

# WHITEFIELD ACADEMY

## **Parent/Student Handbook** **(Grades K-12)**



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# Table of Contents

Mission Statement .....	1
Vision Statement.....	1
Philosophy .....	1
Core Values .....	2
Accreditation .....	2
Organizational Structure .....	2
Administrative Prerogative .....	2
Complaint or Problem Procedure.....	3
Parent Participation.....	3
Holidays and Breaks .....	5
Front Office .....	6
Fund-Raising .....	6
Academic Grades & Records.....	7
Guidance .....	13
Library.....	15
Curriculum .....	16
Student Behavior .....	18
General Discipline Policies .....	18
Attendance Policies .....	24
Uniform Policies.....	26
Cafeteria .....	29
Student Activities .....	30
Athletic Eligibility .....	31
Health Guidelines.....	33
Child Abuse .....	34
Traffic.....	344
Building & Facilities.....	35
Fire & Disaster Safety .....	35

## **MISSION STATEMENT**

The mission of Whitefield Academy is to serve Christian families by providing a Christ-centered, Biblically-based education marked by academic excellence and spiritual vitality.

## **VISION STATEMENT**

The vision of Whitefield Academy is to produce powerful and effective student leaders who will impact their world through Biblical thought and action in obedience to the Great Commission (Matthew 28:19-20) and the Great Commandment (Mark 12:30-31).

## **PHILOSOPHY**

Whitefield Academy fosters intellectual, moral, spiritual and social development consistent with a commitment to Christian truth, morals and freedom which has been provided by our Creator. Because Biblical objective truth directs the learning at Whitefield Academy we reject relativism and secularism that accompany political, ideological or philosophical agendas. Therefore, intellectual inquiry affirms the answers that Christianity offers. The ethical absolutes of the Ten Commandments and Christ's moral teachings guide the effort to develop intellect and character in the classroom, chapel, and co-curricular activities. While many points of view may be examined, the Whitefield Academy unapologetically advocates preservation of a uniquely Christian worldview.

Further, Whitefield Academy accepts its role as an institution of academic learning and instruction that ministers in association with Highview Baptist Church. This association exists to enhance the following:

1. Education is focused on truth, of which God is the ultimate source. He reveals himself to us in nature; in His Son; and in the Bible, the only inerrant, authoritative, and sufficient rule for faith and practice (Heb. 1:1-3; II Tim. 3:16,17)
2. The Lordship of Christ and the sovereignty of God are all-inclusive; therefore all areas of life and learning are regarded as sacred (Rom. 11:36; 1 Cor. 10:31b).
3. Christian education is the result of all knowledge being tested against, and integrated with, a biblically based view of God and the world (2 Cor. 10:4b-5; John 1:3).
4. The primary responsibility for the education of children rests with parents (Dt 6:7,8; Genesis 17:7; Prov. 22:6). However, the Christian school and the church provide complementary roles in educating students for lives of fellowship with God and service to others (Dt. 11:18; Ps. 78:4).
5. The Christian teacher, empowered by the Holy Spirit, guides and nurtures students through instruction, admonition and personal example. The Christian teacher is a living curriculum that models and encourages students in academic, social and spiritual growth (Col. 1:28; Prov. 1:7).
6. God reveals himself to students through revelation, both general and special. Through general revelation students learn of God and His world (Acts 14:17; Rom. 1:18-20). Special revelation and regeneration are regarded as essential components of Christian education because a personal relationship with Jesus Christ provides students with the ability to view life from a Biblical perspective (I Cor. 2:14).
7. All students are created by God with unique talents as well as particular developmental growth patterns. Therefore, the learning process is enhanced as teachers utilize varied teaching strategies and instructional environments (Ps. 139:13-15; Rom. 12:4-8).
8. Excellence in the quality of education offered to children brings glory to God and provides a compelling witness to our neighbors (Phil. 1:9-11).
9. The goal of Christian education is to develop students who will serve God and affect their community and the world by thinking and acting biblically in all aspects of life (Rom. 12:2).
10. Orthodoxy and orthopraxy cannot be divided; therefore student speech and action must bring honor to Jesus Christ so that the students will be able to give reason for the hope which they have in Christ Jesus (II Tim. 2:15; I Pet. 3:15).

## **CORE VALUES**

1. **Centrality of the Christian Faith** – Whitefield Academy believes that the Bible is the final authority for the Christian relating to matters of faith and practice. We believe in the virgin birth, sinless life, substitutionary atonement and imminent return of our Lord Jesus Christ. These beliefs are foundational to all activities related to the ministry of Whitefield Academy (II Timothy 3:16-17).
2. **Compassion and respect for all people** – Whitefield Academy believes each individual is uniquely created by God and endowed with specific gifts and abilities. These gifts and abilities encourage mutual respect, promote Christian love and provide motivation to resolve conflict in a peaceable and Biblical manner (Matthew 18:15-35).
3. **Commitment to family values** - Whitefield Academy exists to serve Christian families in the process of education. As such, the school is supportive of family issues and concerns. We exist to strengthen the family through a balanced educational program that considers the academic and relational needs of the family (Psalm 127).
4. **Consistent focus on scholastic excellence** - Whitefield Academy is a college preparatory program (Preschool-12) with a challenging academic curriculum as well as a comprehensive extracurricular program that allows each student to pursue academic excellence while developing spiritual, physical, social and intellectual disciplines. We intend to produce students who lead by example and impact the world for Jesus Christ (II Timothy 2:15).
5. **Community involvement** - Whitefield Academy promotes citizenship and community involvement through school wide benevolence ministries and community service programs (Matthew 5:13-16).
6. **Caring attitude of servanthood** - Whitefield Academy is dedicated to serving the needs of our parents, students, faculty and staff. Furthermore, we recognize that these persons are the keys to the school's success (Matthew 20:25-28).
7. **Careful stewardship of all resources** - Whitefield Academy is committed to responsible management of the time, talent and treasure entrusted to us by our Creator, God (Matthew 25:14-29).

## **ACCREDITATION**

Whitefield Academy is fully accredited by the Association of Christian Schools International (ACSI), Southern Association of Colleges and Schools / Council on Accreditation and School Improvement (SACS CASI AdvancEd), and the Kentucky Non-Public School Commission.

## **ORGANIZATIONAL STRUCTURE**

Whitefield Academy is a ministry of Highview Baptist Church.

The Head of School reports directly to the Senior Pastor of Highview Baptist Church and oversees the daily operations of the school in conjunction with the school level principals. The non-instructional staff (office, nurse, etc.) and those in special areas (athletics and fine arts) are supervised by the respective principals.

The classroom teacher is the school's primary contact with the student. Teachers are selected not only for their instructional skills and academic preparedness, but also for their love for and understanding of children. As those engaged by you to assist with the educating of your child, we care for and deeply love each child as if they were our very own.

## **ADMINISTRATIVE PREROGATIVE**

The intent of this handbook is to give general guidelines to be adhered to by students and parents. Sometimes there will occur new situations or changing circumstances not covered specifically by this handbook. The Administration reserves the right to interpret or change any policy or procedure at any time by its sole discretion in responding to these new or changing situations.

## **COMPLAINT OR PROBLEM PROCEDURE**

During the course of the year, occasional misunderstandings or problems may arise between a teacher and student, teacher and parent, parent and school or any one of several possible areas. This is often the result of a lack of communication between those involved.

The school's policy for dealing with these situations is mentioned below. This policy is consistent with the teachings found in Matthew 18.

1. All questions, problems, or complaints should first be brought directly to the teacher or coach before anyone else is involved.
2. If the situation is not cleared up at this level through direct contact, it should then be brought to the school level principals.
3. If the problem is still not solved at the previous level, it should then be presented to the Head of School.

"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen even to the church, treat him as you would a pagan or a tax collector. I tell you the truth, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven. Again, I tell you that if two of you on earth agree about anything you ask for, it will be done for you; by my Father in heaven. For where two or three come together in my name, there I am with them." Matthew 18:15-20

Parents must agree to follow these steps and to attempt a positive resolution to problems and disagreements within the school community. Activities to be avoided at all times include gossiping, rumor mongering, and spreading of hearsay reports. The good reputations of other persons and of the school are to be protected and promoted.

## **PARENT PARTICIPATION**

### **Parent Involvement**

Parents are encouraged to share ideas and concerns with the school administration. Parents are invited to participate in the following areas:

1. **Parent Teacher Fellowship (PTF)** - This group meets several times each year. The meetings give parents and teachers an opportunity to share in student presentations. This group raises money and works on a variety of projects to help the school. **The primary mission of this group is to support, encourage and pray for the teachers.**
2. **Parent Tutors and Classroom Aides** - Parents are invited to work in the classrooms during scheduled times once a background check is completed. Parents should make prior arrangements with the teacher. Because there are small tasks parents will be asked to do (i.e. pass out papers, correct work, help prepare snacks, etc.) and because pre-school children can be very distracting, parents should not bring siblings on the days they help in their child's classroom or when chaperoning field trips. Any parent, who wishes to assist the teachers in tutoring or volunteering as an aide, should contact the appropriate teacher.
3. **Athletic Parent Volunteers** - This group is designed for the purpose of assisting our athletic programs.
4. **Friends of the Library** - These individuals work to advance our library program by volunteering, making acquisitions and promoting the book fairs.
5. **Back To School Orientation** - At least one parent is expected to attend the Back to School Orientation session at the beginning of the school year.
6. **The Senior Parent Meeting** - At least one parent must attend this very important meeting. Details and information for the Senior Retreat, Arts & Crafts Festival, Senior Trip, college admission, scholarship opportunities, and Graduation will be discussed.

## Parties

Birthday parties will not be held at school. However, students (Preschool – 5<sup>th</sup> grade) who wish to celebrate their birthday may bring a treat (cupcakes or individually wrapped cookies) for the entire class for lunch or snack time. No personal party invitations are to be distributed at school unless every student in the class receives one.

The PTF room parents will assist the teacher in preparing class parties. We request that parents not bring pre-school children when they are assisting with class parties.

NOTE: Christmas giving will focus on needy individuals outside the school community. The school will select a giving project annually which will be announced to parents, teachers and students. Whitefield Academy does not allow student gift exchange during the school day.

## Field Trips

Each year we plan several field trips. These field trips and excursions shall be conducted under the supervision of teachers and/or administration to museums, art galleries, places of historical, industrial or civic interest, field and woods for nature study and institutions or places of similar character. These trips, in the opinion of the administration, must promote the education of students. All field trips should be curriculum related. The place to be visited and the method of transportation shall be approved by the principal. All such trips will require the prior written consent of the parents of each student attending.

A **general permission form** must be filled out at the beginning of school. This form will be kept on file in the office and we will notify you in advance of a field trip. Parents are given the opportunity to accompany their child on at least one trip during the year. **In order to help with the students and to spend quality time with your own student, other siblings (brothers/sisters) may not go on field trips.** Every parent that wishes to chaperone on a field trip must have a background check on file with the school.

Buses are contracted for field trips. All students are to remain seated while the bus is in motion. All parents are welcome to attend and are asked to assist the teacher by watching three or four students while on the field trip. Parents may ride the bus with the students as space allows.

## School Pictures

Individual school pictures are taken. Group pictures, by class, are also taken. Team and individual pictures are taken of our sports teams. Dates for all pictures will be announced and order forms sent home to be used to order pictures if desired. Orders should be placed at the time the pictures are taken.

## Photograph/Video Release

Permission to use a student's photo for publication and marketing purposes is implied unless the school is notified in writing that permission is denied.

## PTF

The Parent Teacher Fellowship of Whitefield Academy is an organization that supports the overall ministry of the school.

