



Upper School Family Handbook

2020-2021

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MISSION STATEMENT

*Westminster seeks to glorify God by providing an excellent education
that equips students to live extraordinary lives for Jesus Christ.*

Welcome

Welcome to the 2020-2021 school year! The pages that follow are the Upper School's family handbook. This handbook contains important information regarding the policies and procedures which we follow and uphold. Because Westminster desires to build a strong partnership with each family, we ask each parent and student to carefully review the important information provided in this handbook. Please feel free to contact the Upper School office with any questions.

Westminster Leadership Team

| | |
|-----------------------|---|
| Mr. Brian Case | Head of School |
| Mrs. Cindy Bramhall | Upper School Principal |
| Mrs. Tracy Lutz | Middle School Principal |
| Mrs. Megan Perry | Lower School Principal |
| Mr. Andrew Bryan | Athletic Director |
| Mrs. Dawn McCraith | Director of Admissions |
| Mr. Bill Clem | Director of Finance |
| Mr. Wesley Brown | Director of Development |
| Mrs. Megan Welch | Director of Marketing and Communications |
| Mrs. Kendra Sue Finch | Director of Educational Technology and Accreditation |
| Mr. Matt Rich | Upper School Dean of Students |
| Mrs. Laura Hanley | Director of College Counseling |
| Mr. Micah Waldecker | Technology Coordinator Assistant to the Upper School Principal |

Upper School Teachers

| | |
|--------------------------|--|
| Mr. Glenn Bell | Social Studies Department Chair |
| Mr. Tucker Blackmon | English |
| Mr. Tommy Brinson* | Band |
| Mrs. Whitney Diehl | English Department Chair |
| Mrs. Tacy Fleury | Finer Arts (Chorus) |
| Mr. Craig Ham* | Technology |
| Mr. Kent Hood | Biblical Studies Department Chair |
| Mrs. Vivian Hornsby | Fine Arts Department Chair (Art) |
| Mr. Adam Kraft | Science Department Chair |
| Mrs. Jordan Lambert | Foreign Language Department Chair (French) |
| Mr. Dan Mathis | Social Studies |
| Mr. David McElhannon* | Social Studies and Biblical Studies |
| Mr. Sean McLarnon | Science |
| Mr. Michael Merwin | Biblical Studies and Science |
| Mr. Randall Nichols | Foreign Language (Classics) |
| Mrs. Cindy Pantsari | English |
| Mr. Chris Parham | Science |
| Ms. Brittany Patterson* | Fine Arts (Theater Production) |
| Mrs. Adell Poss | Math |
| Mr. Matt Rich | Math |
| Mrs. Amy Shillingsburg | Math |
| Mr. Mark Tebbs* | Physical Education |
| Mr. Nello Thomas* | Math Department Chair |
| Mr. Micah Waldecker | Foreign Language (Spanish) |
| Mrs. Stephanie Waldecker | Foreign Language (Spanish) |

* These teachers are assigned to the Middle School but also teach classes in the Upper School.

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In order to protect the safety and well-being of its students, Westminster Schools of Augusta retains the right to amend this handbook and/or these handbook policies during the school year.

THE HONOR CODE and HONOR COUNCIL

A distinctive characteristic of a Christian, and of a Christian school, is truthfulness or honesty. Therefore, Westminster desires to build within students a strong sense of personal honor and integrity. For an honor system to be most effective, each person in the school community must believe in and support the principles upon which the system is based. Westminster's effectiveness as a witness in this community depends upon honorable living in accordance with God's Word. In this light, the Honor Code applies to each student at all times while the student is enrolled at Westminster.

The Honor Code

The Honor Code is a standard of integrity for the student body. The Honor Code calls for students to be truthful in their dealings with the faculty, staff, administration and each other; to submit academic work that is intellectually their own; and to maintain possession of only those belongings to which they are rightfully entitled. The Honor Code reads: "As a member of the Westminster community, I will emulate the characteristics of a Christian lifestyle, refraining from lying, stealing, and cheating. I am also honor-bound to report when anyone falls short of these expectations." Every member of the Westminster community agrees to the following:

- A. Each student is expected to refrain from lying, cheating, and stealing.
 1. Lying is the intentional omission or denial of fact, creation of false impression, or breaking of a pledge.
 2. Cheating is giving, receiving, or attempting to give or receive unauthorized help that could result in an unfair advantage in completing course work. Cheating is also considered to be:
 - a. the representation of another's work as one's own; therefore, copying of any assignment, without the expressed permission of the teacher, is a violation (including homework and projects).
 - b. the use of unauthorized notes in lieu of completion of reading assignments (e.g., Cliffs Notes, Monkey Notes).
 - c. failure to cite sources of ideas or quotations including electronic sources; plagiarism guidelines are reviewed in class annually by the English Department.
 - d. the use of a student's previous year's materials (including siblings' materials)
 - e. the use of another person's computer account or password.
 3. Stealing is the intentional taking of anything without the consent of the owner. Stealing includes unauthorized access, installation, use or modification of the computer files passwords, programs or documents of another student, the school or any other party.

- B. Students are expected to uphold and support the Honor Code. If a student witnesses a violation of the Honor Code, the student has a duty, as difficult as it may be, to turn the matter over to the Honor Council (the judicial board which is responsible for presiding over affairs of honor in the Upper School) by speaking with a teacher or student representative of the Honor Council. All records of Honor Code violations will remain in the student's disciplinary record and may be considered during investigations of subsequent violations. Although failure to report such a matter is not considered a violation of the Honor Code, each student must realize that the Honor Code will only succeed to the degree that the students support it. The Honor Code will fail if only the faculty is responsible for its enforcement. The students must care enough about their peers, and about their school, to take responsibility for enforcing the Honor Code. Reporting an honor violation does not destroy a fellow student's life; rather, it presents the person with the opportunity to learn from his or her mistake, and to build stronger moral character. If students choose to ignore honor violations, the Honor Code will fail. If students support the Honor Code, then they will be able to take tremendous pride in the high standards of their school.

