WHITESBURG
CHRISTIAN ACADEMY

a ministry of Whitesburg Baptist Church

UPPER HANDBOOK

REVISED AUGUST 2026

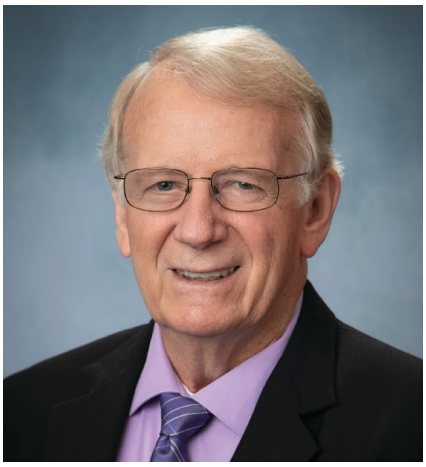
7290 Whitesburg Drive | Huntsville, AL 35802 | 256-704-7373
whitesburgchristianacademy.org | whitesburgwarriors.com

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.

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

Jerry Reeder
Headmaster

Our mission is to assist Christian parents by providing students an academically excellent and Christ-centered education for life-long service to Christ. Our handbook provides parents and students with information concerning our school's policies and procedures. Our policies and procedures provide our school community with a pathway to a positive and supportive educational environment. We are thankful for your ongoing cooperation and support of our school. Please let us know if you have any questions or concerns regarding our handbook.

Thank you,
Matt Scott
Upper School Principal

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.

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

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 Cognia/ Southern Association of Colleges and Schools (SACS). The Academy is also associated with the National Alliance of Christian Schools (NACS). The Academy is also a member of the Alabama High School Athletic Association (AHSAA).

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 7-12	8:00 a.m.-3:05 p.m.	8:00 a.m.-11:30 a.m.
Office	7:45 a.m.-3:35 p.m.	7:45 a.m.-11:45 a.m.

Late Start Wednesday Hours for Upper School – 9:00 a.m. - 3:05 p.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 FACTS 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 those who 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.

Immunizations

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.

Medication

Prescription medications require a new Parent/Prescriber Authorization (PPA) form each year. This form is available from your school nurse or online. Medications and the PPA forms must be brought to the school by a parent with the current pharmacy label identified with the student's name, dosage, and timing. 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 pick up and disposal. The parent must pick up all medications on or before the last day of classes, or the medication will be destroyed. Medications cannot be kept at school between the end of the regular school year and the start of the next.

Ibuprofen (Advil), acetaminophen (Tylenol), diphenhydramine (Benadryl), Tums, hydrocortisone cream, saline eye drops, and cough drops are all available in the nurse's office if the parent has given permission for administration in RenWeb. Students are not permitted to have over-the-counter medications in their possession during the school day or at school-sponsored activities.

Nurses are available on-campus Monday-Friday from 7:30am to 3:30pm and will administer medications as needed. For after-school activities such as athletics, parents are responsible for administering all medications, including Epipens, inhalers, diabetes medication, and seizure medication. Coaches and athletic trainers will not be responsible for medication administration. If a student has permission on the PPA to self-carry and self-administer medication, they may do so after school as well.

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.

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.

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. All volunteers must sign in at the Upper 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 their child's teacher to set up an appointment.

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 stuands for all students. It is our desire for people to see Christ in our attitudes and actions and not be distracted by our appearance.

UPPER SCHOOL – *For 7th through 12th 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 uniform shirts must have a school logo. If a student does not have on a school uniform, they can have a parent bring them one or one will be provided and their family account will be billed.

