

Waverly Hall Christian Academy



Parent and Student Handbook

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Waverly Hall Christian Academy does not discriminate by sex, race, national or ethnic origin in the administration of its educational policies, and other programs.

DOCTRINAL STATEMENT

We believe the Bible is the inspired, inerrant, and infallible Word of God. Therefore, it is our sole norm of faith and practice.

We believe that God is a Spirit, infinite, personal, eternal, and unchangeable in His being, wisdom, power, justice, grace, goodness, and truth.

We believe that Jesus Christ was conceived of the Holy Spirit, born of a virgin, lived a sinless life, and died on the cross to pay the penalty for our sins.

We believe that Jesus was physically resurrected to purchase a place in heaven for us which he offers as a free gift, providing the only way of salvation for all men.

We believe in the Trinity consisting of three persons—Father, Son, and Holy Spirit - in One God.

We believe that God created man in His own image and in a state of innocence, but that through temptation man willfully transgressed. As a result, all human beings are born with a sinful nature, and the wages of this sin is death.

We believe in the church, the body of Christ, whose mission is to preach the gospel to the entire world.

We believe that a true believer is secure in Christ forever and is called to live a holy life.

We believe that the ordinances of the church are believer's baptism by immersion and the Lord's Supper.

We believe that those who are believers shall be forever in the presence of God and those who have rejected Christ will be separated from God forever.

We believe in the personal, physical return of our Lord Jesus Christ, prior to the establishment of His Kingdom.

GUIDING VERSE

For the commandment is a lamp; and the law is light; and the reproofs of instruction are the way of life. Proverbs 6:23

HISTORY OF THE SCHOOL

The Bible commands that we are to train up a child in the way he should go (Proverbs 22:6). We believe that our children are the most precious gifts God has given to us. We must be faithful in their training because as the Word tells us, the days are evil (Ephesians 5:16), and we see constant reminders of how the influences of this world take our children in wrong directions.

On September 2, 1997, WHCA opened with twenty-six students in grades K-4 through the eighth. The school opened using the premises of a local church. A board of directors operates the school. The administrator, teachers and other staff of the school are employed by the board and are responsible to the board.

In October of 1997, 27 acres of land was donated to the school, and an additional 27 acres was

purchased. This remarkable gift has enabled us to expand our vision for the school greatly and will also open other opportunities for ministry.

In September of 1998, the Board of Directors voted to build a new facility. WHCA took possession of the building in January 2000. In 2001 an athletic field was graded that would allow us to play a variety of sports. In 2004, a classroom addition and a softball/baseball field were completed.

PURPOSE

Waverly Hall Christian Academy exists to “Instruct the mind, influence the Faith, and impact the culture for Christ.”

The purpose of this Christian school is to provide a quality education for our children as an extension of the Christian home. WHCA is not a school to reform or correct behaviors and attitudes that are wrong whether they are a result of problems in the home environment or a result of bad school and peer influences. **Attendance at this school is a privilege, not a right.**

We are committed to teaching the children entrusted to our care so that they will learn real love for God come to a full understanding and appreciation of what it means to live as Christians in America. We will teach about America’s Christian heritage and the qualities that have made her people great. A high priority will be given to having respect for those in authority, for obedience to the law, and for self-discipline.

The primary goal of WHCA is to bring every student to the knowledge of Jesus Christ as Savior through the consistent presentation of God through an academic framework. Subjects will be taught in a Christian framework, with attention given to building a Biblical worldview. It is our belief that a person cannot be prepared to be a success in life until he or she is prepared for eternity. Therefore, we believe that all the work at WHCA should be God-centered.

It is our desire to see that our families and students be active in attending a church that believes the Bible to be God's infallible Word.

PHILOSOPHY

The goal of Waverly Hall Christian Academy is to be thoroughly Christian in every aspect of its mission. It is not to just be a good school regarding academic achievement but a great school that produces graduates that are well rounded in all aspects. Beyond having high academic standards, we want to be a place which instills the highest standards of Christian character into our students; after all, a highly educated, highly intelligent person without any character or integrity is nothing more than a more effective tool for Satan to use in his kingdom. Since we are committed to helping students from a broad range of socio-economic backgrounds and intellectual capabilities, it is unreasonable for us to expect to be a school that produces only straight “A” students. What we will do is recognize the intrinsic value given by God to every individual He has entrusted to us and strive to use our resources to help that person achieve their fullest God-given potential. That means we must focus first and foremost on sharing the gospel of Jesus Christ with them. It is only when they are freed from the bondage of sin and their conformity to this world that they will be able to explore their greatest potential. Our first goal is to always share Christ with them, through the spoken word, through carefully teaching the Holy Scriptures and by leading exemplary lives before them, so that may have Christian examples to emulate and to pray for them continually.

