

# 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

## **POLICY ON MARRIAGE, GENDER AND SEXUALITY**

The Board of Waverly Hall Christian Academy looks only to Scripture as our authority on the issues of marriage, gender and sexuality. The term “marriage” has only one meaning: a covenant between one man and one woman, in a single exclusive union, by which their status changes from two individuals to one flesh as God joins them together (Genesis 2:15-25). This covenant creates a new family such that their lifelong primary human loyalty is now to one another before anyone else. It is an earthly covenant between one man and one woman that God created and sanctioned to represent the unbreakable heavenly covenant between Christ and His Church, therefore intended not to be broken by anything but death (Ephesians 5:21-33). From Genesis to Revelation, the authority of Scripture witnesses to the nature of biblical marriage as uniquely bound to the complementarity of man and woman (1 Corinthians 7:2-5). The Lord Jesus Himself said that marriage was created by God from the beginning, so no human institution has the authority to redefine marriage (Matthew 19:3-12).

Scripture teaches that personhood begins in the womb (Psalm 139:13-16). We also believe that He creates gender in the womb (Genesis 1:26-17). At the point of birth, God has wonderfully and immutably created each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one’s biological gender is a rejection of the image of God within that person.

God created sex as a gift to be enjoyed within the covenant of marriage (Hebrews 13:4). We believe that God intends sexual expression to occur only between a man and a woman who are married to each other (Matthew 5:27-32). We believe that God has commanded that no intimate sexual activity be engaged in outside of this marriage covenant (Romans 1:21-28; 1 Timothy 1:10). We, the Board of Waverly Hall Christian Academy, believe that the exercise of sexual expression outside the biblical definition of marriage in any manner is contradictory to God’s design for sexuality and marriage (1 Corinthians 6:9-11).

The Board and employees and volunteers of Waverly Hall Christian Academy covenant with one another to adhere to this policy. Likewise, it is the preference and intent that all Waverly Hall Christian Academy implement this policy within the organization insofar as it is applicable within the confines of codes, laws, and regulations of the corporation. The Board of West Georgia Christian Ministries is the final interpreter of this statement and implementation of it.

## **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 they may have Christian examples to emulate and to pray for them continually.

### **EDUCATIONAL PHILOSOPHY**

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-ordain 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, 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.

## **STUDENT HEALTH RECORDS**

**According to Georgia code, all students attending Waverly Hall Christian Academy must have on record with the school office, either a current immunization record (GA Form 3231) or a religious exemption statement.**

1. Children entering kindergarten or students entering school in Georgia for the first time must have on file a Certificate of Ear, Eye, and Dental Examination (GA Form 3300). Forms may be obtained from the family doctor and dentist or from the school office. This form has to be submitted only once and does not need to be renewed every year.

2. Parents electing to refrain from immunizing their child must complete a vaccine exemption form (GA DPH Religious Exemption Form) and file it with the school office. These forms are available at the school office. Please note, they must be signed and notarized.
3. Children entering kindergarten or students entering school in Georgia for the first time must have on file at WHCA Certificate of Vision, Hearing, Dental and Nutrition Screening (GA Form 3300). This form has to be submitted only once and does not need to be renewed every year. This form should be on file at WHCA regardless of grade level.

### **REQUIRED STUDENT FORMS**

1. Photo Release Form
2. Uniform Acceptance Policy
3. Internet Policy Form
4. Medical Form
5. Signed Enrollment Application
6. Before the school will issue any medication to a student, the school must have written permission on file or a verbal authorization from a parent or guardian. In order to facilitate the general dispensing of non-prescription medicine (e.g. Tylenol, Advil, Tums, etc.), parents will be asked at the beginning of each academic year to complete a *Student Information Form* with a section granting permission for the administration of non-prescription medications. This form grants a year's general permission to the school to issue non-prescription medicines to their student(s). This form will be kept in the school office.

All medications (prescription or non-prescription) must be provided by the parent.

A record of the receipt of medications will be kept in the school office. Parents will receive a written or phone communication whenever an elementary student receives medication. NO prescription medications will be dispensed by school personnel without written or verbal parental permission each time. Prescription medications must be kept in the school office, unless the medication is an Epi-pen or prescription inhaler for asthma.

7. Other forms for student health records that must be submitted upon enrollment to the school office are:
  - a. Health History: Describes the basic health/illness history of each student.
  - b. **Emergency Contact Form:** Lists emergency contact names and phone numbers.

These forms are part of the school application. Should any information on these two forms change during the course of an academic year, the administration should be notified.

### **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.
3. Academic records for a student who has withdrawn will be released once all curriculum materials and library books are accounted for, final grades are recorded, and the student account is settled by the parents and the headmaster.

### **CHAPEL**

Chapels are held in the commons every other Wednesday morning.

Students in grades K5 - 12 are required to bring their Bibles to chapel. Chapels include singing and a message and may include special music, guest speakers and special presentations.



Formal Bible class is held all other days of the week

## **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 8<sup>th</sup>-grade levels and above. Only eighth-grade credits that qualify as high school credits will be applied to high school transcripts.