	Acceptable	Not Acceptable
UNIFORMS	· UNIFORMS from Lands' End or Zoghby's · WINTER (Dec-Feb) girls may wear blue jeans instead of uniform skirt. Tops and shoes must still be uniform dress code.	· Khaki shorts or pants from Target, etc. · Uniform skirts cannot be shorter than 3" above the knee · Sweatpants · T-shirts under an approved Hoodie
OUTER WEAR	· Jackets or sweatshirts from uniform providers, BSN or WarriorWearShop.com	· Outerwear purchased *anywhere* else, including sweatshirts from field trips (including SLU) or athletic events (such as state tournaments) · Students may not bring blankets to school.
HAIR & APPEARANCE	· Well-groomed and out of the eyes	· Boys hair flowing past shirt collar · No jewelry for boys · Tatoos, henna
SHOES	· Girls may wear tennis shoes, ballet flats, sandals/clogs, or boots · Boys may wear tennis shoes, dress shoes or boots ****ALL SHOES MUST BE neutral/school colors to include: white, gray, khaki, black, navy, brown, or purple****	· Flip-flops · Crocs · Slides and Slippers · Shoes with sheepskin, fur, etc.
SOCKS & LEGGINGS	· Black or white – tall or short style · Black, white or gray leggings worn under skirts	· Socks with sandals · Socks worn over the knees · Sweatpants, yoga pants, athletics pants worn under skirts
MIDDLE SCHOOL P.E.	· P.E. Uniform shirts and shorts from Lands End or Zoghby's	· All other shirts or shorts
SPIRIT WEAR FRIDAYS*	· Uniform bottoms or blue jeans · Warrior or Academy t-shirts and sweatshirts/hoodies	· Blue jeans with holes, rips or cut offs · Leggings as pants · Sweatpants · Denim 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 28, 2026.*

Upper School Policies

Student Conduct and Discipline

The goal of upper school discipline is to correct and train students to be passionate followers of Christ and well-trained servant leaders. The Academy 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 toward other students or school authority which is manifested in violation of standards. The expectation is that parents will support disciplinary action by encouraging obedience and respectfulness to the action taken by the school.

In order to maintain this environment, it is fundamental that there are clearly defined rules students must follow. Violations are grouped into three levels (Level I, Level II, and Level III) which range from the least serious to the most serious.

Appropriate school personnel shall investigate, verify, and take the necessary action to resolve student misconduct. After determining a violation and the classification of the violation, the principal or designee should implement the appropriate sanction. Violations apply to student conduct on a school campus, at school-related events, or while being transported to or from school or school-related events. Violations apply to off campus behavior that would foreseeably create a risk of substantial disruption within the school environment, or that invades the legal rights of other members of the school community, including posts on social media.

CLASSIFICATION OF VIOLATIONS AND SANCTIONS

Level I Violations

1.01 Distraction of other students
1.02 Misuse of classroom technology (texting, messaging, gaming, making videos, accessing social media, etc.)
1.03 Inappropriate use of technology (Refer to Bring Your Own Device handbook)
1.04 Failure to comply with cell phone policy for your grade level.
1.05 Violation of the Academic Integrity Policy
1.06 Failure to follow directions from Academy faculty or staff members
1.07 Intimidation of a student/hazing/harassment
1.08 Disrespect of any Academy faculty or staff member.
1.09 Inappropriate public display of affection
1.10 Non-direct use of profane language or obscene manifestation
1.11 Tardiness (after 3)
1.12 Non-conformity to dress code
1.13 Skipping class or truancy
1.14 Failure to abide by Student Automotive Policies including reckless driving/speeding on or near campus.
1.15 Unauthorized use of school or personal property
1.16 Littering of school property
1.17 Any other violation which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances

Level I Sanctions

1. Conference with the student
2. Confiscation of electronic device and/or loss of device privileges on campus
3. Parent conference(s)
4. Temporary removal from class
5. Detention
6. In-school suspension
7. Prohibited from participation in extracurricular school activities.
8. Zero on Class Assignments
9. Three (3) Tardies in a class equals 1 Absence.
10. Solitary Lunch
11. Students will be provided with a correct school uniform and the family account will be charged.
12. Other sanction(s) as approved by the Administration

Level II Violations

2.01 Direct or non-direct use of profane language or obscene manifestation (verbal, written, gesture directed toward another person) to include name-calling, ethnic slurs, or derogatory statements.
2.02 Threats/extortion/coercion/blackmail
2.03 Written or verbal proposition to engage in sexual acts
2.04 Inappropriate touching of another person
2.05 Vandalism/property damage to include throwing objects that can cause bodily injury or property damage
2.06 Theft of property
2.07 Possession of stolen property with the knowledge that it is stolen
2.08 Trespassing
2.09 Unauthorized leaving of the school premises
2.10 Possession of tobacco product including vaping devices/e-cigarettes
2.11 Violation of the Recording Devices Policy
2.12 Repeated Level 1 Violations
2.13 Any other violation which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances

Level II Sanctions

1. Any sanction(s) included in Level I and other sanction(s) as approved by the Administration
2. Out-of-school suspension
3. Recommendation of expulsion