For Academics, we understand God’s word teaches human responsibility in three areas: God, family, and government. God first created man and woman to rule over His creation as family units which are connected by a standard system for societal stability, which fosters fulfillment of their responsibility to God. God’s creating man and woman to rule over His creation requires knowledge

of God's creation. God created families to provide relationships for spiritual, mental, emotional, and physical stability. This stability requires knowledge of the purposes God has for men and women in the family, church, and society. While the family is the primary instructional unit, the school supplements that instruction. God has established human government to reward righteousness and punish evil. Learning first the principle of self-government, men and women are to be righteous, productive, participating citizens in our God-ordained democratic republic system of government. Revelation in these areas: creation, family and government form the basis of our educational philosophy. Our curriculum will seek to educate our students in these areas so that they can take their God-given places in the family, church, and society.

We will have high expectations of our students; we will believe in them and therefore expect them to do well. We must demand that they do the work and not settle for less than their best. We will not expect them to get it right the first time, but we will expect them to keep working until they get it right. By this, they will learn discipline and the value of hard work, how to solve problems and realize that they are only defeated if they give up and do not persist until they have succeeded. We will teach them that the most valuable things are not those things which can be bought, but those things which must not be sold or bartered for the porridge of this world. Our goal, in short, is to help our students to be good citizens of and live lives that glorify God and further His kingdom in this world.

OBJECTIVES

Our objective is to "Instruct the mind, influence the Faith, and impact the culture for Christ." We feel that we are here to educate the students academically and to educate them spiritually. Scripture tells us that if we gain the whole world but lose our souls, then we gain nothing. We desire to help disciple our students to be more Christ-like.

ADMISSIONS POLICIES

KINDERGARTEN

A K-5 program is offered for children who have reached their fifth birthday by **September 1st**. All admission requirements must be met as listed on the application form.

FIRST GRADE

The first-grade program is offered for children who have reached their sixth birthday by **September 1st**. All admission requirements must be met as listed on the application form.

GRADES TWO UPWARD

A student may be admitted to these grades by promotion from within WHCA or by transfer from another school, providing that all admission requirements have been met.

POLICY ON NON-DISCRIMINATION

Waverly Hall Christian Academy does not discriminate regarding sex, race, color, national or ethnic origin in the administration of its educational policies, financial aid programs, or other school-administered programs. We believe that all people are created in the image of God and that Jesus Christ died to redeem any who will believe; therefore, this school is open to any that fulfill the admission requirements, regardless of their station in life.

SELECTION OF STUDENTS

Students are selected for admission based on the following criteria (in addition to the meeting of all requirements listed on the application form):

1. First preference is given to returning students. There shall be a re-enrollment period (currently March). Enrolled students who do not re-enroll during this period are not guaranteed acceptance

for the following school year. No student has a right to re-enrollment. All applications to re-enrollment are approved at the sole discretion of the school's administration.

2. When applications exceed the number of available slots, the administration will give preference to those applicants who can demonstrate the greatest Christian commitment through activities such as church attendance, participation, and family relationships. Consideration will also be given to test scores and past academic achievement.
3. The administration reserves the right to make an exception to this selection policy; however, and an exception for one does not mean an exception for all.
4. WHCA seeks students and families who desire a thoroughly Christian education. In grades K5 through 6th, we desire that students come from Christian homes. In grades 7th and above, we will seek to enroll and re-enroll students who have a personal relationship with Christ and have demonstrated good character.

WITHDRAWAL POLICY

1. A student may be withdrawn for any reason with written notification to the school. Such notification must be given at least five days in advance of intended withdrawal. Since the school has to secure faculty and staff based on student enrollment, any student withdrawing from the school voluntarily or involuntarily will be responsible for at least three month's tuition for the current school year. If a student is withdrawn after the first school day of the month, all fees must be paid for that entire month. Exceptions may be granted with board approval in special circumstances such as moving, job loss, sickness, etc. Such request must be made in writing within ten working days after withdrawal.
2. The school has the right to ask for the withdrawal of a student, for any reason. If the school requests withdrawal, all fees remain due for services already provided, including the month in which the withdrawal is requested. However, a minimum of three months tuition will be assessed.

CURRICULUM

The basic curriculum is ABeka, Glencoe, Apologia, Bob Jones. All instruction in reading is based on the phonics method. The Bible is taught daily. The base curriculum at all levels is enhanced with learning materials from other sources.

The following grading scale is used in the entire school. Credits are issued in 8th-grade levels and above. Only eighth-grade credits that qualify as high school credits will be applied to high school transcripts.