The Honor Council (Grades 9-12)

- The Honor Council shall be a body of students selected by a committee made up of faculty and administration, and guided by one or more faculty members.
- The Council shall consist of a maximum of 11 student members from the Upper School.
- Each Upper School grade shall have a minimum of one and a maximum of four members.
- The Council shall have three officers: president, vice-president, and secretary. The president shall be a senior; the vice-president and secretary may be either juniors or seniors. The president may not hold any other major offices such as Head Prefect or Senior Class President.
- The three officers comprise the Executive Committee of the Honor Council.
- The principal shall appoint a faculty advisor to the Honor Council who acts in an advisory capacity and is not an actual member of the Council.

ACADEMIC POLICIES

One of the most important responsibilities of a school is to define clearly its academic program. Since Westminster is a Christian college preparatory school, the curriculum has been designed in scope and depth so students can graduate from the school prepared to do college work. The admissions standards for the school match the curriculum. Students should find their course work at Westminster both challenging and engaging. The academic program includes the following goals:

- to foster a Christian world view through the integration of faith and learning
- to challenge students to think critically and clearly
- to develop a disciplined approach to study
- to cultivate a desire for continued improvement and learning
- to train students to be discerning in decision-making

GRADUATION REQUIREMENTS (Grades 9-12)

These requirements are only minimum standards for graduation; we encourage our students to exceed these standards in preparing for colleges appropriate to their academic interests, and most students do so. The Westminster curriculum is structured to grant students the opportunity for advanced study in several subject areas. Students are encouraged to plan for higher education and to take an appropriate range of courses. More competitive colleges and universities expect students to take four years each of math, English, science, foreign language, and social studies. They seek students who are successful in their high school's most challenging course work, which includes honors, dual enrollment, and Advanced Placement courses at Westminster.

| <u>Core Academic Courses</u> | <u>Number of Credits</u> |
|--|---------------------------------|
| English (<i>see note 1</i>) | 4 |
| History/Social Studies (<i>see note 2</i>) | 3 |
| Math (<i>see note 3</i>) | 4 |
| Science (<i>see note 4</i>) | 4 |
| Foreign Language (<i>see note 5</i>) | 3 |
| Biblical Studies (<i>see note 6</i>) | 3 |
| <u>Other Courses</u> | |
| Fine Arts (<i>see note 7</i>) | 1 |
| Electives (<i>unrestricted</i>) | 1 |
| Physical Education (<i>see note 8</i>) | ½ |
| TOTAL CREDITS (<i>see note 9</i>) | 23 ½ |

Note 1 Excluding Creative Writing and other writing electives.

Note 2 Courses satisfying requirements for graduation include history, government, and other social studies courses.

Note 3 Above the level of Prealgebra, including Precalculus; math courses taken prior to 9th grade do not count toward the graduation requirement. However, Coordinate Algebra and Honors Algebra 1 taken in 8th grade will receive one credit.

Note 4 Including 2 lab courses (biology, chemistry, physics, or environmental science); science courses taken prior to 9th grade do not count toward the graduation requirement; however, 8th grade Physical Science will receive one credit.

Note 5 Three years of study in the same language are required. Approved foreign language courses taken prior to 9th grade may be used toward fulfilling this requirement for foreign language.

Note 6 At least one semester of Biblical Studies is required each year. The three credits must include Christian Foundations, Apologetics and Introduction to Philosophy (one semester each) and New Testament Studies (full year).

Note 7 Includes music, visual arts, drama, speech and other approved fine arts and electives.

Note 8 The credit may be earned by taking ½ credit of physical education or be granted according to the varsity sports participation policy.

Note 9 The 23 ½ credits must be earned in grades 9-12. Courses taken in eighth grade for credit do not count toward the 23 ½ credits required for graduation.

FULL-TIME STATUS

The required minimum academic course load is five (5) academic credits per year. Seniors enrolled in four AP or dual enrollment level courses may, upon approval, take four and one-half (4.5) academic credits. The required minimum course load, which includes academic and elective courses, is five (5) for each semester.

A student must complete the entire year at Westminster in order to graduate. Early graduation is not an option.

Courses that cannot be scheduled at Westminster may be taken through an approved college program to satisfy graduation or minimum course load requirements, with prior approval of the Upper School Principal. A semester-long college course will count as one-half (.5) credit.

TRANSFER CREDITS

A student who transfers to Westminster after the beginning of 9th grade will receive credit for equivalent courses passed in grades 9-12 in another accredited school (or for courses passed in grades 9-12 in a non-accredited school if Westminster subsequently confirms the credit through performance assessments). If the transfer occurs at the beginning of the second semester, the student must complete any essential work missed, as specified by the teachers, in order to earn credit. Transfer credits are not calculated into the Westminster cumulative weighted numeric average.

COURSE PLACEMENT AND SCHEDULING

Course placements will be made in consideration of the student's prior course work, placement test scores, pre-requisites, requirements, departmental recommendations and the student's future plans. Final decisions will be made by the administration.

In the spring, students may request courses for the following academic year. Over the summer, students will receive a list of their approved classes. Final schedules will be distributed on the first day of school. Students may request changes during the summer and during the first week of each semester. Student-initiated changes in a course schedule may be approved only during the first week of the semester when class availability, size, and curriculum requirements permit. For seniors, college application information will be updated to reflect schedule changes. At any time during the school year, the administration may change a student's schedule based on student performance and academic need. A class dropped may earn a grade of WF if the current cumulative average is below the passing level.