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

## **GRADE WEIGHTING (K5 through Twelfth)**

Homework/Daily	30%
Quizzes	30%
Test	40%

## **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 may 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 may administer entrance exams to help evaluate each applicant.

## **PROMOTION/RETENTION**

Students meeting the minimum levels of academic performance during the school year, and working on grade level, will be promoted to the next grade level at the end of a given academic year.

Students with poor academic performance, excessive absences, or behavioral immaturity may be recommended to repeat the same grade level.

Students in grades 1-8 whose yearly average indicates a failing grade in any one of the following subjects will retain his current grade level: language arts (English), mathematics, or reading. The student will not be promoted to the next grade level for the following school year and must repeat his current grade level. Students whose yearly average indicates a failing grade in any two subjects will not be promoted to the next grade level for the following school year.

Candidates for retention will be determined by the end of the third grading quartering in grades 1-8. Parents will be contacted by an administrator regarding the possibility of repeating a grade or subject as soon identified.

Students in grades 9-12 must complete and pass all subjects required for high school graduation.

Any subject failed must be retaken and passed before that student will receive a high school diploma. It will be the responsibility of the student and his parents to seek and obtain make-up classes for any subjects failed. All make-up courses of study must be approved by the headmaster of Waverly Hall Christian Academy before credit will be granted. In grades 9 – 12 students at risk of failing will be identified and parents will be contacted for a conference as soon as a concern arises.

Parents and teachers will work together to make a list of strategies to attempt to correct the situation.

Documented contact with the parent and student will state the progress and results of attempted strategies. Conferences will be ongoing to allow parents, student, and teacher to determine best possible solution/course for the student.

## **REPORT CARDS/GRADES**

Grades are always available via MySchoolWorx to parents and students. Teachers update grades in the software a minimum of once per week. Printed quarterly grade reports are sent home at the end

of each grading quarter. Teachers will notify parents before the end of the grading period if a student is in danger of receiving a failing grade for the quarter or the semester. Final grade reports will be mailed in early June of each year. Report cards should be signed or returned to school. 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.

### **STANDARDIZED TESTING**

Students in K5 through 12<sup>th</sup> grades will take Iowa Test of Basic Skills (ITBS) Assessment and Cognitive Abilities Test CogAT each spring. The standardized test are administered by the faculty during a one week period. A copy of the test report is mailed to parents during the summer. One copy is kept in each student's file.

### **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 SCHEDULE**

7:30 - 8:00	Arrival
8:05 - 8:35	Bible Class
8:40 - 9:35	2 <sup>nd</sup> Hour
9:40 - 10:35	3 <sup>rd</sup> Hour
10:40 - 11:35	4 <sup>th</sup> Hour
11:35 - 12:00	5 <sup>th</sup> Hour
12:05 - 1:00	6 <sup>th</sup> Hour
1:05 - 2:00	7 <sup>th</sup> Hour
2:05 - 3:00	8 <sup>th</sup> Hour
3:00 - 3:15	Student Departure

### **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 3:15 p.m.

Holiday Hours – The school office is closed during scheduled “No School Days”

Summer Hours – Monday 9:00 am to 2:00 pm

### **Attendance**

In accordance with the Georgia Compulsory School Attendance Law, our school has implemented policies to ensure that **K5 through High School students** attend school regularly. Parents are legally responsible for sending their children to school. Each day that students are absent from school, they miss hours of valuable instruction and opportunities for learning that they will not have again. Students must be present for at least four class hours of the school day to be considered “present.”

When it becomes necessary for a student to miss school because of a professional appointment, illness, injury, or death of a family member a written excuse either from the parent or a medical professional is needed on the day of the student's return to school.

Please do everything possible to keep the school day uninterrupted by scheduling medical appointments during the after-school hours unless of course they cannot be scheduled during that time. The written excuse should include the date of the absence, a specific reason, and signature from the parent or professional who had the student in their care. If a student fails to bring a valid

written excuse to school within three days of the absence, his or her absence will remain unexcused.

A parent/guardian may provide up to 5 handwritten notes in grades 8<sup>th</sup>- 12<sup>th</sup> and 10 for grades K – 7<sup>th</sup>; however, for any subsequent absences related to an illness to be excused, it must be supported by a note from a medical, mental health, or legal professional.

Absences are deemed excused (lawful) when a student must miss school due to:

- An illness that could endanger his/her health or the health of others.
- The severe illness or death of an immediate family member.
- An immediate family member's military deployment, court appearance, wedding, or birth.
- An In-school or Out-of-school Suspension that has been assigned by the Administrator.
- Any other extreme hardship or scheduling dilemma that the Administrator has deemed acceptable.

Please be aware that according to Georgia's Compulsory Attendance Law 20-2-690 a child ages 6-16 years is considered truant when there are more than 5 unexcused (unlawful) absences during the school calendar year. After five unexcused absences, the state requires the school to formally intervene by meeting with the parents to communicate the severity of the attendance issues and truancy consequences that may follow. Some legal penalties and consequences for truancy include referral of parents/legal guardians to the Harris County and/or State Courts for consideration of prosecution.

