



Whitesburg Christian  
**ACADEMY**

a ministry of Whitesburg Baptist Church

*Leading by Following*

*"...they left everything and followed Him"*

*Luke 5:11*

***Parents' and Students' Handbook***

**School Year 2008-2009**

Updated August 2008

**WHITESBURG CHRISTIAN ACADEMY**

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

**Grammar School  
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**Upper School  
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**A Ministry of**

**WHITESBURG BAPTIST CHURCH**

**6806 Whitesburg Drive  
Huntsville, AL 35802  
(256) 881-0952**

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

Luke 5:11... "They left everything and followed Him."

## FORWARD

Welcome to Whitesburg Christian Academy! On behalf of the Headmaster and staff, as well as the congregation of Whitesburg Baptist Church, it is our pleasure to have you join us as members 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.

The goal of this handbook is to provide each family a clear and concise reference for policies and procedures governing the operation and activities at the Academy. It is imperative that each parent reads and understands the material contained herein. 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 procedures should be directed to either the grammar school or upper school office. If the Office Administrator 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 policies should be submitted in writing to the 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.

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

Mr. Gerald Porter  
Headmaster

Mrs. Anna Lee Dunn  
Grammar School Principal

Mr. Ed Torres  
Upper School Principal

# TABLE OF CONTENTS

<b>INTRODUCTION.....</b>	<b>6</b>
<b>Legal Organization and Administration.....</b>	<b>6</b>
<b>Accreditation and Associations.....</b>	<b>6</b>
<b>Academy Mission Statement.....</b>	<b>6</b>
<b>Objectives and Standards of Whitesburg Christian Academy (The Academy).....</b>	<b>6</b>
<b>Statement of Faith and Philosophy.....</b>	<b>7</b>
<b>Kingdom Education Principles.....</b>	<b>9</b>
<b>Core Values.....</b>	<b>10</b>
<b>Ends Statement.....</b>	<b>12</b>
<b>Key Result Areas/Outcomes.....</b>	<b>12</b>
<b>Grade Structure.....</b>	<b>12</b>
<b>ADMISSIONS.....</b>	<b>14</b>
<b>Policy.....</b>	<b>14</b>
<b>Admission Procedure.....</b>	<b>14</b>
<b>Testing.....</b>	<b>14</b>
<b>Health Records.....</b>	<b>15</b>
<b>ACADEMICS.....</b>	<b>16</b>
<b>Teacher Qualifications.....</b>	<b>16</b>
<b>Curriculum.....</b>	<b>16</b>
<b>The Grammar School Curriculum.....</b>	<b>16</b>
<b>The Upper School Curriculum.....</b>	<b>17</b>
<b>Homework.....</b>	<b>17</b>
<b>Fieldtrips and Performances.....</b>	<b>18</b>
<b>Grading Scale.....</b>	<b>19</b>
<b>Yearly Assessments.....</b>	<b>19</b>
<b>Promotion.....</b>	<b>20</b>
<b>Academic Probation.....</b>	<b>21</b>
<b>upper school particulars.....</b>	<b>22</b>
<b>Extracurricular Activities.....</b>	<b>22</b>
<b>Lockers.....</b>	<b>22</b>
<b>Incomplete and Make-up Work.....</b>	<b>22</b>
<b>Community Service.....</b>	<b>23</b>
<b>Student Drivers.....</b>	<b>23</b>
<b>Valedictorian/Salutatorian Policy.....</b>	<b>24</b>
<b>Semester Exams.....</b>	<b>24</b>
<b>STUDENT CONDUCT AND DISCIPLINE.....</b>	<b>25</b>