<u>Numerical</u>	<u>Letter</u>	<u>GPA</u>	<u>Credit</u>
90-100	A	4	1
80-89	B	3	1
74-79	C	2	1
70-73	D	1	1
0-69	F	0	0

GRADE-PLACEMENT

A child who transfers in will not automatically be placed in the same grade. Progress through this school depends upon what has been learned (the student's level of achievement). Testing will be used to determine the appropriate grade level for each child. We expect that each child will be proficient at his/her grade level in all subjects before moving on to the next grade. WHCA will administer entrance exams to help evaluate each applicant.

ACCREDITATION

The school intends to maintain the highest academic standards. Waverly Hall Christian Academy is accredited by the Georgia Association of Christian Schools through GAPSAC (Georgia Private School Accreditation Council). GAPSAC is recognized by the Georgia Department of Education and the Georgia Board of Regents. More information can be obtained about GAPSAC by visiting their website at. <http://www.gapsac.org>

SCHOOL HOURS

The school day begins at 8:00 a.m. and ends at 3:00 p.m. Since no supervision is available, students are not to arrive at the school before 7:30 a.m. or to remain after 3:30 p.m.

ATTENDANCE REQUIREMENTS

The school will enforce the attendance requirements set forth by the WHCA board of directors. If thirty or more days are missed in one school year, then students may not be promoted to the next grade (K-8). Students must be present for at least four hours of the school day to be counted present for that day. A general rule is that students must sign in by 11:00 a.m. or sign out after 12:00 noon in order to be considered present for the day. Kindergarten through 8th grade students who miss more than twenty (20) unexcused days or thirty (30) days (unexcused and excused combined) of one class may not be given credit for that class. Students that miss more than thirty (30) days of school may not be promoted to the next grade level. Students in 9th-12th grades are allowed absences of up to, but not more than 10 days or 10 class periods per subject. Absences that surpass this amount are subject to failure of subject(s). I.e., if your child misses 10 math classes within a school year, they will not receive credit for the math class. It is at the administrator's discretion on the awarding of final credit for a course if a student has missed more than the allotted days. Parents can appeal decisions to the Board of Directors.

Absences shall be recorded as excused or unexcused. All absences are considered unexcused unless the parent furnishes a note. Parents requesting that an absence be excused shall provide a note. Illness, death in the family, or any other emergency situation will be considered as excused with a note from a parent. The administration will be the final authority concerning whether an absence will be recorded as excused.

If any student that has been assigned a caseworker through the Department of Family and Children Services is absent from school twenty-one (21) or more days in the school year, then that student must be reported to the Department of Family and Children's Services.

LUNCH

Currently, there is no hot lunch program. There are items available for purchase through the vending machines. Occasionally, the option to buy a lunch is made available through an outside vendor. There is limited refrigeration and heating equipment made available for student use.

GRADES

Grades are reported on a nine-week schedule. Parent conferences are scheduled at appropriate times to keep parents informed of students' progress. Parental involvement is an expected part of the program. Any student failing the core subjects at the end of a semester will be placed on academic probation. If the student fails the following semester, then he may be asked to withdraw from the school.

LIBRARY

Students must check out all library books before taking them home. Reference materials/Kindles/Ipads are not allowed to be checked out and taken home. Copies can be made only after the teacher or administration has given authorization. No student is allowed on the computer or the internet without proper supervision. Students are to always be quiet and respectful in the library at all times.

- A. Class/student visits – Elementary students in K4-12th grades will be scheduled to visit the school library bi-weekly. Students in 7th-12th grades may use the library during their study halls with faculty permission.
- B. Supervising teacher can check out books.
- C. Renewing books - Books may be renewed once for the same time period as the original loan.
- D. Overdue books – Students with an overdue book may not borrow any additional books until the overdue book is returned. Classroom teachers should have a tracking system for library books, so they know which students have overdue books.
- E. Lost/damaged books – Books that are not returned after six weeks will be considered lost. Parents will be billed for the replacement cost of lost books or books that are too damaged to be loaned to another student. Refunds will not be issued for books that were lost, and then found.
- F. Kindle/IPads – Electronic Devices that are lost or damaged must be replaced by the borrower. Parents will be billed for the replacement of the borrowed electronic device.
- G. Book donations – All book donations must be brought to the school office. Books should be appropriate for a Christian school library and in very good condition with no writing inside or out. Donated books will be reviewed by the administration before they are put into library circulation.
- H. Library volunteers – Parents of students in grades K4-6th grade are invited to assist teachers by helping students with selecting and checking out books during the weekly library times.