## PTF Objectives

The objectives of the PTF shall be:

1. To encourage prayer support for the school.
2. To support and promote the faculty, staff and administration.
3. To help raise financial support.

The objectives of this organization are promoted in cooperation with the school administration and the school committee, committees, and programs. All decisions must be approved by the Head of School, including all fundraising activities and expenditures of funds.

## **PTF Membership**

Any parent and/or guardian whose child is enrolled in Whitefield Academy and who subscribe to the objectives and basic policies of this organization, and all faculty members, administrators and School Committee may be members. Only members in good standing may be eligible to participate or to serve in any of its appointed positions. The term of membership shall be from the first day of school through the last day of school inclusive.

## **PTF Leadership Team**

All PTF Leadership Team members shall be born-again Christians shall agree to the Whitefield Academy Statement of Faith, and subscribe to the principles and tenets of Whitefield Academy as are required by faculty and administration. The Head of School and the current PTF Director will make appointments for the PTF Leadership Team in early spring for the subsequent school year. Team members shall assume their official duties at the close of the June PTF Leadership Team meeting and they shall serve for a term of one year, and/or until their successors are appointed. PTF Leadership Team members may serve consecutive terms.

The duties of the PTF Leadership Team are:

1. To approve plans and actions of the Event Coordinators.
2. To attend and present a report at the quarterly PTF Leadership Team meetings.
3. To plan PTF events.
4. To conduct themselves in a manner that is consistent with Christian principles and ethics setting a positive example for students and parents.

## **PTF Treasury**

The school's Director of Finances will serve in the capacity of treasurer for the PTF.

## **HOLIDAYS AND BREAKS**

### **Observed Holidays**

Whitefield Academy observes Christmas Break, Easter (Good Friday), Thanksgiving Break, Martin Luther King Day, Spring Break, Labor Day, and Memorial Day. Neither students nor faculty are required to be present during these holidays. This is subject to change at Administrative discretion.

### **Halloween**

Whitefield Academy does not celebrate Halloween and asks that nothing with witches, ghosts, skeletons, haunted houses etc., be brought to school.

### **Teacher In-Service Days**

Students are not required to attend class during assigned Teacher In-Service days. Teachers are required to be present. In-Service days are designed to allow teachers to engage in continuing education, perform administrative assignments as well work on school accreditation matters.

### **Severe Weather – School Closing**

#### **Severe Weather – School Closing**

In the event of severe weather (i.e., snow, ice, tornados), the official announcement for school closings will be communicated using the parent alert system, over local radio and TV stations, and listed on our website at [www.whitefield.org](http://www.whitefield.org). Please **DO NOT CALL SCHOOL OFFICE**. Please check the alert system, listen to WHAS Radio (AM840), or television channels 3, 11, 32, or 41 for information. In the event that school is not cancelled, delayed, or dismissed early, it is always the prerogative of the parent to determine the safest option for their student(s).

## **FRONT OFFICE**

### **Lost and Found**

Lost articles, including books, clothing, valuables, etc., may be reclaimed in the school office. Items in Lost & Found that are not labeled with students names will be sorted and distributed to areas of need at the end of every month.

### **Telephone Calls**

Telephone messages will be relayed to the student at the end of each school day. **Only emergency calls** will be referred to the student immediately. Students will be allowed to use the office phones with special permission. Parents and teachers should always be careful not to disrupt classroom instruction times.

### **General Visitors**

All visitors must check in at the School/Preschool Office and wear a visitor's badge identifying them to the school community. Also, visitors must sign out of the office when leaving the property.

### **Communication**

1. Renweb is the school administrative software package by which parents can track grades, schedules, discipline, lunch balances, and all other information related to student life. Parents can access up-to-date student information and grades through the RenWeb parent portal found under the "Quick Links" tab on the school website.
2. The "Whitefield Monthly" is an all-school newsletter published every month and will be e-mailed to all school families as well as posted on Renweb. This a vital communication tool to keep families up-to-date on many facets that affect the entire school community.
3. All faculty and staff members have a Whitefield Academy e-mail address that is linked to the school website. We encourage parents to use this form of communication as it is the fastest and easiest form of communication. All school personnel should respond to e-mailed correspondence within a 24-hour period.
4. A grade level newsletter will be sent home weekly for grades K-5.

## **FUND-RAISING**

### **Student Fund Raising**

All proposed fund-raising activities must be submitted in writing to the School finance Office for approval by the Fund Raising Committee.

### **General Fund Raising and Sales**

Whitefield Academy recognizes that there are many great and wonderful businesses and causes for which there should be honest and sincere Christian support. As Christians we prayerfully support many ministries. We are diligent in protecting our mission to educate students in a Christ-centered, Biblically based atmosphere marked by academic excellence and spiritual vitality. We purpose to keep our focus on academics and the development of well rounded and well grounded students. To this end, there are projects in which we will engage as a school. We cannot possibly support every project with which our school families may be personally involved.

### **The Annual Fund**

Annually, student tuition is set at less than what it requires to educate an individual student. Whitefield Academy maintains this practice so as to model for its student body trust in and reliance on the Lord Jesus Christ to be a provider.

The intention is to demonstrate the power of God and to purposefully rely on his graciousness as a provider and redeemer. Through our Annual Fund, families have the opportunity to trust as well. The Annual Fund is an opportunity to give voluntarily an offering (not a tithe). Tuition is mandated, but the Annual Fund is a voluntary giving to the ministry of God in this place. The Annual Fund is designed to



cover the deficit through cooperation rather than by compulsion. By participating you are also trusting in God's promises (2 Cor 9:7, Acts 20:35, Luke 6:38, Phil 4:19) to provide for you.

Each year our goal is to have 100% faculty and 100% parent involvement with the annual fund.

### **Immunization Policy**

Kentucky State law decrees that each student must present to the school a current Kentucky (original) immunization certificate. Immunizations may be obtained from any branch of the Jefferson County Health Department or your doctor's office.

In keeping with the Kentucky State immunization law and Whitefield Academy policy, students must have on file with the school a current immunization certificate. It is the parents' responsibility to ensure that this certificate is current even if the certificate should expire during the school year.

In the event that a certificate does expire during the school year or it be discovered that a certificate is missing:

1. The school nurse will send a letter to parents of those students with missing and/or expired certificates.
2. The school nurse will follow up 1 week later with a phone call to the parent if no action has been taken.
3. If action still has not been taken, the student will not be allowed to attend class until all requirements have been met.

### **ACADEMIC GRADES AND RECORDS**

#### **Grading**

Teachers consider many things prior to determining a student's level of progress. Factors considered include:

1. Completion/quality of homework and daily assignments
2. Neatness of work submitted
3. Class participation
4. Test performance
5. Proper spelling and good grammar

A serious attempt is always made to provide parents and students some evaluation of students' progress that is consistent and meaningful. Most grades will be weighted based on 50% daily work. Math will remain at 60% tests, 40% daily work. Please refer to class syllabus or grade booklets for specific details. The grading system is reflected on each nine week report card as follows:

<u>Academic</u>	<u>Grade</u>	<u>Conduct</u>
90-100	A	Excellent Behavior
80-89	B	Good Behavior
70-79	C	Needs Improvement
60-69	D	Poor Behavior
Below 60	F	Unacceptable Behavior

#### **Elementary & Middle School Grading**

The school year is divided into 4 nine week quarters. Each quarter's grade is one-fourth of the grade for specific subjects for the year. Therefore, the formula for grades would be as follows:

$$Q1 + Q2 + Q3 + Q4 = \text{Grade}$$

## High School Grading

The High School year is divided into 2 semesters. Grades earned in each semester are qualified in two ways: **Quality Points**, which factor into GPA and **Credits**, which factors into eligibility to graduate. Student semester grades are awarded on the following basis:

9<sup>th</sup>: Semester grades = 45% (Q1/Q3) + 45% (Q2/Q4) + 10% Final Exam

10<sup>th</sup>: Semester grades = 42.5% (Q1/Q3) + 42.5% (Q2/Q4) + 15% Final Exam

11<sup>th</sup>: Semester grades = 42.5% (Q1/Q3) + 42.5% (Q2/Q4) + 15% Final Exam

12<sup>th</sup>: Semester grades = 40% (Q1/Q3) + 40% (Q2/Q4) + 20% Final Exam

\*Final exam in elective courses are calculated as 15%

## High School Grade Points

High School students are awarded grade points for the grades that they earn in their courses. Points determine grade point average (GPA). They are awarded based on the class level, standard or advanced placement (AP), and the grade earned. AP classes are weighted 1.0 point higher than standard classes. The following points are awarded for class level and grade earned.

<u>Grade</u>	<u>Standard Classes</u>	<u>AP Classes</u>
A	4.0	5.0
B	3.0	4.0
C	2.0	3.0
D	1.0	1.0
F	0	0.0

## High School Credits

High School students can earn up to 7 credits per academic school year. Students need 26 credits to graduate. Credits are awarded twice during the year, once each semester. Students earn half of their credits during the first semester and the other half during the second semester.

For a student to be awarded credit he/she must receive an overall passing grade for the semester. However, if a passing grade is not obtained credit will not be awarded and the student will have to make-up the credit. Summer school is usually required for students that fail to receive credits during a school year.

## Lost Credits

Credit recovery is required for students that fail to receive credits during a school year. Please see the Guidance Counselor on how to make up lost credits. To maintain the integrity of Whitefield Academy's standards, the majority of credits earned should be obtained through Whitefield Academy.

## Classification of High School Students

The classification of a high school student will be determined by the number of high school credits obtained at the close of the previous school term. Students may be reclassified at the close of each semester. The following are the credit requirements for each classification:

1-6 Freshman	14-19 Junior
7-13 Sophomore	19-26 Senior

## Transfer of Credits

Students who have earned high school credits from another school, before enrolling at Whitefield Academy, may transfer those credits into Whitefield Academy and apply them towards graduation requirements as long as such students meet entrance testing requirements. Whitefield Academy will

accept credits awarded from other schools at face value -- if the other school awarded credit for the course, we will also award credit for the course.

No transfer credit will be considered official until an official transcript from the other school is received by Whitefield Academy.

For students who have been home-schooled, a copy of all high school credits received must be submitted with enrollment application in order to verify the student's academic abilities.

### Final Examinations

Students in grades 9-12 take final exams in each of their classes at the end of each semester. Final exams count as a percentage of the semester grade (*see formula under High School Grading*).

#### Purpose:

In order to measure the students' retention of course material studied and to provide each student with experience in taking comprehensive tests. All students in grades 9 – 12 are required to take semester final exams. These exams are usually administered during the last week of the each semester.

#### Value:

There are different needs at each grade level regarding the value of a final exam. Therefore, exams will be calculated in with the student's semester grade based on the following scale:

#### Parameters:

- Percent value of exam can be less than grade-level percent value stated (see above) but cannot be more than value stated.
- Because semester final exams require larger blocks of time to be given; no more than two to three exams will be given daily.
- Any student with three exams in one day may reschedule one of their exams without penalty.
  - Rescheduling must be completed prior to the exam day.
  - Rescheduling must be approved by the teacher whose exam is being rescheduled.
  - Failure to follow this process could result in exam not be rescheduled. Teachers reserve the right to make this decision.
  - Failure to follow this process could result in a \$10.00 charge to the student.
- Rescheduling an exam for any other reason (other than having three in one day) must have prior approval from the high school administration.
- Students are required to wear normal school day attire, unless notified differently, for semester final exams. Student not in school uniform should not be permitted into the final exam room.
- **Teachers may not cancel a final or change final parameters without prior approval from the HS administration.**

#### Exemptions: (Spring Semester Only)

In order for students to be eligible not to take one or more of their semester exams they must meet all of the following criteria:

- Must be a senior that has participated in semester final exams the previous three semesters of high school.
- A student must have at least a 94% average for the semester in the course (after deductions for all academic penalties).
- Student must not have been absent (during the semester) more than five days.
  - Days missed due to school sponsored functions, activities, etc... or other educational qualifying events (college visits) will not count as an absence.
  - Remember, missing 15 minutes of a class is considered an absence.
- There is no exemption in single semester classes; final must be taken.
- **Teachers may opt to require all students to take the semester final exam for a particular course.**
  - Teachers must announce their final exam policy (on course syllabus) during the first week of the course.