GRADING SCALES

A = 90 - 100
B = 80 - 89
C = 70 - 79
D = 67 - 69
F = 66 and below
I
P
WP
WF

Excellent
Good
Satisfactory
Marginal Passing
Failing
Incomplete
Pass
Withdrawn Passing
Withdrawn Failing

English as a Second Language (ESL):

EP Exceptional Progress
SP Satisfactory Progress
MP Marginal Progress
IP Insufficient Progress (no credit)

Note: The ESL Scale is used for some elective courses in lieu of Pass/Fail grades.

All grades (except Pass/Fail and ESL) that are calculated in the numeric average are reported in numeric form. Final grades for year-long courses are determined by averaging the two semester grades. Semester and yearly grades are rounded to the nearest integer, with 0.50 rounded up. In year-long courses, a student must have an average of 67 or higher (rounded) to pass for the year (e.g., a student who fails first semester with a 63 must make at least a 70 in the second semester to pass for the year). Credit for courses in grades 9-12 is based on final grades. For year-long courses, if a final grade is below 67, but one semester is 67 or higher, one semester of credit (.5) may be earned based upon administrative approval. Failure in any course required for graduation must be made up under Westminster's approval and supervision. Work with a private tutor will not earn Westminster credit.

GRADE REPORTING

The following regular means are employed for reporting grades and student progress: (a) online grades through ParentPlus and StudentPlus; (b) fall semester and end of year report cards; and (c) parent and teacher communication as needed.

TESTS AND MAJOR ASSIGNMENTS

A student normally will not be responsible for more than two tests or major assignments on any one day. If a student has more than two tests or major assignments in one day, the student should notify the teachers to make appropriate arrangements to complete the work. Quizzes are not considered major assignments.

SEMESTER EXAMS

Exams are administered at the end of each semester for core academic courses. Upper School exams count 20% of the final semester grade. Although they do not affect the course grades, Advanced Placement exams serve as the spring semester exam for those courses and must be taken in order for AP credit to be granted. With teacher approval and a spring classwork average of 90 or above, only seniors may exempt spring semester exams (or the fall semester exam for a one-semester course).

ACADEMIC AVERAGES

A **cumulative weighted numeric average** (0-100 scale) is calculated using academic courses taken at Westminster in grades 9-12. For honors, Advanced Placement and dual enrollment courses, 3 and 5 points, respectively, are added in calculating the student's numeric average; however, the unweighted earned grades appear on report cards and transcripts. An estimated weighted grade point average (0 - 4 scale) is available if required for college acceptance or scholarship awards. The criteria for graduation honors (Valedictorian, Salutatorian, Graduation with Distinction, etc.) are available upon request in the Upper School office. For the HOPE Scholarship program, the academic average will be calculated and reported according to current program guidelines.

ACADEMIC TRANSCRIPTS AND RECOMMENDATIONS

The Westminster transcript includes all courses taken at Westminster in grades 9-12 (along with any approved transfer credits) as well as school activities and awards. If the student repeats a grade level and remains at Westminster, new grades may replace original grades on a course-by-course basis. The same course will not be counted more than once for graduation requirements, even if it is passed more than once.

Transcripts (and yearly report cards) will be released with appropriate authorization, provided that current obligations (financial and otherwise) to Westminster have been satisfied.

Written requests for recommendations and transcripts may be made to the Director of College Counseling for college applications and scholarships or to the Upper School office for pre-college institutions.

HONOR ROLL

At the end of each semester, students who have completed the semester with all A's and B's (unweighted course averages) receive recognition on the **Honor Roll**. Students who have completed the semester with all A's receive recognition on the **High Honor Roll**. Students receiving a combination of ESL grades as course credit must earn numeric grades in at least three core academic courses to be considered for either Honor Roll.

NATIONAL HONOR SOCIETY AND BETA CLUB

Students are inducted during fall semester into the Senior National Honor Society for grades 11 and 12 and into the Senior Beta Club for grades 10, 11, and 12. Each organization uses criteria which includes the student's cumulative weighted numeric average, conduct record, and leadership and service activities. Failure to maintain conformity to these criteria could result in a warning, suspension, probation or loss of membership. Specific policies are available in the Upper School office. International students earning ESL credit should consult with the advisor of such honor society to learn about qualifying.

GRADUATION WITH DISTINCTION

The purpose of this designation is to recognize students who demonstrate strong academic achievement and who complete a course of study beyond the graduation requirements.

Students may earn this designation by one of the following two paths:

1. Successfully complete all graduation requirements including four years of study in the same foreign language and at least four honors, dual enrollment, or AP courses in 10th, 11th, and 12th grades. Earn an unrounded cumulative numeric average of 90 or higher through the senior year. Maintain membership in good standing in either the Beta Club or National Honor Society. International students for whom English is a second language may use their studies in English to meet the foreign language requirement.
2. Successfully complete all graduation requirements including four years of study in the same foreign language and at least eight honors, dual enrollment, or AP courses in 10th, 11th, and 12th grades. Earn an unrounded cumulative numeric average of 85 or higher through the senior year. Maintain membership in good standing in either the Beta Club or National Honor Society. International students for whom English is a second language may use their studies in English to meet the foreign language requirement.

Note: The graduating valedictorian and salutatorian must earn Graduation with Distinction through path #2 (above).

AWARDS

At the end of the academic year, Westminster has a tradition of recognizing students who have excelled in the classroom and in the larger setting of school life. A Faculty Award is given to a boy and a girl in each grade level (9-12) to recognize outstanding students who have made significant contributions during that school year. The Christian Leadership Award is given to one outstanding junior or senior. A Highest Average Award and a Teacher's Award will also be given for each course. The Teacher's Award may be given based upon effort, attitude, improvement, diligence or other noteworthy qualities.