The following chart shows the maximum # of books and loan time periods for each grade level:

Grade Level	Maximum number of books that may on loan at once:	Maximum length of time books may be on loan:
K4-K5	2	1 week
1 st - 6 th	3	2 weeks
7 th -12 th	4	3 weeks

DISCIPLINE

A well-organized and well-disciplined school setting is a requirement for the achievement of real learning. Each student is expected to maintain a proper attitude and to complete assignments without being a disruption to others. Demerits are given for minor violations of rules, which may result in Saturday School or dismissal, depending on the number accumulated. Serious rule violations require parent intervention and assistance. These include lying, cheating, stealing, cursing and other forms of seriously unacceptable behavior. **If a student receives a total of 25 demerits in a semester, then he will serve a two-day suspension. If a student receives a total of 50 demerits within a school year, then he will be brought up for expulsion.**

We believe that corporal punishment (spanking) is both a Biblical and a parental task. No staff member or person entrusted with the care and education of the students at the school shall physically discipline a student. However, a student will be restrained if failure to do so would

jeopardize the safety of that child or other children.

Failure of the parent or legal guardian to cooperate in the correction and discipline of their child may result in the expulsion of their child. **Enrollment and attendance at this school is a privilege granted to those who are willing to support the school's rules and total program.**

Students enrolled in the academy are expected to maintain Christian standards of conduct at school as well as in the community. Our students represent the school in all they do and say, and they are expected to be good examples for others. Students are expected to refrain from swearing, smoking, gambling, drinking alcoholic beverages, using narcotics and any immoral and unbiblical activities. Students who violate the rules off-campus are subject to the same disciplinary measures as those that are committed on-campus. No student shall be admitted (or remain enrolled) if married, divorced, or involved in any immoral or unbiblical activities such as: pregnancy or having had a child (including abortion) or having fathered a child.

Enrollment and attendance at Waverly Hall Christian Academy are a privilege and not a right. A student who does not meet the conduct requirements will be disciplined with measures, which include demerits, Saturday School, suspension, and/or expulsion depending on the seriousness of the offense. Parents of a student who has been expelled may appeal to the Board of Directors by giving a letter to the administrator (such appeal must be made in writing within five days after being expelled).

The school maintains the right to search any student at any time, or to search a student's book bag, desk, locker, automobile, or any item brought on the school premises. If it is deemed necessary to search a student, such must be approved by the administration, and as a witness, a member of the same sex as the person being searched will be used.

Students are prohibited from carrying knives or weapons of any type. WHCA employs the *six-inch rule* when it comes to physical contact with other students, especially with members of the opposite sex. A copy of WHCA'S Substance Abuse, Drug Testing, and Sexual Harassment policy is available from the office.

If three demerits are given in one day or three demerits are accumulated within a week, then the student will be assigned one hour of Saturday School per three demerits. During Saturday School the student will be assigned detention work and be charged \$10.00 per hour of Saturday School to cover the cost of supervision. Failure to attend Saturday School will result in the student being assigned an additional Saturday School. **If the student fails to attend two consecutive Saturday schools, then the student will be suspended from school for one day.**

The following behaviors will automatically necessitate the attention and intervention of an administrator:

- a. **Disrespect** shown to any staff member, fellow student, visitor, or the property of the school or another person. A staff member will be the judge of whether or not the level of disrespect shown requires administrative attention.
- b. **Dishonesty** in any situation while at school, including gossiping, lying, cheating, and stealing.
- c. **Disobedience** – outright rebellion in response to instructions, assignments, or chronic disregard for school policies.
- d. **Fighting** – striking in anger with the intention to harm another student.

- e. **Using obscene language or the possession of obscene materials.**
- f. **Truancy** – intentional absence from a scheduled class without prior approval.
- g. **Bullying** – threatening the well-being of or consistently harassing any student.
- h. **Sexual Harassment/Misconduct** – inappropriate verbal or physical actions.
- i. **Serious Misconduct** – acts which endanger the lives of other students or staff members, gross violence, possession of a weapon or toxic substances, serious destruction or defacing of school property, violations of civil law, or any act in clear contradiction of scriptural commands.

MEDICAL POLICIES/ILLNESS

Students with a communicable disease may not attend school until they have been given clearance from a physician to return.

All medications must be brought to school in their original container with specific instructions for the number, amount, and times of dosages. A parent or legal guardian must sign a permission form. School personnel are not allowed to administer medication but will store it and when needed, give the container to the student so that they may dispense the medication themselves. This also includes any over-the-counter drugs.

As a parent of an enrolled student at Waverly Hall Christian Academy, you release consent to the administration of first aid and/or doctor's care, or any other form of medical treatment necessitated by illness or injury that may require the same. In the event of the necessity of such care or treatment, as heretofore described, the undersigned agrees to hold harmless and indemnify said academy, its directors, employees, and agents from any acts of malfeasance, and/or failure to act on the part of those chosen to administer medical care on behalf of the child.