<b>Honor Code .....</b>	<b>25</b>
<b>Grammar School Discipline .....</b>	<b>25</b>
<b>Upper School Discipline .....</b>	<b>26</b>
<b>Dress Code.....</b>	<b>28</b>
<b>Accessories.....</b>	<b>29</b>
<b>Grooming.....</b>	<b>29</b>
<b><i>Comprehensive Grievance Policy.....</i></b>	<b><i>31</i></b>
<b><i>SERVICES.....</i></b>	<b><i>33</i></b>
<b>Lunch Program and Snacks.....</b>	<b>33</b>
<b>Child Care.....</b>	<b>33</b>
<b>Library.....</b>	<b>34</b>
<b><i>GENERAL POLICIES AND INFORMATION.....</i></b>	<b><i>35</i></b>
<b>Calendar.....</b>	<b>35</b>
<b>Use and Possession of Electronic Devices.....</b>	<b>35</b>
<b>School Hours.....</b>	<b>36</b>
<b>Arriving/Departing Procedures.....</b>	<b>36</b>
<b>Attendance.....</b>	<b>38</b>
<b>Parent Involvement.....</b>	<b>39</b>
<b>Communication.....</b>	<b>39</b>
<b>Conferences.....</b>	<b>40</b>
<b>Parent/Teacher/Friends (PTF).....</b>	<b>40</b>
<b>Fund Raising/Marketing/Publicity.....</b>	<b>40</b>
<b>Financial Policies for Tuition and Fees.....</b>	<b>41</b>
<b>Tuition Assistance.....</b>	<b>41</b>
<b>Birthday/ Holiday Celebration.....</b>	<b>42</b>
<b>Visitors.....</b>	<b>42</b>
<b>Volunteers.....</b>	<b>43</b>
<b>Injury and Medication.....</b>	<b>43</b>
<b>Lockers.....</b>	<b>43</b>
<b>Insurance.....</b>	<b>44</b>
<b>School Closings and Late Starts.....</b>	<b>44</b>
<b>Emergency Plans.....</b>	<b>44</b>

# 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).

## 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 be taken up first 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 on 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 Gods' 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 who are 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 1-12. Grades 1-6 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) and Kindergarten educational classes are available through the Whitesburg Baptist Church Weekday Education Program.

The maximum number of students per class is as follows:

1 <sup>st</sup>	18
2 <sup>nd</sup>	20
3 <sup>rd</sup> - 5 <sup>th</sup>	22
6 <sup>th</sup>	24
7 <sup>th</sup> -12 <sup>th</sup>	25

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

# **ADMISSIONS**

## **Policy**

The Academy program is provided for Christian families who are interested in an education where both spiritual and academic qualities are emphasized. Due to the importance of promoting a Christian influence at home and at school, the Academy requires that at least one parent be a born again Christian and that he or she regularly attend church with his or her child. In addition, a child must reach his/her sixth birthday by September 1 to be enrolled in the first grade. 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 full-time special education classes or trained teachers 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. 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. Initial applicants who do not test to a level commensurate with the grade applied for will be counseled on test results and available courses of action.

## **Admission Procedure**

The steps to admission can be found in the admissions packet 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.

## **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 are certified 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 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 back packs and lunch boxes 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, choral, computer, physical education, and guidance. In addition to

the classroom curriculum, grammar students are involved in a number of service projects, attend fieldtrips, 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, computer, yearbook, and journalism.

## **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:

- 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 at any time.

### **Fieldtrips and Performances**

An important part of our curriculum includes fieldtrips and performances. Fieldtrips and performances enable teachers to expand student's learning beyond the walls of the classroom. They provide students with experiences beyond classroom instruction. Fieldtrips and performances may be counted as a grade. Fieldtrips 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. Students that do not participate will be counted absent and may receive an alternate assignment that will count for a grade. When appropriate, parents that have been through volunteer orientation are included and expected to help manage students.

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

## **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

Report cards are issued every nine weeks. Conferences are required after the first nine-week grading period and held as needed thereafter. Parents are expected to check RenWeb for student's grades regularly. Parents will receive progress reports through RenWeb at the mid-point of each grading period, indicating the student's performance to date. 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. A and A/B Honor Roll Certificates are issued beginning in Grade 6. 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.

## **Yearly Assessments**

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 every spring to students in grades 1-10. 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.

Additionally, 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.

Also, the Upper School administers the Orleans Hannah Algebra Placement Test to all Pre-Algebra and 8<sup>th</sup> grade Algebra I students in the spring. Students will also take the EXPLORE, PLAN, PSAT, and ASVAB Tests during their high school years.

## **Promotion**

### Grades 1-6:

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, teacher, and Principal 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 4<sup>th</sup> 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:

In grades 9-12, a student must pass each class with a minimum grade of "D" to receive credit for the class. Except in extenuating circumstances, students in grades 9-12 do not repeat the entire year; they "promote" to the next grade but

must make up the class they failed by attending summer school in order to re-enroll for the next school year. Students who fail two or more classes in a semester will be asked to withdraw from the Academy.

### **Academic Probation**

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**

### **Extracurricular Activities**

Involvement in any extracurricular activity (athletics, honor society, student leadership, academic teams, etc.) is considered a privilege, and participation is contingent upon demonstrating and maintaining established academic standards and proper behavioral standards. To be eligible for participation in athletics, students must have received a cumulative 2.0 GPA the previous two semesters. Students failing one or more classes during a semester may be put on athletic probation by the athletic director and principal.

