurse's office. Administration of medication by the school nurse or an Academy official will require a completed medicine release form. These instructions should contain such items as the name of the medication, the amount of medication deemed a dose, time of last dose, times of expected doses through the day, and any other pertinent information for the student's safety and well-being. Instructions from the bottle are insufficient. Failure to comply will require personal involvement of a parent to administer the medication.

Insurance

The Academy has limited liability insurance. Appropriate student medical insurance is the responsibility of respective parents.

Reporting Child Abuse

We adhere to Alabama's current mandatory reporting laws. Further information about these can be found at the following link: <http://www.nationalcac.org/prevention/state-of-alabama-mandated-reporting-law.html>

School Closings and Late Starts

In the case of emergency, severe weather, weather alert, or dangerous road conditions that require school closing or delayed starts, the Academy will make notifications through the RenWeb parent alert system, as soon as the decision is made but no later than 5:00 a.m. In the case of severe weather that occurs while school is in session, parents will be notified of early dismissal by the same method as soon as the decision is made. Please refrain from calling the school to ask if a decision has been made as this interferes with school staff being able to monitor weather conditions. Weather decisions are transmitted to parents within seconds of a decision being made. In the event that there is an active tornado warning, students will be placed in the Academy designated safety areas. Parents should not attempt to check out or pick up a student until the warning is lifted as the students are much safer in our safety areas than in an automobile or home.

Emergency Plans

Academy administrators, staff, and P.E. teachers carry radios for use in emergency situations. Drills are held regularly to familiarize all concerned with the following emergency plans:

1. **Fire:** The school facility meets standards set forth by the Fire Marshal. There is an automatic fire alarm system, and individual fire extinguishers are available. An exit plan is posted in each classroom.
2. **Severe Weather:** The following procedures will be followed:
Notification of pending weather conditions is received from civil defense.
Weather reports are received via a weather alert system.
Students are taken to the Academy's designated safe space when warranted by weather conditions. Parents who may be at the Academy during a severe weather warning are advised to remain in the safe area until the warning is lifted.
Automatic emergency lighting is available for use when necessary.
3. **Intruder:** Academy staff and faculty are highly trained and rehearsed in procedures to report and respond to intruders on or near Academy property. These procedures have been developed in accordance with recommendations and guidance from local police and other agencies that are highly qualified to offer guidance and instruction. Academy administrators and P.E. teachers carry radios for emergency communication. The Academy follows a three level system of response in accordance with the level of perceived danger to our students. Staff communicate instructions to students in an age appropriate manner.

Transfer Credits

Credits for transfer students are accepted from accredited schools upon receipt of an official transcript. New students will be placed in grades and classes on the basis of their grade placement/credits in the school from which they are transferring. All credits presented by transfer students will be evaluated for acceptable credit.

For students transferring from nontraditional, non-accredited, and home schools, the Academy requires the transferring student and the school of attendance to furnish sufficient data concerning courses taken so that they may be accurately evaluated as to credit allowable, type of class offered, and concentration of instruction presented.

Curriculum

Curriculum refers to the means and materials with which students will interact for the purpose of achieving identified educational goals. Curriculum alignment creates a seamless flow of instruction from one grade level to the next. It is also a process that helps teachers and administrators track the content standard across grade levels. Curriculum pacing is developing an understanding of what is being taught and how it is being taught. Curriculum mapping is a process that helps teachers keep track of what has actually been taught throughout an entire year. The Scope and Sequence is an outline of skills that are organized by grade level and communicates to the grade level what standards are above and below and describes what skills and content a student should have mastered by the end of the year. It allows a teacher to know if a concept has already been taught in the previous grade level and if so, it probably would not be approached as if it were a new skill. It is kind of “connecting the dots” to make instruction relevant for all students. Standards help to delineate what matters. They provide a common language through which an educational community can engage in conversations about educational improvement, system effectiveness and achievement. They serve as foundation for planning and implementing improvement strategies and activities for measuring success. A high quality and effective educational system has services, practices, and curriculum that ensure teacher effectiveness. Research has shown that an effective teacher is a key factor for learners to achieve their highest potential and be prepared for a successful future. Research also suggests that quality educators must have a variety of quantifiable and intangible characteristics that include strong communication skills, knowledge of content, and knowledge of how to teach the content.

Whitesburg Christian Academy has found that a successful institution implements a curriculum based on clear and measureable expectations for student learning, that the curriculum provides opportunities for all students to acquire knowledge, skills, and attitudes. Teachers use proven instructional practices that actively engage students in the learning process. Teachers provide opportunities for students to apply their knowledge and skills to real world situations. Teachers give feedback to improve their performance. Using results to guide continuous improvement is the key to an institutions success. Data can shed light on existing areas of strength and weakness and also guide improvement strategies in a systematic and strategic manner. Key strategies that performance driven systems use are 1) building a foundation for data-driven decision making, 2) establishing a culture of data use and continuous improvement 3) selecting the right data 4) building institutional capacity for data-driven decision making and 5) analyzing and acting on data to improve performance.

Homework

The curriculum and teaching methodology emphasize student mastery of basic knowledge. To that end, parents are encouraged to oversee their children's schoolwork as they progress through the year. The goal is to create independent workers. Therefore, student's work/projects need to be the work of the student. Students are encouraged to read aloud to parents, practice spelling words, and drill math facts on a regular basis.

Homework is a vital part of the total instructional program. The purpose of homework is to strengthen learning activities, to reinforce skills, to prepare for tests, to provide background information, and to develop good study habits. When appropriately implemented, this policy will help students develop good study habits, gain expanded knowledge, and increase their facility for exploring projects with greater creativity. Students will also learn to budget their time more effectively.

In addition to homework, other assignments may include, but are not limited to:

1. Make-up work
2. Materials to challenge and raise scholastic standing
3. Reading for the purpose of reporting, as well as enjoyment
4. Class projects for additional enrichment
5. Writing assignments incorporated across the curriculum.

Parental cooperation is essential to successfully bring home and school together to promote learning. Each student should have a specific time and place for afternoon/evening homework. Parents are encouraged to help their children develop good study habits. Occasional assignments that involve parents can strengthen parental support for students' learning efforts.

The following serve as guidelines for daily homework:

- Kindergarten between 15-30 minutes
- Grades 1-3 between 30-45 minutes
- Grades 4-6 between 45-60 minutes

The amount of homework and its importance should increase as grade level increases. If your child takes an unusually long or short amount of time at the homework task, please contact your child's teacher. The student's daily homework and test schedule may be viewed on RenWeb.

Progress Reports and Report Cards

Progress reports are e-mailed through RenWeb for all students each quarter. Grammar School requires conferences after the first nine-week grading period. Conferences may be held as needed thereafter.

Report cards are sent home with students the week after each of the first three quarters. The final report card must be picked up by the parent from the office. The date for pick up will be announced. All accounts must have a zero balance before the report card is released.

At year end, the grade marked "Semester Average" will be recorded in the student's permanent record. Incomplete grades must be completed by the end of the next grading period in order to

avoid a grade of “F”. Co-curricular classes such as art, physical education, music, and computer may be graded with a letter grade in Grammar School, depending on grade level.