Level III Violations

3.01 Arson
3.02 Robbery
3.03 Theft of property
3.04 Burglary of school property/breaking and entering
3.05 Criminal mischief
3.06 Making violent threats to include, but not limited to, bomb and shooting threats
3.07 Sexual offense or harassment
3.08 Fighting
3.09 Unjustified activation of fire alarm system or fire extinguisher
3.10 Assault on another person (student, teacher, staff member, visitor, etc.)
3.11 Possession of any weapon, knife, gun, instrument or article that might be injurious to a person or property
3.12 Sale, and/or use of a tobacco product including vaping devices/e-cigarettes
3.13 Unlawful sale, purchase, furnishing or giving, or possession of a drug or drug paraphernalia to include e-cigarettes containing illegal substances or alcoholic beverage
3.14 Sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer or other digital device.
3.15 Any other offense which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances
3.16 Crimes as defined under the laws of the city, state of Alabama, or United States

Level III Sanctions

1. Any sanction(s) included in Level I and II and other sanction(s) as approved by the administration.
2. Referral to outside agency, including the criminal justice system
3. Restitution of property and damages where appropriate

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.

Definition of Bullying and/or Harassment:

- The definition of bullying/harassment is the premeditated dominance of one student by another or dominance of a group of students over another individual student, usually forming a pattern of behavior. Bullying/harassment 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. Instagram, Snapchat, Tik Tok etc.). Acts of bullying on the Internet are referred to as "Cyber bullying".

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, counselor or an administrator. 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.

Detention

Detention will normally be on Thursdays from 7:00-7:45 in the cafeteria. An email with the date of detention will be sent to the student, and parent/guardian. If a student is late or misses detention, another detention will be issued in addition to the one that was missed.

In-school Suspension

If the student is serving in-school suspension, he or she will spend the day in a supervised classroom away from the other students. Students serving in-school suspension will take any tests or quizzes under a supervisor at the normal class time. When a student is in ISS they may participate in normal afterschool activities.

Out of School Suspension

When a student is suspended, removal from the classroom and all school activities for the day occurs. The student will be marked absent for an out of school suspension. All work is to be completed. 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. A student will not be allowed to participate in or attend any school activity during the period of Out of School Suspension.

Social Media Policy

At Whitesburg Christian Academy, we believe in promoting a safe and respectful environment that aligns with our Christian values both within and beyond the classroom. This Social Media Policy outlines guidelines and expectations for students when using social media platforms.

Respect our Mission & Vision: Students are expected to conduct themselves online in a manner consistent with the Christ-centered mission and vision upheld by Whitesburg Christian Academy.

Privacy: Protect your privacy and respect the privacy of others. Do not share personal information, such as home addresses, phone numbers, or sensitive family details, without permission.

Respect for Others: Treat all individuals, regardless of their beliefs, with kindness and respect. Avoid engaging in online behavior that is discriminatory, disrespectful, or harmful.

Honesty and Integrity: Be truthful and accurate in all online interactions. Do not engage in plagiarism, spreading false information, or cheating in any form.

Cyberbullying: Cyberbullying will not be tolerated. This includes any form of online harassment, intimidation, or derogatory comments. Report any instances of cyberbullying to a teacher or school authority.

Representing Whitesburg Christian Academy: When identifying as a student of Whitesburg Christian Academy online, students are expected to represent the school positively and responsibly. Any actions that tarnish the school's reputation or disrupt the peaceful and orderly learning environment of the school may result in disciplinary action. Students do not have permission from the school under any circumstances to create social media accounts that represent Whitesburg Christian Academy.

Respect for Teachers & Staff: Maintain a respectful and appropriate tone when discussing teachers, staff, and school-related matters on personal social media platforms.

Consequences for Violations: Violations of this Social Media Policy may result in disciplinary action, including warnings, suspension, or expulsion, depending on the severity of the violation and the impact on the school community.

Reporting Violations: If a student encounters a violation of this policy, they are encouraged to report it to a teacher, school counselor, or administrator.

Student Led Accounts: Whitesburg Christian Academy does not allow or endorse student-led accounts that represent Whitesburg.

By following this Social Media Policy, students of Whitesburg Christian Academy help create a positive online environment that reflects our mission and vision. Responsible digital citizenship is a commitment to the school community and an essential life skill for the future. It is mandated that threats that involve school safety are reported to school administration.