ACADEMIC PROBATION/DISMISSAL

Westminster regularly monitors students' grades. Based on this review, Westminster may develop a probationary plan for students whose academic work is falling below standards and who may be at risk of failure. In certain cases, the school may dismiss students based on academic performance.

ANNUAL INVITATION TO RETURN TO WSA

Each year the administration reviews student performance and conduct in light of re-enrollment for the next year. Based upon this review, the administration may delay or decline re-enrollment.

SUMMER WORK REQUIREMENTS

Students may be required to read books, complete assignments or receive instruction during the summer for specified academic courses. The Honor Code will be applied to summer reading assignments. Detailed information is available in the Upper School office and on the school's website.

TEACHER OFFICE TIMES

Office hours are times when students may arrange to meet with the teacher for additional help or to make up work. Teachers may require students to attend office hours as necessary. Faculty will be available after school from 3:05-3:35 on Monday, Tuesday and Thursday to assist students individually or in groups. Part-time teachers may set other regular meeting times. If a student cannot meet with a teacher during office hours, he/she may request alternative meeting times based on the teacher's availability. Office hours are not intended to make up regular classroom instruction missed due to a student's inattentiveness or negligence in class.

ACCEPTABLE USE OF SCHOOL COMPUTERS

Student use of technology at Westminster is governed by the Acceptable Use Policies (AUP), which is hereby included in the Family Handbook by extension. Students found in violation of the AUP may have their access to Westminster Electronic Resources (as defined in the AUP) suspended and will be subject to further disciplinary action.

STUDENT LAPTOPS/TABLETS

As part of the 1:World program, all Upper School students will be using personal laptops. Students (and parents) are required to read and agree to the Terms and Use Conditions and the Acceptable Use Policies. Please indicate your agreement to those documents by signing the Electronic Resources Agreement Form. These contracts are available on the WSA website and should be signed and returned by August 3, 2019.

CHALLENGED MATERIALS

"Challenged materials" refers to any resource owned and/or used by the school that a member of the school community may consider controversial or offensive. The policy for making a formal complaint against materials is available in the Upper School office.

ATTENDANCE POLICIES

The entire school staff, faculty and administration alike, is committed to the school day and each subsequent class beginning on time. Of even greater importance, of course, is a consistently high level of attendance at school to support maximum performance in the rigorous academic environment. The following policies are designed to provide students with the best possible opportunities for learning. We expect that all students whose educational goals and work ethic are compatible with the philosophy of Westminster will demonstrate full cooperation with the attendance policies.

Teachers record absences each period because a student's class attendance is important for the oversight of his/her academic development and for communication to external parties, such as colleges and scholarship programs. Westminster complies with the state's laws which require reporting excessive absenteeism. Attendance records are regularly updated and are available to parents in the office upon request; parents are responsible for monitoring the number of Parent Approved absences in each of his/her student's classes.

*Please see Re-Entry Protocols document for other policies concerning attendance during COVID-19.

POLICIES CONCERNING ABSENCES

Excused Absences

During each semester, an absence from a class period will be considered excused (no academic penalty) if it satisfies one of these criteria:

- School-sponsored activity such as sports or fine arts, for participants only
- Professional Appointment (medical, dental, psychological, legal, etc.)
- Illness or injury necessitating absence; the school may require information from a doctor as necessary.
- Death in the student's family
- Visit to a college campus: Seniors, with a limit of two per semester; Juniors, with a limit of one per semester
- Parent Approved absence for any other reason, limited to three absences per class per semester

Unexcused Absences

An absence may be considered unexcused (academic penalty) if any of the following criteria applies:

- More than three Parent Approved absences per class per semester
- Truancy (skipping class, leaving class without permission, failing to return to class promptly)
- Unexcused tardiness for more than 15 minutes of class
- Excessive tardiness to class
- Suspension

For unexcused absences, the school may deduct one point from the semester course grade for each class period of absence. Normally, academic work may be made up, including homework, quizzes, tests, in-class essays, etc.; however, in the case of truancy or suspension, the school may deduct one point from the semester and not accept make-up work.

Excessive Absences

Since absence from class hinders a student's academic progress, excessive absences (excused and/or unexcused) may necessitate the loss of credit or withdrawal from a class. If a student has the equivalent of two or more weeks of accumulated absence in a particular class, the administration will review the cause(s) of absence and determine whether or not credit may be earned. Excessive absences may also result in re-enrollment being denied or the student's dismissal from Westminster.

Planned Absences

The school must be informed of all planned absences (e.g. medical appointments, etc.) as early as possible. Parents should inform the Upper School office, which will then inform each of the student's teachers. The student is responsible for coordinating with teachers any make-up work (and corresponding deadlines) and following through with these plans in accordance with the teacher and the school's make-up work policies.

When at all possible, parents should schedule appointments after school or during vacation. The administration understands that there are occasions when schedules will not permit an appointment outside of school hours. If an appointment needs to be made during school hours, we recommend that parents schedule them during Study Hall or community periods to avoid missing instructional time. Student schedules will be available for parents in the Upper School office upon request.

Unplanned Absences

Parents must inform the Upper School office of all unplanned absences by 9 a.m. the morning of the absence. Test and project deadlines missed due to unplanned absences (e.g., illness, etc.) must be met according to each teacher's classroom policies, which may include having assignments due on the first day of school attendance after the absence. Because they are responsible for knowing these policies and acting accordingly, students must arrange any additional time for homework or test preparation with the teacher. In the case of extended illness, parents may contact the Upper School office on the morning of the third consecutive school day of absence (and each day thereafter) to collect assignments for the student to complete/study for the next day. Assignments will be ready upon request for pickup at the end of the school day.