Honor Roll

Honor Roll certificates are given after the first, second, and third nine weeks for grades 2nd-6th. Honor Roll certificates are given at the end of the school year for making the A Honor Roll or AB Honor Roll for the entire year. Co-curricular classes such as art, physical education, music, and computer are included when Honor Roll certificates are issued. The Honor Roll is based on quarterly averages in all subjects. Any student who receives a “C” in any subject will not be eligible for the Honor Roll.

The Grammar School students participate in a variety of co-curricular classes throughout the school week. Co-curricular classes include physical education, library, computer, art (1st-6th), music, band (5th-6th), Spanish (TK-2nd), and Latin (3rd-4th). The grades for the co-curricular classes are included when Honor Roll certificates are issued.

Standardized Testing

In addition to report card grades, the Academy uses additional instruments to evaluate a student’s performance. Terra Nova along with the InView is given to students in grades K-6. Results are placed in students’ cumulative folders, and parents are given a password to view results online. Parents may request conferences to discuss results.

Grammar School students take the STAR reading and STAR math tests (computer-based assessment tool) to assess informational reading level and growth at the beginning of the school year, in January, and at the end of the year. STAR reports are given to parents at the end of the year. Writing portfolios are continually assembled for each student by the homeroom teachers throughout the school year.

Promotion

Grades K-6:

Retention and/or promotion are based on the all-around adjustment of the child. The decision for retention is reached cooperatively among the teachers, principal, and parents. Final decisions are the responsibility of the principal.

A conference will be held after the first semester with the parent and teacher concerning any student who is scoring under 70% in a core subject. A plan will be formulated for the parent to arrange remediation for that student. The responsibility of the student’s promotion lies with the student’s performance.

A student is retained in a grade if he/she has a yearly average below 65 in two or more of the following areas referred to as core subjects: Reading, Grammar, Math, Science, and Bible/History. A student may be required to have approved, professional summer remediation if he/she has a yearly average below 70 in one area or has a serious decline in one or more subject in the 4th quarter.

Students may be retained for reasons other than grades, such as immaturity, if a decision is reached cooperatively among the teacher, principal, and parents.

Academic Probation

The grades of students are monitored on a regular basis. The Academy reserves the right to place a student on academic probation when deemed necessary.

Attendance Policy

All students are expected to attend school each day school is in session. Regular attendance in class is essential to the success of a student's school experience. Students can never totally make up or compensate for absences from class due to missing lectures, discussions, and other experiences that are not in a textbook. Any work done to make up what was missed during an absence is primarily an effort to bridge a gap in classroom experience. This is only a substitute for classroom attendance. Except for illness, injury, an emergency, or a death in the family, prior notice of the absence must be given to each teacher and to the office five days in advance. If prior notice cannot be given due to the situations listed above (illness, injury, an emergency, or a death in the family), students must bring a note either from their parent or licensed physician explaining their absence on the day of the absence or on the first day of their return for documentation purposes (the parent may also send an email).

For a student to receive credit, yearly absences may not exceed twenty (20) for grades K-6. Absences are not categorized as excused or unexcused. Exceptions may be granted under unusual circumstances after parental consultation with the Principal and/or Headmaster. The reason for excessive absences must be documented at the time of the absence and documented reasons will be considered for exceptions.

Planned Absences

Parents are encouraged to plan family trips, youth group retreats, mission trips, etc., during the scheduled school holidays. Excessive absences place an undue burden on both teachers and students. Students who have to miss classes due to family trips, or any other planned absence (including but not limited to medical, dental, or other professional appointments or any absence that is known about by the student before the start of the next school day) are responsible TO GET PRE-APPROVAL FROM THE ADMINISTRATOR NO LESS THAN FIVE (5) SCHOOL DAYS IN ADVANCE. The student must get with each teacher before the absence to see if work is due before the absence or upon return, depending on the policy of the classroom teacher. Parents must notify the Administrator of any planned absences at least five days prior to the absence by sending an email or a written note. No more than five successive academic days will be allowed for planned trips. If a student exceeds the number of planned days and/or fails to get administrative pre-approval for an absence, the student will NOT be allowed to make up any missed assignments, tests or quizzes and will take a zero for missed work during non-approved or excessive absences.

Tardiness

Students are expected to be on time for classes. Students will be considered "tardy" if they arrive in class after the bell. Excuses for tardiness to school (i.e. doctor's appointment or parent note) should be brought the day of the tardy. In grades TK-6, each three tardies during the year will be counted as an absence.

Examples of situations not counted as tardy:

- Non-habitual student or parent automobile delays in route to school due to traffic jams

- Detainment by administration, office personnel or another teacher (a pass will be given before returning to class)
- Temporary, verifiable illness during the school day (a pass will be given by the school office before returning to class)

Examples of tardies:

- Oversleeping
- Arriving late due to illness or an appointment
- Any tardiness in getting to class during the school day without a valid pass

Grammar School students must attend at least half the school day or they will be counted absent for the day. Student must arrive before 11:45 a.m. or stay past 11:45 a.m. to receive attendance credit for a day. Student check-outs for less than the time requirement (a half day) accumulate like tardies (three check-outs and/or tardies equal one absence). A note from a parent must accompany the student upon his/her return to school for each day (or series of days) of absence. A statement from the attending physician/dentist/optometrist should accompany requests for absences due to medical reasons. Medical appointments should be scheduled after school hours unless unavoidable. Parents should check on student attendance records on RenWeb.

Being on time helps students get their day off to a good start because they will be present for early morning routines, directions, lunch count, overview of daily plans, etc. Late check-ins and early check-outs are treated as tardies. Upon receiving three (3) tardies and/or check-outs in a semester, the student will receive one (1) absence.

Perfect Attendance

In order to be recognized for having perfect attendance, a student must not have any absences for the entire school year. Upon receiving three tardies and/or check-outs during the school year, the student will receive one absence. Therefore, the absence would disqualify the student from receiving the Perfect Attendance award.

Make-up Work Due to Absences

Students will be required to make up all missed work, including homework, tests, and/or quizzes. It is the responsibility of the student to get assignments from the teacher of each class missed. It is not the responsibility of the teacher to track down the student to ask for missed work. All work missed due to illness must be made up within one day for a one day absence, two days for a two day absence, or three days for an absence of three or more days after the last day the student was absent. This applies only to absences relating to illness, injury, and death in the family. Students absent for any other reason do not receive additional days for make-up work but will have all missed work completed before or upon returning to school, depending on the policy of the classroom teacher. If an assignment, test, quiz, or project was assigned prior to the absence, the student is responsible for it before the absence or on the day the student returns to school, depending on the policy of the classroom teacher. (Teachers have the prerogative to change a due date.) Failure to make up the assignment within the allotted time results in a grade of zero.

Discipline

Discipline provides security for the child and maintains a peaceful learning environment. The student looks for three main ingredients in the procedure: *fairness, firmness, and consistency*. The Academy's approach will be professionally focused on the welfare of the students.

During school hours, the teacher will maintain an environment of active educational and social learning. Standards are set in the classroom, and students must show a spirit of cooperation and respect for the teacher, as well as their fellow students.