**This policy is subject to change, and all students are responsible for staying updated on the latest version.

Academic Integrity Policy

Violations of the Academic Integrity Policy are subject to Level I Sanctions.

Actions that fall below the expectations of trust, honesty, respect, and fairness, as established by the Honor Code, will also constitute a violation of the Honor Code and result in disciplinary action. Examples include, but are not limited to, the following:

- Lying
- Using notes, calculator memory, or other unauthorized aids in a quiz, test, examination, or paper, or copying from or being influenced by another student's work in an unauthorized way.
- Giving unauthorized aid to another student—for instance, allowing another student to copy or use one's test paper, homework, or notebook, or giving answers to tests or quizzes.
- Completing a homework assignment with little or no regard for its accuracy or correctness, but instead with the intent to get a "homework completion" grade or otherwise deceive a teacher into believing you did your homework carefully and with integrity.
- Using a cell phone or any unauthorized electronic device during a quiz, test, or examination.
- Obtaining help on homework or on take-home tests that is beyond the limits specified by the teacher
- Plagiarizing: presenting ideas, information, words, or even sentence structures as one's own, in part or full from some other source, be it a published work, another student's work, a parent or tutor, an internet site, Spark Notes, ChatGPT, or any similar aid.

Students involved in these practices will receive a zero on the assignment and may be subject to disciplinary actions up to and including suspension.

AI and Other Study Aids

On any given assignment, the assumption of students should be that any study aids must be explicitly approved. This includes study aids like artificial intelligence tools (e.g., ChatGPT). Teachers may utilize or assign usage of such tools, but students are liable for cheating or for plagiarism unless they have explicit teacher permission for such usage.

Particulars regarding artificial intelligence

1. Ethical Use
    a. Students must avoid using AI to complete assignments or assessments without understanding and contributing their own knowledge.
    b. As a starting point, students should assume that their teachers do not allow usage of AI and that they must ask permission to use it.
2. Citation and Referencing
    a. When using AI-generated content or insights in academic work, proper citation and referencing must be followed as per institutional guidelines.
    b. Students must clearly attribute AI-generated outputs to their sources and acknowledge the role of AI in the research process.
3. Originality and Plagiarism
    a. Students must uphold standards of academic integrity by ensuring that work submitted reflects their own understanding and effort.
    b. Direct copying or submitting of AI-generated work as one's own without proper attribution constitutes plagiarism and is strictly prohibited.
4. Collaboration and Cheating
    a. Any attempt to manipulate or misuse AI tools to gain unfair advantage, such as sharing answers or using AI to circumvent academic work, is prohibited.
5. Examples of Clearly Unacceptable AI Usage
    a. Asking AI to do your math, science, or language homework.
    b. Asking AI to complete any part of a writing assignment for you without first gaining explicit clarity from your teacher that such usage is permissible.
    c. Asking AI to do anything that your teacher has not made clear is acceptable usage.

Devices/Technology

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.

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.

Cell Phone Policy

11th-12th grade students are allowed to have their cell phones with them during the school day. Students in grades 7-10 must store their cell phones in designated cases in their homeroom and pick them up from a central location either between 4-1 and 4-2 (Varsity Athletics only), or after dismissal at 3:05. Students in grades 11-12 will store their cell phones in cases during class. They will have access to their phones at break and lunch.

Recording Devices Policy

The purpose of this policy is to protect the privacy, dignity, and intellectual property of students, faculty, and staff, while maintaining an environment conducive to learning. Recording devices include, but are not limited to, cell phones, smartwatches, tablets, laptops, audio recorders, and any device capable of capturing audio, video, or images. Students may not use recording devices to photograph, video record, or audio record any person on campus without prior permission from both the individual being recorded and a supervising faculty member.

Classroom Use: Recording of classroom instruction is prohibited unless explicit permission is granted by the teacher in advance, and the recording is for approved academic purposes only. Unauthorized recording of lessons, discussions, or classroom activities is strictly prohibited.

Privacy Expectations: Recording in private or sensitive areas (including restrooms, locker rooms, or counseling spaces) is strictly forbidden. Students may not record or distribute images, audio, or video that could embarrass, harm, or harass others.

Distribution of Recordings: Sharing, posting, or transmitting any recordings of students, faculty, or staff without permission is prohibited. This includes posting on social media, messaging platforms, or any digital platform.