## Promotions Policy

1. Grades (K-5) An elementary student who is experiencing academic difficulty, particularly in the critical areas of reading and math may be required to repeat the year if it is determined that the student is very likely not to experience success in the next grade. This decision will be made with input from the teacher, parent(s) and administration by evaluating the child's academic performance, work habits, conduct, and achievement test scores. A tutoring program may be required for students with poor grades. For kindergarten and first grade the student's maturity will be a consideration, also. Notification will be by conference. Unless there is significant improvement, the student may be retained or the parent may be asked to withdraw the student.
2. Grades (6-8) To be promoted to the next grade level a student must pass all classes. No more than two failed subjects per year may be made up through a Whitefield Academy approved summer school or tutoring program. Promotion for Grades 6-8 is determined by a student's academic record, conduct, and attitude.
3. Students advancing to 9<sup>th</sup> grade at Whitefield Academy may be required to interview with the high school principal to determine their desire to be in the high school program, their aptitude for the rigors of the program or to review the Middle School disciplinary record (see high school admissions procedures).

## Class Placement (K-5)

Due to the complicated nature of class placement, parent requests for teachers are not accepted. Students are always selected for classrooms with prayerful consideration. Some of the factors that are taken into account are heterogeneous grouping, gender distribution, social familiarity, learning styles, new student distribution, disciplinary separation, and special learning needs.

## Retention

We believe that in certain cases retention is a necessary and appropriate tool in the educational strategies that are used for the development of students. In rare cases, retention is necessary because of academic failure.

1. A goal of Whitefield is to minimize the need for retention. Strong effort in developmental screening, while not infallible, is intended to be a part of this effort. Early communication between the home and school combined with vigorous intervention efforts will always be made to reduce the potential for retention.
2. Retention decisions, if required, are more prominent among early elementary students. This is because students benefit far more in their academic progress when retention occurs during earlier years.
3. The general policy regarding retention is that a student may not be retained more than one time while enrolled in elementary school.

## Grade Recognition and Reporting

1. Academic Honors -- High School
  - a. The **Whitefield Honor Roll** consists of students who have achieved the Principal's Honor Roll for the school year.
  - b. The **Principal's Honor Roll** consists of students who have received a **4.0 GPA** for a particular nine weeks.
  - c. The **Honor Roll** consists of students who have a **3.7 or higher GPA** for a particular nine weeks.

Academic Honors – Elementary School & Middle School (Grades 3-8)

- a. The **Whitefield Honor Roll** consists of students who have achieved the Principal's Honor Roll for the school year.

- b. The **Principal's Honor Roll** consists of students who have received **all A's** for a particular nine weeks.
  - c. The **Honor Roll** consists of students who have received **all A's and B's** for a particular nine weeks.
2. Progress Reports - Progress Reports will be emailed at the mid-point of the grading periods for the purpose of communicating academic progress to parents.
  3. Report Cards - Report cards are emailed at the end of each nine week period. In K-8 the final report card will be mailed.
  4. Renweb – Parents can access student grades at any time through the RenWeb parent portal found under the “Quick Links” tab on the school website.

### **Homework**

Homework shall be assigned in such quantities as to provide adequate training in independent study and in practicing the skills conferred in the classroom, without interfering too much with non-academic activities or with meeting a healthy bedtime hour. If a student consistently has difficulty in this area, something is wrong with either the amount of assignments received, with his time management, or with the amount of time spent in extracurricular activities. Some students may experience difficulty due to their ability level or possibly a learning problem. Whatever the reason, it is the parents' responsibility to get in touch with the classroom teacher so that the matter might be resolved in a timely manner.

Advanced Placement (AP) and Honors courses may require additional homework.

Parent participation in providing assistance and accountability is crucial to the educational process of each child no matter what age.

### **Conferences**

Parents, who feel the need for a teacher conference, should set up an appointment with the teacher by e-mail. **Parents should discuss problems with the teacher first, then if not resolved, set-up a meeting with the appropriate principal.** Students, who wish to talk to a teacher about any problem can do so at any time or they can request a conference with the teacher before/after school or at a time convenient to both during the day.

### **Late Work – Middle School & High School**

The general restrictions placed upon late work stipulate that teachers may not receive late work after two calendar school days and that full credit not be given. Assignments turned in one (1) day late will result in a 25% grade reduction; Two (2) days late 50% grade reduction; and any work turned in three (3) days late will receive a zero. Any departure from this will be detailed in the course syllabus.

### **Eligibility**

Academic performance and conduct may affect a student's eligibility to participate in any activity where students represent the school publicly.

### **Academic Probation (Grades 6-12)**

**Probation (Academic) Grades 6-12** - Any student whose GPA drops below 1.5 or has excessive absences per class in a given semester (Grades 9-12) or quarter (Grades 6-8) may be placed on academic probation. Students may be removed from academic probation when an increase is shown in the cumulative GPA at the end of each semester. Students on academic probation may be restricted from representing the school in an official capacity. Students who are on academic probation for two consecutive grading periods may not be allowed to re-enroll.

### **Student Records**

The school maintains complete cumulative academic records, for each student. These records are treated as confidential and are available only according to the following policy:

1. No report card or student record will be released to parents if the family is delinquent in tuition payments or has a debt of any kind with the school.
2. Parents or guardians have the right to inspect and review all official records, files and data directly related to their child's academic progress, including all material that is incorporated into their student's cumulative record folder.
3. Parental requests to inspect and review official records relating to a child shall be made in writing to the administration. Such requests will be honored within ten (10) school days following receipt of the request. All records will be reviewed or inspected in the presence of the Guidance Counselor or Principal so that proper explanation can be given.
4. Parents shall have an opportunity for a hearing with the administration to challenge the content of their student's school records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, and to provide an opportunity for the correction or deletion of any such inaccurate or misleading information.
5. There will be no release of a student's personal records or files or any data in those records without the written consent of a parent or guardian, to any individual, agency, or organization other than the following:
  - a. Staff members of the school who have legitimate educational interest.
  - b. Court or law enforcement officials, if the school is given a subpoena or court order.
  - c. Certain federal, state, or local authorities performing functions required by law.
  - d. Officials of other schools in which the student intends to enroll.
6. Release of report cards, etc., to non-custodial parents.
  - a. Non-custodial parents have equal access to report cards, teacher conferences, etc., together with the custodial parent. By law, both have joint input into the education of the child as provided by the Shared Parent Responsibility Act of October 1, 1982, State Statute 61.13, "Dissolution of Marriage; Support; Custody."
  - b. If the final judgment and/or settlement agreement stipulates otherwise, the custodial parent must submit a copy of that judgment or agreement to the principal, if the school is to comply. Such documents shall be placed in the student's regular file.
  - c. Whenever a request by a non-custodial parent is made for information, appearance at a teacher's conference, etc., the custodial parent may be notified by the school of the non-custodial parent's request for information.

### **Family Educational Rights and Privacy Act**

This law provides for limited accessibility to the student's records by the person who has legal responsibility for the student, for the right to challenge any misleading or inaccurate information contained in the student's records, for the necessity of obtaining a written permission from the "eligible student" - one who is 18 years of age or older, or from the person who has legal responsibility for the student prior to revealing the contents of the student's records to other parties, and for the right of "eligible students" and/or those legally responsible for the student to be notified of their rights under the prescriptions of this law.

In order to comply with the provisions of this law, Whitefield Academy employs the following policies:

1. To secure the student's and the family's right of privacy within the school, only the Administration and designated school personnel, in the fulfillment of their respective functions, may have access to the student records.
2. Outside of the school community, only the person(s), usually the parent(s), who has legal responsibility for the student may have access to the student records. Any parent or student desiring to inspect their records shall address the request to the Principal (Administrator) in writing. When actual inspection of a child's file is made, this will be recorded on a log sheet kept at the front of each child's cumulative folders. On this log sheet the following information is to be

recorded: date of visit, name of person examining records, name of student's record folder that was examined, initials of personnel handling conference. An administrator must be present.

3. With the exception of "directory" type information — name, address, and phone number — the school will not release the information contained in the student's records to other parties without the prior written consent of the person legally responsible for the student. This written consent is accorded by the school's record release form.
4. The school is authorized to release the information contained in the student's records without permission to certain federal, state, and local authorities in the performance of their functions and to the court or law enforcement officials, upon the issuance of a subpoena or court order.

## **GUIDANCE**

### **Counseling Department**

Whitefield Academy believes in ministering to the total needs of our students, based upon Christian beliefs and practices. At Whitefield Academy the Christian guidance services overall goal is to support and enrich the mission statement of the school at all grade levels, which is "to serve Christian families in a Biblically-based, Christ-centered environment marked by academic excellence and spiritual vitality." At the elementary level this is accomplished by working with the staff, parents, and students in areas of spiritual, academic, emotional, and physical development. The overall development of each student is to establish a Christ-like character. At the upper elementary level (middle school) the same areas are valued and enriched. A Christ-like character is developed through their relationships with God, others, and self. Finally, high school level students continue in their development of the above areas, but the focus shifts to preparing for God's calling in their lives. The Guidance Department focuses on preparing the students for being successful in their preparation for college and providing opportunities for both the students and the parents to prepare for this transition.

Whitefield Academy refers families in need of counseling to Southeast Christian Community Counseling Center at Southeast Christian Church, Northeast Christian Church, and to Life Care at Walnut Street Baptist Church. Please call the counseling office for additional information.

Confidentiality is practiced in the counseling department. Information that is shared during conferences, informal meetings, and other informational exchanges will not be openly shared or discussed with others. However, confidentiality will be ignored if a student reveals information, at the counselor's discretion and opinion, which raises concerns for the safety and/or emotional stability of the student or another individual. Detrimental information may be revealed to appropriate officials and/or the parents.

College guidance counseling services that are available include: ASPIRE, PSAT, ACT, AP ASVAB and SAT assistance, study skills, college and/or career planning, college financial aid assistance and scholarship applications.

The Counseling Department will oversee all standardized testing. Each spring, grades (K-9) will participate in the TERRA NOVA Standardized Achievement test. Secondary school students will undertake the following exams to prepare them for college entrance tests:

<u>Grade Level</u>	<u>Test/Course Available</u>
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9	TERRA NOVA/ASPIRE
10	PSAT/ASPIRE
11	PSAT/ACT
11 & 12	AP <i>All students that enroll in an Advanced Placement course must take the AP exam in May (test fee required).</i>

### **College Preparatory Review**

The College Preparatory Review (CPR) is a periodic review of a student's progress through the High School; is administrated by the Counselor, and focuses on the following:

1. Providing guidance to students and families in setting educational goals which would include monitoring requirements for graduation and focus areas of concentration;

2. Providing realistic tracking of performance for projected results;
3. Evaluating a battery of tests (EXPLORE, PLAN, PSAT, SAT, ACT) for a student's high school and college career.

### **Tutoring Policy**

1. Teachers are available to assist students after school from 3:00 to 3:30 p.m. one or more days a week (except on Wednesday).
2. A parent who wishes tutoring for a child should be given suggestions by the teacher, counselor or principal.
3. The school has a list of available tutors.
4. Arrangements may be made for tutoring during the school day if the teacher and parents are able to work out a suitable schedule.