TARDINESS

A student is considered tardy if he/she is fewer than 15 minutes late for class. Each teacher will keep a record of tardiness to class. Tardiness will be excused if the student presents a notice of excused tardiness from the office or from a teacher. If a student is more than five minutes late to 1st period, he/she should report to the Upper School office to obtain an admission slip before going to class.

Parents, older siblings, and car-poolers should allow time in the morning so the riders will not be tardy; however, the student is responsible for being on time regardless of transportation arrangements.

LEAVING SCHOOL EARLY

Parents must inform the Upper School office, either in person or through a written note, phone call or email about a student's early departure from school. Before expecting to leave class early, the student should present a written explanation to the teacher for early dismissal from that class before class begins. Except in emergency situations, classes should not be interrupted to inform or remind students to depart. In order for a student to sign him/herself out early, he/she must present parental approval in one of the following ways: (1) have a parent call the office, (2) present a written note from the parent, (3) have the parent visit the office to sign out the student; or (4) have the parent email the Upper School office. In all circumstances, the student must be signed out in the Upper School office before leaving campus early.

ATTENDANCE REQUIREMENTS FOR CO-CURRICULAR PARTICIPATION

A student must be in school by 11:00 a.m. on the day of a contest, performance, or practice/rehearsal in order to participate in an activity that day. An exception would be if the student has an approved medical appointment during the school day. If a student leaves school early due to illness, or misses a school day due to illness, he or she may not return the same day to participate in a practice, rehearsal, event or field trip. If a student is unable to participate in PE class due to a medical condition, he or she may not participate in athletic events or practice on the same day.

Participants are expected to be in all scheduled classes on the day following a contest, performance, or practice/rehearsal; however, if the group returns to campus after midnight, participants will be excused from first period classes only on the next day (excluding Advanced Placement and dual enrollment classes).

CODE OF CONDUCT

Every student at Westminster is uniquely made in God's image. As a result we believe that cultivating Christ-honoring conduct provides opportunities for our students to learn, understand and practice Christian virtues. We also realize that the odds that our students learn from their mistakes increase dramatically when they see a clear connection between their choices and resulting consequences.

Our school dedicates itself to following a set of core beliefs that provides a clear guide for dealing with student conduct.

- We believe the way we think and act regarding student conduct should be redemptive in nature, emphasizing growth.
- We believe that we serve "in loco parentis" (in place of the parent) and are entrusted with corresponding authority; likewise, we expect students to respond appropriately.
- We believe it is essential to be unified and consistent in helping our students make wise choices.
- We believe our students should take responsibility for their actions, knowing that they influence those around them.
- We believe it is important to honor positive behavior in our students.

ENFORCEMENT OF THE CODE OF CONDUCT

Whether on or off campus, Westminster students are expected to exhibit a pattern of conduct consistent with the values of a Christian preparatory school. Responsible student participation at Westminster is characterized in three ways: (a) cooperation which fosters an orderly and healthy school climate, (b) whole-hearted respect for other persons, property, and the integrity of the educational program, and (c) maintenance of a lifestyle consistent with Christian ethical principles. Disciplinary actions may include counseling, assignment to detention, loss of privilege, suspension, denial of re-enrollment, dismissal from school, or other measures subject to the discretion of the administration.

The goal of the conduct system is to use correction, encouragement, instruction, warning and teaching to adjust attitudinal and behavioral problems and prevent recurrences, resulting in a greater degree of self-discipline and the "righteousness and peace" that God promises in Hebrews 12:11. Westminster is interested in the hearts of our students and believes that rules accomplish nothing of lasting value if the students are not willing to cooperate with the purposes of the school.

Because Westminster desires its students to take personal responsibility for their actions, students or families who self-report a specific violation in category C will receive consideration from the administration in the consequences given and may be recommended or required to seek professional help. Students or families who ask the school for help (without reference to a specific violation or event) will be referred to the appropriate professional. *Please refer to the specific self-report policy regarding chemical abuse on page 13 of this handbook.

Disciplinary actions taken by the school arise from good faith judgments made by the faculty and administration seeking to respond appropriately under the circumstances at hand in light of the available information. Each discipline action with a student is different and handled on an individual basis. All category C offenses will be handled by the Discipline Committee chosen by the Division Principal and the Head of School. Consequently, it is important that the students and parents accept these judgments and work with the school for improvement. If everyone involved in these matters is seeking to further the Christian educational and moral development of the student, then we believe that God will accomplish His good purposes as He has promised in Romans 8:28.

EXPECTATIONS OF STUDENTS

Westminster students who are responsible participants in the school community should willingly conform to the following expectations:

- Be in class unless there is a good reason for absence.
- Be on time to classes and appointments.
- Maintain the principles of neatness and modesty by adhering to the Dress Code.
- Be positive, polite, respectful, and gracious to everyone.
- Be attentive and obedient to teachers while in class, participating actively in classroom activities.
- Give positive support to the Honor Code, including respect for truthfulness and for the rights and property of others.
- Demonstrate morally good conduct in accord with traditional biblically-based Christian ethics.

EXPECTATIONS OF PARENTS

Similarly, Westminster expects that parents will uphold the values of the school with their children, communicate effectively with school personnel, and support the school's mission and its programs.

Parents and students should expect from Westminster faculty exemplary conduct, sincere care for each student, professional conduct, and an attitude of partnership with the home.

Westminster will partner with parents, bring sin to light and begin the path to restoration with discipline and grace working together to change hearts. With this guiding principle in place, parents are not required to report their child in to the school; however, the school does ask for cooperation during the code of conduct cases so that truth will help change hearts for God's glory.