Our school is required to report student attendance data to the Georgia Department of Education. We are held to that standard. The GaDOE says, "Students are considered to be in attendance when participating in active instruction and/or educational services from a school." The Administrator will work together with teachers, the WHCA Advisory Committee, and families to determine which appropriate learning path is to be decided for each student based on their individual needs. Waverly Hall Christian Academy will do its best to reasonably accommodate a family's needs, however that may not always be possible due to personnel, budget, time, and space limitations.

Certain unexcused educational absences may be permitted without make-up work penalty, provided arrangements are made with the school administration prior to the absence.

If a student accumulates 3 unexcused tardies to school, three unexcused check-outs, or any combination of the two, this will constitute one unexcused absence for truancy purposes only.

If a student has more than 10 school days of unexcused absences (cumulative) in any semester, the school will submit a Certificate of Non-Compliance to the Department of Motor Vehicles and the student's license will be revoked by the DMV.

## **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 7<sup>th</sup> 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 8<sup>th</sup>- 12<sup>th</sup> 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.

## **Early Dismissal Policy**

When it becomes necessary for a student to be dismissed early from school, plans will need to be made in advance with the teacher to make up any work that will be missed. We respectfully ask that you please come prior to 2:30 if an early dismissal is necessary. The carline and end of school procedures get complicated after that time. A parent or legal guardian must sign his/her child out in our office and give a reason for the early dismissal. If someone other than the parent or legal guardian is to pick up a student, the parent must send a hand-written permission with the date and name of who will be picked up by whom. They should be prepared to show their ID. This procedure is in place for the protection of your child.

Just as students are expected to be on time for school, they are also expected to remain at school. An early dismissal is considered excused when the school is given a written note from the professional who had the student under their care or if the student had to leave school.

## **Tardiness**

Please help your child be on time. Being punctual with time or work is a demonstration of good character and citizenship. When a student is tardy, they miss valuable minutes for organization and opportunities for learning that they will not have again. A student needs to unpack, put their belongings away, and prepare for their day before morning announcements and instruction begins. This time is critical to having an orderly and prepared start to the day. School-wide announcements/devotions/prayer begins promptly at 8:05.

Any student arriving after 8:00 A.M. will need to be walked up to the door by a parent to be admitted into the lobby area. The parent must sign the student in at the front desk in order for the student to be admitted to class for the day.

For students in K -12, a tardy is considered unexcused unless we are given a written excuse from the professional who had the student under their care. Any student who has more than five unexcused tardies for the year will not be eligible for a perfect attendance award at the end of the year.

## **Make Up Work**

Following an excused absence, students will be given the number of days absent to make up missed work. All work from unexcused absences will not be given extra time to be completed. Upper School students who miss part of the day due to late arrivals or early dismissals have the responsibility to get the assignments from the teacher(s) whose class they missed. Parents of elementary school students would contact the teacher regarding missed assignments on the student's behalf. Those assignments are expected to be turned in when they are due. When families know students will be missing class, it is their responsibility to communicate with the teacher a day or two ahead of time and turn in the work PRIOR to their absence. Teachers do not have to allow a student to make up work from an unexcused absence.

Quizzes or tests to be made up should be arranged with the teacher for before, after school, or during specific assigned times or lunchtime. Students must be prepared to complete those assessments within one or two days upon their return to school. If a quiz, test, or project is pre-determined on the schedule, students should be prepared to take them even if they are absent the day(s) leading up to the assessment unless specific arrangements are made with the teacher prior

to the assessment.

## **AFTER SCHOOL CARE**

**Policy:** The After School Care program at WHCA is a service provided for our students in K5-6<sup>th</sup> grades who are unable to be picked up immediately when dismissed from school.

**Hours:** Afternoon Hours: 3:00 - 6:00 p.m. Monday through Friday on normal operating school days.

**Rates:** The rate is \$4.00 per hour for ANY PART of an hour per child. Please be aware that if your child stays in After School Care for any part of an hour you will be billed for that entire hour. Students who are not picked up by 6:00 pm will be billed a LATE FEE of \$5.00 *per child* for EVERY PART OF 15 MINUTE INTERVALS.

**Billing & Payment:** Your WHCA account will be billed weekly for the charges incurred during the previous week. These fees are due to be paid on the 1st of each week and must be paid on or before the following Monday in order to avoid a late fee.

### **Behavior Rules:**

1. No yelling/screaming inside the After School Care area.
2. No throwing or swinging of ANY objects inside the building.
3. No leaning back in chairs, standing on chairs or tables.
4. No disrespect or talking back to those in authority.
5. No name-calling or unkind words to or about other students.
6. No hitting, kicking, fighting or using improper language.
7. Each child will clean up his or her area after snack time.