### **Graduation Requirements**

A student may only graduate if he meets all graduation requirements. He may not participate in the graduation ceremony, unless all requirements are fulfilled.

A student may not graduate from Whitefield Academy, unless he has completed the necessary credits for graduation in a minimum of four (4) years of high school work.

1. Seniors, who expect to graduate, are to be full-time students and pay full tuition for the semester in which they graduate. Tuition must be paid in full before the graduation ceremony.
2. To be classified as a "full-time" student, the student must complete at least six (6) classes each semester.
3. Seniors, who are in good standing with Whitefield Academy and who are enrolled in the necessary classes to complete their graduation requirements, may be dismissed from school for the last class period of the day. However, they must be actively employed at a job and have approval from the High School Principal.
4. Seniors who opt to leave school the last class period of the day, are to leave the campus immediately and not return until after the dismissal bell.
5. There is no option for a student to graduate ahead of their class. Students must meet the 26 hour minimum to be eligible to graduate.
6. A student must receive a minimum of 7 Whitefield Academy credits in order to be awarded a Whitefield Academy diploma.

### **High School Graduation Exercises**

Graduation from high school is a very special time in a college-preparatory institution. Whitefield Academy's graduation is unique in that it focuses on our students. Each year, the Valedictorian and the Salutatorian have opportunity to address their fellow classmates, their parents, friends, and the faculty. In fact, students are involved with every aspect of the program. Graduation occurs in May.

Parents are encouraged to bring underclassmen to graduation. Their presence provides moral support for their friends who are seniors. Also, it provides a tangible reminder of where they will be shortly. Graduation provides an awesome opportunity for parents to participate in discussion of graduation, goals and future with their student.

### **Selection of Valedictorian and Salutatorian**

The Valedictorian and Salutatorian selections are awarded to students based on the eighth semester cumulative GPAs. Final GPAs will be determined up to the point prior to Q4 final exams.

Students must be a full-time Whitefield Academy student for a minimum of two consecutive years to be eligible for these honors.



## **LIBRARY**

### **Purpose and Guidelines**

The Whitefield Academy Library is a pleasant and active place in which to read and study. It is open daily before and after school for those who wish to use it. Each elementary class is scheduled to come in for story time, hands-on instruction, to work on special projects, and to check out books. Secondary classes use the library for research projects, class assignments, computer research, and reading enjoyment.

#### **1. Purpose of the Library**

- a. To uphold the word of God and the philosophy and goals of the institution of which it is a part.
- b. To encourage spiritual learning and growth of students.
- c. To provide Christian literature not readily found in public or other secular libraries.
- d. To provide material appropriate to the mental, emotional, social and spiritual needs and interests of the Whitefield Academy community.
- e. To provide resources for the student:
  - i. In fulfilling assignments
  - ii. In supplementing classroom instruction
  - iii. In improving the skills of discernment
  - iv. In assisting in the molding of character
  - v. In encouraging Christian spirituality
  - vi. In inspiring students to lead more godly lives.
- f. To provide a media center with the characteristics that:
  - i. Will be Christ-centered
  - ii. Will be an instrument of the Holy Spirit
  - iii. Will be a center of spiritual learning and growth (II Peter 3:17-18).

#### **2. General Book Selection Policy**

- a. Philosophy and practice for the acquisition of books and materials will harmonize with the purposes of the media center.
- b. Curriculum needs carry first priority in acquisition of media center materials. Administration, faculty, staff and student requests for materials, which directly support the curriculum, constitute this category.
- c. General circulating and non-circulating reference materials relating to the curriculum as well as material important in their own right, are second in priority.
- d. Other reading material including fiction, drama, poetry and essays are selected by the media specialist. Recommendations and donations are solicited.
- e. Acceptability on the part of the Christian should depend upon the purpose of the work: Does it sharpen moral understanding and encourage correct moral choices? If it serves to help the Christian in becoming more Christ-like, then it is acceptable. (Eph.4:11-13)  
Censorship for the Christian is made necessary by God's absolute standards.

#### **3. Guidelines for Book Selection**

- a. Carry out the purposes of the media center.
- b. Teacher, curriculum and student needs.
- c. Authority of the book (Biblical vs. non-Biblical) (Col.2:8).
- d. Authenticity of the book (content credibility).
- e. Scope, depth of book - serving needs.
- f. Format and technical quality - pages, binding, print.
- g. Content treatment and arrangement of writing.
  - i. Can it engage and exercise powers of imagination?
  - ii. Could it provide a significant or enjoyable experience?
  - iii. Can it lead to a greater understanding of culture and society?
  - iv. Can it provide a significant occasion for strengthening Christian faith?
  - v. Can it increase discernment and concern for the lost in hearts of readers?
- h. Esthetic quality (Phil.4:8-9; II Cor.10:5).
- i. Cost.

### **Lost or Over Due Books**

Books are checked out for two weeks at a time and may be renewed for another two weeks. Lost or damaged books must be **paid for within two weeks** of notice from the media center. Fines may be incurred for late books returned.

### **Accelerated Reader**

The *Accelerated Reader* program helps students improve reading and comprehension ability by encouraging them to continually practice reading skills. In the program, students select a book to read and then take a test over the book on the computer. Students earn points for passing a test and the points are then utilized and recognized in various ways.

### **Campbell's Soup Labels**

Campbell's Soup labels offer a way to obtain computers, other equipment and reference materials for the school. Students are encouraged to save labels from Campbell's products and turn them in to the media center. A chart of the specific product labels is included each year in the Whitefield Academy Highlights. The class that brings in the most labels wins a prize. Box Tops for Education are also collected and earn money for our school.

## **CURRICULUM**

### **Curriculum**

All courses are Christ-centered and are designed to prepare the student for future academic success. The high school curriculum is designed to give the students a traditional education that exceeds the Kentucky requirements for graduation, and prepare the student for further study at the college or university level.

Textbooks and materials are selected from a wide variety of publishers. Prior to the selection of any textbooks or resources, a thorough review of the material is completed by a team of educators.

### **Course of Study**

Whitefield Academy provides a graded course of study for grades K through 12. Curriculum development reflects clear statements of philosophy and purpose, and is based on reliable findings from the sciences dealing with child growth and development, and learning. The methods of instruction are ones which promote inductive learning and Biblical wisdom through exploration and discovery, inquiry and interpretation, critical thinking and creativity. The goal of the entire school effort is to achieve proper and adequate development of the students in terms of academic learning, spiritual growth, and healthy social and physical performance.

### **Curriculum and Textbooks**

The philosophy of the school must be carried out in its educational program. Textbooks and curriculum are important factors within this framework and must be carefully chosen and formulated.

Students are responsible for their textbooks and should damage or loss occur, they or their parents are accountable. Lost or damaged books will be paid for by the student or parent.

It is generally hoped that non-consumable textbooks will have a usefulness of five years after which they will be replaced by a new adoption.

In selecting classroom textbooks, both Christian and secular publishers shall be considered by the Curriculum Committees which are composed of teachers and administrators. They screen potential textbook adoptions to determine how closely they align with Whitefield Academy's philosophy and objectives. In addition, the scope and sequence of each series is considered along with a list of other criteria. An evaluation form shall be used to guide this process.

It is recognized that Christian publishers provide a distinctive Christian perspective. Christian publishers provide an emphasis on Christian values and Christian thinking. On the other hand, secular publishers often provide excellent teacher helps for skill building. Also, some subject areas such as math may be well presented pedagogically by secular publishers. These publishers may also, unintentionally, provide material which allows the teacher to guide students in critical thinking and Scriptural evaluation of humanistic values.

When using secular texts the teacher will use the contrasting philosophies as an opportunity to teach and underscore the Christian worldview. All curricula will closely follow the school's philosophy.

It is expected that teachers will not stray too far from the subject content of their curriculum. This does not mean that topics of varied interest cannot be discussed, but primarily attention is to be paid to the official curriculum.

Books, magazines and other materials in the media center must conform to media center policy. Normal decisions of appropriateness are made by the media specialist or administration.

### **Bible Version for Classroom Use**

The school uses the NIV or ESV translation of the Bible for classroom use. However, the school also recognizes The King James version, the New King James version, and the NASB (New American Standard Bible).

### **Bible Memorization**

Each student will be involved in Bible memorization each year.

### **Teaching of Literature**

The school's educational program is designed to help students develop a Biblical worldview which will equip them with a consistent value system. This value system will act as a filter through which they will learn to evaluate all that they see and hear.

Without this filtering system, an individual is in danger of being manipulated into a lifestyle characterized by the world's philosophies.

The school strongly believes that the Biblical worldview is the correct one - the only valid one for faith and life! An individual with a framework for Biblical thinking is equipped to make the proper judgments in all areas of life. While this kind of decision-making usually comes later in life, students will be building this grid even beginning at a young age.

The teaching of literature is closely related to this filtering system. Using good literature (American, English, as well as other cultural and traditional) can help strengthen the filtering system. Literature must be taught with analysis and evaluation. Selected and approved literature that is not in total agreement with Christian values may be taught in the upper grades to encourage the students to evaluate and analyze the written word on the basis of Scriptural truth!

It is the school's intention that teachers choose literature from an approved reading list during the year. This reading list will also be made available to parents during the summer before the school year begins. CORE readings must be done by all students while SUPPLEMENTAL reading may be done from a selected reading list.

### **Fine Arts Works**

All original student work, whether graphic, written or performed, is considered the property of Whitefield Academy. The school reserves the rights to print and reproduce copies of the student work for sale and display in an effort to continue to fund the training of students in a performing fine arts area. This policy also protects the amateur status of the serious fine arts student until such a time as he/she is ready to assume the responsibilities of a professional artist.

All original work produced by the student within the school and under the instruction of a Whitefield Academy instructor will be returned to the student at the end of the school year. The student is not permitted to sell any original work or copy of original work while holding the status of student at Whitefield Academy. The sale of original work or copies of an original work by a student may result in his removal from the Fine Arts Department or even dismissal from school.

Once a student has graduated, transferred or otherwise left Whitefield Academy, he will be granted by Whitefield Academy non-exclusive rights to any work done while at Whitefield Academy. These rights are non-exclusive: Whitefield Academy will maintain the right to reproduce from a copy any student work for resale or display while allowing the student to do the same from the original.

## **STUDENT BEHAVIOR**

**And whatsoever ye do in word or deed, do all in the name of the Lord Jesus, giving thanks to God and the Father by Him. (Colossians 3:17)** Student guidelines have been established to ensure harmony within the student body, to create an atmosphere for learning and to put into practice Christian principles of fellowship.

### **Courtesy and Manners**

Students are to respectfully respond to faculty, staff, and other adults at all times. Students will refer to their teachers and other adults as “Mr., Miss, or Mrs.” and show respect when addressing them. The Golden Rule (Mt. 7:12) is an excellent principle to apply to all of life’s situations.

### **Student Responsibilities**

Students’ responsibilities to their teachers, fellow students, and themselves are as follows:

1. To attend school regularly.
2. To be punctual for all classes.
3. To have necessary equipment for all classes.
4. To cooperate with teachers and classmates in such a manner that classes will be able to function as an educational entity.
5. To complete all assignments to the best of their ability and on time.
6. To participate in all class activities to the best of their ability.