In the event a child becomes verbally or physically out of order, the teacher will enforce a discipline procedure within the classroom. If the student becomes defiant or does not respond to the teacher's discipline procedure by exhibiting repeated disrespect for school authority or a pattern of negative behavior after several reprimands, the student will be sent to the principal for punishment.

Punishment may include written assignments, in-house suspension, or calling parents/guardians and requiring them to come to the school to administer corporal punishment (paddling). Additional episodes may result in an Academy official administering corporal punishment for those parents/guardians that have given written permission for corporal punishment. The corporal punishment permission slip must be on file in the Registrar's Office. Academy-administered corporal punishment may be administered by a school/church official of the same gender and witnessed by one other adult.

An alternative to corporal punishment is suspension and may be elected by either the principal or the parent/guardian. In the event the parent/guardian does not agree with Academy-administered corporal punishment, this position will be stated in writing and maintained on file in the office.

A report of the offense and punishment will be kept on file and recorded in RenWeb. A student who is repeatedly referred to the Principal for disciplinary measures may be brought to the attention of the Headmaster for consideration regarding the student's future at the Academy.

Dress Code

Biblical principles form the basis of our dress guidelines and apply to all school events (class activities, sports activities, field trips, concerts, etc.) unless activity specific clothing is otherwise required. It is a high privilege and responsibility of Christians to glorify and honor God through their appearance. With this in mind, the dress standards are based on the Scriptural principles of modesty and appropriateness. When students are out of uniform, they are to dress modestly, attractively, and in good taste at all times (1 Tim. 2:9). It is our belief that extreme fashions in dress should be avoided so that people see Christ in our attitudes and actions and are not distracted by our appearance.

The Academy has adopted school uniforms as the standard dress for all students. While in attendance, students are required to be dressed in the approved school uniform. Exceptions to the uniform policy will be indicated by the principal or classroom teacher as appropriate for special events.

1. DENNIS-Larose School Uniforms has been selected as the Academy uniform vendor. Items available are referenced in handouts available in both school offices or on RenWeb.

2. The DENNIS-Larose PE uniform must be worn for 5th and 6th grade PE classes.

Female Students:

Uniform bottoms:

- Uniform skirts, pants, or shorts may be worn. The length for shorts or skirts must not be more than two inches (the height of a credit card) above the knee cap when standing.
- Black, white, or gray leggings may only be worn with skirts.

Shirts/Jackets:

- All polo shirts must be tucked in.
- Dennis Larose sweaters and jackets may be worn in class.

Male Students:

Uniform bottoms:

- Uniform pants or shorts may be worn. Plain brown or black belts without oversized buckles are required.

Shirts/Jackets:

- Undershirts may be worn. Colors must be black, gray, or white.
- All shirts must be tucked in.
- Dennis Larose jackets may be worn in class.

Hair and Accessories:

- Hair is to be clean and neatly groomed. Extremes in styling are not allowed (example: spiked, spotted or blotches of bleach or other abnormal, extreme colors or styles). Young men are to have their hair neatly trimmed and off the collar of a normal dress shirt. Boys and girls are to keep their hair out of their eyes.
- Hats and sunglasses are not to be worn at school except when special permission is granted.
- Any accessories must be in the same color group as the uniform.

Footwear:

- Athletic shoes must be predominately black, white, gray, navy, Vegas gold or purple and laces must be one of the acceptable colors. (Neon is NOT acceptable).
- Athletic shoes are required for P.E.
- Plain white or black socks worn with shorts must be low cut or crew cut. Nike Elite crew socks are not acceptable.
- Sandals must have a back strap and be black, brown, white, gray, navy, bronze, gold, silver, or purple.
- Boots are not acceptable footwear with the exception of rain boots which may only be worn on rainy days.
- Knee socks, tights, and footed leggings in black, white, or gray may be worn with skirts.

Principals reserve the right to determine the appropriateness of clothing. All students will adhere to the school dress code unless otherwise specified by the administration. Students' attire will be checked regularly to ensure that every student is in compliance with the dress code. In the event that a student's attire fails to meet the dress code, parents will be contacted and will be expected to bring a change of clothes to the school office. The expectation is that if asked to change, the student will do so willingly.

Lunch Program and Snacks

As an alternative to a parent-provided lunch, the Academy offers a hot lunch program for our students. Teachers will take lunch orders each morning. If your student orders lunch, you will be charged. Please make sure your student understands if they should order or not. Parents will be billed at the end of the month. Discrepancies should be brought to the attention of the office within 10 days of billing. Soft drinks of any kind are not allowed. (Teacher-issued Coke passes are the exception.) Parents may also order lunch for themselves if they notify the office before 8:30 a.m.

On days that a school-provided lunch is not ordered, it is expected that the parents will provide a nutritionally balanced sack lunch for each child. Lunch box designs should be either plain or commensurate with the overall conservative standard outlined earlier in this handbook. All students will eat in the lunch room.

Students are encouraged to bring healthy snacks to school. There will be a time determined by the teacher for students to have snack time. Scheduled lunch times contribute to the snack time decision. Only water is allowed in the classrooms during snack time. Powdered drink mixes (even clear ones) are not allowed to be added to the water.

Birthday/ Holiday Celebrations

Guidelines for recognition of student birthdays and celebration of holidays indicated are as follows:

1. **Birthday:** Teachers joyfully recognize each student's birthday. Any parent who would like to send cupcakes or cookies on that day must notify the teacher ahead of time so he/she may plan accordingly. If you have planned a birthday party and have invited every boy and girl in your child's class, you may pass out those invitations at school. If you have planned a smaller party and have not included every child, please mail those invitations or handle them outside of school.
2. **Halloween:** The history and purpose of this holiday is in direct opposition to what our school is about; therefore, we do not celebrate Halloween or put up Halloween decorations. Whitesburg Baptist Church offers a Halloween alternative, and we invite you to participate.
3. **Christmas:** The Academy celebrates the birth of Christ during the Christmas Season. The teacher will send information home about the Christmas party and other activities at the appropriate time.
4. **Easter:** The Academy celebrates the resurrection of Christ during the Easter season. The teacher will send information home about the Easter party and other activities at the appropriate time.

While the Academy will not focus on seasonal Christmas or Easter characters in our holiday celebrations, we will leave to the individual family the decision as to how to address these seasonal characters.

UPPER SCHOOL POLICIES

Transfer Credits

Upper school students who do not have a cumulative 2.0 GPA or have received an “F” in any core subject the previous two semesters will not be eligible for acceptance. Courses taken at an accredited high school will be accepted. Specific courses that meet the Academy requirements will be given credit. Other courses may be given elective credits. Homeschool students will be evaluated on an individual basis (through validating accreditation of a homeschool umbrella, examining the curriculum used, and/or giving credit by the passing of an exam).

Curriculum

In using a classical approach, the instructional goal for Upper School students is to wisely relate and apply their knowledge. The English program incorporates grammar, vocabulary, and writing along with the study of literature. A Shakespeare unit is integrated into each grade level English class. History is taught as a survey of events with a Christian emphasis. Bible courses focus on understanding our faith and how to defend it. The science curriculum shows God’s design in the life and physical sciences. The math program encourages students to apply concepts to solve problems. In addition to the classes listed above, logic is incorporated with the Bible class in grades 7 and 8. A year of rhetoric is required in grade 10. Seniors take a thesis class to develop college level writing and research skills through the completion of an extensive research paper. Students also have required and free electives that enhance their education. Choices include foreign language, band, physical education, health, drama, art, chorus, computer, yearbook, home economics, pre-engineering and a film elective. These electives vary year by year. Please consult with the Upper School office for a complete list of available electives for the current year.