Any student receiving an out-of-school suspension will be removed from participation in honor society and/or student leadership for the remainder of the school year. Those with an out-of-school suspension will be ineligible to apply for honor society membership for the following school year. Student leadership students receiving an out-of-school suspension halfway through the second semester will be able to reapply for participation until the second semester the following year.

### **Lockers**

Upper school students are assigned lockers each year. Combinations will be given to each student and are to be kept confidential for the safety of each student. Lockers are to be kept as neat and organized as possible. Lockers are to be free of prohibited items. School-printed schedules (such as sports, school calendars, and bell schedules) may be placed (no tape) on the inside of locker doors. Materials attached to the outside of lockers are prohibited unless permission is given by the administration (i.e. athletic locker signs).

The administration has the right to access lockers, book bags, purses, etc. for inspection as needed. Any student entering a locker that is not assigned to him/her will be subject to disciplinary actions.

### **Incomplete and Make-up Work**

It is the student's responsibility to obtain all missed assignments and to make arrangements with the teacher for make-up work and tests. Students have one day for each school day missed to make up work and to take make-up tests unless other arrangements are made with the teacher. Make-up tests will be given at the teacher's convenience. During the period of time allotted for make-up work, grades will appear as "I" (Incomplete) on all school records. Work not completed within the stated time frame will not receive credit.

## **Community Service**

Every graduating senior is required to have 100 hours of community service. This is any volunteer position that will be helping someone or a group other than family. Prior approval is required from the administration and/or the guidance counselor. Forms are available from the Upper School Office. Present the form before volunteering and receive approval from the administration/guidance counselor. Documentation of each service project is required for grades 9-12. Students must complete their service hours by the end of the first semester of their senior year.

## **Student Drivers**

Students are not to go to their vehicles during the school day unless the Administration gives permission. The following student driver guidelines will be followed:

- The speed limit is 10 mph while on campus.
- Loud music (that can be heard on campus in or outside of buildings) is not permitted.
- Spinning tires on or near campus is not permitted.
- Vehicles are not permitted to drive anywhere on campus except the designated driveways and parking spaces. (Fields are not designed for parking or driving.)
- The school reserves the right to search student-driven vehicles parked on school property or at school functions.
- Students must park in the assigned student parking area.
- Students may not loiter in/or around their cars. Students are not permitted in cars or parking areas during the school day.
- Student drivers may not transport other students without written consent by the parents of each student prior to the fact. The Administration must approve each occurrence.
- A copy of the student's driver's license and automobile insurance must be on file before permission is granted to drive to school.
- A student driver who leaves early or checks in late to school must do so at the Upper School Office and have a written note from his/her parent or legal guardian.
- If a student becomes ill during the day, he/she may drive home only after receiving approval from the office. The office is to telephone the student's parents or legal guardian before the student departs.

## **Valedictorian/Salutatorian Policy**

The weighted GPA's for grades 9-12 determines Valedictorian and Salutatorian. Valedictorian and Salutatorian must have been a student at the Academy for their entire junior and senior years. Transfer credits will not be weighted when considering Valedictorian and Salutatorian. In the event that there are two or more students with identical GPA's who qualify for Salutatorian or Valedictorian, both students will be awarded.

## **Semester Exams**

Semester exams will be administered to students in the Upper School. They will be given during the last week of each semester. The semester exams should be cumulative and cover material over which the students have previously been tested. First semester exams will be given for all classes. For the second semester a student may exempt up to three exams in which they have an "A" average for the semester. The semester exam will count as 20% of the semester average.

## **STUDENT CONDUCT AND DISCIPLINE**

### **Honor Code**

Student's attendance at the Academy is a great privilege. Like all privileges, it comes with certain responsibilities and expectations. Students are expected to conduct themselves and abide by the moral standards found in Scripture. Students in grades 3-12, personally pledge their honor and sign the Academy Honor Code. A copy may be secured from the office.

### **Grammar School Discipline**

Discipline provides security for the child and maintains a peaceful learning environment. The student does look 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 then 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 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 as outlined in the following: The first violation will result in a verbal warning to the student. A second violation will result in the parents being contacted by the teacher. The third violation will result in a conference with the parents, teacher and/or Administration. A fourth violation will involve a written referral to the Upper School Principal and a conference with said principal.

