



WHITESBURG
CHRISTIAN ACADEMY

a ministry of Whitesburg Baptist Church

GRAMMAR HANDBOOK

REVISED AUGUST 2026



7290 Whitesburg Drive | Huntsville, AL 35802 | 256-704-7373
whitesburgchristianacademy.org | whitesburgwarriors.com

GRAMMAR SCHOOL

256-704-7373, ext. 2

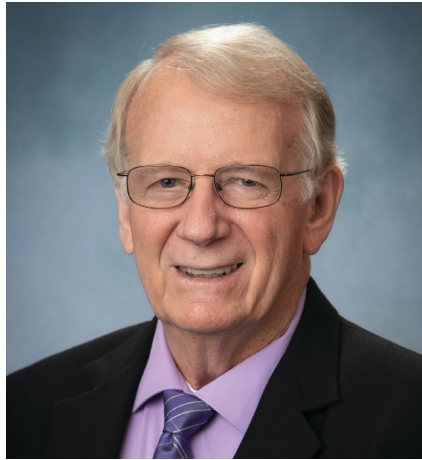
UPPER SCHOOL

256-704-7373, ext. 3

ATHLETIC OFFICE

256-704-7373, ext. 1151

Dear Academy Parents, Students and Staff,



On behalf of the office of the Headmaster, faculty, and staff, it is my pleasure to introduce you to the Whitesburg Christian Academy Handbook. The Academy is more than just a Christian school. We believe in the partnership of home, church, and school for the education and training of students. The Academy is a gathering together of families and friends who are not only interested in quality education for their children, but also committed to seeing them grow in the Lord and come to discover their life's purpose in serving Him. When parents work together with both a school community and a body of believers toward this common purpose, we believe that we will achieve not only excellence in education but also see the development of young men and women who are dedicated to excellence in all that they do for the glory and honor of Jesus Christ.

The material contained in the handbook is intended to give parents and students a general introduction to policies, practices, and procedures employed by The Academy to accomplish the purposes outlined in the paragraph above. Compliance with these guidelines is not only a requisite for your child's attendance but, on a larger scale, will ensure that the entire Academy community operates in harmony. Any questions regarding this handbook should be directed to either the Grammar or Upper School administration.

It is important to understand that this handbook is meant to communicate general information. Specific policies, practices and procedures are implemented by teachers and staff and may vary as needed for specific situations. The administration reserves the right to amend this handbook as deemed necessary. Changes and updates will be communicated to parents and students immediately and published in the appropriate places.

It is my hope that this handbook will assist Academy families and students as we partner with you in the upbringing of your child.

A handwritten signature in black ink, which appears to read "Jerry Reeder". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Jerry Reeder
Headmaster

Handbook

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Mission and Ends Statement

Academy Mission Statement

The mission of Whitesburg Christian Academy is to assist Christian parents by providing students an academically excellent and Christ-centered education for life-long service to Christ.

Ends Statement

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

Expected Student Outcomes

All curriculum and programs at the Academy are planned with the graduating student in mind. The following outcomes are the Academy's chief purpose.

Warriors are...

Followers of Christ

LUKE 5:11

Students come to know Jesus Christ as their Lord and Savior. Their faith in the Lord deepens as they are immersed in a learning environment that is saturated in a Biblical worldview. They walk in a growing relationship with Christ and each other. Through worship, prayer, service and the study of God's word, they leave the Academy as Warriors for Christ.

Academically Prepared

GEN. 18:19, DEUT. 6:6, PROV. 22:6

Students receive a college-preparatory education and develop the skills to be confident, resilient, and lifelong learners. They learn the value of perseverance and patience while taking risks, solving problems and accepting challenges. They utilize critical thinking skills, reasoning, and logic to excel as leaders of influence in their communities.

Instilled with Passion

PSALMS 33:11, JER. 1:5, 1 COR. 10:31

Students are challenged intellectually, physically, and spiritually to maximize their potential in academics, athletics, and the arts. They recognize they are created in God's image and are passionate about glorifying Him with their gifts and talents. They are equipped and empowered to be faithful stewards and fulfill their unique purpose.

Thoughtful Communicators

EPH. 4:15

Students are challenged to listen and think critically, logically, and Biblically. They practice communicating their thoughts clearly and persuasively through both writing and speaking. They are prepared to defend their Biblical worldview and share God's love and truth with the world.

Honoring Christ as Servant Leaders

GAL. 5:13

Leadership begins at the feet of Jesus. Students serve others passionately and consider the needs of others above their own. They lead in their spheres of influence with Christlike courage, conviction, humility, and grace. Graduates are servant leaders of strong Christian character who become people of influence in their career fields, churches, and communities.

Statement of Faith, Beliefs, and Values

Believing that the fear of the Lord is the beginning of wisdom, the Academy endeavors to bring honor and glory to Jesus Christ. In the programs and teaching at all levels, as well as in extracurricular activities and examples set by faculty and staff, the Academy is committed to the following:

The staff will:

- Assist parents in fulfilling their God-given responsibility of directing children toward salvation, inspiring them to know and love the Word of God, and developing godly, moral character. *Proverbs 22:6, Ephesians 6:4, II Timothy 2:15*
- Train students to fulfill their roles as godly, productive members of society. *James 1:22*
- Challenge students to achieve academic excellence through a Christ-centered curriculum. *Colossians 1:10*
- Embrace and demonstrate Christian morals and professional excellence. *II Timothy 1:13*

The students will:

- Learn and study the Word of God in order to apply it to their daily lives. *Psalm 119:16, 97, II Timothy 2:15*
- Demonstrate and share faith through daily experiences and be involved in practical ministries. *I Timothy 4:12*
- *Develop good work habits and study skills.* *Colossians 3:23*
- Demonstrate understanding of essential knowledge and skills by solving problems and producing quality work in meaningful contexts. *Proverbs 1:2-6*
- Make wise use of God-given talents and gifts for the glory of God. *Luke 12:42-43*

*Note: The word parent, used throughout this handbook in both its singular and plural forms, refers to guardians and single parents as well as two-parent families.