*Remember that it is a privilege to use the After Care program at WHCA. This service may be terminated for any student who fails to abide by the regulations or disrespects authority.*

### **PROCEDURES**

**After Care** will begin at 3:00 pm for K5 - 6<sup>th</sup> grades. Students who have not left the school premises **MUST** go to the After Care area by this designated time. They will be admitted into After Care and are under the supervision of those in authority until they are picked up. Students may not remain on school property, including around the buildings, on the grounds, or in the parking lots without supervision. Unattended students will be charged for After Care if they are anywhere on school property without proper supervision. Students are not allowed to leave the After Care area without supervision.

**There will be HOMEWORK TIME during After Care for all grades.**

There will also be a **SNACK TIME** at the beginning of After Care when students may purchase something to eat from the vending machines or eat a snack from home. You will be able to pick up your child from school by ringing the bell at the entrance. The school is always locked. Only those authorized will be permitted entry to the school. Students **MUST** be signed out by a parent or **\*another authorized adult**. They will not be allowed to sign themselves out, and neither will an older, school-aged sibling be allowed to do this.

**In Conclusion:** Students who are enrolled in After Care should come to school in the mornings knowing their plans about returning home. If an unforeseen circumstance arises, please call the school office at 706.582.2228 before 2:00 p.m. to allow enough time for a message to be delivered to your child. Notification of day-to-day changes in your pickup arrangements may be made by sending a note or by calling the school office. Any permanent changes should be made in writing and sent to the office for our records.

**\*Another Authorized Adult:** *On the After Care permission form, you will find several spaces to write the names and phone numbers of those who you authorize to pick up your child. If an adult who is not on this list comes to pick up your child and no prior authorization in the form of a note or phone call to our office has been received from you, your child will not be permitted to leave with this individual.*

## **“Sexting” Policy**

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

## **Policy on Physical Privacy Regarding Gender**

### **Purpose**

In light of Waverly Hall Christian Academy’s statement of faith, included in the Student Handbook, and in recognition of personal physical privacy rights and the need to ensure individual safety and maintain school discipline, this policy is enacted to advise members of the WHCA community of their duties with regard to use of restrooms, locker rooms, showers, and any other WHCA facilities where individuals may be undressed in the presence of others.

### **Definitions**

*Sex (Gender)* means the biological condition of being male or female as determined at birth.

*Member of the WHCA community* means any Waverly Hall Christian Academy employee, volunteer, student, parent, or visitor.

*Sincerely Held Religious Belief on Sexuality*

Waverly Hall Christian Academy’s sincerely held religious belief is that God wonderfully and immutably creates each person as either male or female, and that these two distinct, complementary sexes together reflect the image and nature of God (Genesis 1:26–27). Rejection of one’s sex is a rejection of the image of God within that person, and rejection of His design for you.

### **Policy**

Notwithstanding any other policy, Waverly Hall Christian Academy restrooms, dressing rooms, locker rooms, and showers designated for one sex shall only be used by members of that sex.

In any other Waverly Hall Christian Academy facilities or settings where members of the Waverly Hall Christian Academy community may be undressed in the presence of others (e.g., changing costumes during school theatrical productions), Waverly Hall Christian Academy shall provide separate, private areas designated for use by members of the Waverly Hall Christian Academy community based on their sex.

Waverly Hall Christian Academy recognizes there may be instances where members of the Waverly Hall Christian Academy community experience disparity or confusion between their sex and their feelings about their sex. This disparity can motivate them to behave in ways contrary to God’s Word and His plan for their lives. Waverly Hall Christian Academy encourages members of the Waverly Hall Christian Academy community who are struggling with their sexual identity to seek help from their pastor and other trained professionals who might best assist them in clarifying and defining their sexual identity in accordance with God’s Word and Waverly Hall Christian Academy’s statement of faith.

Waverly Hall Christian Academy will at all times interact with members of the Waverly Hall Christian Academy community according to their sex. A member of the school community who wishes to express a gender other than his or her sex is understood to be rejecting the truth and the image of God within that person. Biblical Christianity requires the body of Christ to compassionately dwell in the truth and assist those we love in doing the same (Ephesians 4:15).

A member of the Waverly Hall Christian Academy community who openly and unrepentantly behaves in a manner which rejects their sex, or behaves in such a manner, either in or out of school, is rejecting the image of God within that person. This behavior dishonors the Holy Trinity and the Word of God. Such behavior constitutes a person’s failure to adhere to his/her commitment to abide by the behavioral standards established by Waverly Hall Christian Academy which is cause for

terminating his/her privilege of membership in the Waverly Hall Christian Academy community. To preserve the function and integrity of Waverly Hall Christian Academy and to provide a biblical role model to members of the Waverly Hall Christian Academy community and the community-at-large, it is imperative that all members of the Waverly Hall Christian Academy community agree to and abide by this policy.

**Posting**

Copies of this policy shall be provided to all Waverly Hall Christian Academy employees, volunteers, students, and parents.