CODE OF CONDUCT FOR STUDENTS

Category A: Conduct which undermines an orderly and healthy school climate. (one conduct point per referral)

These minor offenses include but are not limited to:

- Excessive tardiness
- Poor lunchroom behavior
- Littering or not cleaning up (e.g., lunch, labs)
- Disruption in class
- Lack of preparation for class
- Dress Code violations
- Parking violations
- Inappropriate display of affection
- Unauthorized use of electronic and communication devices* (games, cameras, calculators, phones, iWatches, etc.)
- Misuse of laptops

*Any device used to communicate or receive information (such as cell phones, iTouch, smartphones, etc.), which is brought on campus, must be kept out of sight in the student's backpack. Students are only allowed to use such devices when seated at lunch. In addition to conduct points being assigned for unauthorized use of devices, students should expect to have their communication device confiscated for the duration of the day.

Category B: Conduct which undermines the integrity of the educational program or shows disrespect for other persons (five conduct points per referral)

Such significant offenses include, but are not limited to:

- Conduct unbecoming of a Westminster student
- Demeaning speech or behavior
- Actions and/or language contrary to biblical standards and disruptive to the school day
- Fighting
- Gambling
- Willful disrespect toward school authority or others
- Being off campus during school hours without permission
- Dangerous operation of a motorized vehicle
- Skipping class
- Occupying restricted areas on campus without permission (e.g., parking lot, teacher's lounge)

A student who has committed one of these offenses should expect to meet with an administrator immediately, who will communicate with the student's parents at the appropriate time. These students should also expect to receive one or more of the following consequences: loss of privilege (may include co-curricular activities), removal from class, office restriction, suspension, Saturday school, disciplinary contract, dismissal from school (in some cases) or other measures deemed appropriate by the administration.

Category C: Conduct which is contrary to Christian ethical living

Students who engage in any of the behaviors below or discussed in the following paragraphs (substance abuse, sexual activity and legal arrest) should expect to be dismissed from Westminster. The administration may also consider other or additional disciplinary actions which may include the following: counseling, suspension, restitution, notification to legal authorities, denial of graduation or diploma, Honor Council actions or other measures deemed necessary by the administration. NOTE: All Category C offenses will have direct impact on National Honor Society (NHS) and National Beta Club (NBC) membership(s) or potential membership in accordance with the organization's bylaws. In addition, student leadership will be affected as outlined on page 16 of this handbook in the Student Leadership section.

These major offenses include, but are not limited to:

- Chemical abuse: possession, purchase, distribution, or use of illicit drugs (and paraphernalia), alcoholic beverages, e-cigarettes or tobacco products. This includes vaping. (Chemical abuse can be construed to mean the improper use of legal substances: e.g., prescription drugs, glue.)
- Multiple Honor Code violations
- Willful destruction of property, including pranks that lead to property damage
- Harassment, hazing, bullying* (including cyberbullying)
- Physical assault of any type
- Bringing or possessing weapons of any type onto school property
- Sexual activity contrary to biblical standards
- Legal arrest, charge or conviction of a misdemeanor or felony offense occurring on or off campus
- Profane, vulgar, obscene, or sexually-explicit language or behavior (including the possession, distribution, or acquisition of such materials by electronic and/or other means)
- Chemical Abuse (*see details below*)
- Sexual Activity (*see details below*)
- Legal Arrest (*see details below*)

*Bullying is unwanted, aggressive behavior in person or through technology that seeks to harm or single out others and involves a power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

Chemical Abuse: The possession, purchase, distribution, or use of illicit drugs (and paraphernalia) and alcoholic beverages is forbidden at WSA. (Chemical abuse can be construed to mean the improper use of legal substances: e.g., prescription drugs, glue.)

1. **On Campus:** In an effort to protect the school community, the school will not tolerate chemical abuse (alcohol or drugs) at a school sponsored event. If a student is found breaking the chemical abuse policy on campus or at a school sponsored event, the student can expect to be dismissed from Westminster.
2. **Self-Report:** In every code of conduct case, the school's goal is repentance and changed hearts. With that goal in mind, the school desires to develop a partnership with parents to change hearts. The school desires that students recognize sin and self-report a breach in the chemical or substance abuse policy. When a student self-reports an infraction of the chemical abuse policy, the student will do the following:
 - Go before the discipline committee to admit the mistake and ask for forgiveness.
 - In lieu of suspension, the student will be required to meet with an approved school counselor for a period of time and/or complete some significant community service time. The student will also be subject to random drug and alcohol testing.
 - The student will be suspended from all leadership positions for a period of time, and depending on the circumstances, the student may lose the privilege of leading others at WSA.
 - The student will sign a behavior contract outlining behavior expectations as well as consequences for future breaches of the code of conduct. A second self-report in the same category will be considered a first offense and will be handled like a first offense.
1. **First Offense:** If a potential offense against the chemical abuse policy found in the Code of Conduct in the Family Handbook comes to the attention of the administration, the administration has a duty to press into the potential offense by questioning a student and contacting parents to discuss the situation. The first step prior to an investigation is to encourage students to self-report any violation against the chemical abuse policy found in the Code of Conduct in the Family Handbook. If an offense has occurred, the best path forward is through the truth of a self-reporting student that recognizes wrong behavior. If a student does not self-report and the evidence is insufficient, the school may issue a warning to the student stating that additional information about this type of behavior may lead to corrective discipline in the future. If there is sufficient evidence, the student will receive the following consequences of a first offense against the chemical abuse policy found in the Code of Conduct in the Family Handbook:
 - The student will meet with the discipline committee to review the case.
 - The student will be suspended from school.
 - The student will lose academic points from each class during suspension.
 - The student will miss at least one (the next) athletic contest or fine arts event for infractions that occur in-season as defined by GISA start and end dates.
 - The student will be placed on school club and activity probation for the remainder of the semester or for the length of time designated by the national organization. In most cases, students will not be eligible to continue in significant leadership positions for the remainder of the school year.
 - The student will sign a behavior contract for the remainder of his/her career at Westminster. The contract will state that the student will be dismissed on the next offense. The contract may include a period of time of required counseling and/or significant community service as well as stipulate other assigned activities (random drug and alcohol testing) that will help the student be accountable in the future to the Code of Conduct found in the Family Handbook.
1. **Second Offense:** If a potential violation against the chemical abuse policy found in the Code of Conduct in the Family Handbook comes to the attention of the administration for a second time, the administration has a duty to press into the potential offense by questioning the student and contacting parents to discuss the situation. If the evidence supports an infraction against the chemical abuse policy found in the Code of Conduct in the Family Handbook for a second offense, the student should expect to be dismissed from school.
1. **Summer Clarification:** If the school learns of a violation against the chemical abuse policy over the summer, the administration has a duty to press into the offense by questioning the student and contacting parents to discuss the situation. If the evidence supports a violation, the student will be subject to the following disciplinary actions to begin the next school year as a student in good standing:
 - The student will meet with the discipline committee as soon as school begins to review the summer behavior and create a plan for the school year.
 - The student will sign a behavior contract for the remainder of his/her career at Westminster. The contract will state that the student will be dismissed on the next offense. The student will be required to meet with an approved school counselor for a period of time and/or complete some significant community service time and will be subject to random drug and alcohol testing.
 - The student will be placed on school club and activity probation for the first semester or for the length of time designated by the national organization and most likely will be suspended from leading teams and clubs for a period of time. In most cases, students will not be eligible to continue in significant leadership positions during the school year.