Parents will be notified when a student becomes ill or injured and/or when it is determined that the student needs to go home. Because first aid facilities are limited, parents are asked to come promptly when notified. If someone other than a parent comes for the student, the parent should notify the school and see that the individual has identification. Please do not send your child to school if they have a fever, stomach problems or infectious diseases. For situation requiring immediate emergency care, the school will try to contact the parent first, but if the parent cannot be contacted, we will call 911.

SERIOUS INFECTIOUS DISEASE

This school will maintain a responsible position on matters of serious illness, which affects students, families, and the community. It is the policy of this school that accurate information will be maintained and provided about diseases such as AIDS and for HIV positive cases (including causes, effects, and prevention).

The board will deal with persons (employees or students) who are victims of serious infectious disease on a case-by-case basis with consideration of the best medical, legal, and professional advice available and while keeping all parties interests and safety in view. Students that have been diagnosed with an infectious disease must be cleared by a healthcare provider before being allowed to return to school.

Faculty and staff will receive information concerning the proper methods for handling body fluids to which they might be exposed.

SEVERE WEATHER DRILLS

Waverly Hall Christian Academy participates in severe weather drills at least twice per school year. Students are taught how to shelter as far away as possible from doors and windows.

FIRE

Waverly Hall Christian Academy participates in monthly fire drills for the purpose of testing alarms and practicing building evacuations procedures. Students are trained to follow teacher instructions and taught how to efficiently exit the building and report to a safe place.

LOCKDOWN DRILLS/INTRUDER

Waverly Hall Christian Academy participates in lockdown drills at least twice per school year. Students are taught how to react to a physical threat on campus shelter as far away as possible from doors and windows.

SAFETY

The outer doors of the school building are always locked. Entrance can only be gained by pressing the button on the call box and being escorted in. All classroom doors are locked during classes. See Section XX. VISITOR POLICY for further details. Employees and students will give daily consideration to safe living and practice. Fire and tornado drills, book bag searches and other emergency drills will be practiced and reviewed on a regular basis. School closings due to inclement weather shall be determined according to decisions made by the public education system of Harris County. If the county announces that schools will be closed due to weather conditions, then WHCA will also be closed.

Occasionally, photos will be taken of the students at WHCA for advertisement, our website, and Facebook. Please inform the school in writing if you do not want your child's photos to be used.

SCHOOL INSURANCE

The school provides each student with a secondary accident policy. This insurance is supplemental to any family plan that is in existence, and it will only cover accidents that take place during school hours or school-sponsored events. The school will accept no financial responsibility for accidental injuries occurring at school or while attending school functions as this is covered by the accident insurance policy.

FAMILY INFORMATION

Parents are asked to furnish the school with current names and telephone numbers of all persons permitted to care for their child(ren). Please update the names and phone numbers as changes are made so that the school may contact the appropriate person(s) when necessary. If there is an individual or individuals who are not allowed to pick up your child under any circumstances, it is your obligation to inform us of this in writing on an annual basis (or when changes occur). This notification should be written or typed in a legible manner, separate from the student application, notarized, and returned to the school office.

TELEPHONE USE / MUSIC

Cell phones are a privilege not a necessity; however due to recent attacks we understand the concerns of parents to have access to their child or children in the event of an emergency, but we also realize cell phones can become a distraction. As a result, cell phone use will be allowed in the event of an emergency and when permitted by those in authority. Students must obtain the permission from the teacher to use their cell phones. In the event phones are used without

authorization the first offense will be a warning, the second offense will be a demerit, and the third offense will result in turning the phone into the office every morning (the student or parent will be able to retrieve the phone at the end of the school day).

On occasion, students may be allowed to have their phones before, after and during school with the permission of the staff. However, since it is hard to regulate appropriate content, students that engage in inappropriate content at school or school functions will no longer be able to use their phone for a determined period of time or lose phone privileges indefinitely.

SOLICITATION

No student or staff member may solicit on campus for other organizations.

VISITOR POLICY

All visits must be pre-arranged with the office before coming to the school. All visitors are required to check in with the school's office. Visitors are escorted and only permitted in the areas approved by the administration. Parents are welcome to observe in the classrooms as long as they pre-arrange their visit and are not disruptive to classroom activities

DRESS CODE

The purpose of the uniforms is to promote modesty, simplify apparel purchase for parents, reduce negative peer pressure and have attire which is conducive to learning and success; therefore, we ask both parents and students to adopt a cooperative attitude in adhering not only to the letter, but also the spirit of our policies on dress. A school uniform teaches students to dress smartly and take pride in their appearance. Uniforms help students to prepare to dress for their careers when they leave school. Students are required to wear a uniform every day unless specific instructions are given. Uniforms may be purchased at local department stores.

CASUAL FRIDAY

Students may earn the privilege of participating in "Casual Friday." Attire for this day consists of a school T-shirt or school uniform shirt and blue jeans.