Written referrals to the Principal will result in an in-house suspension for the first referral, an out-of-school suspension for the second referral, and removal from the Academy for a third referral regardless of which teacher assigned the referral.

**In-House Suspension:** The student will be counted as present. All work is to be completed and graded. All tests and quizzes are to be taken for full credit.

**Out-of-School Suspension:** The student will be given an unexcused absence. 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 also 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 such as Spirit Days, Read-In Day, etc.

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. PE: Students can wear their Academy sweatshirts, sweaters, and jackets outside for PE. The Upper School has also been allowed to wear navy or black sweatpants when they are outside for PE during the cooler months. The DENNIS-Larose PE uniform must be worn for all 5<sup>th</sup>-6<sup>th</sup> and middle school PE classes.
3. SLI blue jean day options:
  - Nice** jeans
  - Academy Spirit-wear shirts/sweatshirt/uniform shirt
  - Field trip t-shirt
  - Regular uniform attire
4. Field Trip options:
  - School approved shirts
  - Nice** jeans or uniform shorts

## 5. Extracurricular activities:

Dress to school ball games, productions, etc., whether on or off campus, is to be modest and with proper fit. Those in violation will be asked to leave the event until properly attired.

## Accessories

Accessories may be purchased from the vendor of your choice.

**Shoes:** Moderately priced athletic or tennis shoes must be predominately white, black, gray, brown, or dark navy. Dress shoes that are brown, black, navy, or white may be worn. Athletic shoes must be worn on PE days. Grammar School girls may wear Mary Jane style shoes. Upper school girls may wear dress shoes with a heel being no higher than one inch. Slip on shoes (backless), sandals, shoe lights, sounds, characters, beads or colored laces are not allowed. Boots of any style may not be worn with shorts, skorts, or skirts.

**Belts:** If the student wears an article of clothing that has belt loops of any kind, a belt must be worn. Plain black or brown belt must be worn. No embellishments.

**Socks:** Must be worn and is 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). Plain tights must be either white or black with no designs. No leggings (footless tights) are allowed.

**Outerwear:** 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.

**Hats:** In cold weather, winter hats may be worn to and from school but cannot be worn in the building.

**Skirt Length:** Skirts should be no higher the two finger widths from the top of the knee.

**Short/Skort Length:** Must be at least  $\frac{3}{4}$  lengths from the hip to the knee.

## 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. Girls' hair length and styles should be governed by what is generally appropriate for young ladies (outlandish hair styling, hair extensions, or "butch"-style cross cropping is not allowed). Natural hair color is always preferred. Neither male nor female students are allowed to dye their hair (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 are 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. 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.

## **WHITESBURG CHRISTIAN ACADEMY COMPREHENSIVE GRIEVANCE POLICY**

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.

### **Students/Parents to Teachers:**

1. Concerns about the classroom must first be brought to the Lord in prayer.
2. If the Lord indicates that this is worth pursuing, then the 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.
3. 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.
4. 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. Concerns must first be brought to the Lord in prayer.
2. 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.
3. If there is no resolution, they should request a hearing from the Headmaster.

### **Volunteers to Staff/Administration:**

1. Concerns must first be brought to the Lord in prayer.

2. 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.
3. 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.
4. 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 sack, 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 1-3 and grades 4-11. 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 ~~9:00~~ 8:30 a.m.

(revised 7/2/08)

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.

Students are encouraged to bring healthy snacks to school. For grades 7-11, snacks may also be purchased at school. Students must bring cash or coins to purchase from the snack cart. All snack profit is designated to Student Leadership. Nutritious snacks will give students the energy needed until lunch and/or finish the rest of the school day and enjoy after-school activities. There will be a time determined by the teacher for students to have snack time. Scheduled lunch times contribute to the snack time decision

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 7:50 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 3:45-5:30 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 7:50 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 to 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 yearly calendar will approximate the Huntsville City School system with some variations to accommodate specific Academy events. The official 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, MP3 players, portable video game devices, etc. are not allowed to be used at any time during school hours. All devices are to be turned off and kept in the student's car or locked in their lockers. Students are not allowed to check their cell phones between classes or during breaks. All calls by parents or students need to take place through the school office.

Random electronic checks will be held throughout the year. Any students who has a device in their possession or who has it turned on in their locker or bag will have their item turned over to the school office. A parent will need to pick up the device for the first offense. A second offense will result in the office keeping the device for one week. A third offense will result in the confiscation of the device for the remainder of the school year and a referral being written resulting in a suspension.