## **GENERAL DISCIPLINE POLICIES**

### **Role of the Christian School**

Whitefield Academy’s Biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the Biblical lifestyle the school teaches. This includes, but is not limited to, sexual immorality, homosexual orientation, or the inability to support Biblical standards of right and wrong (Rom. 1:18-32, I Cor. 6:9). If the home environment is not in harmony with the school’s doctrinal belief in the centrality of Jesus Christ and the authority of Scripture and Biblical lifestyle, it will be difficult for the school to cooperate with the home and achieve the goal of a student becoming Christ-like. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

### **Guidelines for All Students**

1. **Behavior** - Good behavior arises from good character. Assisting parents in the development of Godly character in their children is one of our primary goals. This is done by focusing on good behavior and commending it. However, it is necessary to recognize and contend with misbehavior so as to discourage its frequency and intensity. The following personal virtues are encouraged for all students and serve as a foundation for the honor code which regulates community life at Whitefield Academy.

Kindness  
Punctuality  
Respect

Truthfulness  
Obedience  
Reverence

Courtesy  
Diligence  
Accountability

2. **Honor Code** - Our desire should always be to obey the Scriptures. I Cor. 10:31 says, “So then, whatever you do, whether in word or deed, do all to the glory of God.” It is in the best interest of the entire school community that we all live happily together and function as smoothly as possible. Certain guidelines of conduct must be maintained by all students.

#### **2.1. Student expectations ON and OFF Campus**

2.1.1. Students are only to speak the truth. Lying is not tolerated at Whitefield Academy.

- 2.1.2. Abstain from the use, possession, or abuse of controlled substances or the misuse of prescribed over-the-counter substances. This includes alcoholic beverages, drugs, mind-altering substances, and other illegal/undesirable practices which are generally recognized to be harmful to health and Christian character.
- 2.1.3. Abstain from the use or possession of tobacco and tobacco products which medical research has confirmed to be harmful to health in many ways.
- 2.1.4. Abstain from the use of profanity, vulgar speech/actions and abusive speech/actions. This includes communicating threats to harm another person or to harm school property or slandering another person or an institution. Such speaking and acting is harmful to others and certainly not appropriate, nor is it conducive to one's own moral and spiritual development. The Scriptures command us to love one another and to work out our differences in a Godly manner.
- 2.1.5. Physical and verbal assaults on other students or faculty and staff members or any sexual harassment will not be tolerated at Whitefield Academy.
- 2.1.6. Do not steal. Stealing is a serious offense and will result in school discipline and potentially civil discipline.
- 2.1.7. Do not tamper with, destroy, alter, or introduce software or files to any school computer, file-server, website or other technology device. Full financial restitution for damages incurred will be charged to the offending party.
- 2.1.8. Abstain from sexual activity or acting out. It is the Academy's belief in the Scriptural principal of marriage and as such believes that God intended for one man and one woman to be united in holy matrimony and that sexual intimacy is to be preserved, guarded and set aside for that relationship. Sexual conduct in any other context is inappropriate and will not be tolerated.
- 2.1.9. No visible tattoos or body piercing is permitted as a Whitefield student. However, girls may wear earrings if they are not excessive. The Administration reserves the right to determine what is "excessive".

## **2.2. Student Expectations ON Campus**

- 2.2.1. Weapons (including, but not limited to, firearms, knives, matches, lighters, explosives, explosive devices, clubs or other such items) are not permitted on campus.
- 2.2.2. The chewing of gum is not allowed during school hours. It is not a healthy habit when gum is left around, and it is an unpleasant, difficult, and an expensive task when others have to remove the gum from desks, chairs, and carpeting.
- 2.2.3. Leave all electronic devices at home unless permission to bring them to school has been granted. Failure to do so may result in the device being confiscated by a teacher or an administrator.
- 2.2.4. The inappropriate public display of affection such as embracing, hugging and kissing is prohibited.
- 2.2.5. Do your own work. Do not cheat. Cheating is not tolerated at Whitefield Academy. Plagiarism is considered cheating. The school expects from its students a higher standard of conduct than the minimum required to avoid disciplinary consequences. Honesty and integrity are virtues that need to be pursued by all Christian students. Each student's record is to reflect his own individual effort. Students should not give nor receive assistance on tests or assignments unless the teacher has specifically granted permission. During a test, quiz or exam whether oral, written or on the computer, it is the student's responsibility to avoid every appearance of academic misconduct. All books and papers must be placed at a sufficient distance in an appropriate location away from the student's seat. No communication between students is allowed.

### **Elementary School Discipline Program (Grades K-5) & 6<sup>th</sup> Grade**

The elementary school discipline program allows parents, teachers, and administrators to act as a team

to lead the children into responsible behavior. Our approach allows children to grow through their mistakes and to live with the consequences of their choices.

To best illustrate how this process works, it is helpful to recognize what types of behaviors are not acceptable. In general, behavior falls into MINOR acts, INTERMEDIATE acts and MAJOR acts. Examples of these behaviors are listed below.

MINOR acts of misconduct are those that interfere with the orderly operation of the classroom or school activity, such as classroom disruption, disorderly conduct, disrespect for others, not following instructions, frequent lateness, etc. Such behavior when not habitual in nature will ordinarily be handled by the teacher through counseling.

PARENTS CAN EXPECT the teacher to speak with their child about their behavior and the natural consequences that relate to that behavior. (For example, a teacher may say "What could happen if a student doesn't follow teacher directions the first time?" Someone could get hurt. "So what will happen if this kind of choice happens again?") Parents may be notified by phone or with a Parent Communication Form. Elementary teachers may ask that a student be detained after school if prior arrangements have been made with the parents. Continued misbehavior may result in a parent conference, and/or a conference with the Principal.

INTERMEDIATE AND MAJOR acts of misconduct are those that are directed against other persons or property such as fighting, destruction of property, insubordination or defiance, habitual minor misconduct, possession or use of any object that threatens the safety of others, profanity or vulgarity, sexual misconduct, cheating, stealing, etc. Intermediate and major acts of misconduct, whether on or off campus, may result in disciplinary action by the school.

PARENTS CAN EXPECT the Elementary Principal to speak with their child about the behavior and the natural consequences that relate to that behavior. The conversation will demonstrate empathy, while holding the child responsible for the decision to misbehave. The child will be asked to think through how they are going to resolve the problem. The administrator will approve or disapprove of the plan while presenting the Biblical perspective toward restoration. The parent will be contacted, and asked to reinforce the plan of action to be taken.

Positive behavior is recognized by classroom rewards, chapel recognition or a positive phone call to the parent by the Elementary School Principal.

### **Elementary (Grades K-5) & 6<sup>th</sup> Grade Disciplinary Options**

The goal of school discipline in K-6 is to correct misbehavior and provide the opportunity for learning repentance and restoration. The primary responsibility for discipline, according to the Bible, is given to the parents.

For that reason, the teachers and administrators will communicate with parents through the use of the Parent Communication Form (PCF) when a student is having trouble obeying the school and classroom rules. This form will be completed by the teacher. One copy will be sent home, one copy will be sent to the Elementary Principal, and one copy will be kept by the teacher. The parents must sign their copy and return it to the school, so that the teacher knows that it was received.

The signature means that you have received and read the form. The parent can then contact the teacher to ask questions about the incident. Many times the form will be used only as a communication device, and no disciplinary action will be assigned by the teacher.

However, the following actions may be taken, depending on the severity of the offense.

1. Points may be deducted from the conduct grade.
2. Time out within the classroom.
3. An after school detention in the classroom may be given. Notice will be given to the parents, so that pick-up arrangements can be made.
4. The amount of recess time may be shortened.
5. The student may be moved to another classroom for a short period of time to think about their actions.
6. The student may be referred to the Principal for corrective action.

7. A Saturday School may be assigned.
8. A one day suspension may be given . This suspension could be given as an in-school suspension in another classroom, or the student may be asked to stay at home for the day.
9. A multi-day suspension may also be given.
10. The student may be placed on Disciplinary Probation.
11. Expulsion.

### **Seventh & Eighth Grade Discipline Program**

Seventh and Eighth grade students will follow the High School discipline system by utilizing the demerit system to document infractions to school policies. The process of discipline will normally follow specific steps as described below:

Step 1: Teacher/student conference: demerit referral may be assigned

Step 2: Teacher/student conference: parent will receive via email a demerit referral. Parents may be contacted by phone or e-mail to inform and to seek a partnership in changing a student's thinking and behavior.

Step 3: Teacher/parent conference to discuss the inappropriate behavior(s) and enact a plan to change behavior.

Step 4: Teacher refers unresolved discipline situations to the Principal for further action.

### **Seventh & Eighth Grade Disciplinary Options**

1. **Demerit Referral** – A demerit referral may be issued to students who violate classroom or school rules and policies. These referrals will state the infraction and any additional comments regarding the situation. The Principal will make every effort to communicate early with parents whose students have accumulated excessive demerit referrals or demerit points. Excessive demerits indicate an unwillingness on the part of the student to be a cooperative and responsible member of the school community.
2. **Dismissal from class** – If a teacher finds it necessary to send a student out of the classroom because of disruptive conduct, the student must report immediately to the front office with an accompanying note.
3. **Saturday School** – The school administration has the authority to invoke student Saturday School after examining and evaluating all pertinent facts surrounding a situation. Saturday School is also the consequence administered when a student has received a specified number of demerit points (15).
4. **Suspension** – A student may be suspended from school for inappropriate actions or repeated infractions of school regulations through the accumulation of 25 demerits or more. The grade level principal will notify the parents personally. A formal notification in writing of the reasons for the suspension will follow. A suspended student will be reinstated to school after consultation with both the student and parent(s) with assurance from them that such behavior will change and the student will have a cooperative and joyful spirit.

### **High School Discipline Program**

Discipline is God's method of maturing each of us (Heb. 12:6). A proper response to it results in our blessing. To ignore it is foolishness. As a Christian school, it is our task to provide the proper learning environment for students. It is the student's responsibility to make a commitment to live within the rules and regulations that are necessary for all of us to function together each school day. The process of discipline follows a definite pattern and is primarily in the hands of the classroom teacher; however, the administration maintains the final responsibility for all disciplinary decisions. This process will normally follow specific steps as described below:

- Step 1:** Teacher/student conference; demerit referral or silent lunch assignment may or may not be given.
- Step 2:** Teacher/student conference; student/parent receives demerit referral, signs and returns to the High School Secretary. The teacher may contact a parent by phone or e-mail to inform and to seek partnership in changing student's thinking, decision-making and behavior.
- Step 3:** Teacher/parent conference to discuss the inappropriate behavior(s) and enact strategies to change behavior(s).
- Step 4:** Teacher refers unresolved situations to the High School Principal, after steps 1-3 have been taken.

### **High School Disciplinary Options**

1. **Silent Lunch** – A silent lunch may be assigned to provide an immediate consequence for tardy and dress code violations. This policy separates the most common infractions from the demerit system, at the initial level of infraction; and distinguishes matters of personal discipline from issues of defiance, allowing students to identify and correct areas of minor non-compliance without a serious consequence. Students are allowed two “silent lunches” before demerits are issued. However, if a student receives a 3rd “silent lunch” for the same discipline violation within a quarter, then the student would receive 5 demerits as a consequence to each incidence of repeated, uncorrected behavior.
2. **Discipline Referral** - A discipline referral may be issued to students who violate classroom or school rules and policies. These referrals will state the infraction and any additional comments regarding the situation. The High School office will make every effort to communicate early with parents whose students have accumulated excessive demerit referrals or demerit points. Excessive demerits indicate an unwillingness on the part of the student to be a cooperative and responsible member of the school community.
3. **Dismissal** from Class, Library, Chapel, or Assemblies - If a teacher finds it necessary to send a student out of the classroom because of flagrant or disruptive behavior, the student must report immediately to the office with an accompanying note.
4. **Saturday School** - The school administration has the authority to invoke student Saturday School after examining and evaluating all pertinent facts. Saturday school is also the consequence administered when a student has received a specified number of demerit points (10). A student will be automatically scheduled for the next available Saturday school for which parents will receive notification in the form of a letter.
5. **Suspension** - A student will be suspended for (1) day from classes for inappropriate actions or attitudes or repeated infractions of school regulations through accumulation of 20 demerits or more. The High School Principal will notify the parents personally, and in writing, of the reasons for the suspension.
  - a. For high school students no assignments, quizzes, tests or exams missed during the suspension period may be made up. That work is lost to the student. The grade for a major test made up by the student will not be entered into the gradebook until after the Saturday school is served.
  - b. Multi-day suspensions are served off campus when a student reaches 30 or more demerits or for serious breeches in the code of student conduct including, but not limited to, tobacco, forged signatures and stealing. A suspended student can be reinstated to school only after meeting with the parent or guardian, and the grade level principal with assurance that such behavior and/or attitudes will be discontinued.
6. **Long-term Suspension/Disciplinary Probation** - Long-term suspension of no more than 30 days may be invoked by the school administration in the case of serious offenses or pending an investigation.