Statement of Faith and Philosophy

The Statement of Faith and Philosophy adopted by the Academy is a summary of Christian orthodoxy and philosophical commitments of the school. Following is the Statement of Faith and Philosophy:

Statement of Faith

We believe the Bible to be the only inspired, inerrant, infallible and authoritative Word of God.

We believe there is one God, eternally existent in three persons: the Father, the Son Jesus, and the Holy Spirit. He is an intelligent, spiritual and personal Being, the Creator, Redeemer, Preserver and Ruler of the universe.

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood on a cross, in His bodily resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory.

We believe that salvation is the gift of God through faith in Jesus Christ by grace bestowed on those who call upon His name. Salvation is neither deserved nor earned but freely given to anyone who will turn from one's sin and call upon Jesus Christ to be his or her Savior.

We believe in the present ministry of the Holy Spirit by indwelling every born-again believer, enabling him or her to live a godly life.

We believe it is the responsibility of every Christian to share the good news of Jesus Christ to unbelievers through the power of the Holy Spirit.

Statement of Philosophy

We believe our role is in Loco Parentis (in place of the parent). We believe that it is the responsibility of parents to educate their children in the Lord. We are the delegate of the parent, assisting them in the education of their children, but may not usurp their God-given parental right and responsibility.

We believe that Biblical discipline, the correction and reproof of a disobedient child, is a critical and necessary part of a child's education. Under no circumstances will we permit the bad behavior of one child to continuously affect the education of the other children.

We believe that conflict resolution should be accomplished at the earliest time frame and at the lowest possible level of authority. Grievances and concerns should first be taken up directly with the party involved. We desire that all problems be

resolved quickly and with the least amount of conflict.

We employ the time proven method of the Trivium in the education of the student. The Trivium includes three stages. The Grammar Stage is the study of fundamentals of various disciplines in order to build a framework of knowledge upon which later information can be hung. Questions of who, what, where, and when are the focus. The Dialectic Stage brings the data of the grammar into an ordered relationship. The goal is to equip students with thinking skills capable of detecting sound and fallacious arguments. Questions of “how and why” are thoroughly addressed. The Rhetoric Stage seeks to produce students who can use language, both written and spoken, to express what they think eloquently and persuasively.

Kingdom Education Principles

The Academy operates in concert with parents based on the following Kingdom Education Principles, as published in Glen Shultz’s book Kingdom Education:

1. The education of children and youth is the primary responsibility of parents. Deuteronomy 6:4-9; 11:18-21; Psalm 78: 1-7; Psalm 127:3; Proverbs 22:6; Malachi 2:13-16; Ephesians 6:4
2. The education of children and youth is a 24-hours-a-day, 7-days-a-week process that continues from birth till maturity. Deuteronomy 6:7; 11:19; Proverbs 22:6
3. The education of children and youth must have as its primary goals the salvation of and discipleship of the next generation. Psalm 78:6-7; Matthew 28:19-20
4. The education of children and youth must be based on God’s Word as absolute truth. Matthew 24:35; Psalm 119
5. The education of children and youth must hold Christ as preeminent in all of life. Colossians 2:3, 6-10
6. The education of children and youth must not hinder the spiritual and moral development of the next generation. Matthew 18:6; 19:13-14; Mark 10:13-16; Luke 18:15-17
7. The education of children and youth, if and when delegated to others by parents, must be done by teachers chosen with utmost care to ensure that they all follow these principles. Exodus 18:21; I Samuel 1:27-28; 3:1-10
8. The education of children and youth results in the formation of a belief system or worldview that will be patterned after the belief systems or worldviews of the person’s teachers. Luke 6:40
9. The education of children and youth must lead to true wisdom by connecting all knowledge to a biblical worldview frame of reference. Romans 1:20; Psalm 19:1; Proverbs 4:5,7; 3:19; 9:10; Psalm 104:24; 136:5; Jeremiah 10:12; Romans 11:33; Luke 11:52; Colossians 2:3; I Corinthians 8:1; 13:8; Romans 1:28
10. The education of children and youth must have a view of the future that includes the eternal perspective. Colossians 3:1-2; Matthew 6:19-20; II Timothy 4:6-8; Acts 20:24; Hebrews 11:13; Colossians 3:23-24

Core Values

All curriculum and programs at the Academy are designed with the following core values in mind:

1. **God’s Word:** II Timothy 3:16-17 All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work.
2. **Wisdom:** Psalm 111:10 The fear of the LORD is the beginning of wisdom; all who follow his precepts have good understanding. To Him belongs eternal praise.
3. **Honor:** Romans 13:1 Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God.
4. **Integrity:** II Timothy 2:15 Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth.
5. **Service:** Philippians 2:3-5 Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others. Your attitude should be the same as that of Christ Jesus. Matthew 24: greatest will be the least.
6. **Truth:** John 17:17 Sanctify them by the truth; your word is truth.
7. **Love:** Matthew 22:37-40 Jesus replied, “Love the Lord your God with all your heart and with all your soul and with all your mind.’ This is the first and greatest commandment. And the second is like it: ‘Love your neighbor as yourself.’ All the Law and the Prophets hang on these two commandments.”
8. **Excellence:** Colossians 3:23-24 Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.

Admissions

Admissions Procedures

Apply

- At least one parent is a professing Christian
- Active in local church
- Student demonstrates acceptable work and behavior at previous school

Shadow and Test

- Excellent behavior during Academy visit
- Test at or above grade level
- Manage Academy classroom setting and pace with ease

Interview (upper school only) & Recommendations

- Favorable interview with principal and/or headmaster
- Favorable teacher recommendation (current academic teacher) and character/pastoral recommendation (current pastor)

Enroll

- Receive approval of admissions committee
- Receive acceptance email
- Complete enrollment

Withdrawal Procedures

Contact the Admissions office for paperwork/process - Camille.barker@whitesburgchristianacademy.org.

Records Request

(all accounts must be current)

Contact the Admissions office for paperwork/process - Camille.barker@whitesburgchristianacademy.org.

The Academy admits students of any race, color, sex, and national and ethnic origin to all the rights, privileges, programs, and activities accorded or made available to enrolled students. Accordingly, there is no discrimination in the administration of its educational policies or scholarship program.