### **Telephone Usage:**

The Academy telephone number is 704-5678 with the following extensions:

Development Director ext. 356  
Events Coordinator ext. 303  
Finance Director ext. 249  
Grammar School ext. 353  
Headmaster ext. 249  
Registrar Office ext. 358  
Upper School ext. 313

A student, who needs the use of a telephone during school hours, should seek permission from the teacher and/or office administrator.

## 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>
Grammar School Grade 1	8:15 a.m.-2:45 p.m.	2:45-3:00 p.m.
Grammar School Grades 2-6	8:15 a.m.-3:15 p.m.	3:15-3:30 p.m.
Upper School	8:05 a.m.-3:30 p.m.	3:30-3:45 p.m.
Office	8:00 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.; 2:45 1<sup>st</sup> grade, 3:15 2<sup>nd</sup>-6<sup>th</sup> grades, and 3:30 7<sup>th</sup>-11<sup>th</sup> 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 insure 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.)

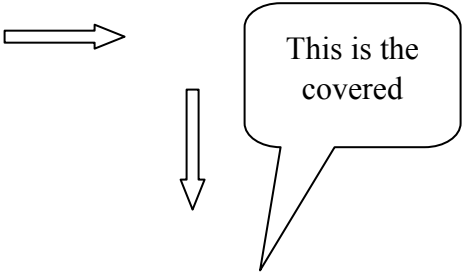
Parents arriving at the Grammar School to drop off/pick up students after 8:13 a.m. or before 3:15 p.m. (2:45 p.m. for first grade) should park in the Whitesburg Drive (or East) parking area and proceed to the office or childcare room through the main administrative entrance (across bridge) to the Church. *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.

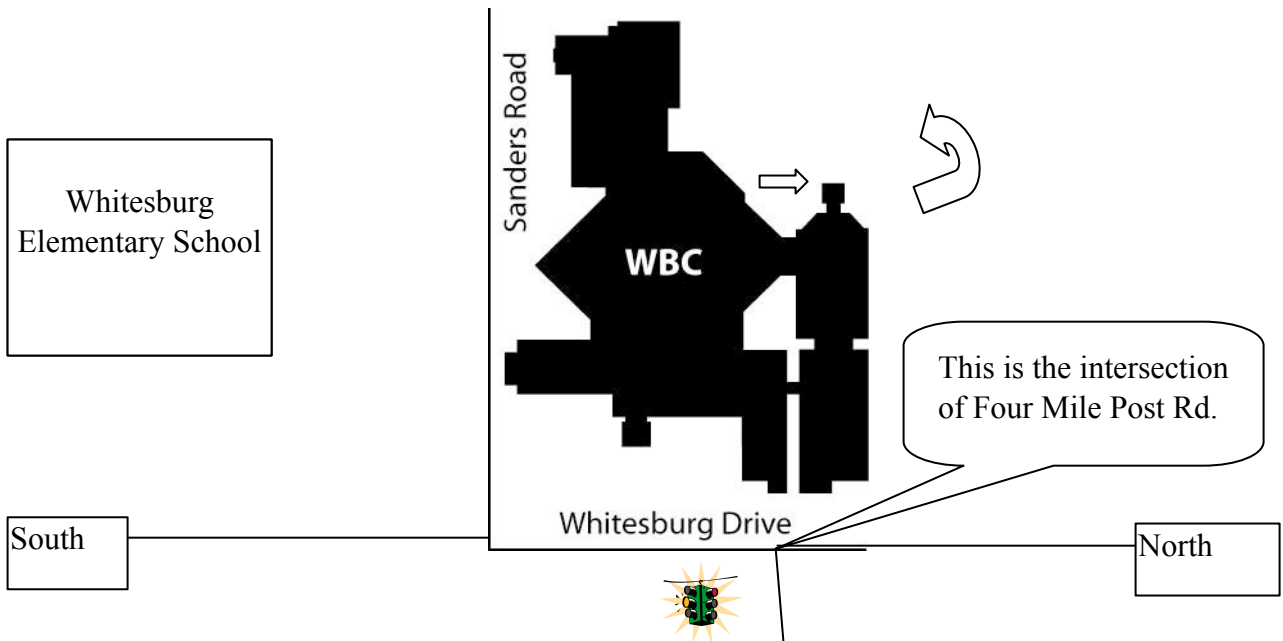
If a student leaves campus before the end of the school day, a pre-authorized individual must pick up the student at the appropriate office. Check-out/check-in forms must be signed by the authorized adult. This individual's name, relationship to the student, and parental approval must be on file in the 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 the student's number is called, students in grades 1-8 will be dismissed. Students in grades 9-11 may go directly to their car if driving themselves or 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

Attendance reports are filed in the school office. Regular and punctual attendance is expected of all students. It is recognized, however, that some student absences will occur. Parents shall not allow a child to attend school when he/she has an illness that may spread to others. Students must be fever-free for 24 hours prior to returning to school.