**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 K4-6<sup>th</sup> grades will be scheduled to visit the school library bi-weekly. Students in 7<sup>th</sup>-12<sup>th</sup> 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/iPad – 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 K4-6<sup>th</sup> 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 <sup>st</sup> - 6 <sup>th</sup>	3	2 weeks
7 <sup>th</sup> -12 <sup>th</sup>	4	3 weeks

**LUNCH**

Currently, there is not a hot lunch program. However, twice a month lunches are either made available for purchase through an outside vendor or prepared by volunteers in our cafeteria. There also are items available for purchase through the vending machines. There is ample refrigeration and heating equipment made available for student use.

**FIELD TRIPS**

Field trips are an important academic supplement to the regular classroom curriculum. Teachers will plan field trips during the school year, including trips that are community service projects. Field trips will typically be scheduled for no more than once per quarter. Elementary parents will be kept

informed of K4-6<sup>th</sup> grade class field trips through the bi-weekly newsletter.

If parents do not wish for a child to participate in a particular field trip, they should notify the classroom teacher or field trip coordinator in writing by the permission slip due date. Parents are responsible for the care of their children if they choose not to participate in a field trip. The teacher may give an assignment to a student in place of attendance at a field trip. (Students are expected to attend class field trips but are not required to do so.) Students who do not report to school on a day that a field trip is scheduled will be given an unexcused absence. Enrolled students who wish to attend the class trip of a sibling must receive permission from the administration.

Transportation for field trips will be by parent vehicles.

Every student will receive a field trip permission slip. This will include details about the trip such as admission costs, dress code, and lunch and transportation plans. Parents should sign and return the response form with payment by the due date. Checks should be made payable to Waverly Hall Christian Academy unless otherwise requested. If a student is absent on the day of the field trip, parents may contact the office about availability of a possible refund.

Students and chaperones must attend the entire field trip and should avoid arriving late, leaving early, or driving separately from the rest of the group.

### **SCHOOL PICTURES –**

Individual student photographs are taken in the fall of the year and will be made available for parent purchase. These photographs are used in the annual yearbook. Class pictures, and a second photo session for new students or students who were absent for the first session, are scheduled in the winter. Students are to dress in chapel uniform for school pictures.

### **YEARBOOKS**

Yearbook productions is completed by our graphic arts class. Students in grades 9 – 12 are chosen to place in the class. The graphic arts class is responsible to not only take pictures but also to collect pictures from staff and other students for the yearbook. The graphic arts class designs the pages of the yearbook and will complete the yearbook following the graduation of the senior class. Treering is the design software used and upon completion emails are sent out to all parents and students for purchase of the new yearbook.

### **CLASS RING**

Any junior or senior may order a class ring. Class rings may be purchased through any Walmart location. Walmart has the design set for Waverly Hall Christian Academy.

### **NEWSLETTER**

The Waverly Hall Christian Academy Newsletter is printed on a bi-weekly schedule and sent home with students on Friday.

### **EXTRA-CURRICULAR**

Extra-curricular activities are for students in all grades. The student council meets to plan and coordinate the school socials, Annual Fall Cookout, Thanksgiving Celebration, Christmas and Resurrection Program, etc. Students participating in these activities must adhere to WHCA rules of behavior, dress, and authority. The administration must approve all extra-curricular school-sponsored activities.

A student who is absent from school may not participate in extra-curricular activities for that day.

### **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.

## **ISS/OSS**

- a. ISS (In School Suspension) – students who are given school suspension will still be responsible for their daily schoolwork. The students will receive half-credit for any work completed in ISS. The highest grade that a student can receive is 50%.
- b. OSS (Out of School Suspension) – students who are given out of school suspension will be responsible for their daily work for the days that they are out of school. The students will receive zeros for any missed work while in OSS.

## **PROHIBITED ITEMS AND SUBSTANCES**

**The Waverly Hall Christian Academy campus is a smoke-, alcohol- and drug-free campus. Alcohol, tobacco, and illegal drug use are prohibited on school grounds or in school buildings at all times.**

Students should not be in possession of any firearms, weapons, explosives, illegal drugs or other mind-altering substances, marijuana, alcoholic beverages, "look-alike" substances inhalants, prescription drugs or "over the counter" medications (except as noted below), and equipment, paraphernalia or literature related to illegal drug or substance use.

Student may maintain on school premises prescription medication and "over the counter" medications provided:

1. They are locked in the school medicine cabinet upon arrival to school.
2. The medication has been prescribed by a licensed doctor for the person in possession of the medication.
3. The medications are kept in their original container, bearing the name of the student (patient), date, name of medication and direction for its use.

## **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. Students should be fever free for 24 hours before returning to school. For situations 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/Instagram. Please inform the school in writing if you do not want your child's photos to be used.

### **SCHOOL DISMISSAL/INCLEMENT WEATHER**

In the event of an on-campus emergency at Waverly Hall Christian Academy during school hours, parents will be notified by school personnel regarding early release or closure. WHCA has an emergency plan which includes step-by-step procedures for securing the safety of students and contacting parents with pertinent information. Please do not attempt to call the school's main number or the cell phone numbers of students, teachers, or the administration as these numbers may be needed in the event of an emergency.