*Additional Admissions information may be found on our website or by contacting Camille Barker, Camille.barker@whitesburgchristianacademy.org.

Honor Code

The Warrior Way

Academy students, faculty and staff affirm a personal commitment to uphold these Christian standards.

Walk in Wisdom

EPHESIANS 5:15

Accountable to Others

1 PETER 5:5b

Respectful to Authority

ROMANS 13:1

Responsible for Actions

COLOSSIANS 3:23

Integrity of Character

JOB 31:6

Others Centered

PHILIPPIANS 2:3-4

Righteous in Christ

2 CORINTHIANS 5:21

Seeking God Above All

MATTHEW 6:33

Dress Code & Uniform Guidelines

Biblical principles form the basis of Academy dress guidelines and apply to all school events. It is a high privilege and responsibility of all Christians to honor God through their appearance. The Academy has adopted school uniforms as the standards for all students. It is our desire for people to see Christ in our attitudes and actions and not be distracted by our appearance.

GRAMMAR SCHOOL – For TK Through 6th Grade

All students must wear Lands’ End, Dennis Uniform (purchased before 2025), and Zoghby’s Uniform (available May 2025) that are listed as acceptable selections for Whitesburg Christian Academy.

All tops including shirts, jackets, etc. must have school logo.

	Acceptable	Not Acceptable
UNIFORMS	<ul style="list-style-type: none">· Lands’ End, Dennis Uniform (purchased before 2025), and Zoghby’s Uniform (available May 2025)· Shirts tucked in (<i>preferred</i>)· Collared shirts under dresses/jumpers· Brown or black belts for pants (<i>preferred</i>)· Skirts of modest length	<ul style="list-style-type: none">· Khaki shorts or pants from Target, etc.· Hoodies· Uniform jumpers without a collared shirt underneath· Uniform skirts cannot be excessively tight or shorter than 3” above the knee
HAIR & APPEARANCE	<ul style="list-style-type: none">· Well-groomed and out of the eyes· Natural hair color· Well kept, natural finger nails	<ul style="list-style-type: none">· Boys hair flowing past shirt collar· Make-up, hair tinsel, cut-ins· Press-on nails· Oversized jewelry to include: thick chains with or without pendants and large earrings
SHOES	<ul style="list-style-type: none">· Tennis shoes· Mary Janes· Must be able to wear shoes during PE <p>***ALL SHOES MUST BE neutral/school colors to include: white, gray, khaki, black, navy, brown, or purple***</p>	<ul style="list-style-type: none">· Sandals with a back strap· Loafers· Neon, red, and bright colors· Flip-flops· Crocs
SOCKS	<ul style="list-style-type: none">· Black or white· Tall or short style· Black, white or gray leggings worn under skirts	<ul style="list-style-type: none">· Socks worn with sandals· Socks worn over the knees
SPIRIT WEAR FRIDAYS*	<ul style="list-style-type: none">· Uniform bottoms or blue jeans· Warrior or Academy t-shirts and sweatshirts/hoodies· Blue or white denim	<ul style="list-style-type: none">· Blue jeans with holes, rips or cut offs· Leggings as pants· Blue jean shorts or skirts· Patterned denim

*Every student account will be charged \$40 for Spirit Wear Friday participation. To opt out and remove this charge from your account, please fill out this [form](#) by August 29, 2025.

	Acceptable Inside the School building	Acceptable Outside the school building
OUTER WEAR	<ul style="list-style-type: none">· Jackets and sweatshirts from uniform providers or the uniform section of ShopWarriorWear.com· Students may walk in with a non-uniform jacket but must transition to uniform options inside the building	<ul style="list-style-type: none">· Rain jackets and coats of choice

General Policies and Information

Legal Organization and Administration

Whitesburg Christian Academy is an integrated auxiliary of Whitesburg Baptist Church (6806 Whitesburg Drive, Huntsville, AL 35802) and is an educational ministry of the Church. The Academy is a nonprofit organization with 501(c)3 tax exempt status from the Internal Revenue Service.

Accreditation and Associations

Whitesburg Christian Academy is accredited with the Association of Christian Schools International (ACSI) and AdvancEd/ Southern Association of Colleges and Schools (SACS). The Academy is also associated with the Southern Baptist Association of Christian Schools (SBACS). The Academy is also a member of the Alabama High School Athletic Association (AHSAA) and Huntsville Independent School League (HISL).

Teacher Qualifications

The Academy recognizes that a notable academic program is largely attributable to the teacher in the classroom. Teachers have been selected because they exemplify the Lord Jesus Christ in both their professional and personal conduct.

All full-time faculty hold ACSI certification (and most have state certification) and have had additional educational and/or professional experiences that further enrich them in their specific area of education. Each teacher participates in continuing education by attending workshops and/or conferences to improve his or her teaching skills.

School Hours

School hours and departure times are listed below. Variations will be shown on the school calendar and calendar updates as applicable. (See also School Closings and Emergency Plans.)

	SCHOOL HOURS	HALF DAY HOURS
Grades TK & K	8:00 a.m.-2:35 p.m.	8:00 a.m.-11:05 a.m.
Grades 1-3	8:00 a.m.-2:35 p.m.	8:00 a.m.-11:05 a.m.
Grades 4-6	8:00 a.m.-2:50 p.m.	8:00 a.m.-11:15 a.m.
Grammar Office/Lobby	7:45 a.m.-2:20 p.m.	7:45 a.m.-10:50 a.m.

School Closings and Late Starts

In the case of emergency, severe weather, weather alert, or dangerous road conditions that require school closing or delayed starts, the Academy will make notifications through the RenWeb parent alert system. In the case of severe weather that occurs while school is in session, parents will be notified of early dismissal by the same method as soon as the decision is made. Please refrain from calling the school to ask if a decision has been made as this interferes with school staff being able to monitor weather conditions. In the event that there is an active tornado warning, students will be placed in the Academy designated safety areas. Parents should not attempt to check out or pick up a student until the warning is lifted as the students are much safer in our safety areas than in an automobile or home.