There are two categories of absences:

1. Excused absences, whereby missed work may be made up. These absences include illness, medical/dental appointments, death in the family, or other special requests to the teacher and principal.
2. Explained absences, whereby missed work must be made up. These absences are those explained to the teacher and principal but are not excused. These absences include vacations.

In order to receive academic credit for a grade, total excused and explained absences may not exceed 20 days for Grammar and Middle School students. Since grades 9-12 receive credit on a semester basis, a student may not have more than 10 absences per semester. More specifically, in the High School a student may not have 10 absences in any single class per semester or the student will not receive credit for that class.

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 or stay past 11:45 to receive 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 excused absences due to medical reasons. Medical appointments should be scheduled after school hours unless unavoidable. Parents should check on student attendance records on RenWeb. Appeals for credit may be made at the end of the year.

Vacations, outside of days off shown on the school calendar, are discouraged. When students are going to miss school, it is the parent's responsibility to notify the appropriate school office and the teacher in writing in advance. The teacher may require work to be done during the absence. These days are counted as explained, not excused.

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. Being frequently tardy to school is an inconvenience to the teacher, to your child, to their classmates, and to the office. Furthermore, it's establishing in the child's mind that punctuality is not important. Early check outs are treated as tardies. Upon receiving three explained (not excused) tardies and/or check outs in a quarter, the student will receive an absence.

## **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 contact your child's teacher.

## **Communication**

The Academy uses RenWeb web page and RenWeb email as its primary communication tool. Weekly information will be 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 may 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.

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**

Parent/teacher conferences will be held twice a year to discuss respective student progress. The first conference day will be held at the end of the first nine-week grading period and is a required conference for the Grammar School. Upper school parents or teachers may request a meeting or opt not to meet. A second conference day will be held after the third nine weeks grading period and parents or teachers may request the meeting or opt not to meet. These conferences will be scheduled at a time convenient to both parent and teacher. Additional conferences may be scheduled at any time desired by the teacher or parent.

## **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.) The Headmaster will attend to assist in answering any questions that may arise. The intent of these meetings is to discuss general school activities and not the progress of any particular student. Some meetings may include fellowship meals; parents will be notified in advance. All parents are requested to attend these meetings.

## **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.

## **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 July 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 payments, an additional insurance policy is required. This insurance is optional to those choosing the one payment option.
- 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 are 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 awards for families are based on the family's demonstrated need as 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 may change. Awards are

based on the availability of tuition assistance funds. 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**

Parents and relatives are welcome to visit the Academy. Discretion should be observed so as not to disturb the progress of a classroom. Parents are also encouraged to have lunch with their student. Visits should be limited to once per week and confined to the lunchroom area. All visitors are required to check in at the Upper or Grammar School Office before entering the Academy area.

Visitors who fail to check in at the office may be asked to leave the premises. Identification of persons who are restricted from having contact with a student should be on file in the Registrar's Office.

## **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. Volunteers may be used in the library, office, computer class, art class, classroom, and on fieldtrips. All classroom volunteers are asked to dress at least business casual and dress modestly.

## **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 though 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.

## **Lockers**

Students in grades 4–11 are assigned lockers each year. Combinations will be given to each student and are to be kept confidential for the safety of each student. Lockers are to be kept as neat and organized as possible. Lockers are to be free of prohibited items. School-printed schedules (such as sports, school calendars, and bell schedules) may be placed (no tape) on the inside of locker

doors. Materials attached to the outside of lockers are prohibited unless permission is given by the administration (i.e. athletic locker signs).

The administration has the right to access lockers, book bags, purses, etc. for inspection as needed. Any student entering a locker that is not assigned to him/her will be subject to disciplinary actions.

## **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 severe weather, weather alert, or dangerous road conditions before the start of a school day, the Academy will follow the decision published by local broadcast media made by Huntsville City School authorities as to whether or when school will open. In the event city schools are to open late, the Academy will open 30 minutes after the announced city schools opening time.

In the event city schools are to close early, the Academy will close 30 minutes before or after the announced city schools closing time. However, 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. Parents will receive communication about early closings through email and media outlets.

## **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 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.