School Events: Recording at public school events (e.g., performances, athletic events) may be permitted for personal use unless otherwise stated by school administration. Commercial use or public distribution requires school approval.

Students and families should be aware that unauthorized recording may violate state and federal laws, including privacy and consent regulations.

Classroom Technology

7th-8th grade classes will have class sets of chromebooks to provide for learning needs in the classroom. 7th-8th grade students will be charged a $200 technology fee to provide for the devices, software, maintenance and upkeep.

Bring Your Own Device Policy

Students in 9th-12th grade will bring their own device. Requirements and policies can be found in the Bring Your Own Device Program Handbook.

Attendance

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.

Contact the Attendance Office Regarding All Absences

- If unforeseen/unexpected events occur on the morning of a school day or a student wakes up sick and cannot attend school, then the parent should make every effort to call or email the Upper School Office before 8:30 a.m. (upper.attendance@whitesburgchristianacademy.org / (256) 704-7373

Absences are counted by class. Upper School students must be present for a minimum of half the class period or they will be counted absent in that class. Parents should check on student attendance records in FACTS. They are also on the Report Cards.

Student absences fall into two categories - Excused and Unexcused

Excused Absences (AE) are assigned for the following reasons after they submit applicable documentation to the Upper School Office. Students may make up missed work as defined below.

- Medical Appointments with a Doctor's Excuse
- Documented Personal Illness with a Doctor's Excuse
- Documented Personal Illness with a Parent Note (maximum of 5 days per semester)
- Family illness or death (written/signed note from a parent)
- Court Appearances (written/signed note for a parent)
- Principal Approved Absences - Parents may request approval from the principal for special family events such as weddings, graduations, etc. - (This must be prior approval). Limit of 5 per year.

Unexcused Absences (AU) are assigned for, but not limited to, the following reasons:

- Truancy
- Sleeping in after an athletic event or extracurricular activity unless approved by Administration.
- Absences due to trips unless approved by the Principal (see above).
- Non-medical appointments (Hair, nails, fittings, senior pictures, etc.)
- Out of school suspensions
- Student Absence for any reason without a parent note

Tardiness

Upper School students are expected to be in the classroom at their desk when the bell rings. After the warning bell rings, students are not to be in the hallway. Students will be considered "tardy" if they arrive in class after the bell.

Upon receiving three (3) unexcused tardies, the student will receive one (1) absence for that class. Upon receiving three (3) unexcused tardies to homeroom, students will receive a before school detention.

If a student is detained by administration, office personnel, another teacher or the school nurse, they will be given a Late Pass to present to the teacher.

Loss of Credit Due to Absences

For a student to receive credit in an Upper School course, total absences in that course may not exceed 10% of the number of days a class meets. This is nine (9) for one semester-long course or a year-long A/B course, eighteen (18) for year-long courses that meet every day. Whether the absences are excused or unexcused does not change the attendance credit ruling. Exceptions may be granted under extenuating circumstances of extended illness/injury after parental consultation with the Principal.

School Events and Activities

Students participating in school events such as athletic or academic competitions, field trips or on-campus events are not considered absent. Students will be expected to make-up all missed work in accordance with the Make-up Work Policy below.

College Visits are considered a school activity and will not count as an absence if documented. Students must submit a College Visit Form to the College Counselor prior to the visit. Juniors and Seniors can have three (3) College Visits per academic year.

Make-up Work Policy

Students are expected to complete all work missed due to an absence, including classwork, homework, quizzes, tests, papers, essays, projects, presentations, and other assigned activities. It is the student's responsibility to contact each teacher to obtain missed assignments and instructions. Teachers are not responsible for locating students to remind them of missed work. At the teacher's discretion, alternate assignments may be provided in place of missed class activities.

Unless otherwise directed by the teacher, make-up work must be submitted according to the following timeline:

- **One-day absence**: Due within one day of returning to school.
- **Two-day absence**: Due within two school days of returning to school.
- **Three or more consecutive days of absence**: Due within three school days of returning to school.

Reasonable accommodations will be made for students with extended absences due to illness, injury, or other approved circumstances. Teachers reserve the right to modify due dates or make-up requirements when appropriate.

Failure to submit make-up work within the established timeline may result in a grade of zero.