7. **Probation (Disciplinary)** - Probation is invoked by the administration when it becomes apparent that a student has a serious problem. It gives the student an opportunity to correct his or her problem and to assume the responsibilities involved in a more mature and appropriate manner. Students on disciplinary probation may be restricted from representing the school in an official capacity through leadership, performances, athletics, or other extra-curricular activity. The problems for which a student can be placed on disciplinary probation include, but are not limited to the following:
- a. Attitude: A rebellious spirit which is unchanged after much effort by the teachers, or a continued negative or uncooperative attitude and bad influence upon the other students.
  - b. Misconduct: Continued deliberate disobedience to a teacher or of school rules; committing a serious breach of conduct inside or outside of school which has an adverse effect upon the school's and/or student's Christian testimony. Probation will last from nine to eighteen weeks. At the conclusion of the probation period, the administration will reconsider the student, confer with the parents, and will recommend either removal from probation or withdrawal from school.
8. **Expulsion**
- a. Expulsion may result when there is a serious departure from the school's guidelines for students conduct.
  - b. When a student is expelled, both the student and the student's parent(s) shall be notified in person and in writing as to the reason(s) for the expulsion. The Head of School has the authority to expel a student and may expel a student for any reason they deem necessary, with or without the consent and/or agreement of the parents. Parents are responsible to pay the full tuition for the academic year in which the student is dismissed.
  - c. The student and his parent or guardian may appeal their case to the Head of School only for the reason that the evidence upon which the decision to expel was made was based on inaccurate or insufficient evidence. Their appeal shall be in writing and shall be presented to the Head of School within three (3) days of the expulsion. Only the parent or guardian may represent their case in a specially called meeting with the Head of School. The Head of School's decision shall be final. Any dispute regarding expulsion must be resolved in accordance with policies of the Institute for Christian Conciliation outlined in the parent agreement which was signed and notarized prior to enrollment.
  - d. Once expelled, a student may be considered for re-admission after one year has passed. Expelled students may be restricted from access to school property or events for the remainder of the school year.

### **Contrition**

In the case of severe discipline (expulsion, suspension) a student has an opportunity for mercy and grace through contrition. Contrition is therefore defined as a student's "recognition and repentance for sin".

Whitefield Academy cannot presume to know who is truly contrite and who is not. Therefore, for the purposes of determining contrition: a student is contrite by confessing wrong doing before being called to accountability by the administration in any way. Any student confession must be made to a school administration official, such as the school level principal, school level counselor, and spiritual life coordinator. Simply telling a teacher, coach, or other school representative does not qualify. The following is a list of approved administrators:

Whitefield Academy Head of School  
Whitefield Academy Principals  
Spiritual Life Coordinator  
School Level Counselors

In short, it is assumed that students do not become repentant from the classroom to the office because of "grieving for sin" but rather because of 'grieving for being caught'. Therefore, once a student is called to

account for their actions, contrition (administrative mercy) is no longer available as it relates to disciplinary penalty.

Once enacted, however, contrition means that a measure of grace may be extended for the student. Whatever the punishment, contrition must include:

1. Disciplinary probation for not fewer than three semesters.
2. Probationary contract between the school, student, and family.
3. Counseling/discipleship.

## **ATTENDANCE POLICIES**

One of the keys to successful academic achievement is punctual and regular attendance at school. Even the absence of one or two days can have a surprisingly disruptive impact on progress. Proper education relies on continuity of instruction, classroom participation, learning experiences, student/teacher interaction and structured study.

### **Absences**

An absence in the **elementary** is recorded any time a student arrives after 11:00 AM or leaves the building (Early Dismissal) before 11:00 AM. Whitefield Academy does not recognize half day attendance.

An absence in the **middle school and high school** is recorded in each individual class. Classroom attendance is taken by each individual teacher each period.

- Classroom Attendance – A student is recorded as absent in an individual class if they miss more than 15 minutes of that class. Students missing more than 15 minutes of a class period, for any reason, is considered an absence for that period.

### **Required Attendance**

Whitefield Academy does not distinguish between excused and unexcused absences. While parents are the arbiter of the appropriateness of any individual absence, the school does maintain that a minimum attendance is necessary to reasonably prepare for the demands of the next school year and ultimately for college.

In the **Elementary School**, students who are absent more than twenty (20) days in a school year will place their promotion to the next grade level in jeopardy.

The following policy is in place to handle excessive absences in **Middle and High School**:

- a. After 10 absences from any class, the student may be placed on academic probation and is in danger of not receiving credit toward graduation for that class. A letter will be emailed and a meeting with the parents may be required.
- b. After 20 absences from any class, the student may not receive credit for that class. This may have serious impact on the students progress toward graduation from Whitefield Academy.
- c. Exceptions may be granted due to long term or serious illnesses. Contact the appropriate school secretary for additional information.

### **Absentee Procedure**

The Academy understands that there are many circumstances that can cause a student to miss school. When an absence occurs, parents should follow the procedures listed below:

1. Planned Absences
  - a. Families should give the school notification of any planned absence at least two days (2) before the absence is to occur.
  - b. It is the student's (family's) responsibility to contact the school **before** the absence to get work that is planned for the time the student will be out of class.
  - c. Parents are responsible for the instruction of material covered in class during the absence.

- d. Any tests or quizzes that a student would miss during their absence should be taken before the student is absent.
  - e. When the student returns to class, he or she needs to present a note signed by a parent or guardian explaining the absence and date of absence.
2. Unplanned Absences
- a. When an unexpected absence is necessary (illness or family emergency) please notify the front office personnel of the absence. Such calls should be made to the office after 7:30 AM and before 9:15 AM. The number to call is **239-2509**.
  - b. It is the student's (family's) responsibility to contact the school prior to 9:15 AM to request any work that the student will miss due to the absence.
  - c. Parents are responsible for the instruction of material covered in class during the absence.
  - d. Any tests or quizzes that a student misses during an absence should be promptly scheduled with the teacher upon the student's return to school.
  - e. When the student returns to class, he or she needs to present a note signed by a parent or guardian explaining the absence and date of absence.

### **Extended Absences**

There are times when a student is forced because of illness to be out of school for an extended period of time. In such circumstances, parents should do the following:

1. Notify the school and the school principal of the prolonged absence to begin the process of making arrangements for the student's education. While the circumstances of prolonged absences are too varied to functionally detail here, the school will work with families to provide an educational routine for the student. However, even with this willingness to work with parents, there are limits to Whitefield Academy's ability to accommodate any eventuality. The dialogue between parents and school administration is vital to determining what can and cannot be done.
2. Parents should provide a doctor's letter explaining the circumstances of the need for prolonged absence.
3. Parents DO NOT need to call the school each morning to report the absence in such circumstances.
4. Parents are responsible for the instruction of material covered in class during the absence.

### **Beginning of School Day/Tardiness**

For the safety of our school family, the entrances and exits to the school are being carefully monitored. The school entrance doors will open each day at 7:45 a.m. to begin the school day.

Students that arrive between 7:00 and 7:45 a.m. **MUST** report to the Ministry Center Building. The school day begins at 8:00 a.m. for **ALL** students. Any student who arrives after this time will be considered tardy. Students on a bell schedule (high school students) will be considered tardy to class if they are not in their seats for that class when the bell rings.

Parents should make certain their child is at school in plenty of time to be properly prepared for the day. It is critical that students arrive on time to begin receiving instructions for the day. Late students cause an interruption for the entire class and may miss pertinent information.

In grades K-5, six (6) tardies will be considered one day's absence, affecting perfect attendance records as well as being a point of record should attendance concerns become an issue.

When a student is late to school, all students should always report to the front office.

**The tardy policy will be upheld even if student tardies are due to situations beyond their control.**

### **College Days**

Juniors and Seniors are given two (2) college visit days per year for the purposes of visiting college campuses. College Visitation forms can be obtained from the High School Guidance Counselor's office. Failure to complete and return this form following the visit will result in the visitation day being counted as an absence.

Students are responsible for material covered in class on a college day and should do work, take tests, quizzes, etc. **before** leaving for the college day. Otherwise it could be counted as late work.

### **Absences and Extra-Curricular Activities**

Students participating in any extra-curricular activity must be present during a minimum of half a day (4 periods) during the regular school day; on the day of the event. When a student leaves school early with the team, club or organization, all work (tests, quizzes, projects, homework, etc) that is due on that day must be turned in to the teacher before leaving. Otherwise it could be counted as late work.

### **Hallways**

Any student out of the classroom during a class period must have a hall pass. Running or playing in the halls will not be permitted. Students and teachers should do everything possible to keep the halls neat, clean, and safe.

### **End Of School Day/After School Care**

No individual or group may stay after school, unless they are under the supervision of a teacher.

K-5 students will be dismissed at 2:55 p.m. and are to be picked up no later than 3:10 p.m. After 3:15 p.m. they will be taken to after school care (additional cost) and must be picked up there.

Middle and High School students will be dismissed at 3:00 p.m. and are to be picked up no later than 3:15 p.m. Students in grades 6 & 7 that are not picked up before 3:15 p.m. will be taken to after school care (additional cost) and must be picked up there.

## **UNIFORM POLICIES**

Whitefield Academy is a uniformed school to ensure the neatness of its students and to allow students from all economic backgrounds the freedom to be themselves apart from the stress of competitive dress. Students are to be **neat, modest and well groomed** at all times while on the school campus. Students attending **any** school event or function must be appropriately dressed (proper T-shirts, shorts, pants, etc.).

### **Uniforms**

1. During school hours students in all grades are expected to wear the school uniform at all times except on special announced occasions.
2. **Shirts and blouses:** The Whitefield Academy monogrammed uniform shirt (oxford or polo) or blouse are the only shirts allowed.
  - a. Shirts must be tucked so that the belt of the pants/slacks is showing.
  - b. T-shirt beneath the uniform shirt must be white. Black or Blue colored plain t-shirts may be worn under navy blue polo shirts. ( no lettering or design)
  - c. Non-uniform long sleeved shirts, that are navy blue or white in color, are permitted beneath the school uniform shirt.
3. **Pants, shorts & skirts:** Pants (short and long) must be either khaki or navy. The only skirts allowable are those provided by the school's uniform provider. (Shaheens)
  - a. Pants and shorts must meet the following requirements:
    - i. Color must match school standard for khaki or navy.
    - ii. Must have a classic pant/shorts look. (no fatigues, multi-pocket, zippered, jean look)
    - iii. May not be form fitting. Low slung, baggy style pants are not permitted.