Textbooks and Supplies

Textbooks and instructional materials are available for each student. These books are the property of Whitesburg Christian Academy and must be taken care of properly. Deliberate or careless defacing or damage causing loss of any of these materials will result in the full replacement price being charged to the parents' or legal guardian's account.

Grading Scale

Students will be graded according to the following academic scale:

A= 90-100

B= 80-89

C= 70-79

D= 65-69

F= Below 65

Lunch Ordering

Lunch orders will be placed for a full week at a time. They have to be ordered on the Thursday by noon ahead of that week in the FACTS Family App. Orders must be finalized by Thursday at noon for the following week. Payments for lunches will be automatically charged to Incidental Billing at the time the order is placed. Once a food item is selected on the menu, it can only be removed by noon on Thursday, not in the week of service. Note: No beverages will be provided with lunch.

Sick Policy

If students are sick, we ask families to please keep them home. We are committed to sending sick students home to decrease exposure to the rest of our students and that are healthy in school. WCA follows the recommendations of the American Academy of Pediatrics and the American Public Health Association in requiring your child to be kept at home when any of the following indicators of illness exist:

- Fever > 100.5
- Rash with fever, behavior changes, or with symptoms that are new or undiagnosed
- Infection of the eyes
- Vomiting
- Diarrhea

Students exhibiting such symptoms should be kept home until symptoms have not been present for 24 hours.

Many other illnesses require that students be excluded from school for various time periods, because the illness is of a contagious nature. These include but are not limited to, strep throat, influenza, severe upper respiratory symptoms, and colds. If you have any questions, contact your physician for guidance in determining when your child should return to school after an illness.

Illnesses or accidents occurring during school hours will be reported to the main office and parents will be notified immediately when necessary.

Parents must provide an up-to-date Certificate of Immunization, Religious exemption, or medical exemption issued by the Alabama Department of Public Health upon enrollment. If a student's records are out of date, the parents will be asked to update the information as soon as possible in accordance with Alabama State law.

Students are not permitted to have prescription medications or over-the-counter medications in their possession during the school day or school-sponsored activities. All medications must be securely stored in the school clinic. Exceptions to this rule are made for medications used to treat medical emergencies only after proper consent is received from the medical provider, parent, and school nurse.

Prescription and OTC medications require a Parent/Prescriber Authorization (PPA) form each year. This form is available from your school nurse or online. Medications must be brought to the school by a parent with the current pharmacy label identified with the student's name, dosage, and timing. Advil, Tylenol, tums, pepto, hydrocortisone, saline eye drops, and cough drops are all available for the student if the parent has given permission in RenWeb. A student may carry their emergency medication on them for self-administration with proper authorization on the school PPA and after demonstration of proper administration to the nurse. The school nurse will notify parents of expired meds for pickup and disposal. The parent must pick up all medications on or before the last day of classes or the medications will be destroyed. Medications cannot be kept at the school between the end of the regular school year and the start of the next.

Medication

No student is allowed to medicate himself. All prescription medications and over-the-counter items, such as allergy, headache, cough, and cold medicines, must be in original containers and be left in the nurse's office. Administration of medication by the school nurse or an Academy official will require a completed medicine release form. These instructions should contain such items as the name of the medication, the amount of medication deemed a dose, time of last dose, times of expected doses through the day, and any other pertinent information for the student's safety and well-being. Instructions from the bottle are insufficient. Failure to comply will require personal involvement of a parent to administer the medication.

Insurance

The Academy has limited liability insurance. Appropriate student medical insurance is the responsibility of respective parents.

Mandatory Reporting

We adhere to Alabama's current mandatory reporting laws. Further information about these can be found at this [link](#).

School Communication

The Academy is committed to effective communication. The main ways of communication are through the FACTS Family app, RenWeb, the Warrior Window weekly newsletter, emails from teachers, social media, whitesburgchristianacademy.org and whitesburgwarriors.com for athletics. If a parent needs further information concerning school activities, please call the appropriate school office.

FACTS

FACTS is Whitesburg Christian Academy's student information system. FACTS can be accessed online or through the FACTS Family App. It is the secure storage space for each student's information including contact information, transcripts, schedules, etc. This includes attendance records, report cards, re-enrollments, lunch ordering, family billing and any updates to family information. This is also where you can access the school directory and all official forms and documents. Every parent is assigned a login for access upon enrollment.

Warrior Window/Warrior Hub

This weekly newsletter comes out every Monday and is a great way to stay connected with what's happening on campus. This newsletter includes a message from Academy leadership, important dates, reminders, stories, photos and more. We make every effort to streamline communication and cut down on the number of emails you receive. Please take a few moments to read the Warrior Window each week so you can be informed of everything happening on campus! If you are not receiving these emails, please contact theacademy@whitesburgchristianacademy.org. Please also visit the Warrior Hub online for the most current Grammar and Upper School information.

Social Media

Stay Connected on Facebook and Instagram

Whitesburg Christian Academy
Whitesburg Warrior Athletics



For More

- Follow individual teams on their own Instagram, Facebook or Twitter pages.
- Follow Whitesburg Warrior Alumni on Instagram for alumni updates and events.

School Hashtags

#whitesburgchristianacademy #whitesburgwarriorathletics #academyfamily #warriorstrong #warriorwise #wewillnotbeshaken
#thewarriorway #itsagreatdaytobeawarrior #fortheW

Grade-Level Facebook/Communication Groups

Parents are welcome to create grade-level Facebook/communication groups as a way to build community and share school-related information. These groups are intended to support communication among families by providing updates and reminders about school activities, important deadlines, assignments, field trips, volunteer opportunities, and other grade-level events.

To ensure these groups remain a helpful and respectful resource for all families, they should not be used to advertise or sell products or services, solicit business, air grievances, or serve as a forum for complaints, rumors, or debates regarding school policies, personnel, or other school-related concerns. Questions, concerns, or feedback about school matters should be directed to the appropriate teacher or school administration where they can be addressed accurately and constructively.

By keeping grade-level Facebook groups focused on sharing information and fostering a positive sense of community, families can help create an effective communication tool that benefits everyone.

Photography Permission Policy

The school will share photographs and videos without the names of students for publicity and promotion of the Academy on social media, online and through print material. However, upon specific written request from the parent or legal guardian that such photographs of his/her child not be used, the school will comply. It is the responsibility of the parent or legal guardian to renew this request each year during reenrollment.