Homework

Homework is a vital part of the total instructional program. The purpose of homework is to strengthen learning activities, to reinforce skills, to prepare for tests, to provide background information, and to develop good study habits. When appropriately implemented, this policy will help students develop good study habits, gain expanded knowledge, and increase their facility for exploring projects with greater creativity. Students will also learn to budget their time more effectively.

In addition to homework, other assignments may include, but are not limited to:

1. Make-up work
2. Materials to challenge and raise scholastic standing
3. Reading for the purpose of reporting, as well as enjoyment
4. Class projects for additional enrichment
5. Writing assignments incorporated across the curriculum.

The following serve as guidelines for daily homework:

- Grades 7-8 approximately 2 hours
- Grades 9-12 approximately 2½ hours

If your child takes an unusually long or short amount of time at the homework task, please contact your child's teacher. The student's daily homework and test schedule may be viewed on RenWeb.

Progress Reports and Report Cards

Progress reports are e-mailed through RenWeb for all students midway through the first quarter. After the first quarter, progress reports are e-mailed home when a student is not passing or the grade has dropped significantly (a letter grade or more). Conferences are not required but will be scheduled at the request of parents or the teacher. Parents are expected to regularly check RenWeb for student's grades.

Incomplete grades must be completed by the end of the next grading period in order to avoid a grade of "F". At year end, the grade marked "Semester Average" will be recorded in the student's permanent record.

Report cards are emailed home the week after each of the first three quarters. The final report card is emailed if the student account has a zero balance. Report cards must be picked up by the parent from the office at the announced time if an account has a balance. All accounts must have a zero balance before the report card is released.

Standardized Testing

The Orleans Hannah Algebra Placement Test is given to all Pre-Algebra and 8th grade Algebra 1 students in the spring to determine math placement for the following year. All 7th and 8th grade students take the Terra Nova 3 standardized test in the spring. 9th grade students take the PSAT 8/9 in the spring. 10th grade students take the PSAT/NMSQT in the fall and the PSAT 10 and Pre-ACT in the spring. 11th grade students take the PSAT/NMSQT/ASVAB in the fall. All students are required to take the SAT and/or the ACT before the end of their junior year.

Promotion

Grades 7-8:

In order to be promoted to the next grade, the student must pass at least four subjects. English and Math must be two of the four. If the student does not have at least four passing grades, including English and Math, he/she must successfully complete summer school before he/she will be promoted to the next grade. In addition, any student who earns an "F" in Bible will be required to take an approved

Bible course during the summer to re-enroll for the next school year. Students who fail two or more classes in a semester may be asked to withdraw from the Academy.

Grades 9-12

Students must pass all courses related to the required number of credits before being promoted to the next grade level. Failed core subjects such as math, English, science, history, or Bible must be made up in summer school. Summer school courses are at the parent's expense, and course work will only be accepted from

www.sevenstaracademy.org or another accredited institution. Any failed electives may be repeated the following year if the schedule will allow. Students must ensure that they have gained the minimum number of credits needed to graduate.

Academic Probation

The grades of students are monitored on a regular basis. The Academy reserves the right to place a student on academic probation when deemed necessary.

Upper school students who receive a semester average below a 2.0 GPA will be put on probation for the following semester. Students on academic probation who do not receive a 2.0 semester GPA will be asked to withdraw.

Schedule

Below is the upper school schedule on full days.

CLASS BELL SCHEDULE

Period M-T-F	Period Wednesday	Period TH
1 8:00-8:55	HR 8:00-8:05	1 8:00-8:50
2 8:58-9:48	Chapel 8:05-8:50	2 8:53-9:35
3 9:53-10:43	1 8:53-9:35	3 9:40-10:22
4 10:46-11:36	2 9:38-10:20	4 10:25-11:07
5 11:39-12:29	3 10:25-11:07	5 11:10-11:52
Lunch 12:29-12:50	4 11:10-11:52	SLI 11:55-12:37
6 12:55-1:45	5 11:55-12:37	Lunch 12:37-12:58
7 1:48-2:38	Lunch 12:37-12:58	6 1:03-1:49
8 2:41-3:30	6 1:03-1:49	7 1:52-2:38
	7 1:52-2:38	8 2:41-3:30
	8 2:41-3:30	

Athletics

Athletics is a privilege at Whitesburg Christian Academy. Athletes represent the school to the community and must display good sportsmanship and Christian character. In order to participate in interscholastic sports, students must have a current record of a physical examination on file with the school and must have received a cumulative 2.0 GPA the previous two semesters. Students participating in athletics must maintain a "C" average (or higher) in each class. Grades will be checked every three weeks. If these requirements are not met, students will be put on academic probation for a three week period. At the end of the probation period, the student must have a "C" or higher in each class to be removed from probation. If, after the three week probation, the student has a "D" in any class, he/she will be suspended from all practices and games for the next three weeks. The athlete would be reinstated when all the grades are a "C" or above after a three-week grade check. Each student athlete gets one probation period per year. After that time, the student immediately becomes ineligible if he/she receives a grade below a "C" in any class at grade checks.

Adding and Dropping Courses

A course may be added/dropped up to the end of the second week of school with administrative approval. An elective change form must be obtained from the upper school office, filled out and signed by the parent.

Course Units of Credit

Classes which meet five days a week receive 0.5 unit of credit per semester. Classes that meet two or three times per week receive 0.25 unit of credit per semester. A senior must have a minimum of 26 units for graduation (see Graduation Requirements).

Electives

Upper school students are required to fill out an elective form before the start of the school year. Forms are e-mailed home at the end of the year and are to be returned by the due date listed. Students who do not return the form by the due date will be assigned to an available elective class in order to meet graduation requirements.

Grade Point Average

Grade Point Averages for students in grades nine through twelve determines rank in class. The official GPA uses only semester averages. All eight semesters from grades 9-12 will be used to determine the final grade point average. Any course taken in eighth grade for high school credit will not be calculated in the final grade point average.

A = 4.0

B = 3.0

C = 2.0

D = 1.0

Honor Roll

Students who have all A's and B's throughout the school year are on the A/B Honor Roll. Students who have all A's are on the A Honor Roll. Certificates are given to students at the end of the year.

Valedictorian and Salutatorian Requirements

The student with the highest GPA is the Valedictorian, and the student with the second highest GPA is the Salutatorian. Candidate nominees will be determined based on weighted GPA's. Candidates must have attended Whitesburg Christian Academy for all four years of high school. Candidates will be required to give a graduation speech to be written by them and approved by the administration. If the testimony and/or reputation of one of the candidates is compromised prior to the date of graduation, the administration may decide, at their discretion, not to have that student deliver a speech in the graduation ceremony.