During inclement weather, WHCA families will follow local county school systems closure and release plan. Parents will be notified through MySchoolWorx, text message, and may check the school's website which will have a running ribbon for school closure. **If, however, a delayed opening of school occurs for the local county school systems please check with WHCA in this event we may be open to all who can safely make it to the school.**

**PLEASE NOTE:** If the school is open and you are unable to attend due to inclement weather, please contact the school by phone as early as possible.

## **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 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. No student shall be allowed to take and or post videos/ pictures of other students, teachers, or volunteers at school or school sponsored events.

## **LOCKERS**

All students will be assigned a hall locker annually. Student lockers must be kept straightened so that textbooks may be kept in reasonable order. Students may not put writing, stickers, open food or drink containers, or trash in school lockers. Students may not exchange lockers or use a locker that is not assigned to them. Only properly packed lunch boxes may be stored in lockers. Students are not permitted to open another student's locker. Opening and taking something from a locker without specific permission from the owner will be considered stealing; however, lockers are the property of the school and may be opened by a teacher or administrator for inspection at any time deemed necessary.

## **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.

## **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 (K5-4<sup>th</sup>) 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 (K5-4<sup>th</sup> 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 shown.
- Skirts and dresses must come below 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**

<b>\$5,250.00</b>	Kindergarten through twelfth grades full day program (8:00 a.m. – 3:00 p.m.)
<b>\$6100.00</b>	Special needs student (To cover additional services provided.) (Monthly payments may be arranged)

## **RE-ENROLLMENT**

Re-enrollment forms will be issued to students in good standing in April. The re-enrollment period ends in May. Families must return the re-enrollment form to hold placement for a child for the next academic year.

## **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:**

The matriculation fee of \$350.00 fee covers the cost of worktexts, a rental fee on textbooks, 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)** Students will be charged for replacements/ repair costs due to loss or abuse of school materials or property per GA. Comp. rules and regulation 160-5-1-.12 The charge is based on the current replacement cost of the damaged school material.

## **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 for by the end of the month, the student will be asked to withdraw. Accounts must be cleared before records are 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 on 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 the 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.

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

<b>Ninth Grade</b>	<b>Credit</b>	<b>Tenth Grade</b>	<b>Credit</b>
Bible	.5	Bible	.5
English/Literature	1	English/Literature	1
Cultural Geography	1	World History	1
Earth or Physical Science	1	Biology	1
Algebra I	1	Advanced Algebra	1
PE/Health	1	Foreign Language II	1
Foreign Language I	1	Home Economics	1
<b>Total</b>	<b>6.5</b>	<b>Total</b>	<b>6.5</b>

<b>Eleventh Grade</b>	<b>Credit</b>	<b>Twelfth Grade</b>	<b>Credit</b>
Bible	.5	Bible	.5
American Literature	1	British Literature	1
United States History	1	Government/Economics	1
Anatomy and Physiology	1	Chemistry	1
Enhanced Algebra	1	Geometry	1
	1	Sign Language	1
Elective	1	Elective	1
<b>Total</b>	<b>6.5</b>	<b>Total</b>	<b>6.5</b>

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

## **HOMEWORK**

Although completing homework is the student’s responsibility, parents are vital in supporting what can be a valuable tool in the educational process and in character development. Homework is a continuation of the learning process developed in the classroom and carried out by the student in the home environment. Its effectiveness depends upon careful planning by the teacher as well as supportive parental involvement. Children learn character building lessons in responsibility, diligence, perseverance, and thoroughness when homework is considered important and done faithfully and to a student’s best ability.

Parents can help with homework in these ways:

- 1) Check homework notebook/folder/planner each day to see if your student has assignments.
- 2) Provide a quiet, well-lit location for homework, free from distractions.
- 3) Have planned hours reserved for homework and study.
- 4) Be sure all necessary tools and materials are available.
- 5) Plan for regular five-minute breaks every 30-60 minutes.
- 6) Emphasize learning, not grades.
- 7) Emphasize that reading and studying are as important as written assignments.

Primary students will bring home *homework folders* nightly. Parents are asked to check these daily for student assignments, Grades 3 – 12 should utilize student planners.

Students can expect math and language assignments nightly. The amount of time spent on homework will vary greatly depending on the student. If a parent becomes concerned about the amount or difficulty of homework, the amount of time their student is spending on homework, or the specifics of a particular assignment, they should contact the classroom or subject teacher.

Work needs to be submitted on time. Any work that does not meet the teacher’s expectations and guidelines may need to be redone. Each assignment must be the student’s own work and not that of another student. Students who come to school with missing or incomplete homework assignments may be required to miss recess or special classes so they can work on completing homework assignments.

Homework is reduced on Wednesdays to support families who attend mid-week church services and activities. It is also reduced on weekends and during vacations that occur in the school year.

Students with incomplete homework will receive a demerit to inform parents of missing work and will be held during P.E. to make up the assignment for credit.