Sexual Activity: In an effort to protect the school community, the school will not tolerate sexual activity contrary to biblical standards on campus or at a school sponsored event. If a student is found breaking the sexual activity policy outlined in the Family Handbook on campus or at a school sponsored event, the student should expect to be dismissed from Westminster.

Legal Arrest: Legal arrest, charge or conviction of a misdemeanor or felony offense occurring on or off campus will result in dismissal.

BEHAVIORAL PROBATION

A student may be placed on behavioral probation. Such an action is recognition of a student's need for special concentration on behaviors or attitudes that must be improved. The length of probation will be set by the administration, during which time certain privileges may be withheld until it is deemed that sufficient progress is evident. The length and terms of the probation will be stated in a written contract. A student who does not successfully remove himself or herself from behavioral probation by the end of the probation period may be dismissed from Westminster; otherwise, re-enrollment will be evaluated at the end of the school year.

During the probation period, the student may be required to:

- attend a conference with parents and administrators. At this meeting, terms of the probation will be discussed and the contract will be signed by all parties.
- meet regularly with an assigned advisor for encouragement, planning, and progress reports.
- be ineligible for all co-curricular activities. With administrative approval, students may be allowed to practice but not play.

SEXUAL HARASSMENT

Westminster Schools of Augusta strives to provide a place of learning free of sexual harassment. Sexual harassment includes, but is not limited to, making uninvited and unwanted advances and improper sexual comments. It also includes such conduct that creates an intimidating, hostile or offensive learning environment. Anyone who is found to have committed sexual harassment will be subject to disciplinary action. If a student has witnessed harassment or considers him/herself to be a victim of harassment, the student should report this information to a teacher or administrator. Retaliation or intimidation directed toward anyone who makes a complaint will not be tolerated.

SUSPENSION

Suspension from school may be assigned to be served on or away from campus. For each day of suspension, a one-point semester grade reduction may be assessed for each course. Suspension served on campus may include assignment to a work project. Students who are suspended are responsible for making up missed work, tests or quizzes the next day of school.

Students may not participate in any co-curricular activities while they are suspended and will be subject to the athletic policy covering suspensions. [The student will miss at least one (the next) athletic contest or fine arts event for infractions that occur in-season as defined by GISA start and end dates.] This includes attending any school functions as a participant or as a spectator.

All suspensions are recorded in the student's disciplinary record. Georgia law requires the school to report any suspension or expulsion to the next Georgia public or private secondary school that the student attends, upon receipt of a request for records. In addition, membership(s) to NHS and NBC will be affected by suspensions per NHS and NBC bylaws.

DISCIPLINARY RECORDS

Student disciplinary records will be released to outside parties according to any of the following criteria:

- When there is a legal obligation (for example, Georgia law requires schools to report any suspension or expulsion to the next Georgia public or secondary school that the student attends)
- With permission, or upon request, from the parent, guardian, or adult former student
- When a college or university requests or requires disciplinary information as part of the application or enrollment process (consult the Director of College Counseling for further information on this policy)
- When the Westminster administration deems the release of information appropriate

CONDUCT DURING SCHOOL EVENTS AND OFF-CAMPUS

The Code of Conduct and all school rules apply to students while attending field trips, school trips, and co-curricular events at Westminster or other school-related locations.

Although Westminster does not routinely monitor students' off-campus behavior, the school reserves the right to apply its values and Code of Conduct to student behavior that occurs off campus and/or not during regular school hours.

SEARCH POLICY

Westminster reserves the right to search a student's person, personal effects (such as backpack, purse, electronic devices, etc.), locker, and automobile (while parked on campus). These searches will be performed in a respectful manner and may be conducted without notice, consent, or a search warrant.

POLICY ON MARRIED STUDENTS

Westminster does not enroll married students. Any student who marries will be required to withdraw immediately.