Middle School (Grades 7–8) Late Make-Up Work Policy

To help students develop effective academic habits while providing additional support during the transition to middle school, the following late work policy applies to students in Grades 7 and 8 after the allotted make-up time has expired:

- **First Quarter**: Assignments submitted one school day late will receive a maximum of 75% credit.
- **Second through Fourth Quarters**: Assignments submitted one school day late will receive a maximum of 50% credit.
- **Assignments submitted two or more school days late** will receive a grade of zero, unless prior arrangements have been approved by the teacher or administration due to extenuating circumstances.

This adjusted policy applies only to Grades 7 and 8. High school students are expected to adhere to the standard make-up work policy.

Daily Procedures

Checking In/Out Procedures

Non-driving students arriving at school after school has started or leaving before scheduled dismissal time must be signed in/out by an authorized adult in the Upper School 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.

Students who drive may check out with a signed note, email, or phone call from the custodial parent or guardian.

Lockers

Academy students in 7th grade will be assigned a locker at the beginning of the school year. Lockers are assigned to 8th-10th graders upon request and availability These lockers are for the personal use of students and must be kept locked at all times. No open containers of food or drinks are allowed to be stored in the lockers. Students should not store any books or personal items outside their lockers. Any items found in the halls must be picked up from the lost and found. Students are responsible for cleaning out their own locker at the end of the year. Lockers may not be decorated outside with stickers, pictures, etc. Loss of or deliberate destruction of a school lock (or locker) will result in a fee for replacement value being assessed to the parents of the student.

Cafeteria

Students are not permitted to be in the classroom buildings during lunch. Students may eat in the cafeteria or at the picnic tables outside the cafeteria. This privilege of eating outside may be revoked if students do not keep the grounds clean and free of litter.

Chapel & Peer Mentoring

The Academy provides regular chapel services for students. These assemblies are designed for student participation in worship, prayer, biblical instruction, and student testimonies. Chapel and Peer Mentoring are an important part of The Academy's curriculum and attendance is required, just as in classes.

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.

Academics

Upper School Course Catalog Link

Transfer Credit

High School courses taken for credit at an accredited high school transfer to The Academy with the grade and GPA assigned by the school granting the credit. Specific courses that meet the Academy requirements will be given credit in that department. Other courses may be given elective credits. Homeschool students will be evaluated on an individual basis (through validating accreditation of a homeschool umbrella and examining the curriculum used).

Curriculum

The Academy's curriculum reflects the methodology and materials of a classical school. Although not fully classical, the Academy uses a classical approach to education. Our mindset is from a Christian perspective, building in our students a biblical worldview. The study of God's Word and principles is the foundation for all that is taught in the academic curriculum.

In using a classical approach, the instructional goal for Upper School students is to wisely relate and apply their knowledge. The English program incorporates grammar, vocabulary, and writing along with the study of literature. History is taught as a survey of events with a Christian emphasis. Bible courses focus on understanding our faith and how to defend it. The science curriculum shows God's design in the life and physical sciences. The math program encourages students to apply concepts to solve problems. In addition to the classes listed above, logic is incorporated in grade 7. A year of rhetoric is required.

Students also have required and free electives that enhance their education. A detailed list of the publishers and curricula used may be secured from the Academy website (www.whitesburgchristianacademy.org).

Homework

The purpose of homework is practice, preparation, or extension. At the upper school level, student homework is associated with greater academic achievement and is important to student learning.
Homework will be:

- Activities or assignments that students can complete independently.
- Carefully constructed as to be completed within a reasonable time allotment, with minimal adult help.
- Connected to grade level or subject matter curriculum.
- Connected to class instruction.
- Engaging, purposeful and relevant.
- Consideration shall be given to quality over quantity.

Semester Exams

Semester exams will be given in core courses at the Upper School (7-12) level. For grades 7-8, semester exams will count for 10% of the semester grade. For grades 9-12, semester exams will count for 20% of their final grade. AP courses do not have Final Exams. Exams will remain the property of the Academy and will not be returned to the student. Exams are available for review by students or their parents for one month after the exam date.
Exam exemptions are available to high school students for written final exams (not speeches, projects or labs done prior to exams). There is no limit to the number of written exams a student can exempt. The requirements to exempt a semester midterm or final exam are:

1. An average of 90 and above for the two quarters (semester) and no more than 3 unexcused absences in the class
2. Students with greater than 3 office referrals will not be exempt from exams.