## **ACADEMIC INTEGRITY**

Unless otherwise directed by a member of the faculty, all class work, tests, and quizzes submitted by a student are to be those of the student. Parents are encouraged to assist students with challenging homework assignments and projects, but what the student submits after obtaining assistance from his or her parents must be predominantly the original work of the student. Parents are asked to alert the student’s teacher of any homework tasks that the student was unable to do independently

All references and sources of information, including internet text, pictures, or charts, that are used in presentations or written assignments, must be properly obtained, and referenced. Material may not be copied directly from websites without the written permission of the website author. Students are expected to follow copyright laws in reproducing any published materials.



Any form of academic dishonesty, cheating, plagiarism, or otherwise claiming the work of another person as one's own, is a violation.

**Violation of this commandment, leading to a breach in academic integrity by a student, will be handled in the following manner:**

### **Honor Roll**

Recognition is given to students in grades K5 – 12 who have earned academic excellence.

**A Honor Roll** is given to any student that makes at least an A (90 -100) in every subject for the nine-weeks not just an overall A average.

**B Honor Roll** is given to any student that makes at least a B (80-89) in every subject for the nine-weeks not just an overall B average.

### **Cheating and Plagiarism**

All assignments should be completed with integrity. It is unethical for students to deliberately cheat and plagiarize; therefore, disciplinary consequences will follow including a zero given for the assignment. Plagiarism is when someone uses or steals another's words, information, or ideas (in part or whole) as if it were their own. This also includes the use of artificial intelligence technology. Students must always cite their sources when using work that they did not develop themselves to give credit to whom credit is due.

Cheating is the dishonest act of using, appearing to and/or attempting to use unapproved material, people, aids, devices, or methods to complete an assignment or assessment. It also includes assisting others in completing assignments or sharing information when a directive was given not to. Cheating includes, but is not limited to:

- unauthorized collaboration on an assignment, anyone completing an assignment that is not theirs
- using technology or other sources to find answers to an assignment, quiz or test questions
- using workbooks from a previous year with answers already written in, having notes or textbooks visible during tests or quizzes,
- giving or receiving information about a test, quiz, or other assignment prior to starting the assignment,
- glancing at someone else's test or quiz or allowing someone to glance at your test or quiz during the administration of the test or quiz.
- using a calculator when instructed not to use it.

High school students will be required on many occasions to write essays and/or papers of various lengths for their respective classes. It is our expectation that they will present work that is their own and follows all the basic rules of citation as will be outlined in their English classes. Any work that is found to be plagiarized will be considered cheating and will be subject to disciplinary action. Offenses are cumulative as a student progresses through high school.

### **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 should complete 10 hours of community service per year during their high school years.

Valedictorians and salutatorians will be selected from students that have been attending WHCA for a minimum of two consecutive years.

The Valedictorian is given to the student with the highest weighted GPA. The student must meet or exceed a 3.75 GPA to be eligible for this honor. The student must have completed the required hours of

community service for each year of high school.

Salutatorians is given to the student with the second highest weighted GPA and must meet or exceed a 3.75 GPA. Character and other factors will be considered when choosing a valedictorian and salutatorian. All seniors are required to take either the SAT, ACT, ACCUPLACER, or Compass before their diplomas will be issued.

A GPA/Quality Points will be added to any Honors, Dual Enrollment, Gifted, and Accelerated course. It is possible for students who participate in the above-named classes to have a GPA weight over 4.0. The weighted numerical average will be used in ranking purposes to determine Valedictorian, Salutatorian, and Honor Graduates. The weighted grade and the grading policy will be included on the student’s transcript.

**Honor designations grade point averages requirements are:**

Summa Cum Laude -----	3.80 – 4.00
Magna Cum Laude -----	3.60 – 3.79
Cum Laude -----	3.40 – 3.59

**COLLEGE DUAL ENROLLMENT**

WHCA participates in a college dual-enrollment program. A student in eleventh through twelfth grades are eligible to take a college course for high school and college credit. A minimum of a 3.0 GPA. Additional qualifications may be required to participate. Final approval is at the discretion of the Head School Administrator. 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.

**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 is found at the end of the handbook and must be signed and turned into 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.**

### **STUDENT DRIVERS**

All students must have a park permit on file, valid driver's license and proof of insurance on each vehicle driven to the campus. Loitering in the student parking lot is prohibited. When students arrive in the morning, they must report to the designated area within the school building. When the school day is over, they must leave the school grounds unless participating in after-school extra-curricular activities. Students are to drive with extreme caution and always obey traffic regulations while on campus. The speed limit on campus is 10 MPH. Failure to follow these driving cautions may result in loss of parking privileges. Student vehicles are subject to random searches by school officials. Parking regulations will be strictly enforced. It is a privilege to park on school grounds, not a right, and failure to abide by these parking regulations will result in the loss of this privilege. Waverly Hall Christian Academy is not liable for the vehicle or its contents. Please be aware of the new Georgia cell phone use laws while driving and the NEW Hands-Free Georgia Law (HB673) pursuant to 40-6-241(c). See Senate Bill 360 and House Bill 23.