The Academy will honor only one Valedictorian and up to, but no more than, two Salutatorians, which would only occur in the case of an unbreakable tie between the top two Salutatorians. In the case of a tie, where Valedictorian and/or Salutatorian nominees' weighted GPA is exactly the same, the cumulative average will be used to determine the Valedictorian.

Graduation Requirements

Whitesburg Christian Academy requires a minimum of 26 credits in order to graduate. The credits include the following:

- 4 units of English
- 4 units of Math (Algebra I, Geometry, Algebra II, Trigonometry/Statistics required, and any math beyond Trigonometry/Statistics)
- 4 units of History
- 4 units of Science
- 4 units of Bible
- 2 units of foreign language
- 4 electives (Including required Lifetime Fitness/Health, Rhetoric, Computer, a Fine Arts, and one other credit)

Lockers

Each Academy student in grades 7 through 12 will be assigned a locker at the beginning of the school year. These lockers are for the personal use of students and must be kept locked at all times. No open containers of food or drinks are allowed to be stored in the lockers. Students should not store any books or personal items outside their lockers. Any items found in the halls must be picked up from the office after paying a fine. Students are responsible for cleaning out their own locker at the end of the year. Lockers may not be decorated outside with stickers, pictures, etc. Students are not permitted to place their own locks on school lockers. Loss of or deliberate destruction of a school lock (or locker) will result in a fee for replacement value being assessed to the parents of the student. The Academy retains the right of access to all lockers at any time for any reason. Periodic locker inspection may be held at any time.

Attendance

All students are expected to attend school each day school is in session. Regular attendance in class is essential to the success of a student's school experience. Students can never totally make up or compensate for absences from class due to missing lectures, discussions, and other experiences that are not in a textbook. Any work done to make up what was missed during an absence is primarily an effort to bridge a gap in classroom experience. This is only a substitute for classroom attendance. Except for illness, injury, an emergency, or a death in the family, prior notice of the absence must be given to each teacher and to the office five days in advance when possible. If prior notice cannot be given due to the situations listed above (illness, injury, an emergency, or a death in the family), students must bring a note either from their parent or licensed physician explaining their absence on the day of the absence or on the first day of their return for documentation purposes (the parent may also send an email). If a note is not brought in by the student or emailed to the school by the time the student returns to school, any makeup work will not receive credit.

For a student to receive credit in any class, total semester absences may not exceed ten (10) for grades 9-12, or the yearly absences may not exceed twenty (20) for grades 7-8. Absences are not categorized as excused or unexcused. Junior (one day) and senior (two days) college visits will not be counted towards the total absences. Exceptions may be granted under unusual circumstances after parental consultation with the Principal and/or Headmaster. The reason for excessive absences must be documented at the time of the absence and documented reasons will be considered for exceptions.

Any student involved in athletics or extra-curricular activities may not participate in an activity (practice, game, or event) if absent that day for any period of time due to illness. Absences due to field trips or medical appointments will not prevent participation. It will be at the discretion of the coach and/or an Administrator if the athlete will be allowed to participate if the absence is due to any other reason.

Planned Absences

Parents are encouraged to plan family trips, youth group retreats, mission trips, etc., during the scheduled school holidays. Excessive absences place an undue burden on both teachers and students. Students who have to miss classes due to family trips, college visits, or any other planned absence (including but not limited to medical, dental, or other professional appointments, driver's license or permit tests, or any absence that is known about by the student before the start of the next school day) are responsible TO GET PRE-APPROVAL FROM THE ADMINISTRATOR NO LESS THAN FIVE (5) SCHOOL DAYS IN ADVANCE (when possible) by sending an email or written note.

The student must get with each teacher before the absence to see if work is due before the absence or upon return, depending on the policy of the classroom teacher. The goal is to have the student as prepared as possible for missed classes and to be able to not have to work as much while out. No more than five successive academic days will be allowed for planned trips. If a student exceeds the number of planned days and/or fails to get administrative pre-approval for an absence, the student will NOT be allowed to make up any missed assignments, tests or quizzes and will take a zero for missed work during non-approved or excessive absences.

Tardiness

Upper School students are expected to be on time for classes. Being on time helps students get their day off to a good start because they will be present for early morning routines, directions, lunch count, overview of daily plans, etc. Students will be considered "tardy" if they arrive in class after the bell. Late check-ins and early check-outs are treated as tardies. Upon receiving three (3) tardies and/or check-outs in a semester, the student will receive one (1) absence. Excuses for tardiness to school (i.e. doctor's appointment or parent note) should be brought the day of the tardy.

Examples of situations not counted as tardy:

- Non-habitual student or parent automobile delays in route to school due to traffic jams
- Detainment by administration, office personnel or another teacher (a pass will be given before returning to class)
- Temporary, verifiable illness during the school day (a pass will be given by the school office before returning to class)

Examples of tardies:

- Oversleeping
- Arriving late due to illness or an appointment
- Any tardiness in getting to class during the school day without a valid pass

Penalty for tardies:

Each three tardies to the same class during the same semester will be counted as an absence. Three tardies not related to illness or appointments will result in a detention.

Upper School students must be present for a minimum of half the class period or they will be counted absent in that class. Student check-outs for less than the time requirement accumulate like tardies (three check-outs and/or tardies equal one absence). A note from a parent must accompany the student upon his/her return to school for each day (or series of days) of absence. A statement from the attending physician/dentist/optometrist should accompany requests for absences due to medical reasons. Medical appointments should be scheduled after school hours unless unavoidable. Parents should check on student attendance records on RenWeb.

Loss of Credit Due to Absences

For a student to receive credit in an Upper School class, total semester absences may not exceed ten (10) or the yearly absences may not exceed twenty (20). Whether the absences are excused or unexcused does not change the attendance credit ruling. Exceptions may be granted under unusual circumstances after parental consultation with the Headmaster.

Signing Students out of School

1. Students may be signed out only under the following conditions:
 - a) running a fever as determined by the office staff
 - b) if not running a fever, obviously ill, as determined by the best judgment of the school officials
 - c) establish phone contact with a parent or legal guardian, and have a member of the office staff verify permission for the student to leave campus. In the event the student does not drive, the student must wait in the area designated by the school for the parent or legal guardian to arrive.
2. Detailed records for students will be kept in the office regarding signing in and out of school. Students showing an excessive number of sign-ins or sign-outs will have the situation reviewed in a conference between parents or legal guardian, student and the Headmaster.
3. Students may not leave campus during the school day without written notification stating the reason for checking out or personal appearance of the parents or legal guardian. Written notification can be in the form of a note or email. Students too young to drive will not be released to anyone other than the student's parent(s) or legal guardian.

Make-up Work Due to Absences

Students will be required to make up all missed work, including homework, tests, and/or quizzes. It is the responsibility of the student to get assignments from the teacher of each class missed. It is not the responsibility of the teacher to track down the student to ask for missed work. All work missed due to illness must be made up within one day for a one day absence, two days for a two day absence, or three days for an absence of three or more days after the last day the student was absent. This applies only to absences relating to illness, injury, and death in the family. Students absent for any other reason do not receive additional days for make-up work but will have all missed work completed before or upon returning to school, depending on the policy of the classroom teacher. If an assignment, test, quiz, or project was assigned prior to the absence, the student is responsible for it before the absence or on the day the student returns to school, depending on the policy of the classroom teacher. (Teachers have the prerogative to change a due date.) Failure to make up the assignment within the allotted time results in a grade of zero.

