



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 August 2011

WHITESBURG CHRISTIAN ACADEMY

**6806 Whitesburg Drive
Huntsville, AL 35802
www.whitesburgchristianacademy.com**

**Grammar School
(256) 704-5678 ext. 353**

**Upper School
(256) 704-5678 ext. 313**

**A Ministry of
WHITESBURG BAPTIST CHURCH
6806 Whitesburg Drive
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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."*

FORWARD

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. Working together as both a school community and a body of believers with 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 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

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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 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.

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.

Grade Structure

The Academy has been approved to provide education for Grades K-12. Grades K-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. Pre-Kindergarten (3 & 4 year old age groups) is available through the Whitesburg Baptist Church Weekday Education Program.

The maximum number of students per class is as follows:

Kindergarten	17
1 st	18
2 nd	20
3 rd - 5 th	22
6 th	24
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. Upper School students will be allowed to try out for the Praise Band in the spring of each school year. Parents and visitors are welcome to attend chapel services.

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 fifth birthday by September 1 to be enrolled in the 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 attention 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.

Grammar School 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.

Upper School 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).

Admission Procedure

The steps to admission can be found in the admissions packet or by contacting the Registrar.

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 either a state or ACSI 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.

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.

The Grammar School Curriculum

The instructional focus for Grammar School students is mastery of the fundamental facts and rules of each subject. The students develop a broad foundation of facts and knowledge. The methodology involves memorization, repetition, songs, sound-offs, and jingles.

The Grammar School language arts curriculum uses the Foundations and Frameworks instructional reading program with great classical books included. Phonics, grammar, and spelling are also incorporated. To enhance language arts, Latin is introduced in the third grade. History and Bible follow a time line approach. The mathematics program uses math books advanced one grade level with manipulatives. The science course of study includes books from a creationist perspective with hands-on experiment activities. Additional classes include art, music, computer, physical education, and guidance. In addition to

the classroom curriculum, grammar students are involved in a number of service projects, attend field trips, participate in various performances, and compete in academic contests. A detailed list of the publishers and curricula used may be secured from the Grammar School Office.

The Upper School 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. 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. Students also have required and free electives that enhance their education. Choices include foreign language, band, physical education, health, drama, art, chorus, computer, yearbook, and creative writing and writing seminars. These electives vary year by year. Please consult with the Upper School office for a complete list of available electives for the current year.

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. Students may retain possession of consumable books.

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

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.

Field Trips and Performances

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. When appropriate, parents who have been through volunteer orientation are included and expected to help manage students.

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

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). Grammar School requires conferences after the first nine-week grading period. Conferences may be held as needed thereafter. Upper School does not require conferences but will schedule them at the request of parents. Parents are expected to check RenWeb for student's grades regularly.

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 week after school is out. 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. These subjects will be included when Honor Roll Certificates are issued. The Honor Roll is based on quarterly averages. Any student who receives a "C" in any subject will not be eligible for the honor roll.

Standardized Testing

In addition to report card grades, the Academy uses additional instruments to evaluate a student's performance. The Stanford Achievement Test (SAT-10) along with the Otis Lennon is given to students in grades 3-8. Results include the student's Lexile Score (reading measurement that matches readers to text) and are given to parents and put in students' cumulative folders. Parents may request conferences to discuss results.

Grammar School students take the STAR reading test (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 and kept on file in the classroom.

The Orleans Hannah Algebra Placement Test is given to all Pre-Algebra and 8th grade Algebra I students in the spring to determine math placement for the following year. All seventh and eighth grade students take a standardized test in the spring (currently the SAT10). Freshmen take the EXPLORE, and Sophomores take the PLAN in November, while juniors take the ASVAB. Sophomores are encouraged and juniors are required to take the PSAT in October. All students are required to take the SAT and/or the ACT before the end of their junior 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.

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.

UPPER SCHOOL PARTICULARS

Schedule

Below is the upper school schedule on full days. Lunch is from 11:39 a.m.-12:02 p.m. daily.