- Jeans must be a solid color blue and full length. They should be in good condition not ripped or distressed or form fitting.
- The school T-shirt must be clean, in good condition and size appropriate.

GENERAL APPEARANCE

- Boys' hair is to be worn off the collar, the eyebrows, and off the ears.
- Boys may not have facial hair.
- Girls' hair must be kept out of the eyes.
- Girls may wear only one earring in the lobe of each ear. No hoops larger than one inch are allowed. Boys are not allowed to wear earrings.
- Excessive makeup and jewelry are not allowed: only one ring, bracelet, or watch. Boys are not allowed to wear makeup.
- Boys' and girls' necklaces are to be worn under the shirt. Chokers are not allowed.
- No artificial or extremely contrasted hair coloring contrary to natural hair color is allowed.
- Good grooming will be expected, combed hair, no body odor, use deodorant, etc.
- No body piercing is allowed.
- No tattoos (temporary or permanent) are acceptable.
- All pants, shorts, shirts, and jumpers need to be hemmed with no frayed edges. Cutoffs

are not allowed.

UNIFORMS ALL STUDENTS

- All uniforms should be clean, in good repair and should not be form fitting.
- Undershirts may not have designs or lettering on them unless it is an official WHCA t-shirt.
- A belt must be worn with shorts or slacks.
- Sneakers may be worn daily.
- Shoes with heels over **one-inch** thick and/or open-toe shoes are not allowed.
- If your socks are visible, then they must be khaki, blue, brown, or white
- Socks are required to be worn with all types of shoes.
- Jackets, sweatshirts, and sweaters that are not official uniform should not have inappropriate slogans or images.
- Uniform shirts are required to be worn under jackets, hoodies, and sweatshirts.

BOYS' UNIFORM

- Navy (monogrammed preferred) shirts are to be worn with khaki slacks or cargo pants, or khaki knee-length shorts.
- Boys' shirts are required to be tucked inside the pants and be long enough to stay tucked in.

GIRLS' UNIFORM

- Navy (monogrammed preferred) shirts are to be worn with khaki slacks, khaki knee-length shorts, khaki capris pants, jumpers (K5-4th) or below-the-knee length khaki skirts, (girls).
- Girls uniform shirts are allowed to be untucked as long as they are girls' style shirts.
- White blouses, button downs or turtlenecks may be worn only under sweatshirts or sweaters.
- Girls may wear uniform jumpers (K5-4th grades) that are khaki, navy blue or blue/green plaid. White blouses or uniform shirts must be worn under jumper. Uniform dresses are not permitted.
- Dress shoes must be brown, black, or navy. Boots must be below the knee.
- Girls may wear opaque blue tights under dresses and skirts. Tights must wrap around the foot entirely. Yoga pants, leggings, jeggings, etc. are not allowed

OUT OF UNIFORM

- Personal attire should remain modest.
- No tight or form-fitting clothing should be worn.
- Boys' shirts need to be tucked inside the pants and should be long enough to stay tucked in.
- No midriff should be showing.
- Skirts and dresses must come below of the knees.
- Open-toe shoes and shoes with heels over one-inch thick are not allowed.
- No inappropriate slogans or pictures shall be permitted on any clothing.
- Jeans must be in good repair and not ripped to see skin.

The administration reserves the right to ask students to refrain from wearing items that have developed inappropriate meanings or are distracting in nature.

ENROLLMENT INFORMATION

APPLICATION FEE (*New students*)

The application fee is required of each new student before admission to the academy. It is a one-time fee of \$50.00. A fee of \$50.00 is required with the application. **(THE APPLICATION FEE IS NON-REFUNDABLE)**

TUITION

\$5,250.00	Kindergarten through twelfth grades full day program (8:00 a.m. – 3:00 p.m.)
\$5,900.00	Special needs student (To cover additional services provided.) (Monthly payments may be arranged)

SCHOLARSHIPS:

Additional scholarships may be available to help offset tuition. Please contact the office for more information.

SPECIAL NEEDS SCHOLARSHIPS:

WHCA has been approved to accept students seeking the Special Needs Scholarship (SB10) from the Georgia Department of Education. Please see the office for details.