- b. Skirts, skorts, & jumpers must meet the following requirements:
    - i. Must be from one of the official school uniform providers.
    - ii. Must pass the 'flamingo' test for length. (*Flamingo Test: while kneeling on the floor, the back of the skirt must touch the calf of the leg when the knee is bent in a 90 degree angle*)
  - c. Authorized suppliers: Shaheen's Department Store (shaheens.com)  
Land's End (landsend.com/school)
4. **Accessories and shoes:**
- a. Belts must be worn with pants and must be visible at all times. Ropes, chains, and scarves are not considered proper belts.
  - b. Earrings may only be worn by female students and only then if they are not overly distracting.
  - c. Jewelry is limited to only modest necklaces and rings. Distracting or excessive jewelry items are not permitted.
  - d. All shoes must be conservative in style. No flashing lights or distracting shoes may be worn.
  - e. Socks/Hosiery – worn with shorts or skirts should be mainly a solid color (white, navy, khaki or black) that compliments the uniform.
  - f. Other items such as hats, sunglasses, sweat bands, bandanas, or other such items may not be worn in the building during the school day.
  - g. Body piercings of any type, other than pierced ears for females as mentioned in subparagraph (b) above, are absolutely not permitted.
5. **Outer Wear** is considered to be any jacket, coat, sweater, sweatshirt, etc. that is worn over the primary uniform shirt. During the school day, while in the building, the only outer wear permitted is the school monogrammed cardigan or pull over sweater, the school sweatshirt/hoodie, the school vest, or a school warm up jacket. All other outer wear items must be stored in a locker (grades 6-12) during the school day.
6. **Hair** - Students are to keep their hair neat, well groomed and in a traditional style. No student is allowed to color their hair with un-natural colors except for spirit days and only then with hair color that will wash out with soap and water. Highlights must compliment the natural hair color.
- a. Young men should meet the following hair grooming requirements:
    - i. Length in front should not hamper vision and remain above the eyebrows.
    - ii. Length in the back should not hang lower than the top of the collar.
    - iii. Length of hair on the sides should be off the ear.
    - iv. Clean shaven.
    - v. Sideburns may not extend below the earlobe.
  - b. The administration reserves the right to determine the appropriateness of hair style and color.
7. **Chapel Day** - Students may wear normal uniform attire.
8. **Friday Wear** - As a uniform option, students may wear Whitefield spirit wear on Fridays. Spirit wear includes Whitefield tees, Whitefield warm ups, Whitefield team wear, and Whitefield sweat shirts/hoodies. Students may not wear jeans, fleece sweat pants, college tees or paraphernalia, or any other tee shirt (either plain or with logo). Spirit wear shirts worn with uniform pants must be tucked in.

## Formal Wear/Dress Up Days Dress Code

All clothes should be modest, reflecting Christian values.

**Girls should adhere to the following guidelines:** Gowns and dresses must be modest and reflect Christian values. The length of the skirt, dress or gown should pass the “flamingo” test. The back of the dress or gown should be no lower than eight inches from the top of the shoulder and the front should be modest showing no cleavage. Dress shoes and sandals may be worn. Tennis shoes, casual shoes and boots are not permitted.

**Boys should adhere to the following guidelines:** Suits, tuxedos, blazers (jacket optional) and dress slacks (no corduroy pants or jeans) should be worn. Ties, socks and belts are also mandatory accessories. Dress shoes must be worn. Dress shoes must be worn.

## Non-School Uniform Policy

Students attending school related activities such as ball games, dramas, concerts, Arts and Crafts Festival or other events still represent Whitefield Academy. While the school uniform is not required at such events, students are to dress in a modest, neat manner and fashion that represents and complies with the core values of Whitefield Academy. Students who are not dressed appropriately may be asked to leave the event or school sponsored function.

Dress code for school functions (or while on campus during, before or after school hours) which do not require regular school uniform are casual by design should be dresses that will meet the flamingo test, neat jeans or walking shorts, collared shirts, Whitefield Academy or an appropriate t-shirt only. Tennis shoes, casual shoes and sandals are permitted. Hats, bandannas and boys’ earrings are not permitted.

## Personal Property

**Personal Electronic Devices may not be used during the school day. In high school, electronic devices may be used at the teacher’s discretion for academic use.** Any other item that interferes with the classroom will be confiscated by the teacher and turned over to the office. The school will not assume responsibility for personal items when damaged, lost or stolen.

## School Property

**Lockers** - Student lockers are to be kept neat and clean. Students are not to write or do anything of a permanent nature to the inside or outside of lockers. Periodic checks will take place during the school year. Lockers will be available to students in grades 6-12. The administration reserves the right to check lockers at any time.

**Textbooks** - Students are responsible to maintain textbooks/materials in the condition in which they were received. Students will be charged for damage to textbooks based on the evaluation of the teacher and principal.

**General** - When school property is damaged by a student it will be the responsibility of that student/parent to pay for all damages/repairs.

**Phones & Elevators:** Use of church lobby and Family Life Center phones is prohibited. Students should request phone use in the school office.

## Cell Phones

Students are allowed to call home during the school day from the school’s front office. Students are not allowed to use cell phones during the academic day. Cell phones are to be turned off and kept in the student’s locker. The use of cell phones during this time will result in confiscation. First violation-phone will be held for 24 hours and then returned to student. Second violation-phone will be held for 48 hours and parent will need to pick up. Third violation-phone will be held for 72 hours and parent will need to pick up. Fourth violation-phone will be held until a parent conference is held.

## Physical Education Class

The approved uniforms for Physical Education class (grades 6 and up) are to be worn by all students in those classes. Grades 6-12 students will be issued one (1) P.E. uniform per school year. Additional items may be purchased from the Athletic Office. Girls in lower grades, where uniforms are not required, should wear shorts under skirts and jumpers. All students are to wear lace-up tennis shoes with backs during

P.E. class. All students failing to wear the approved Physical Education uniform or shoes will have grade points deducted for improper dress.

### **Chapel/Assemblies**

Chapel and assemblies are a part of the curriculum and, as such, are designed to be educational and enriching experiences. They provide one of the few opportunities in school to participate in worship, to hear a motivational speaker, to watch a drama and to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. Talking, whispering, whistling and booing are discourteous.

### **CAFETERIA**

The cafeteria, besides being a lunchroom, is also a place where relationships can be developed. Here each student is expected to practice the general rules of good manners which one should find in the home.

1. Meal Options
  - a. Students have the option of bringing their own lunch or purchasing a meal from the cafeteria.
  - b. The plate lunch offered by the school will consistently be above the state standard for school lunches. The lunch offered will consist of an entrée, starch (rice, potato, etc.), vegetable, and/or fruit, and milk.
  - c. The cafeteria will also offer an a la carte menu for student above grade 5. This menu will consist of items found in a family-style restaurant such as a hamburger, fries, and a side salad. Items on the a la carte menu may not be purchased individually, but must be purchased as a whole meal. A price list will be posted in the cafeteria and will be made available to students who wish to take a copy home.
2. Lunch Period - All students must report to the Lunchroom during their lunch period and remain until dismissed by their teacher. **DO NOT LEAVE THE LUNCHROOM WITHOUT PERMISSION.**
3. Cafeteria Courtesy - Some simple rules of courteous behavior which are expected and will make the lunch period pleasant and relaxed are:
  - a. Practice good dining room manners at the table.
  - b. Leave the table and surrounding area clean and orderly. All students are responsible for the cleanliness of the cafeteria. Students are assigned by teachers to clean their eating area. Cleaner, sanitizing spray, paper towels, mops, brooms, etc. are available. The rule of thumb is to leave the area in a better condition than when you found it.
  - c. Put trash in the proper place, and return tray, basket or cups to the dish return window when lunch is completed.
  - d. Throwing food in the cafeteria will result in disciplinary measures.

### **Hours of Operation**

The Whitefield Academy cafeteria will be operational when school is in session. The cafeteria will be closed on half days of school or if the school should close due to severe weather. Daily, the cafeteria operates along the following guidelines:

Breakfast - 7:00 AM – 7:45 AM      Lunch - 10:30 AM – 1:00 PM

### **Eating with Students**

Whitefield Academy encourages parents to join their students for meals in the cafeteria. Parents joining their students for lunch need to check in with the school office and receive a visitor's badge.

### **Security**

Security at Whitefield Academy is a community-wide responsibility. Faculty, staff, administration, parents, and students will work together to create a safe learning environment. All constituents will strive to build a

strong sense of community and will foster high of behavior. Procedures have been developed to address campus security, use of controlled substances and weapons, violent behaviors, and crisis management. Any individual that threatens school safety and related procedures may be removed from campus.

## **STUDENT ACTIVITIES**

### **Class Officers (Grades 9-12)**

Each class within the school shall nominate and elect class officers each school year. Elected officers shall act as representatives of his/her class for the school year in which they were elected. Class officers are to work to promote the class within the school. The work of the Class Officers will be overseen by the Class Sponsors. Class, club and organizational officers who are placed on probation will be removed from office for the school year in which they are currently serving. Students on academic or disciplinary probation may not be nominated for a leadership office. this group may also be utilized as an advisory committee to the High School Principal.

### **Student Government (Grades 6-8)**

Student Government for grades 6 – 8 exists for two purposes: for students to understand the principles of leadership by following the example of the Lord Jesus Christ; to practice that example in representing their class for a variety of activities that will serve either the student body or the community at large.

### **Extra-Curricular Activities**

Extracurricular activities offer students an opportunity to develop skills in their own particular areas of interest. Students and parents must be willing to expend extra time and effort if these programs are to be successful.

For a student to participate in any school activity (athletics, fine arts, etc.) they must be prompt in attendance on that day and remain in school the entire day.

### **Beta Club**

The National Beta Club recognizes outstanding achievement, promotes character and social responsibility, encourages service involvement to school and community, fosters leadership skills, grants scholarships, and provides settings for the student to develop interpersonal relationship skills.

### **Jr. Beta Club**

The Junior Beta Club provides our school's outstanding students in grades 7<sup>th</sup> and 8<sup>th</sup> an opportunity for individual and cooperative effort, development of initiative and achievement, and service to the school and community. Students participate in individual community service and group community service projects. Students are nominated by their teacher at the end of the school year, and then go through an interview process before being accepted into the club. The Induction Ceremony is held at the beginning of the second quarter of the school year.

### **Safety Patrol**

The safety patrol is a service opportunity for students in grades 5, 6 & 7. As such the safety patrol assists with the safe arrival of students to the building as well as monitoring and facilitating safe passage through the building at the beginning and end of the school day.

### **Clubs**

Students have the opportunity to propose club activities. No club shall exist on the Whitefield Academy campus without approval of the administration. Students or parents wishing to propose a club activity for students must submit the following to the school administration:

1. A mission statement for the proposed club activity.
2. A description of club organization and polity.
3. The name of a faculty sponsor (all Whitefield Academy clubs must have faculty sponsorship).
4. A description of proposed meeting times and activities.



## **Christian Athletics**

The Christian philosophy of athletics must stem directly from the school's Christian Philosophy of Education. The ultimate goal must be "to be conformed to the image of Jesus Christ" (Rom. 8:29) and to "develop the spiritual part of the athlete so that the Holy Spirit is in control and directing his mind and body". (I Thes. 5:23)

Therefore, it is the purpose of Whitefield Academy Athletics to be an integral part of the promotion of God's Kingdom here at Whitefield Academy, the larger community as well as our opponents in the competitive sports program. Whitefield Athletics and its pursuit of athletic proficiency is a vital part a student's total educational package.

The athletic program shall be planned so as to present a minimal amount of interference with the daily academic program.

The athletic program shall function so as to involve not only the participants, but also the student body and school community. The athletic program shall provide an opportunity for the loyalty of parents and friends of the school to be renewed, strengthened and united.