Normal

8:05-9:00	1 st Period
9:03-9:53	2 nd Period
9:56-10:46	3 rd Period
10:49-11:39	4 th Period
12:05-12:55	5 th Period
12:58-1:48	6 th Period
1:51-2:41	7 th Period
2:44-3:29	8 th Period

Chapel/SLI

8:05-8:45	1 st Period
8:48-9:28	2 nd Period
9:31-10:11	3 rd Period
10:14-10:54	4 th Period
10:57-11:37	5 th Period
12:05-12:55	Chapel/SLI
12:58-1:46	6 th Period
1:49-2:37	7 th Period
2:40-3:29	8 th Period

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 and not receive more than one "D" every three weeks of the marking period. If these requirements are not met, students will be suspended from all sports for three weeks. Academically suspended students may request reinstatement three weeks from the participation suspension if grade levels have been brought up to requirements.

Academic Guidelines for Athletic participation

- 1) After three weeks, students must have a "C" or higher in each class. Grades will be checked every 3 weeks to maintain participation.
- 2) After three weeks, students must have achieved a 2.0 Grade Point Average and not more than one "D."

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 1/2 unit of credit per semester. Classes that meet two or three times per week receive 1/4 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. This grade point average is the official GPA determined as outlined above. The official GPA uses only semester averages. At the end of the first semester of the senior year, the top ranked students will be notified by the Principal and/or Counselor that they are potential candidates for Valedictorian or Salutatorian. All eight semesters from grades 9-12 will be used to determine the final grade point average. At the end of the final semester, the grade point average for each of these students will be calculated to determine final rank. 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 out with report cards.

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 ACT scores 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, Algebra III required, and any math beyond Algebra III)
- 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.

Incomplete and Make-up Work

Make-up Work Due to Absences

Students will be required to make up all missed work, including homework, tests, and/or quizzes. All work missed due to illness must be made up within three days of 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 will make up all missed work on the first day after the last day the student was absent. It is the student's responsibility to schedule a time for makeup work. Failure to make up the assignment within the allotted time results in a grade of zero. In general, students with planned absences are expected to have assignments completed upon return. If the homework or tests were assigned

prior to the absence, the student is responsible for the test or homework upon returning to school.

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. 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. 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.

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. Seniors must have a cumulative GPA of 3.0 or higher and follow the guidelines of the senior privileges program. 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 behavior referrals 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 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. Sixth, seventh, and eighth grade students are eligible to apply for membership in the spring. 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 an "A" average and no more than four absences. 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 one absence and seniors two 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 freshmen 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.

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 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.

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 e-mails, text messages or videos on cell phones, or malicious postings on social networking internet sites (i.e. Facebook, MySpace, 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.

Grammar School 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 Grammar or Upper School principal for disciplinary measures may be brought to the attention of the Headmaster for consideration regarding the student's future at the Academy.

Upper School Discipline

Upper school corporal punishment will be the exception rather than the rule; therefore, the Upper School will be systematic in its approach to discipline. The first violation will result in a verbal warning to the student. The teacher will also document the incident in Renweb. A second violation will result in the parents being contacted by the teacher. The third violation will involve a written referral to the Upper School principal and a conference with the principal. Written referrals to the principal may result in an out-of-school suspension, depending on the violation. Students may be removed from the Academy for three referrals regardless of which teacher assigned the referral.

Out-of-School Suspension: The student will be marked absent. 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 they return 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.

There are some types of infractions that may result in an immediate referral and/or removal from the classroom. 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, stealing, and the use of tobacco.

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

Cheating or plagiarism will not be tolerated at any time. Students involved in these practices will receive a zero on the assignment and will receive a referral from the teacher resulting in a school suspension. Cheating includes students who give work to another student to copy.

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”).

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. Students can wear their Academy sweatshirts, sweaters, and jackets outside for PE. The DENNIS-Larose PE uniform must be worn for middle school PE classes.

Facial hair - Boys' facial hair must be clean, moderate, neat, and well kept. Administration reserves the right to require that boys properly groom facial hair as necessary.

Hair – Students should keep their hair neat, clean, and well groomed with no distracting hair colors or styles. Students must refrain from unnatural hair colors, exaggerated spikes, wedges or patterns, mohawks, and exaggerated razor cuts. Please do not jeopardize your hair options by adopting a hair style that results in

correction. Girls are not allowed to shave any portion of the head. Boys may not have ponytails, and their hair must not be over the collar of the shirt when the student is standing straight with the collared shirt buttoned to the top. Boys' hair must not cover the eyebrows, and the ear canals must be visible. If a haircut is required by the Academy, the haircut must be administered promptly and administrative approval received before returning to class.