Make-up Work Due to Extracurricular Absences

Students participating in an event during a previously scheduled test or quiz are responsible to take the test or quiz the day before or the day following the event (depending on the policy of the classroom teacher) and must schedule it with the teacher prior to the event. Projects should be submitted on the due date even if the student does not meet for that class due to a game or other academic competition that day. This policy also applies to other extracurricular school trips such as field trips, college visitation trips, etc.

Community Service

Since one of the primary goals of Whitesburg Christian Academy is to prepare students for a life of service, each student should be involved in the community and learn to be a responsible citizen. In an effort to encourage community involvement, the Academy requires students to do a minimum of 100 hours of volunteer service as a graduation requirement. A maximum of 25 hours may be counted for a single service project in a calendar year. You may do the same project every year, but only 25 will count toward the requirement each time. The requirement must be completed by the end of the first semester of the senior year. Students may start recording volunteer hours the summer before the ninth grade year. Students may select from various types of volunteer activities, but the activities must be pre-approved by the Counselor or the Principal. Forms are available from the Upper School office and on RenWeb.

Student Automobile Policy

1. Students Who Drive to School

All students driving to school must immediately park in the designated parking area. Vehicles should be locked and are not to be removed after arrival at school unless permission has been given as stated below. Traffic flow and parking restrictions will be explained and enforced from the first day of school. Any careless driving, speeding, or loitering in the parking lot is strictly forbidden. Students who have violated or violate these rules will not be permitted to bring their cars or any other motor vehicle on campus. Cars are not to be parked overnight without the permission of the Principal and/or Headmaster.

2. Students Leaving Campus

a. Any student leaving campus after arrival on campus must have appropriate permission from a parent or legal guardian and the Principal.

b. Students with cars

i) If a student becomes ill during the day, he/she may drive home only after the office telephones the student's parent or legal guardian to secure permission to check out before the student departs.

ii) Under certain circumstances, students may use personal cars to run errands. However, this requires permission from the Principal and parent or legal guardian and signing in and out at the office.

iii) No students are permitted in cars or the parking area during the school day.

c. Students without cars

No student may leave campus at any time after arriving on campus unless accompanied by the student's parent or guardian. The Academy will not release a student to any other person unless permission has been requested by both sets of parents or guardians.

3. Vehicle Liability

The Academy assumes no liability for damage to or losses from any vehicle parked on campus during the school day or during any school-sponsored extracurricular activity. Cars should be locked.

Senior Privileges

Overview

With permission from a parent/guardian and a review of the student's current discipline record, eligible seniors may be "off-campus" at any time during the school day of their second semester that they do not have a class. This policy is based on our expectation that seniors will act responsibly in managing their free time, regardless of when this free time occurs. This policy is designed to aid our students in making the transition from a structured high school environment into the world of independence and individual responsibility. It also provides incentive for students to maintain expected standards of behavior and academics through their senior year. If a student is not responsible, he/she will lose their Senior Privilege for a period of time as described below and will be required to sign in at a designated study hall. The Senior Open Campus Policy also provides for termination of privilege for all seniors in the unlikely event that the senior class, in general, shows a lack of responsibility.

Eligibility

Seniors may earn senior privileges for the second semester of the year. Senior privileges allow seniors to leave campus during study halls. Applications will be available at the end of the first semester of the senior year. All of the following rules & guidelines as noted below must be followed at all times:

- A senior must have a 3.0 GPA or higher.
- A senior must abide by all Academy rules. Failure to follow Academy rules and guidelines will result in loss of privilege.
- Any suspension will result in loss of "Open Campus" privilege for the remainder of the semester.
- A senior must have a signed "Open Campus" permission form on file in the upper school office to participate in "Open Campus" unless the senior is 18 years of age or older.
- No senior may ride to or from campus in the car of another senior without written permission from parent(s) of both driver and passenger. Violation will result in suspension & loss of privilege for remainder of the semester.
- A senior may leave campus during a study hall period. A senior returning late from leaving campus to next class will lose his/her "Open Campus" privilege for remainder of the semester.
- Any complaints received by area businesses or residents may result in suspension for offending student and elimination of "Open Campus" for all.
- Taking any underclassmen in cars will result in suspension for both parties and the loss of the privilege for the senior for the remainder of the semester.

Revocation of the Senior Open Campus Privilege for Individual Seniors

A student may lose the Senior Open Campus Privilege for the following reasons:

- 1) Failure to meet the eligibility requirements for participation in extracurricular activities will result in a loss of the privilege until such time as a student becomes eligible for such activities.
- 2) Failure to sign in or out (full name) in the upper school office.
- 3) Failure to attend any class or accumulating three tardies after exercising the privilege.
- 4) If a student is charged by the police with a moving violation while exercising this privilege.
- 5) Providing transportation to underclassmen or any ineligible senior during the school day without permission to leave campus.

- 6) Any student returning to school under the influence of any illegal substance will lose the senior privilege for the remainder of the school year.
- 7) Any student observed driving in an irresponsible manner on school grounds.
- 8) Any organized or group participation by seniors in activities contrary to the spirit and purpose of Senior Open Campus Privileges or other policies of the Academy will result in loss of privileges by the entire senior class (i.e. senior pranks, senior skip day, etc.).

Headmaster's Council

The Academy will have representatives from the student body who serve on the Headmaster's Council for a term of one year. Each grade will have at least one, but no more than two, representatives. Any student may apply to serve on the Headmaster's Council according to the following guidelines:

- Each applicant must have attended the Academy for at least one semester prior to their application.
- Each applicant must demonstrate a clear Christian testimony among the faculty and their peers.
- Each applicant must maintain a "B" average in each of their main academic classes and cannot drop below this average for any one quarter. If a student's class average drops below this minimum requirement, the student will be given a four-week probation until the average has improved. If the average has not improved by the end of the four weeks, the student will be removed from the council, and another will be selected to replace the student for the remainder of that school year.
- Each student application must have a written recommendation from one faculty member and the approval of the Administration.
- Each applicant cannot have been suspended. In the event that a representative is suspended while serving, a new representative will be chosen.
- Each applicant must be in "good standing" in attendance.
- All those considered for the Headmaster Council must live by the honor code and help maintain the code for the good of the school community.

The Administration will choose the student representative(s) from all applications.

Headmaster's Council Meetings & Functions

The Headmaster's Council will meet on non-SLI Thursdays with the Headmaster and the Principal. The function of the Headmaster's Council is:

1. To assist in maintaining the Academy policies.
2. To represent the student body to voice any issues/suggestions.
3. To assist in planning school-wide activities.
4. To take back to the student body the results of the issues/suggestions discussed.