Parent Involvement

It is desirable to have parents very active in organizing activities for the school year. Your involvement is encouraged and will be highly valued. Parents may participate in Parent/Teacher/Friends (PTF) initiatives, special events, classroom volunteers, and as teacher assistants. All volunteers must fill out a background check release. Each grade will have a class parent who will coordinate all volunteers for the class. If you are interested in volunteering in the classroom, please complete the Academy volunteer survey.

Parent/Teacher/Friends (PTF)

The Whitesburg Christian Academy PTF is an organization of parents, teachers, staff, grandparents, relatives, and friends of the Academy who lend support to the school. Membership dues support student enrichment, the purchase of curriculum and technology, family events, teacher appreciation, specials for our students and more. Monthly meetings begin in August and parents will be notified of meeting dates and times.

Visitors

Anyone visiting the campus must first check in at the office and be issued a visitor pass. Parents may not go to a classroom or lunchroom without prior permission from the school office. Cafeteria volunteers are the only exception; they may check in directly at the lunchroom. Other visitors are not permitted to visit class or be on campus during the school day without the approval of the Principal and/or Headmaster. Students from other schools are not permitted to visit students during the school day.

Volunteers

Volunteers are encouraged at the Academy. All volunteers must submit to a background check. There is a difference between a visitor and a volunteer. All volunteers must sign in at the Upper or Grammar School Office and wear a volunteer badge. All classroom volunteers are asked to dress at least business casual and dress modestly, i.e. no shorts, short dresses or skirts, and no jeans (unless it is Friday - spirit wear/jean day).

Conferences

Appointments to See Teachers:

Parents or guardians are encouraged to see any member of the teaching staff at any time they have a question or concern about their child's progress. Parents are asked to email or call their child's teacher to set up an appointment.

Parent/Teacher Conferences:

Regularly scheduled conferences will be held each school year for grades TK through 6. Parents will be given the opportunity to request scheduled conferences with as many teachers as they wish to see. Conferences may be scheduled at other times at the discretion of either the parent or the teacher using the procedure outlined above.

Financial Policies for Tuition Fees and Family Accounts

The Academy observes the following policies and procedures:

- tuition contract policies are stated within the contract. Curriculum fees are non-refundable and cover the cost of books and other curriculum along with other student supplies
- Family accounts are billed on the first business day of the month and are due by the 15th of each month.
- Family Incidental Billing accounts are past due after the 20th of the month. Past due accounts will be assessed a late fee of 1.5% (annual rate of 18%) on 1st of the month following the billing cycle. Parents may avoid a late fee by calling the business office to discuss late payments and a plan to catch up on overdue accounts. The late fee can be avoided only in hardship cases, such as loss of job, family illness, or other unanticipated financial crises.

Overdue tuition, fees and family accounts that reach a second billing cycle (60 days past due) without satisfactory payment arrangements may be subject to the following:

- New tuition contracts are not finalized until all current tuition, fees and family accounts are paid up to date
- No student will be enrolled or may start a new school year until all prior year tuition, fees and family accounts are paid in full.
- The Academy reserves the right to withhold examinations, grades, diplomas, report cards, transcripts or other records until all balances are paid in full.
- Parents or students will not be allowed to continue charging to the family account. Students will not be allowed to participate in activities, sports programs that require a fee, or attend school until all accounts are brought up to date.

Tuition Assistance

Tuition assistance is based on demonstrated need and the availability of funds. Needs are determined by a third-party agency that makes financial needs assessments for private and Christian schools. Each award is made for one year only. Families must apply each year because eligibility and/or funding may change. Applications are accepted each January – April 30 for the following year awards. Visit the school website, under Admissions, for the Financial Aid information and online application.

Grammar School Policies

Attendance Policy

All students are expected to attend school each day school is in session. Regular attendance in class is essential to the success of a student's school experience. Students can never totally make up or compensate for absences from class due to missing lectures, discussions, and other experiences that are not in a textbook. Any work done to make up what was missed during an absence is primarily an effort to bridge a gap in classroom experience. Parents should plan family trips, missions trips, etc. during the scheduled school holidays. Excessive absences place an undue burden on both teachers and students.

For a student to receive credit, yearly absences may not exceed eighteen days (18) for grades TK-6. Absences are not categorized as excused or unexcused. Exceptions may be granted under unusual circumstances after parental consultation with the Principal and/or Headmaster. The reason for excessive absences must be documented at the time of the absence and documented reasons will be considered for exceptions. Parents should check on student attendance records on Renweb/FACTS. They are also reflected on the Report Cards.

Tardiness

Students are expected to be on time for classes. Students will be considered "tardy" if they arrive in class after the morning carline ends. Excuses for tardiness to school (i.e. doctor's appointment or parent note) should be brought the day of the tardy. In grades TK-6, three tardies will be counted as an absence.

Grammar School students must attend at least half the school day or they will be counted absent for the day. Students must arrive before 11:45 a.m. or stay past 11:45 a.m. to receive attendance credit for a day. Student check-outs for less than the time requirement (a half day) accumulate like tardies (three check-outs and/or tardies equal one absence). A note from a parent must accompany the student upon his/her return to school for each day (or series of days) of absence. A statement from the attending physician/dentist/optometrist should accompany requests for absences due to medical reasons. Medical appointments should be scheduled after school hours unless unavoidable. Parents should check on student attendance records on RenWeb.

Perfect Attendance

In order to be recognized for having perfect attendance, a student must not have any absences for the entire school year. Upon receiving three tardies and/or check-outs during the school year, the student will receive one absence. Therefore, the absence would disqualify the student from receiving the Perfect Attendance award.

Make-up Work Due to Absences

Students will be required to make up all missed work, including homework, tests, and/or quizzes. It is the responsibility of the student to get assignments from the teacher of each class missed. It is not the responsibility of the teacher to gather the student's missed work. All work missed must be made up within three days of returning to school. Failure to make up the assignment within the allotted time results in a grade of zero. Students absent for any other reason do not receive additional days for make-up work but will have all missed work completed before or upon returning to school, depending on the policy of the classroom teacher.