MATRICULATION AND TECHNOLOGY FEE:

The matriculation fee of \$300.00 and a \$50.00 technology fee covers the cost of worktexts, a rental fee on hardbound books, a student accident policy (a supplemental policy to your current health insurance), and an associational fee paid on your behalf, and the cost of other instructional and technology related items. Fees are due between June 1st and July 1st, or at the time of acceptance. The fees are due annually. **(FEES ARE NON-REFUNDABLE)**

TUITION AND FEES

Tuition and fees may be paid monthly (10, 11 or 12 months). The 10-month plan starts on August 1st. The 11-month plan starts on July 1st. The 12-month plan starts on June 1st. A **\$20.00 late fee** will be added if not paid by the 10th of each month. A past due letter will be issued on the 20th stating that if the account is not paid by the end of the month, the student will be asked to withdraw. Accounts must be cleared before records will be released to other schools. Parents whose accounts have been continually in arrears during the current school year may have to furnish the school with ten checks by August 1st to re-enroll for the next school year. The checks will be automatically deposited the 1st of each month. Returned checks will be charged a \$20.00 fee. **Delinquent accounts may be turned over to a collection agency and then reported to a credit bureau as being delinquent.** Reports cards or student records will not be issued if accounts are past due. There will be a \$10.00 charge per transcript and account must be current. There will be a \$1.00 per minute late fee charged to parents that pick up their children 30 minutes after school dismissal.

TRANSPORTATION

Currently, no bus service is being offered.

SCHOOL ACCIDENT INSURANCE

School Accident Insurance is provided at no additional cost. This is a supplemental policy to your current insurance, and it is not intended to serve as a primary policy.

TRANSCRIPTS AND STUDENT RECORDS

All records including transcripts, diplomas, etc. are available through the school office. Alumni may retrieve their transcripts through <https://www.gafutures.org>

PARENT STUDENT ORIENTATION

All new students must have at least one adult representative present during orientation.

CLASS REQUIREMENTS

Any student failing a major subject for the semester will be placed on academic probation. If that student fails the next semester, then the student may be asked to withdraw.

ELEMENTARY (KINDERGARTEN THROUGH SIXTH)

(All the subjects may not be taught or might be modified for the appropriate grade level and state requirements.) Art, Bible, English, handwriting, foreign language, phonics, mathematics, music, physical education, reading, science, social studies, foreign language, spelling. If a student fails one of the following subjects (math, reading or English), then he/she may not be promoted.

JUNIOR AND SENIOR HIGH SCHOOL

Classes listed below are a suggested sequence and are interchangeable and may be modified for transferring students or due to school, local and state requirement changes.

7 th Grade	World history, English, science, math, Bible, study hall, foreign language, and PE/Health
8 th Grade	U.S. history/GA history, English, science, math, elective, PE/Health, foreign language or Latin I, and Bible

Ninth Grade	Credit	Tenth Grade	Credit
Bible	.5	Bible	.5
English/Literature	1	English/Literature	1
Computer/Technology	1	World History	1
Physical Science	1	Biology	1
Algebra I	1	Algebra II	1
PE/Health	1	Foreign Language	1
Foreign Language	1	Home Economics	1
Total	6.5	Total	6.5

Eleventh Grade	Credit	Twelfth Grade	Credit
Bible	.5	Bible	.5

American Literature	1	World Literature	1
United States History	1	Government/Economics	1
Biology II	1	Science Elective	1
Geometry	1	Pre-Calculus	1
Horticulture	1	Computers	1
Elective	1	Elective	1
Total	6.5	Total	6.5

Normal Graduation Credits 9(-12)	Credit		
Bible	2	Foreign Language	2
English/Literature	4	Health/PE	1
Science	4	History	3
Mathematics	4	Electives	6
		Total	26

COLLEGE DUAL ENROLLMENT

WHCA participates in a college dual-enrollment program. Students in ninth through twelfth grades are eligible to take a college course for high school and college credit. Additional qualifications must be met to participate. Please contact the office for more information.

GRADUATION REQUIREMENT

All graduates of WHCA will have to graduate with a minimum of 26 credits (Carnegie Units). Diplomas issued will be college preparatory. Additional diploma options are available for students requiring them. Each credit shall consist of 150 clock hours of instruction per year. All students graduating with a 3.2 cumulative GPA will graduate with honors. Valedictorians and salutatorians will be selected from students that have been attending WHCA for a minimum of two consecutive years. Valedictorians and salutatorians must have a minimum of a 3.5 GPA average. Character and other factors will be considered when choosing a valedictorian and salutatorian. All seniors are required to take either the SAT, ACT or Compass before their diplomas will be issued.

COLLEGE DUAL ENROLLMENT

WHCA participates in a college dual-enrollment program. A student in ninth through twelfth grades are eligible to take a college course for high school and college credit. Additional qualifications must be met to participate. Please contact the office for more information.

PARENT ACCEPTANCE

Waverly Hall Christian Academy is a Christian school for families who have a desire to provide an educational environment for their children where God, the Bible, and prayer are given their rightful place. Families are asked to pray daily for their school and to provide support for the staff and administration. If there is a difference in opinion or a problem, it is expected that parents will follow the Scriptural instruction in resolving the problem. That is, go directly to the source (teacher or administration) and discuss the problem. If that is unsuccessful, the parents may present in writing their opinion or question to the Board of Directors.