Hats – No type of hat or head covering is acceptable in the classroom or school buildings for boys or girls except for occasions where students have an opportunity to dress in costume (like Spirit Week or dressing up for a class) and a hat is a part of the costume.

Jackets – Non-Academy jackets or coats may be worn to and from school outside the building. Only Academy uniform outerwear may be worn inside the building/classrooms.

Jewelry/piercing – Body piercing (neck, face, tongue, etc.) or stretching is not allowed. Girls may wear earrings that are less than one inch in diameter and do not go below the chin line. Boys are not allowed to wear earrings. Boys with earrings or earring plugs will be required to take them off. Band-Aids may not be used to cover any jewelry. Also, any jewelry with unusual chains (dog collar type, metal balls, spikes, excessive size, etc.) and chains that connect wallets to clothing are not allowed. Belts or wrist bands that are gothic in nature or other “dark” jewelry are not permitted to be worn or displayed at any time, whether during school hours or at an Academy-sponsored activity on or off campus.

Shoes – Both grammar and upper school students may wear athletic/tennis shoes. Shoe lights, sounds, characters, wheels or beads are not allowed on shoes. The tennis shoes must be predominately white, black, gray, brown, dark navy or purple. For grammar school, athletic shoes or rubber soled shoes must be worn on PE days.

For grammar school, dress shoes can be worn in brown, black, grey, navy, or white. The dress shoes should be of a full shoe type with coverage in both the back and front of the feet with no higher than a one inch heel.

6th-12th grade girls may wear dress sandals or dress shoes with a heel no higher than one inch with a back strap. 6th-12th grade boys may wear sandals with a back strap. Dress shoes and sandals colors can only be brown, black, bronze, gold, silver, purple, or white. Dress shoe patterns may be plaid, polka dots, or stripes, and must be comprised of only the above colors.

All grades may wear dress boots (one-inch maximum heel) only from October-March with pants and the pants must be over the boots, not tucked in. Dress boots are allowed with skirts in the same colors as dress shoes.

Flip flops of any kind are not allowed for any student.

Socks – Socks must be worn and be appropriate for type/style of uniform (no embellishment, logos, or symbols). Boys may wear crew socks (white or black). Girls may wear cable knee socks (white, black, and gray) and crew socks (white, black, or gray). Plain tights must be either white or black with no designs. No leggings (footless tights) are allowed.

Sunglasses – Sunglasses may not be worn in the classrooms or during chapel.

Tattoos – Students may not have tattoos that are visible.

Worn-out clothing – Any clothes, including Dennis uniforms, that have tears, holes, tattered pant hems, or slit sides of pant hemlines are against dress code and may not be worn.

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, or the student must go home to change. Repeated infractions may result in a disciplinary action. 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”, which will normally be on Mondays. If Monday is a holiday, SLI Jean Day is not automatically moved to Tuesday. 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 the freedom to choose the clothes they wear as long as the clothes fall within the following:

- If jeans are worn, they may not be ragged, baggy, or tight fitting. NO hip huggers will be allowed. No sweatpants, wind suit pants, pajama bottoms, scrubs, or overalls are allowed.
- If shorts are worn, NO short shorts, gym shorts, side-split shorts, or soccer shorts will be permitted.
- Dress or casual shirts (not including t-shirts) may be worn. All shirts must be in good condition.
- If dressy clothes are to be worn by girls, the length of the dress/skirt must not be more than two inches above the top of the knee. Strapless dresses are not allowed without a jacket or sweater. Straps for tops or dresses must be at least one inch thick.

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 short or a dress shirt and tie, and girls are to wear a nice dress outfit. Dresses and skirts must not be more than three inches above the top of the knee, and straps must be at least one inch wide. More specific guidelines may be given for certain occasions.