Arriving and Departing Procedures

Parents arriving at the school to drop off students after school has started or pick up before scheduled dismissal time should park and proceed to the school office to sign the student in/out. Non-driving students arriving late for class must be accompanied by a parent and checked in at the appropriate office. Parents should not walk students to class or engage a teacher at this time.

If a non-driving student leaves campus before the end of the school day, a pre-authorized individual must pick up the student at the appropriate office. Check-out/check-in forms must be signed by the authorized adult. This individual's name, relationship to the student, and parental approval must be on file in the office. A student will not be released to anyone other than pre-authorized persons. A note from home is insufficient.

Student arrival or departure outside of normal carline times must be done at the appropriate school office. No Grammar School checkouts after 2:20 p.m. Parents must walk students to or from the office for check in or checkout. If someone other than a parent is checking a student out, or is picking a student up in carline they must be pre authorized by a parent.

Homework

Homework is a vital part of the total instructional program. It provides a connection between school and home. Parents are encouraged to help their children develop good study habits. Homework includes assignments that reinforce classroom instruction. These assignments may include: make-up work, research projects, writing assignments, and independent reading.

The following serve as guidelines for daily homework:

- Kindergarten between 15-30 minutes
- Grades 1-3 between 30-45 minutes
- Grades 4-6 between 45-60 minutes

The amount of homework and its importance should increase as grade level increases. If your child takes an unusually long or short amount of time at the homework task, please contact your child's teacher. The student's daily homework and test schedule may be viewed on RenWeb.

Chapel

The Academy provides regular chapel service for students. These assemblies are designed for student participation in worship, prayer, biblical instruction, drama, musical performances, and student leadership. The administration will occasionally schedule local speakers (i.e. pastors, youth leaders, etc.) to participate in these assemblies.

Field Trips

An important part of our curriculum includes field trips. All students are expected to participate and engage in the activities. Field trips may be counted as a grade. Students who do not participate will be counted absent and may receive an alternate assignment.

Parent chaperones are required to have an approved volunteer application and background check. A student's sibling may not attend. Parents may assist by providing transportation. Transportation needs to be free of any media usage. The use of alcohol, illegal drugs, or tobacco is prohibited on all field trips.

Progress Reports and Report Cards

Progress reports and report cards for 1st-6th grade students are e-mailed through RenWeb each quarter. Grammar School requires conferences after the first nine-week grading period. Conferences may be held as needed thereafter. Report cards are sent home each nine weeks with the kindergarten students. TK parents will receive a basic assessment at the first nine weeks conference. Report cards will be sent home with TK students at the end of the remaining three nine weeks.

At year end, the grade marked "Semester Average" will be recorded in the student's permanent record. Incomplete grades must be completed by the end of the next grading period in order to avoid a grade of "F". Co-curricular classes such as art, physical education, music, and computer may be graded with a letter grade in Grammar School, depending on grade level.

Honor Roll

Honor Roll certificates are given after the first, second, and third nine weeks for grades 2nd-6th. Honor Roll certificates are given at the end of the school year for making the A Honor Roll or AB Honor Roll for the entire year. Co-curricular classes such as art, physical education, music, and computer are included when Honor Roll certificates are issued. The Honor Roll is based on quarterly averages in all subjects. Any student who receives a "C" in any subject will not be eligible for the Honor Roll.

Promotion

Grades K-6:

Retention and/or promotion are based on the all-around adjustment of the child. The decision for retention is reached cooperatively among the teachers, principal, and parents. Final decisions are the responsibility of the principal.

A student is retained in a grade if he/she has a yearly average below 65 in two or more of the following core subjects: English Language Arts, Math, Science, History, and Bible. A student may be required to have approved, professional summer remediation if he/she has a yearly average below 70 in one area or has a serious decline in one or more subjects in the 4th quarter.

Students may be retained for reasons other than grades, such as immaturity, if a decision is reached cooperatively among the teacher, principal, and parents.

Academic Probation

The grades of students are monitored on a regular basis. The Academy reserves the right to place a student on academic probation when deemed necessary.

Standardized Testing

In addition to report card grades, The Academy uses additional assessments to evaluate a student's performance. The SAT-10 and OLSAT are given to students in grades 3-6. Results are placed in students' cumulative folders, and a copy will be provided for the parents. Conferences can be requested by parents to discuss the results.

Grammar School students take the STAR Reading and Math tests (computer-based assessment tool) twice a year to assess student learning and growth. STAR reports will be provided for the parents.

Discipline

The goal of grammar school discipline is to correct and train students to be servant leaders. The school strives to work with the parents to fully develop godly character in each student and to promote behavior that is consistent with the teachings of the Bible. Disciplinary actions are taken when the student fails to maintain a Biblical attitude of obedience and respect towards other students or school authority which is manifested in violation of standards. The expectation of the school is that parents will support disciplinary action by encouraging obedience and respectfulness to the action taken by the school. Disciplinary actions include, but are not limited to, contact with parents, solitary lunch, conference with parents, loss of privileges, detention, suspension, and expulsion.

Suspension

A suspension is given for more serious infractions. Examples may include, but are not limited to, profanity, vandalism, fighting, disrespect to adults, disrespect to the classroom environment, physical or verbal abuse to school personnel, lying, or stealing. When a student is suspended, removal from the classroom and all school activities for the day occurs. The student may be required to remain at school or be asked to stay home during the suspension period. If the student is serving in-school suspension, he or she will spend the day in a supervised classroom away from the other students. The student will be marked absent for an out of school suspension. All work is to be completed. Homework is graded as a "0." Tests and quizzes will be taken for full credit on the day that the student returns to school. If a student comes back on a test day, the test must be taken on that day. There will be no study day provided. Students serving in-school suspension will take any tests or quizzes under a supervisor at the normal class time. A student will not be allowed to participate in or attend any school activity during the period of suspension.

Expulsion

Expulsion from the Academy may result due to a commitment of a major violation on or off campus.

Use and Possession of Electronic Devices

Electronic devices are for instructional purposes only. The school reserves the right to examine any and all content, including but not limited to messages, text messages, and pictures on any electronic device. The administration can take disciplinary action based on the content and can notify civil authorities if warranted.