National Honor Society

The highest academic honor that any High School student may earn is membership in the National Honor Society. The standards of National Honor Society require that only the most qualified students are selected. Many factors are considered for membership. Ninth, tenth, and eleventh grade students are eligible to apply for NHS membership in the spring. These students must fill out a National Honor Society form which lists scholarship and social achievement,

service to church and the community, and leadership positions held in school, church or community. There are three steps in the selection process. First, the guidance office determines those students who have an eligible overall grade point average. Additionally, teachers will be asked to evaluate the qualified students that they have taught or are presently teaching. Finally, each qualified student will be evaluated individually by the Faculty Council to make certain the student meets the required standards of scholarship, leadership, service, and character. The Faculty Council evaluation is based on the information provided by the student on the National Honor Society form and the teachers' evaluations. Students who are selected for membership are invited to attend the membership ceremony.

National Junior Honor Society

The highest academic honor that any seventh through ninth grade student may earn is membership in the National Junior Honor Society. The process is the same as for the National Honor Society. Seventh, eighth, and ninth grade students are eligible to apply for NJHS membership during the second quarter of the school year. These students must fill out a National Junior Honor Society form which lists scholarship and social achievement, service to church and the community, and leadership positions held in school, church or community. The steps for selection are the same as for the National Honor Society. Students who are selected for membership are invited to attend the membership ceremony.

Semester Exams

Semester exams will be given in most courses at the Upper School (7-12) level. Semester exams will count for 20% of the semester grade. In the spring semester, students may exempt up to three semester exams in classes where the student has a 95 average or above. Exams will remain the property of the Academy and will not be returned to the student. Exams are available for review by students or their parents for one month after the exam date.

Dual Enrollment Courses

Students may enroll in dual enrollment classes through Calhoun Community College or UAHuntsville with a GPA and scores on the ACT and/or SAT at or above the required level. Juniors may take Pre-Calculus and/or U.S. History, and seniors may take Pre-Calculus or Calculus and/or an English course. Students must also have administrative approval. Students will receive three points added to the grade earned through the course and receive high school credit. Students are responsible for payment of tuition and book fees to the college. Official college transcripts must be requested from the institution attended.

College Visitation Trips

Whitesburg Christian Academy allows juniors two absences and seniors three absences from school to visit colleges. Absences for college visitation must be pre-approved. The school academic calendar will be consulted before approval is granted. The request must be made in writing by the parent or guardian stating the date(s) of the absence. The Principal must receive the request one week in advance. There are only two types of approved college visits: (1) A college or university planned "College Day" for upcoming freshmen or interested students, and (2) Parent/student college visitation(s).

Junior-Senior Spring Formal

The Junior Class hosts a spring formal for the Senior Class. All female students or female guests attending the formal are required to have their dresses pre-approved. Academy students are allowed to bring a student guest who is not currently enrolled at the Academy if the following conditions have been met:

- The guest must be enrolled full time in high school or as a freshman in college and under 21 years of age.
- The guest must be compliant to our dress and dance standard.

This formal is a chaperoned event. All music must be approved by the administration. Dancing must be deemed appropriate by the administration and chaperones. Acceptable forms of dance include ballroom and swing. Suggestive dancing that involves prolonged physical contact will not be permitted.

Discipline

The goal of upper school discipline is to correct and train students to be servant leaders. The school strives to work with the parents to fully develop godly character in each student and to promote behavior that is consistent with the teachings of the Bible. Disciplinary actions are taken when the student fails to maintain a Biblical attitude of obedience and respect towards other students or school authority which is manifested in violation of standards. The expectation of the school is that parents will support disciplinary action by encouraging obedience and respectfulness to the action taken by the school. Disciplinary actions include, but are not limited to, contact with parents, solitary lunch, detention, suspension, and expulsion.

Detention:

The purpose of the upper school detention policy at Whitesburg Christian Academy is to deter inappropriate behavior and to give an immediate response to such behavior. The detention policy is used to address minor issues that are disruptive to the teaching and learning environment, such as, but not limited to, the following: excessive talking, chewing gum, lack of class materials, uniform violations, and a failure to complete work. The teacher will give a student a warning about an issue. The second warning will result in a silent lunch in a supervised room. The third warning will result in a detention. A teacher may immediately give a detention if the situation warrants it. Detention will normally be on Wednesday afternoons from 3:35-4:30. A detention notice with the date of detention will be sent home for the parent or guardian to sign. The signed notice is to be turned in to the upper school office the day after the student receives the notice. If a student is late or misses detention, the student will not be allowed into detention, and another detention will be issued in addition to the one that was missed. Students will not be allowed to eat in the room or to leave the room once detention has started. Students must bring work to do or work will be given.

Suspension:

A suspension is given for more serious infractions. Examples may include, but are not limited to, profanity, vandalism, fighting, disrespect to adults, disrespect to the classroom environment, physical or verbal abuse to school personnel, lying, or stealing. When a student is suspended, removal from the classroom and all school activities for the day occurs. The student may be required to remain at school or be asked to stay home during the suspension period. If the student is serving in-school suspension, he or she will spend the day in a supervised classroom away from the other students. The student will be marked absent for an out of school suspension.

All work is to be completed. Homework is graded as a “0.” Tests and quizzes will be taken for full credit on the day that the student returns to school. If a student comes back on a test day, the test must be taken on that day. There will be no study day provided. Students serving in-school suspension will take any tests or quizzes under a supervisor at the normal class time. A student will not be allowed to participate in or attend any school activity during the period of suspension.

Expulsion:

Expulsion from the Academy may result due to a commitment of a major violation on or off campus. Examples may include, but are not limited to, possession, use, or sale of alcoholic beverages or drugs, sexual immorality, possession of weapons, criminal offenses, and aggravated assault.

Dress Code

Biblical principles form the basis of our dress guidelines and apply to all school events (class activities, sports activities, field trips, concerts, etc.) unless activity specific clothing is otherwise required. It is a high privilege and responsibility of Christians to glorify and honor God through their appearance. With this in mind, the dress standards are based on the Scriptural principles of modesty and appropriateness. When students are out of uniform, they are to dress modestly, attractively, and in good taste at all times (1 Tim. 2:9). It is our belief that extreme fashions in dress should be avoided so that people see Christ in our attitudes and actions and are not distracted by our appearance.

The Academy has adopted school uniforms as the standard dress for all students. While in attendance, students are required to be dressed in the approved school uniform. Exceptions to the uniform policy will be indicated by the principal or classroom teacher as appropriate for special events (see “Dress Privilege Days”). DENNIS-Larose School Uniforms has been selected as the Academy uniform vendor. Items available are referenced in handouts available in both school offices or on RenWeb.

Female Students:

- The length for skirts must not be more than two inches (the height of a credit card) above the knee cap when standing.
- Black, white, or gray leggings may only be worn with skirts and boots.
- All shirts designed to be tucked in must be tucked in.
- Dennis Larose sweaters and jackets and athletic warmup jackets may be worn in class.

Male Students:

- Uniform pants or shorts may be worn. Plain brown or black belts without oversized buckles are required.
- Undershirts may be worn. Colors must be black, gray, or white.
- All shirts must be tucked in except for the Rugby shirt.
- Dennis Larose jackets and the athletic warmup jacket may be worn in class.

Athlete Game Day Dress Code:

- Athletes (male or female) may wear their team jerseys or shirts and the school warmups. The entire team must have matching jerseys or shirts.

- A team may request permission from the administration to dress up for special games. The dress code for dress up days must be followed.

P.E. Clothing:

7-8th grade students must wear the PE uniform from Dennis Larose.