Grooming

The Biblical principles cited under Dress Code also apply to personal grooming. It is the responsibility of the parent to ensure that students present themselves daily in a level of cleanliness and personal grooming that both promotes good health and honors the Lord Jesus Christ. Boys' and girls' hair must be neat and clean with no extreme styles that bring excessive attention to themselves. Haircuts and styles should be neat and not distracting. Boys' hair is to be out of the eyes, no longer than collar-length ("tails" are not allowed), and no longer than half way down the ears. Facial hair should be neatly trimmed. Girls' hair length and styles should be governed by what is generally appropriate for young ladies. Natural hair color is always preferred. Neither male nor female students are allowed to dye their hair in unnatural hair color shades (in total or in "streaks"). Nails are to be trimmed and kept clean (girls are allowed to keep their nails conservatively long, as appropriate for young ladies, and may be polished natural colors). Earrings for boys are not allowed. Simple, conservative jewelry items are acceptable for girls. The wearing of gaudy items or costume jewelry by girls is not allowed.

In Grammar School, girls' earrings must be a small stud type that does not hang below the ear lobe. Girls' necklaces must be short, fine linked chains. Makeup is not allowed for grammar school students in grades kindergarten through sixth. A violation will involve a home contact.

Girls in the Upper School classes are allowed to wear earrings that comply with the following requirements: 1) The earrings cannot fall below the chin line. 2) No hoop earrings are allowed larger than one inch in diameter. 3) Earrings other than a small stud type can not be worn during a physical education class. The Administration reserves the right of final approval of all earrings worn to the Academy.

No visible tattoos are allowed for any student.

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.

SERVICES

Lunch Program and Snacks

As an alternative to a parent-provided lunch, the Academy offers a hot lunch program for our students provided by the Whitesburg Baptist Church Food Service Department. The cost of lunch allows for different size portions for grades K-3 and grades 4-12. Milk may be ordered separately. 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 grammar school students will eat in the lunch room. The upper school students eat in the Midtown area.

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.

For upper school, snacks may be purchased at school from the office. Snacks may be kept unopened in lockers till snack periods. Upper school snack times are third and seventh periods. 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.

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 Academy facility. The cost for enrolling in this service is \$3 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 \$7 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 a \$5 penalty or \$1 for every minute late thereafter, whichever charge is higher.
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 3:45 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, whichever charge is higher.

Library

Some classroom instruction will be given in the library to enhance each student's reading and library skills. In addition to the student's access to the library material during the normal school classroom time, the students can also avail themselves of these resources during the normal open times of the Church Library around the Sunday and Wednesday operating times (i.e., 30 minutes before to 30 minutes after morning and evening church activities). Any materials checked out by a student will be subject to Church Library penalties (e.g., lost or damaged material and late return fees).

GENERAL POLICIES AND INFORMATION

Calendar

The official school calendar will be posted in the office and on RenWeb. Parents should check weekly with RenWeb 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 (8:05 a.m.-3:29 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>	<u>Departure Times</u>
Grades K-2	8:15 a.m.-3:00 p.m.	3:00-3:15 p.m.
Grades 3-6	8:15 a.m.-3:15 p.m.	3:15-3:30 p.m.
Grades 7-12	8:05 a.m.-3:30 p.m.	3:30-3:45 p.m.
Office	7:45 a.m.-3:45 p.m.	

Arriving/Departing Procedures

Parents arriving with or picking up students within the normal timeframe (7:50-8:10 a.m.; 3:00 K -2nd grade, 3:15 3rd-6th grades, and 3:30 7th-12th grades) should access the campus from Sanders Road (See map on Page 35) and proceed along the west side of WBC. Unload and pick up at the North Connector covered entrance. Depart as follows: (1.) To go south on Whitesburg Drive, depart via Sanders Road east to Whitesburg Drive; (2) to go north on Whitesburg Drive or east on Four Mile Post Road, depart via Sanders Road east, turn north (left) into the WBC East Parking Lot and proceed to Whitesburg Drive at the traffic light.

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 students in getting from the drop-off entrance to the classroom until 8:13 and return for pick up. (Please see UPPER SCHOOL PARTICULARS for student drivers.)

Parents arriving at the Grammar School to drop off/pick up students after 8:10 a.m. or before 3:15 p.m. (3:00 p.m. for K-2nd grade) should park in the Whitesburg Drive (or East) parking area and proceed to the office or childcare room through the main administrative entrance (across bridge) to the Church. **The use of this entrance must meet the stated criteria (childcare or tardy after drop off/pick up) and should not be considered a normal drop-off/pick-up location due to traffic congestion and safety considerations in the Whitesburg Drive (East) parking area.** Parents arriving at the Upper School to drop off/pick up students after 8:00 a.m. or before 3:30 p.m. should park in the north parking lot. **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.