Dual Enrollment Courses

Students may enroll in dual enrollment classes through approved colleges or universities with a GPA and scores on the ACT and/or SAT at or above the required level. Students must also have administrative approval. Students will receive high school credit. Students are responsible for payment of tuition and book fees to the college. Official college transcripts must be requested from the institution attended. All courses must be approved by the administration and weight will be assigned by the administration. Dual Enrollment courses must be taken in-person.

Progress Reports and Report Cards

Progress reports are emailed through RenWeb for all students midway through the quarter or when a student is not passing or the grade has dropped significantly. Conferences are not required but will be scheduled at the request of parents or the teacher. Parents are expected to regularly check RenWeb for a student's grades. Incomplete grades must be completed by the end of the next grading period in order to avoid a grade of "F". At year end, the grade marked "Semester Average" will be recorded in the student's permanent record. Report cards are emailed home the week after each of the first three quarters. The final report card is emailed if the student account has a zero balance. All accounts must have a zero balance before the report card is released.

Honor Roll

Students who have all A's and B's throughout the school year are on the A/B Honor Roll. Students who have all A's are on the A Honor Roll.

Standardized Testing

All 7th grade students take the Iowa Assessment standardized test in the spring. The 8th and 9th grade students take the PreACT 8/9 in the spring. 10th grade students take the PSAT/NMSQT in the fall and the PreACT in the spring. 11th grade students take the PSAT/NMSQT in the fall and the ACT at school in the spring. Parents will be charged for the ACT in the family account.

All students are required to take the SAT and/or the ACT before the end of their junior year. These results are made available to students through their online accounts. A copy is also included in their permanent file. Parents are responsible to note the published dates for this testing and ensure that their student is present.

Promotion

Grades 7-8

In order to be promoted to the next grade, the student must pass all of their five core subjects: English, Math, Science, History and Bible. If the student does not have passing grades, he/she must successfully complete summer school before he/she will be promoted to the next grade. Students who fail two or more classes in a year may be asked to withdraw from the Academy.

Grades 9-12

Students must pass all courses related to the required number of credits before being promoted to the next grade level. Failed core subjects such as math, English, science, history, or Bible must be made up in summer school or re-taken the following year. Summer school courses are at the parent's expense, and course work will only be accepted from an accredited institution. Students may only recover one high school credit. If they fail a second course, they may be asked to withdraw from the Academy. Any failed electives may be repeated the following year if the schedule will allow. Students must ensure that they have gained the minimum number of credits needed to graduate.

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. Upper school students who receive a semester average below a 2.5 GPA will be put on probation for the following semester. Students on academic probation who do not receive a 2.5 semester GPA may be asked to withdraw.

Course Units of Credit

Classes which meet five days a week during half-blocks receive 0.5 unit of credit per semester. Classes which meet five days a week on full blocks receive 1.0 unit of credit per semester.

Courses Taken in 8th Grade

Students may currently bring one credit of math (Algebra 1) and a half credit of Health to the 9th grade (high school) transcript.

Grading Scale

Students electing to participate in rigorous academic courses such as Honors, Advanced Placement, or Dual Enrollment are given additional weight. The weighted Grade Point Average (GPA) will be recorded on the student's report card, high school official transcript, and included in the student's overall GPA calculation. Credit bearing courses shall be awarded according to the following scales:

Letter Grade	Numeric Grade	College Prep	Honors/ Pre-AP / Dual Enrollment	AP
A	90-100	4.0	5.0	6.0
B	80-89	3.0	4.0	5.0
C	70-79	2.0	3.0	4.0
D	65-69	1.0	2.0	3.0
F	0-64	0	0	0

Valedictorian and Salutatorian Requirements

The student with the highest GPA is the Valedictorian, and the student with the second highest GPA is the Salutatorian. Candidate nominees will be determined based on weighted GPAs. Candidates must have attended Whitesburg Christian Academy for all four years of high school. Candidates will be required to give a graduation speech to be written by them and approved by the administration. If the testimony and/or reputation of one of the candidates is compromised prior to the date of graduation, the administration may decide, at their discretion, not to have that student deliver a speech in the graduation ceremony. In the event of a tie between three or more students, cumulative average will be used to determine the Valedictorian/Salutatorian.