It shall be a goal to win the contest as well as to seek championships in the respective sports offered. This winning attitude encompasses both spiritual and physical victory. (I Cor. 9:24-27) "Do you know that in a race all the runners run, but only one gets the prize? Everyone who competes in the games goes into strict training. They do it to get a crown of laurel that will not last; but we do it to get a crown that will last forever. Therefore, I do not run like a man running aimlessly, I do not fight like a man shadow boxing. No, I beat my body and make it my slave so that after I have preached to others I myself will not be disqualified for the prize."

## **ATHLETIC ELIGIBILITY**

Whitefield Academy is a member of the Kentucky High School Athletic Association (KHSAA) and as such follows KHSAA guidelines for eligibility in local and state athletic tournaments.

A student's eligibility will be determined on a weekly basis. A student must be passing six classes in order to maintain athletic eligibility. A student must also maintain an academic grade point average of 2.0 to remain eligible. A student may become ineligible due to discipline problems determined by the school administration.

Students participating in athletics may not be permitted to represent the school while on academic probation and may not be captains of athletic teams.

## **High School Eligibility**

A student's eligibility will be based on the following guidelines set forth by the Kentucky High School Athletic Association and/or Whitefield Academy and must be followed.

1. Be enrolled as a full-time student at Whitefield Academy.
2. On the first day of school year, students must be at his/her proper grade level and on schedule to graduate.
3. Be passing in at least six classes and maintain a 2.0 GPA in order to be able to participate in athletics during a seven-day period. No special tests or recitations are to be given for the purpose of making the student eligible. Students may gain eligibility on a weekly basis.
4. No student who is enrolled or connected with any other school shall take part in any athletic contest. (Please note that home-schooled students are not eligible for 9<sup>th</sup> grade/ JV/Varsity level sports.)
5. All student athletes who are participating at the Varsity level shall be subject to the KHSAA guidelines.
6. A parent (or representative) is required to attend the Athletic Orientation.

### **Elementary & Middle School Eligibility**

1. Students must be enrolled as a full-time student at Whitefield Academy. Home-schooled students are eligible for athletic participation if they are enrolled through the Whitefield Academy Logos Program.
2. Be passing in at least six subjects in order to be able to participate in athletics during a seven-day period. No special tests or recitations are to be given for the purpose of making the student eligible. Students may gain eligibility on a weekly basis.
3. Maintain satisfactory marks in conduct (A or B).
4. Have a parent (or representative) attend their respective coaches meeting (Grades K-5).
5. Have a parent (or representative) attend the Athletic Orientation.

### **Athletics**

**All athletes, coaches and fans are expected to represent our school in a Christ-like manner.** The school is a member of the Kentucky High School Athletics Association (KHSAA). . The following sports are currently offered:

- Baseball (middle and high school boys)
- Basketball (elementary, middle and high school boys and girls)
- Cheerleading (elementary, middle and high school boys and girls)
- Cross Country (elementary, middle and high school boys and girls)
- Golf (high school boys and girls, middle may participate on high school team)
- Soccer (middle and high school boys and girls)
- Softball (middle and high school girls)
- Tennis (middle and high school boys and girls)
- Volleyball (elementary, middle and high school girls)
- Swimming (high school boys and girls, middle may participate on high school team)
- Track and Field (elementary and high school boys and girls; middle school students may participate on the high school team)
- Other sports, dependent upon student interest and available funding.

Practice sessions for the various teams will be set by the coaches, and will be approved by the Athletic Director. Students are expected to be at all practices, unless excused by the coach. Practices will be closed to visitors/spectators unless otherwise approved by the coach. Parents must sign a permission/release form before students may participate. All athletes must have a physical examination by a physician before practices begin in order to participate. There are strict rules for eligibility that exceed the KHSAA standard. Athletes will receive these rules in writing at the athletic orientation held each fall.

### **Varsity Athletic/Academic Lettering**

Students must complete the following in order to be eligible to receive a varsity athletic/academic letter:

1. The student must compete in 1/2 of the games and matches scheduled.
2. The student must complete the season in good standing.

## Varsity Athletic Policy

In accordance with KHSAA regulations and Whitefield Academy policy, a **VARSITY** athlete in any sport shall not be allowed to participate in the same sport on a church team, optimist team, all star team or any other team during that school sport season. It is permissible to participate out of season or during the summer but not during the same season.

**Transfer Students** - In accordance with Kentucky High School Athletic Association Bylaw 6, all students enrolling in grades 9-12 who have participated in Varsity sports at the school from which they are transferring, must contact the Athletic Director of the new school to request that a KHSAA Transfer Form be initiated to determine if he/she is eligible to participate in sports at their new school.

**Exchange Students** - Consideration for athletic eligibility will be given to exchange students who meet the Whitefield Academy academic criteria and the guidelines set forth by the KHSAA for an approved foreign exchange program.

### Transporting Athletes & Other Small Groups

Whitefield Academy requires that a Transportation Waiver form be signed by a parent and kept on file in the Athletic/School Office prior to the first game/activity of the season. The scheduling of school provided transportation is dependent upon the following factors: distance, availability of bus, number of students to be transported and costs. When transportation is not provided, parents are responsible for transporting their students to and from games/activities.

Parents assume responsibility for transporting their own children and the transporting of other children in their vehicle at their own risk. Parents may drive student athletes to games and practices if that parent has signed a "Parent Driver Form" and this form is on file with the Athletic Office. Students may not ride with other student drivers to any athletic event or practice departing from the Whitefield Academy campus.

### Athletic Handbook

For other specific information related to Whitefield Academy athletic programs, please refer to the Whitefield Academy Athletic Handbook which can be obtained through the Athletic Office or the school website.

## HEALTH GUIDELINES

### Medication

Medication will be dispensed through the Health Office only and approved by the School Health Coordinator. If a student needs medication of any kind, please complete the proper medication dispersal form and send medication in original prescription bottle. Medication will only be dispensed from the school clinic. Pain relievers such as Tylenol, Motrin, Advil, etc., will not be dispensed to students unless it is the student's own supply stored in the school clinic.

### Illness

If a student becomes ill at any time of the school day, he may obtain a Health Form admit pass from the teacher and report to the clinic to be evaluated by the School Health Coordinator. If a short rest, (no longer than 15 minutes) does not prove sufficient or symptoms worsen and the student cannot continue with the school day, parents will be contacted and arrangements will be made for the student to go home. If this procedure is not followed and the student leaves without checking out, the student will be issued a discipline referral and may be suspended. **STUDENTS WILL NOT BE PERMITTED TO WALK HOME.**

### Illness and Vomiting

If your child becomes ill at school with vomiting, the school policy is that you must keep that child home from onset until they are symptom free for 24 hours and strength and stamina have returned.

### Fever

If your child is sent home with a fever, they must remain home until they are fever free for 24 hours and energy and stamina have returned.

## **Communicable Childhood Diseases**

Upon having the following diseases, a child must have written consent from either a physician or the Health Department to return to school, or be subject to school office approval for re-admittance:

- |                   |              |
|-------------------|--------------|
| 1. Chicken Pox    | 6. Pinworms  |
| 2. Measles        | 7. Scabies   |
| 3. Mumps          | 8. Ringworm  |
| 4. Pneumonia      | 9. Impetigo  |
| 5. Whooping Cough | 10. Pink Eye |

## **Medical Emergency Procedure**

All parent(s)/guardian(s) complete information on a Student Medical Form which includes the name and phone number of the doctor to be notified, as well as the name, address, and phone number of the parents and an alternate person to be notified if the need should arise. It is the responsibility of the parent or guardian to communicate correct and up-to-date emergency medical information to the school administration. In case of serious illness or injury this information may be used before consultation with the family. Parents or guardians may be asked to come to pick up their child.

## **First Aid Procedures**

1. First aid treatment will be administered to stop bleeding, restore breathing or prevent shock or infection.
2. Parents will then be notified. If they can be consulted immediately, efforts will be made to find out which physician is to be secured or where the child should be taken. This information will be on file on the Student Medical Information Form for each student in case the parents cannot be reached.
3. A representative of the school faculty will stay with the child until the parent assumes responsibility.
4. Internal medication will be given only by or on the order of a physician.

## **Injuries Sustained At School**

Students who receive a minor or serious injury at school will immediately be referred to the teacher followed by the School Health Coordinator as needed. If the injury is such that it is deemed advisable for the student to go home, parents will be contacted. The School Health Coordinator will advise the front office of the injury and dismal. An accident report form will be kept on file.

## **CHILD ABUSE**

Whitefield Academy takes seriously any allegation of child abuse. The school is required by law to report any allegations or suspicions of child abuse to the state's Child Protective Services (CPS).

1. Teachers will document and report to the Administration any evidence of abuse or suspected abuse.
2. Child Protective Services will be called. Whitefield Academy is obligated to cooperate with recommendations or procedures offered by this government agency.
3. The staff is instructed to follow discipline policy to prevent child abuse in our classrooms.

## **TRAFFIC**

### **Arrival/Dismissal Traffic**

A Traffic Flow Map is available in the school office. Revisions to this map may be distributed through student packets or the mail.

### **Students Driving Cars to School**

Students driving to school must have a driver's form on file in the office. Reckless driving of any kind, driving a car at an unauthorized time, or any other inappropriate use of the driving privilege will result in

disciplinary action. Automobiles are 'off limits' during the school day, unless office permission is requested and granted.

Students are to park in student designated parking areas only.

Students parking their cars (personal property) on the school lot, do so at their own risk. Whitefield Academy cannot guarantee the security of anything left on the parking lot.

### **Speed Limit**

For the safety of students, families and faculty all cars on the Whitefield Academy/Highview Baptist campus are expected to adhere to a 15 mph speed limit.

## **BUILDING & FACILITIES**

### **Asbestos**

In July of 1999, Whitefield Academy and Church were inspected for the presence of asbestos by The Evergreen Group of Shepherdsville, Kentucky. This inspection revealed that there was no asbestos present in any of the samples taken. A copy of the resulting Management Plan and Survey Report is available in the school office. These reports are available for inspection during regular office hours.

### **Security**

Security at Whitefield Academy is a community-wide responsibility. Faculty, staff, administration, parents, and students will work together to create a safe learning environment. All constituents will strive to build a strong sense of community and will foster high of behavior. Procedures have been developed to address campus security, use of controlled substances and weapons, violent behaviors, and crisis management. Any individual that threatens school safety and related procedures may be separated from the school community.

### **Student Visitors**

Any student visitor must have prior approval from the office 24 hours before the visit is to take place. To receive approval students must present a written letter from a parent or guardian with explanation of the visit given. Once permission is granted a visitor must sign in at the office upon arrival and is expected to follow all guidelines pertaining to students while on campus. **Student visitors must be out-of-town guests or prospective Whitefield Academy students. All parents must check-in with the office before going to a room. All visitors will be given a visitor identification tag to wear while in the school building. Visitors must comply with school guidelines of dress, appearance and behavior to be permitted on campus.**

Whitefield Academy/Highview Baptist School graduates are welcome to visit the campus and are expected to sign in at the school office before going to any rooms in the building. They are also required to wear a visitor identification badge and are expected to comply with school guidelines of dress, appearance and behavior to be permitted on campus.

## **CRISIS MANAGEMENT**

Drill regulations are posted in each room. Drills held at regular intervals are an important safety precaution. It is essential when the signal is given, everyone obeys orders and follows directives quickly. The teacher in each classroom will be responsible to give instructions.

Fire: Building is evacuated and all persons accounted for using current drill procedures.

Severe Weather: Appropriate action taken when advised of a severe weather warning for our area.

Lockdown: Teachers close and lock doors; continue with class instruction.

Intruder: Warranted when there is an unknown individual inside the building. Teachers will close and lock doors, turn off lights, and move out of sight from any possible intruder.