If a 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.

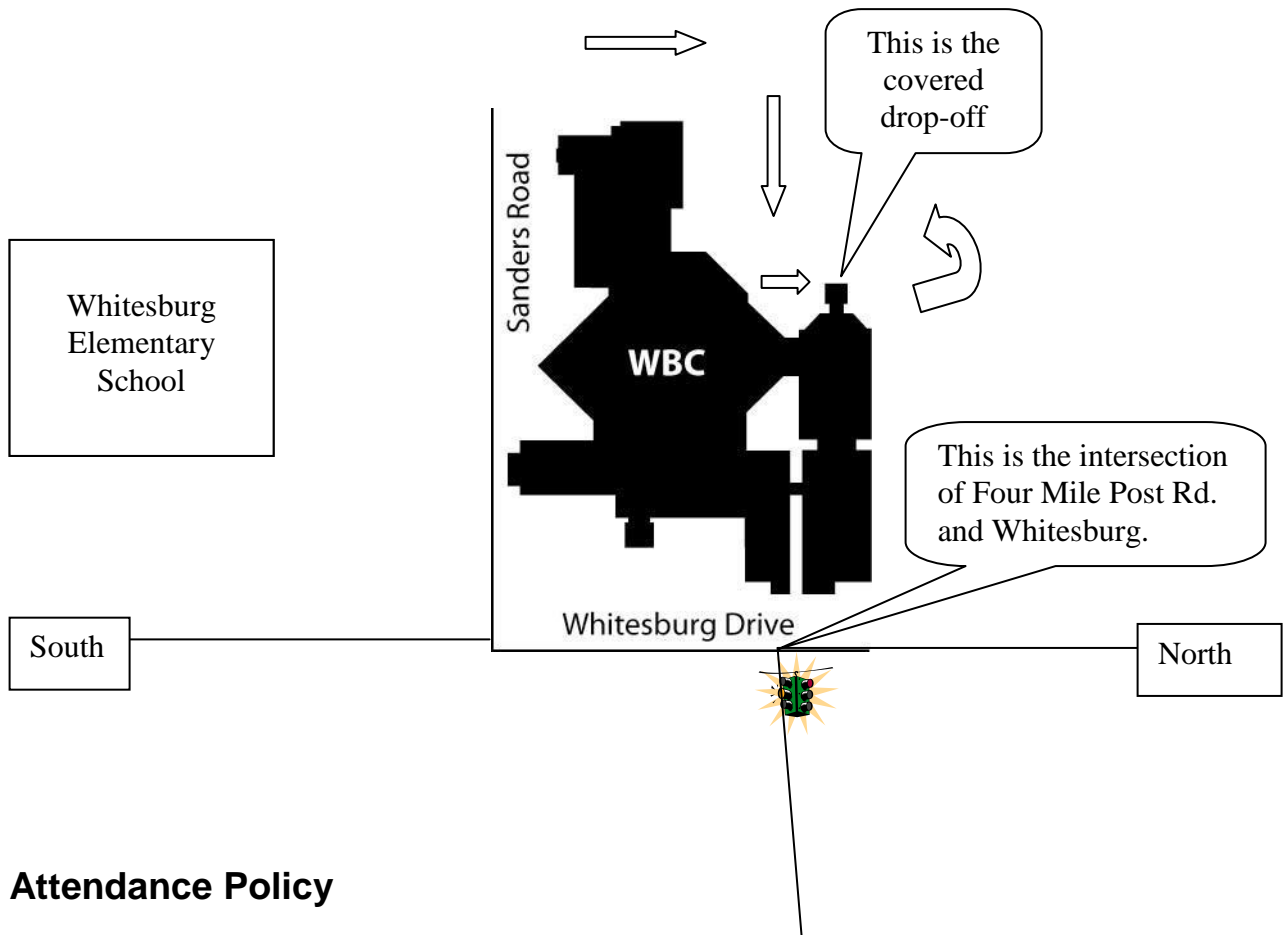
To ensure a successful pick-up process, families are assigned carpool numbers that are to be positioned on a car window for easy identification. Students are expected to memorize their carpool numbers. For the safety of students, parents must put their vehicles in park before safety patrol students can open doors. Additionally, parents must not be talking on cell phones in the vehicle pick-up line. When a student's number in grades K – 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 3:30-3:45 time.*

Students may only stay after school with teacher permission. Additionally, a consenting teacher or approved parent must be present. Students who have a signed computer-usage agreement are welcome to work in the computer lab but must adhere to the above statement.