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

Cell Phone Policy

For Grammar School students, cell phones and smart watches stay inside the student's backpack and/or locker until dismissal. Not abiding by these policies may result in having the cell phone kept in the office during the school day, solitary lunch, or detention. See the "Use and Possession of Electronic Devices" above.

On-Campus Conduct

Abusive Language

Threats, profanity, and/or vulgarity to faculty members, school employees, visitors, or other students will not be tolerated and will result in disciplinary actions up to and including suspension or expulsion.

Alcohol, Drugs, and Tobacco

The possession, use or distribution of illegal drugs, tobacco/nicotine products such as but not limited to electronic cigarettes (juuling), cigars, chewing tobacco, etc. and paraphernalia, or alcohol is prohibited. Students found with tobacco/nicotine products and/or paraphernalia on campus will be subject to disciplinary actions up to and including suspension or expulsion.

Cheating

Cheating or plagiarism will not be tolerated at any time. Cheating includes students who give work to another student to copy. Students involved in these practices will receive a zero on the assignment and may be subject to disciplinary actions up to and including suspension. Plagiarism is taking someone else's work or ideas and passing them off as one's own. This includes the use of artificial intelligence (AI) chatbots to write essays and articles. Academic work that is written by AI, no matter which program/software you use, is not considered your own original work.

Fighting

Fighting by any student while at school or attending a school event is a serious offense. The student will be subject to disciplinary actions up to and including suspension or expulsion.

Public Display of Affection

Students will refrain from inappropriate intimate behaviors on campus or at school related events. Public displays of affection deemed inappropriate include, but are not limited to, prolonged hugs, kissing, and handholding and are not allowed at school. Repeated or especially inappropriate behavior in this regard may result in disciplinary actions up to and including suspension or expulsion.

Theft

Theft of personal property in and around the school campus is a violation of civil law. Any student caught stealing will be dealt with by the administration in an appropriate manner, which may include suspension, expulsion, and/or police involvement.

Vandalism/Destruction of Property

The willful destruction of school property or personal property is a serious act. This includes writing and/or painting on or otherwise defacing school property. Violators will be referred to the school administration for disciplinary action. Repeated offenses may result in disciplinary actions up to and including suspension or expulsion. Any person guilty of this offense will be required to repair or pay for damages.

Weapons

Students who possess or claim to possess, use, threaten to use, or display a weapon while at school or at a school event shall be subject to discipline up to and including expulsion and involvement of civil authorities. Possession includes, but is not limited to, having a weapon on school property or at a school sponsored event. This includes:

- On the student's person or property (backpack, clothing, purse, etc.)
- In a space assigned to the student (locker, desk, table, closet, etc.)
- In a hidden place available to the student

Weapons include, but are not limited to:

- firearms
- an air gun, BB or any gun designed to discharge a projectile, slingshot or similar devices
- any knife
- a stun gun
- any explosive device including fireworks
- any martial arts weapons such as stars, nunchaku, etc.
- pepper spray and mace
- facsimiles of any weapon listed above.

Student Harassment Policy

All students and staff at the Academy have the right to feel happy, safe and included. Students and staff have the right to work in an environment without harassment, intimidation or fear. All bullying, of any sort, is therefore unacceptable. Students who experience bullying will be supported. The Academy recognizes the effects that bullying can have on pupils' feelings of worth and on their schoolwork.

The school community will actively promote an anti-bullying environment:

- To reduce and to eradicate wherever possible instances in which students are subject to any form of bullying.
- To respond effectively to all instances of bullying reported to teacher and/or administration.
- To establish a means of dealing with bullying and of providing support to pupils who have been bullied.
- To provide support for students who are accused of bullying who may be experiencing personal problems.
- To ensure that all students and staff are aware of the policy and that they fulfill their obligations to it.
- To meet any legal obligations which rest with the school.

Definition of Bullying and/or Harassment:

Bullying involves dominance of one student by another or dominance of a group of students over another individual student.

Bullying and/or harassment is premeditated, usually forms a pattern of behavior, and is therefore:

- Deliberately hurtful (physically, mentally, or emotionally)
- Repeated, often over a period of time
- Difficult for victims to defend themselves

Harassment or bullying can take many forms, but the main types are:

- Physical – hitting, kicking, taking another's belongings or defacing another's property
- Verbal – name calling, insulting, making offensive remarks or pressuring to conformity
- Indirect – spreading nasty stories about someone, excluding from social groups, being made the subject of malicious rumors, sending malicious emails, text messages or videos on cell phones, or malicious postings on social networking internet sites (i.e. Facebook, Instagram, Twitter, etc.). Acts of bullying on the Internet are referred to as "Cyber bullying".

Some forms of bullying are attacks not only on the individual but also on the group to which he or she may belong. Within school, students and staff will pay particular attention to:

- Racial harassment and racist bullying
- Bullying because of one's religious or political beliefs
- Sexual bullying or false accusation regarding one's sexual orientation
- Bullying of students who have special educational needs or disabilities

Reporting Bullying and/or Harassment:

Any students who feel that they are being harassed or bullied by another student should report their situation to an Academy teacher or the Principal directly. The Principal will handle all cases of bullying or harassment and may employ disciplinary actions up to and including suspension or expulsion.

Search and Seizure

Students, their lockers, and their motor vehicles shall be subject to searches by school officials including, but not limited to, students' outer clothing, pockets, purses, bags, locker or other personal belongings. The school reserves the right to invite appropriate law enforcement officers to visit at any time to search for controlled substances. Any alcohol, drugs or drug paraphernalia found in lockers, cars or other items under the student's control will constitute possession. If any controlled substances are found during a search, an arrest may be made according federal, state, or local law. The school has no authority to intervene with law enforcement officials.

Students also understand and agree that the Academy shall have the right to monitor or examine any electronic device at the school or any school activity. Additionally, the school may monitor or examine any postings on the Internet or other electronic medium, which includes but is not limited to, text messages and postings on personal websites, social networking sites, or other private or public domains. Such monitoring includes, but is not limited to, all verbiage, pictures, depictions, graphics and videos. Students understand and agree that they are responsible for and may be subject to disciplinary action for inappropriate material sent, posted, made available, shown to others or possessed by the student themselves.