Female Students-9th grade

- Appropriate t-shirts, athletic shorts, or athletic sweatpants
- Shorts should be long athletic shorts like basketball shorts (Nike shorts and other similar styles are not acceptable).
- Appropriate athletic shoes

Male Students-9th grade

- Appropriate t-shirts, athletic shorts, or athletic sweatpants
- Appropriate athletic shoes

Unacceptable Dress Code – All Students

- Running tights
- Jeans with frayed areas, holes or patches
- Chains on belt or wallet; any item with spikes
- Hats and caps worn inside the building or classrooms
- Body piercing (other than earrings for girls)
- Visible tattoos

Hair, Makeup, Accessories:

- Hair is to be clean and neatly groomed. Extremes in styling are not allowed (example: spiked, spotted or blotches of bleach or other abnormal, extreme colors or styles). Young men are to have their hair neatly trimmed and off the collar of a normal dress shirt. Boys and girls are to keep their hair out of their eyes.
- Boys should keep facial hair neatly trimmed.
- Makeup and nails are to be natural and not extreme in color or style.
- Hats and sunglasses are not to be worn at school except when special permission is granted.
- Any accessories must be in the same color group as shoes.

Footwear:

- Athletic shoes must be predominately black, white, gray, navy, Vegas gold or purple and laces must be one of the acceptable colors. (Neon is NOT acceptable).
- White or black socks worn with shorts must be low cut. Nike Elite and other crew socks are not acceptable.
- Sandals must have a back strap and be black, brown, white, gray, navy, bronze, gold, silver, or purple. Dress shoes in the above colors are acceptable.
- From October to March, girls may wear plain black, brown, or gray dress boots that go to the knee with skirts. Cowboy, patterned, rain or knit boots may not be worn.
- Knee socks, tights, and footed leggings in black, white, brown, or gray may be worn with skirts.

Principals reserve the right to determine the appropriateness of clothing. The expectation is that if asked to change, the student will do so willingly.

Dress Code Compliance

All students will adhere to the school dress code unless otherwise specified by the administration. Students' attire will be checked regularly to ensure that every student is in compliance with the dress code. In the event that a student's attire fails to meet the dress code, parents will be contacted and will be expected to bring a change of clothes to the school office. In Upper School, a detention will be issued for dress code violations. Students who require disciplinary action over dress code will be required to wear the uniform during non-uniform days for a designated period of time.

Dress Privilege Days

The following exceptions may be made to the uniform policy:

"SLI Jean Day" will normally be on Fridays. On SLI Jean Day, students may wear jeans and an Academy top (t-shirt from an Academy function, Warriors wear, or uniform top) for \$1.

On designated days, students will be allowed to have casual dress day. If a casual dress day is designated, students will be given guidelines on acceptable clothing. Dress-up days may be designated on certain occasions, such as SLI special events, home athletic games, special chapels, etc.

Generally, boys are to wear dress pants and either a collared shirt or a dress shirt and tie. Dress shoes are required. Tennis shoes are not acceptable. Girls are to wear a nice dress outfit. Dresses and skirts must not be more than two inches above the top of the knee, and straps must be at least one inch wide. Strapless dresses are allowed with a jacket or sweater. Jean-type pants or casual pants are not acceptable. Shoes must be dress shoes, have a back, and be coordinated with the outfit. Heels may be worn. More specific guidelines may be given for certain occasions. The administration has the final word on what is considered appropriate.

Uniform Policy— Athletes

Varsity athletic teams may wear the school athletic warm-up suit (matching jacket and pants given by the school) on home and away game days. Each member of the team needs to wear the same top under the jacket. Athletic (tennis) shoes must be worn with the warm-up suit. A team may ask to dress up for a special occasion (ex. Senior Night). The dress code will follow the one for dress up days.

Lunch Program and Snacks

As an alternative to a parent-provided lunch, the Academy offers a hot lunch program for our students. Teachers will take lunch orders each morning. If your student orders lunch, you will be charged. Please make sure your student understands if they should order or not. Parents will be billed at the end of the month. Discrepancies should be brought to the attention of the office within 10 days of billing. Soft drinks of any kind are not allowed. (Teacher-issued Coke passes are the exception.) Parents may also order lunch for themselves if they notify the office before 8:30 a.m. On days that a school-provided lunch is not ordered, it is expected that the parents will provide a nutritionally balanced sack lunch for each child.

Students are encouraged to bring healthy snacks to school. There will be a time determined by the teacher for students to have snack time. Scheduled lunch times contribute to the snack time decision. Only water is allowed in the classrooms during snack time. Powdered drink mixes (even clear ones) are not allowed to be added to the water. Snacks may be kept unopened in lockers till snack periods. Upper school snack times are third and seventh periods. Snacks may be purchased at the snack cart between second and third period. All snack profit is designated for Student Leadership.

Due to the possibility of severe medical implications, energy drinks and caffeine pills are not allowed during school hours.

WHITESBURG CHRISTIAN ACADEMY HONOR CODE
ROMANS 13:8-14

Attendance at Whitesburg Christian Academy is a great privilege. Like all privileges, it comes with certain responsibilities. I therefore personally accept each of the following Christian standards with regard to:

GOD ALMIGHTY:

- I will adhere to Christian standards of behavior in all school endeavors.
- I promise not to cheat.
- If I observe someone cheating I will confront that person according to the principles set forth in Matthew 18.
- I acknowledge that there is always One who knows and sees all that I think, say, and do (Psalms 139:1-4).

MY PARENTS:

- I will strive to honor my parents in everything I say and do (Exodus 20:12).
- I will seek to learn all that I can from them (Ephesians 6:1-3).
- I acknowledge that I cannot receive what I need in life or godliness without them (Psalms 78:1-8).

MY TEACHERS:

- I will demonstrate respect, obedience, attentiveness, and gratitude to my teachers (Hebrews 13:1).
- I will seek to do all the work I have been assigned with diligence and integrity (Ephesians 5:8-17).
- I will do my utmost to learn and achieve as much as I possibly can (Philippians 4:8-9).

MY CLASSMATES:

- I will honor and respect the time, work, and feelings of my fellow students (Romans 12:9-18).
- I will try to model honesty, integrity, kindness, and modesty in my relationships (Philippians 2:3-7).
- I realize that disturbances affect everyone at school and will thus strive for peace (Ephesians 4:1-6).

I therefore affirm my personal commitment to uphold these Christian standards, realizing that I will be able to enjoy the privileges of Whitesburg Christian Academy only so long as I fully maintain this commitment.

Student Signature / Date

Parent Signature / Date

Teacher Signature / Date



Student – Parent Acknowledgement Form

Both the student and his/her parent(s) or legal guardian acknowledge that they have read this handbook and agree to abide by the rules and regulations stated herein as a condition to enrollment at Whitesburg Christian Academy.

We, the undersigned parents(s) of _____, acknowledge that I (e) have received, read and agree to abide by all the rules and regulations set out in the Student-Parent Handbook for the current year.

Student (print name)	Signature	Date
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Parent (print name)	Signature	Date
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(Execution of this document and delivery to the school shall be required before the admission of any new student. Returning students must submit the completed form by the first full day of classes in the fall.)