### **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.**

### **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 of 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.

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Parent or Guardian

Date

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Parent or Guardian

Date:

**INTERNET POLICY  
FOR  
WAVERLY HALL CHRISTIAN ACADEMY (WHCA)**

The Internet is an electronic communication network including the World Wide Web, e-mail, and on-line services. These resources are provided to facilitate and enhance our employees' and students' ability to work productively and efficiently. In keeping with that purpose, the following guidelines are essential for business operations:

1. All computer resources, including the e-mail system, provided to employees and students are the property of WHCA. All messages composed, sent, or received on the e-mail system are and remain the property of the school. These are not the private property of any employee.
2. Employees and students should use the Internet only within the scope of their job responsibilities and to better serve WHCA. Access to the internet should never hinder an employee's performance of official duties.
3. Files and correspondence transmitted via e-mail should be regarded as having WHCA letterhead stamped on them. This guideline is a caution to everyone that printed communication out of this building is a representation of WHCA.
4. Employees and students shall not respond to an unsolicited e-mail that is offensive, or obscene. If an employee does not recognize the senders, then the email should be deleted without reading.
5. Employees and students of WHCA may not intentionally download or install software for use without the prior approval of the administration.
6. WHCA reserves the right to monitor Internet activity logs for any computer or person who is using the company's computers or networks and the right to review, audit, intercept, access or disclose any document without employee permission or consent.
7. Access to obscene, pornographic, or similar morally questionable sites is prohibited. Employees and students who inadvertently access one of these sites should immediately report it to their supervisor.
8. Fraudulent, harassing, threatening, discriminatory, sexually explicit, or obscene messages or materials are not to be transmitted, printed, requested, or stored.
9. Employees and students are required to provide all passwords to access programs and files to administration or Information Systems personnel, if requested.
10. You are responsible for the security of your assigned computer. Log off when not in use. Do not share your password unless absolutely necessary for business purposes.
11. All employees and students are required to adhere to all purchased software copyright, duplication requirements, and license agreements that are imposed by the vendor. Violations place the individual and the school at risk.
12. All employees and students who are granted access to the Internet are expected to read this policy and indicate their willingness to conform to these guidelines.

**ACKNOWLEDGEMENT**

I hereby acknowledge that I have received the WHCA Internet Connection E-Mail Use Policy, that I have read and fully understand its content, and that I agree as an employee to follow these guidelines. Any violation of this policy will result in disciplinary actions.

X

\_\_\_\_\_  
Parent or Guardian

X

\_\_\_\_\_  
Date

**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)

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 masks 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.

## Parent Agreement and Contract

I have read and understood the standards of conduct as stated in the Parent and Student Handbook of the Waverly Hall Christian Academy and agree that my child will abide by them both at and away from school functions. I agree to fully support the school in its enforcement of the standards of conduct.

Understanding that Waverly Hall Christian Academy ("WHCA") exists for the purpose of providing academic excellence in a manner which glorifies God and is founded on the teachings and example of Jesus Christ, I, individually and as parent/guardian, confirm my desire to have my child so educated and agree to abide by the policies and procedures of WHCA.

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 and set forth in the Parent Student Handbook of WHCA, or the breach thereof, shall be settled by mediation and, if mediation is unsuccessful, by arbitration in accordance with CPR Rules of Procedure for Dispute Resolution (the complete text of which is available at [WMApeace.com](http://WMApeace.com)). The undersigned agree that these methods shall be the sole remedy for any controversy, claim or dispute arising out of or relating to said policies and procedures, and expressly waive his/her right to file a lawsuit in any civil court for such controversy, claim or dispute, except to enforce an arbitration decision. For the purpose of these 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 my child's enrollment/participation with WHCA, even after such enrollment/participation is terminated for any reason.

If I choose to violate this trust and enter litigation against the school or any of its officers or employees, and if such litigation is resolved in favor of the school, I understand that I will be held responsible for payment of all legal cost.

I agree by signing below that according to the 1990 Op. Attorney Gen. no. 90-29 and (code JR) 160-5-1-.14 titled "Transfer of Student Records", student's records can be withheld until all obligations have been met by the student, parent or legal guardians.

A **\$20.00 late fee** will be added if accounts are not paid by the 10<sup>th</sup>. Students may be asked to withdraw if their account is not current by the end of the month. **Delinquent accounts may be turned over to a collection agency and then reported to a credit bureau as being delinquent.**

Signing this contract indicates that you are in full agreement with the policies stated in the Parent and Student Handbook. You also agree to abide by the terms outlined in this application. Please note that our contracts and handbooks change yearly. By signing this, you acknowledge abiding by these policies and the policies that may change in the future. Copies of new application and handbooks may be obtained from our website.

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 you child photos to be used.

Parent or Guardian Signature \_\_\_\_\_

Parent or Guardian Signature \_\_\_\_\_

Parent or Guardian Date \_\_\_\_\_

Parent or Guardian Date \_\_\_\_\_

**NOTE:** *Both father and mothers are required to sign the Parent Agreement form except in cases of a single parent home.*

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