Off-Campus Conduct

The general policy of the Academy with respect to off-campus activities will be to presume that the behavior of children is the parents' responsibility. To presume otherwise is to invite parental abdication of authority and accountability. However, if Academy students, individually or in a group, engage in an on- or off- campus activity that brings notoriety to themselves and/or discredit to the Academy, the school may exercise jurisdiction, applying severe individual penalties up to and including expulsion.

Drug Use/Substance Abuse

The possession, use or distribution of illegal drugs, controlled substances or alcohol and/or misuses of over-the-counter or prescription drugs, is prohibited. Students connected to, or associated with, any drug-related persons or events may be required to submit to drug testing and be subject to disciplinary actions up to expulsion. The school reserves the right to randomly test students for drug use at any time. Students who test positive will be required to submit to a 10 panel test on the same day at Occupational Health Group at the parent's expense. The penalty for any violation of this policy may be a request for withdrawal or expulsion of the student. Refusal to comply with this policy may result in immediate dismissal.

Students in the presence of these substances may be subject to discipline as well. Violation of this rule will be dealt with whether on or off campus. Whitesburg Christian Academy is considered a drug, alcohol and tobacco free zone and has a zero tolerance policy as it relates to the possession, use, and/or distribution of illegal drugs, alcohol and controlled substance on its campus.

Tobacco Use

The possession, use or distribution of tobacco or tobacco/nicotine products such as but not limited to electronic cigarettes (juuling), cigars, chewing tobacco, etc. and paraphernalia, is prohibited. Students found with tobacco/nicotine products and/or paraphernalia on campus will be subject to disciplinary actions.

Comprehensive Grievance Policy

Purpose

To establish Biblical directives for the resolution of any disagreement or dispute between any two parties connected directly to The Academy.

Scope

Parties that might be involved in a disagreement would include but are not limited to students, parents, volunteers, faculty, staff, and administrators. Disagreements may be related to any aspect of the daily operations, policies, procedures, practices, or decisions of The Academy.

Definitions

Dispute: any disagreement that results in broken fellowship of trust between the parties, or that disrupts the lines of authority in the school, or which threatens the successful implementation of the Academy objectives and goals.

Grievance: any concern about any decision made by one in authority, where the concern is large enough to appeal that decision beyond the authority of the person that made the decision.

Concern: the substance and details of any dispute and/or grievance.

Procedure

It is understood that all concerns are first taken to God in prayer to seek His direction.

All concerns are first taken to the person with whom the dispute or grievance is held. It is preferred that older students with a maturity level capable of doing so would approach the other party themselves. All interaction will be done in a respectful and kind way. Examples would be, but are not limited to:

- Student or parent to a teacher concerning classroom issues.
- Student or parent to a principal concerning general operation of the school.
- Student or parent to the headmaster concerning decisions made by the headmaster.

If a satisfactory resolution cannot be reached, the matter would be taken to the direct supervisor of the person involved. A meeting would be held that would include all parties involved and the direct supervisor.

Any matter may be appealed through the chain of command to the headmaster, and ultimately to the Senior Associate Pastor of Whitesburg Baptist Church.

Complaint or Problem Procedure

It is understood by all parties that all concerns are first brought to God in prayer to seek His direction as to whether the concern is worthy to be brought to another person.

To establish Biblical directive for the resolution of disputes, the guidelines below will be followed whenever there is an incident concerning any aspect of the Academy's operations between any two parties connected in a direct way to the school, i.e. students, parents, staff, volunteers, administration, and Headmaster. A dispute is any disagreement that results in broken fellowship or trust between the parties, or that disrupt the lines of authority in the school, or which, in the judgment of either disputant, threatens the successful implementation of the Academy's objectives and goals. A grievance is any concern about any decision made by one in authority, where the concern is large enough to appeal the decision beyond that authority to the next level. A concern is the substance and details of the dispute and/or grievance.

Students/Parents to Teachers:

Concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student himself. If the student presents the concern, a respectful demeanor is required at all times.

If the problem is not resolved, the parents or student may bring the concern to the appropriate principal with the knowledge of the teacher. If the student brings the concern, his/her parents must be present.

If the problem is still not resolved, the parents should appeal the decision to the Principal, and a meeting should be held with the teacher and Principal present. If there is still no resolution, they should request a hearing from the Headmaster.

Parents to Administration:

1. If parents have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the Principal.
2. If there is no resolution, they should request a hearing from the Headmaster.
3. If no resolution exists after a meeting with the Headmaster, a meeting should be requested of the Senior Associate Pastor of Whitesburg Baptist Church.

Volunteers to Staff/Administration:

1. If any volunteer has a concern about the volunteer work, he/she will present that concern to the staff member responsible for his/her oversight.
2. If the problem is not resolved, then the concern should be presented in writing to the supervisor of the staff member involved in the concern followed by a meeting with him/her to discuss the concern. If the problem remains unresolved, this process should be repeated, going up one level at a time before scheduling a meeting with the appropriate principal.
3. If the problem is still not resolved, the volunteer may request a hearing from the Headmaster in writing. The request will be passed through the Principal. The Principal is required to pass the request on to the Headmaster.

General

It is understood that if any disputes arise which are not covered by this policy, the Headmaster will decide what procedures to follow based on a parity of reasoning from those procedures established by this policy and with the understanding that Matthew 18 is the guideline used for the standards set herein.

Grammar Student/Parent Acknowledgement Form

Both the student and his/her parent(s) or legal guardian acknowledge that they have read this handbook and agree to abide by the rules and regulations stated herein as a condition to enrollment at Whitesburg Christian Academy.

We, the undersigned parents(s) of _____,
acknowledge that I (e) have received, read and agree to abide by all the rules and regulations set out in the Student-Parent Handbook for the current year.

Student (print name) _____ Signature _____ Date _____

Parent (print name) _____ Signature _____ Date _____

(Execution of this document and delivery to the school shall be required before the admission of any new student. Returning students must submit the completed form by the first full day of classes in the fall.)