AGREEMENT AND DISPUTE RESOLUTION

The Bible states that it is displeasing to God for Christians to handle differences through courts of law (Matthew 18:15, I Corinthians 6). A condition of admission is that families agree that they will not utilize the courts to settle differences with the school. WHCA utilizes Biblical Dispute Resolution (BDR) to settle differences. By enrolling your child in WHCA, you agree to abide by

our BDR.

WHCA is committed to following the scriptural instructions for resolving disputes. Therefore, any claim, controversy or dispute arising from or relating to the policies and procedures of WHCA contained in and set forth in the WHCA Parent-Student Handbook, or the breach thereof, shall be settled by mediation and, if mediation is unsuccessful, by arbitration in accordance with CPR (Conflict Prevention and Resolution) Rules of Procedure for Dispute Resolution. These methods shall be the sole remedy for any controversy, claim or dispute arising out of or relating to said policies and procedures, and the parties expressly waive their right to file a lawsuit in any civil court for such controversy claim or dispute, except to enforce arbitration decision for the purpose policies and procedures, the parties agree to be bound by the Federal Arbitration Act (9 USC §§ 1-16). The terms of this paragraph shall continue to govern any dispute that may arise during or relating to the enrollment a student with WHCA, even after such enrollment might be terminated for any reason.

If anyone violates this trust and takes a matter to court, and the case is settled for the school, the suing parties become responsible for payment of all legal costs.

EMERGENCY EVACUATION PROCEDURE

In the event of an emergency, all students will be evacuated to Waverly Hall City Hall. Parents are to go to city hall and pick up their children or wait for further instructions. A staff member will be assigned as the Emergency Evacuation Coordinator at the City Hall.

INTERNET USAGE POLICY

Any student caught visiting inappropriate sites on the Internet at WHCA will be issued demerits, suspension, or depending on the severity, expulsion. A complete policy may be obtained from the office.

TRAFFIC SAFETY

All students are to be picked up and dropped off in front of the school. In the afternoons, cars are to park in the two inbound lanes to load up your children. Your help in this matter is critical, especially for the safety of other students. Please pull all the way down leaving a small gap between each car. Please do not pull out of line and leave before the traffic coordinator releases you. If the inbound lanes are already full, please do not use the outbound lane to cut around the traffic. Cutting across traffic is very dangerous, and the safety of our children is critical to all of us. Please wait in line until you can enter the parking lot. Maximum driveway speed is **10 MPH**.

Any parent wishing to come into the building must park in the parking lot, in order to maintain the flow of traffic.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

Waverly Hall Christian Academy has received an affidavit from the builder stating that no asbestos materials were used in the construction of the school building.

According to §763.99 *exclusions*, under the Asbestos Hazard Emergency Response Act (**AHERA**), all public and nonpublic schools must be inspected by a certified inspector or have an affidavit stating that no asbestos has been used in the construction of the school building. No asbestos material was used in building our school. **A copy of the affidavit is on file in the school's office and may be inspected by any employee, student or school parent who wishes to do so.**

ADOPTION OF HANDBOOK

The Board of Directors of Waverly Hall Christian Academy has approved this handbook, and the board reserves the right to amend or change it at any time. Since the handbook cannot address every situation that may arise, the Board of Directors reserves the right to make decisions that will best benefit the school.

Appendix A National Emergencies

National emergencies are determined by severe weather, civil unrest, disease outbreaks, terrorist attacks and any other life-threatening issues that might be determined as a National Emergency.

Due to COVID 19 we have decided to implement the following safety measures to protect our children, parents, and staff.

1. Temperature checks
2. Sanitization (hand washing/sterilization)
3. Social distancing

We are committed to maintaining safety. We realize that while there is a lot of information, there is also misinformation as well. We are using expert recommendations provided by the Center for Disease Control (CDC) and other health organizations as our guideline. We are aware that as parents/guardians you may have your own viewpoints concerning the safety of your child/children and that is well within your rights. Any additional measures you may deem necessary within reason will be considered. Following the guidelines ensures we are doing the right thing according to legislation. We are here to assist you as well as to hear your concerns and we value your opinion.

Face masks: One main issue we must address is the wearing of the face mask. It is proven that they can be both helpful and a hindrance. It is believed that if mask time is monitored and social distancing is actively maintained, the concerns over the use of masks as a Covid-19 safety measure can be effectively managed. Wearing a mask too long is not healthy. Wearing a dirty or worn mask, touching the mask continually is also unhealthy as all of these could lead to other health issues. However, mask time can be reduced by staggering movement and maintaining distance.

There is no absolute correct measure because people have different opinions about wearing mask and everyone has the right to make their own decision. If you want your child to wear a face mask you are well within your rights to have them wear one while at school. Our teachers may or may not wear a mask according to their concerns for their health.