Community Service

Since one of the primary goals of Whitesburg Christian Academy is to prepare students for a life of service, each student should be involved in the community and learn to be a responsible citizen. In an effort to encourage community involvement, the Academy requires students to do a minimum of 100 hours of volunteer service as a graduation requirement. A maximum of 25 hours may be counted for a single service project in a school year (June 1 - May 31). You may do the same project every year, but only 25 will count toward the requirement each time. In order to complete the requirement by graduation, 25 hours must be completed by the end of each school year in high school. Students may start recording volunteer hours the summer before the ninth grade year. Students may select from various types of volunteer activities, but the activities must be approved by the Counselor or the Principal. Forms are available from the Upper School office and on RenWeb.

Student Automotive Policy

Whitesburg Christian Academy parents and students need to understand that it is a privilege for students to drive to school. The following rules are in place for the safety and well-being of all of our students, faculty and families:

Student drivers are not to go to their vehicles during the school day unless the administration gives permission. In order to maintain the privilege of driving to school and maintaining a car on the campus, the following student driver guidelines will be followed:

- The student's parking sticker must be displayed on the front windshield - lower left on the driver's side.
- Students must park in their assigned parking area.
- The speed limit is 10 mph while on campus.
- Loud music, spinning tires, careless driving and/or speeding is not permitted on or near campus.
- Vehicles are not permitted to be driven anywhere on campus except the designated driveways and parking spaces. (Fields are not designed for parking or driving.)
- The school reserves the right to search student-driven vehicles parked on school property or at school functions.
- Vehicles should be locked.
- The Academy assumes no liability for damage to or losses from any vehicle parked on campus during the school day or during any school-sponsored extracurricular activity.
- Cars are not to be parked overnight without the permission of the Principal.
- Students may not loiter in/or around their cars. Students are not permitted in cars or parking areas during the school day.
- A copy of the student's driver's license and automobile insurance must be on file before permission is granted to drive to school.

Off-Campus Privileges

With permission from a parent/guardian and a review of the student's current discipline record, eligible students may be "off campus" during designated times during the school day, such as participating in senior internships, after AP exams, and during Varsity Athletics when practice is off-campus. This policy is based on our expectation that students will act responsibly. This policy is designed to aid our students in making the transition from a structured high school environment into the world of independence and individual responsibility.

Rules/Guidelines

Revocation of the Off-Campus Privileges and possible suspension can occur for violation of these rules.

1. A student must have a signed Off-Campus Privileges permission form on file in the upper school office to leave campus.
2. Students must sign out in the Upper School office and then back in at the upper school office.
3. Students must be on time to the next class. Failure to attend any class or accumulating three tardies after exercising the privilege may result in the loss of privileges.
4. All students must abide by all Academy rules.
5. Any Out-of School suspension may result in loss of Off-Campus Privileges for the remainder of the semester.
6. Any complaints received by area businesses or residents may result in loss of driving privileges or suspension for the offending student.

Athletics

Requirements

Athletics is a privilege at Whitesburg Christian Academy. Athletes represent the school to the community and must display good sportsmanship and Christian character. We follow the AHSAA guidelines for athletic eligibility:

Section 9. Academic Rule

Requirements

(a) Students entering the 10th and 11th and 12th grades must have passed during the last two semesters in attendance and summer school, if applicable, at least six new Carnegie units with a minimum composite numerical average of 70 in those six units.

(1) Four core curriculum courses must be included in those units passed and averaged. (English, mathematics, science and social studies are core curriculum courses. Any combination of these courses is accepted.)

(2) Any student that accumulates more than four units of core courses per year may earn less than the required four core courses during the next school year and be eligible as long as the student remains on track for graduation with his/her class.

(b) Students entering the 8th and 9th grades must have passed during the last two semesters in attendance and summer school, if applicable, at least five new subjects with a minimum composite numerical average of 70 in those five subjects and must have been promoted to the next grade.

Note: A new unit is one that has not been previously passed. A semester is half of a school year as defined by the local school system.

(c) Students entering the 7th grade for the first time are eligible.

Handbook

The Athletic Handbook can be found at this link on our website.

For more information about Whitesburg Warrior Athletics, updated scores, alerts and team information, please visit this link.

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 then 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 respectfully to the teacher by the parents, or if the student is mature enough, by the student himself.

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 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.

Upper Student/Parent Acknowledgement Form

This form is now online.