Any student who is alone on campus outside of normal arrival and departure times will be placed under the supervision of an Academy official. Respective parents will be charged a fee for this special childcare. (See Childcare in the SERVICES section for details.)



Attendance Policy

Policy Statement:

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, or a death in the family, prior notice of the absence should be given to each teacher and to the office one week in advance. If prior notice cannot be given, students must bring a note either from their parent or licensed physician explaining their absence on the first day of their return for documentation purposes.

Planned Absences

Parents are encouraged to plan family trips, youth group retreats, mission trips, and 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, etc., are responsible TO GET PRE-APPROVAL FROM THE ADMINISTRATOR NO LESS THAN FIVE (5) SCHOOL DAYS IN ADVANCE and to complete any missed assignments upon return. Parents must

notify the Administrator of any planned absences at least one week prior to the absence. 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, 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.

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 K-8. 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.

Tardiness

Upper School 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.

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:

Three tardies to the same class during the same semester will result in an absence.

Grammar School students must attend for a minimum of four class periods, 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 beyond the time requirement (four class periods) 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.

Loss of Credit for the Year 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) be running a fever as determined by the office staff
 - b) be, 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.

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 and attend a volunteer participation orientation. Each grade will have a class mother/father 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 K through 12. 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 and Fees

The Academy observes the following tuition and fees policies:

- 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.
- 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.
- 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.
- Curriculum fees are non-refundable and cover the rental 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.
- Late charges in the amount of \$25 may be assessed on any payment due the Academy which is 15 days late.
- The Academy reserves the right to withhold examinations, grades, transcripts, and/or diplomas for the sake of unpaid tuition and fees.

Full financial rates and payments schedule information is available in the Academy offices or by contacting the Finance Office.

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.

Birthday/ Holiday Celebration

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. Information will be sent home as that event is publicized.
3. Christmas: The Academy celebrates the birth of Christ during the Christmas Season. We do not decorate with Santa Claus and reindeer. 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 Academy does not decorate with Easter bunnies. 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.

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 and participate in a volunteer orientation. 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 Monday-SLI Jean Day).

Injury and Medication

In the event a student should incur a minor injury at school, the teacher or principal 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 or principal 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 or principal.

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 Grammar or Upper School Office. Administration of medication by 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.

School Closings and Late Starts

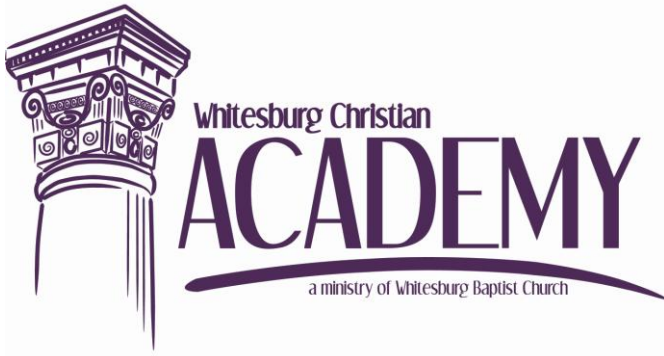
In the case of emergency, severe weather, weather alert, or dangerous road conditions before the start of a school day, the Academy will make notification through postings on Renweb, contact through the parent alert system, and through multiple media outlets as to whether or when school will open. Please note that the Academy has an arrangement with the City of Huntsville to open and close 30 minutes before or after Whitesburg Elementary and Middle Schools in order to alleviate traffic congestion. This policy will be followed except in extreme emergency situations. In the case of severe weather that occurs while school is in session, parents will be allowed to pick up students early to avoid possible dangerous conditions. In the event that there is an active tornado warning, students will be placed in the designated safety areas of the building, and **parents will not be able to check out or pick up a student until the warning is lifted.**

Emergency Plans

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 a designated safe space within the facility 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:** The classroom doors are left in the locked position, and students are instructed as to appropriate warning signals and locations for a school lock down.



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 (we) 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.)