EXTRA-CURRICULAR ACTIVITY POLICIES

Participation in extra-curricular activities is an important part of the educational program at Westminster. We encourage each student to participate in extra-curricular activities, believing that such participation affects the development of character, discipline, and cooperation. Any student who wishes to audition, try out, or apply for any extra-curricular activity or leadership position must be enrolled/re-enrolled at Westminster for the school year during which that activity occurs. Occasionally circumstances require that the extra-curricular activity needs to be curtailed so the student can focus on his/her academic work. Students under academic or disciplinary probation may have additional stipulations for extra-curricular eligibility.

Though we encourage students to participate in extra-curricular activities, it is important that students continue to place highest priority on completing their academic course work, which requires extra-curricular participants to focus their time and efforts effectively.

ACADEMIC ELIGIBILITY

Westminster abides by GISA eligibility requirements and has developed other policies which go beyond the minimum GISA requirements. This policy applies to students who participate on an athletic team, academic team or in a fine arts group. This policy also applies to students who participate through ancillary roles (stage crew, team manager, etc.) and to students who hold a formal leadership position.

Ineligible Students

Westminster students who have not passed at least five courses in the previous semester are ineligible to participate in the current semester (GISA). In addition, Westminster students who have failed two or more academic courses in a previous semester are ineligible to participate on a co-curricular team or activity during the current semester.

Eligibility Probation

For a student who failed one academic class (based on the semester grade) in the previous semester:

- For the current semester, this student will be placed on eligibility probation which will last through the first four weeks of the semester and during which time the student may fully participate on a team (practice and compete) or in a performance activity (rehearse and perform).
- After four weeks all grades for that student will be checked. If the student is passing all courses, he may continue to fully participate in extra-curricular activities as long as passing grades are maintained based on subsequent two-week checks. If the student is failing one or more courses, he will be ineligible to compete (play) or perform and may not be dismissed from school with a team or group. If a grade in any class is below 60 this student also may not practice or rehearse.
- Grades will be checked every two weeks. At each of these subsequent grade checks, if all grades are passing (67 or higher), the student may fully participate. If any grade is failing, the student will remain ineligible until the next grade check.

For all students:

- Grades for all students will be checked after the fourth week of each semester. Students who are failing one or more courses will be placed on eligibility probation for two weeks, during which time the student may fully participate in a extra-curricular team (practice and compete) or group (rehearse and perform).
- After two weeks all grades will be rechecked. If the student is passing all courses, he may continue to fully participate in extra-curricular activities as long as passing grades are maintained based on subsequent two-week checks. If the student is failing one or more courses, he will be ineligible to compete (play) or perform and may not be dismissed from school with a team or group. If a grade in any class is below 60 this student may not practice or rehearse.
- Grades will be checked every two weeks. At each of these grade checks, if all grades are passing (67 or higher), the student may fully participate. If any grade is failing, the student will be ineligible until the next grade check.
- Since all students' grades will be checked every two weeks, a student may be placed on probation or become ineligible at any point during the current semester.

ATHLETIC DEPARTMENT GUIDELINES

The Athletic Department at Westminster is proud to offer a variety of excellent athletic opportunities to each student at the school. The school has a history of excellence in this area both on and off the field that is characterized by state and region championships, All State & Region honors, All Academic Team honors and a community service focus.

As a Christian school, our purpose and core values are as follows:

Purpose:

- To impact student-athletes for God's kingdom
- To impact our community for God's kingdom through our student-athletes

Core values that we strive to develop in our student-athletes:

- Pursue excellence through glorifying God (having the mind of Christ)
- Develop discipline in attitude and action
- Develop teamwork and sacrifice . . . I am part of a bigger picture
- Develop a work ethic consistent with the pursuit of excellence
- Develop integrity
- Develop the ability to respond properly to challenges
- Develop an ability to lead and follow

All that we do within athletics is a direct reflection of our vision and purpose. While there are a number of rules and regulations that must be followed, our focus is on pursuit of God's Kingdom through our athletic program.

Athletic Guidelines:

- Our focus is in glorifying God in our pursuit of His Kingdom. Our student-athletes and supporters are encouraged to display conduct consistent with the school's vision and purpose.
- We are called to be good stewards of God's provisions. In most cases, the Westminster athletic program provides equipment required for participation (exception: athletic shoes and personal items). The student and parent accept full responsibility for the care of this equipment and for the return of the same equipment at the end of the season. The student who loses or destroys equipment is responsible for its replacement.
- Westminster athletes pursue teamwork and sacrifice as one of their core values. Knowing this, we encourage student-athletes to fulfill their commitments. Any athlete who chooses to quit after the first contest in a particular sport may not participate in a sport during the next season (including spring to fall).
- Athletes may be permitted to compete in two sports during one season according to the Dual Sports policy. Please contact the Athletic Director for information and approval.
- Each student who participates in athletics is required to have on file with the Athletic Director a completed physical exam form signed by a physician stating that the athlete has been examined and is approved to participate for that school year. Athletes will not be permitted to try out or practice before submitting a physical exam form that has been completed after June 1.
- Participation in athletics is a privilege for our student-athletes. As a department, we invest numerous hours into the development of strong programs and opportunities for each student.

EXPECTATIONS AND QUALIFICATIONS FOR STUDENT LEADERSHIP POSITIONS

Luke 12:48 states, "From everyone who has been given much, much will be demanded; and from the one who has been entrusted with much, much more will be asked."

The vision for leadership at Westminster is to equip and empower students through programs, mentorship, curriculum and opportunities to follow God's will in standing up in the face of cultural issues; to think critically, influence their community and pursue justice with wisdom and humility. Our goal is to provide students with an opportunity to serve and lead their school. There are a number of avenues to accomplish this goal; the student leadership team (SLT), Honor Council, class officers, club officers and school committees are a few.

We believe that student leadership is an important part of our school and essential to making Westminster a school of excellence. Students are called upon to lead their peers spiritually, socially and in service. While there are formal positions available to accomplish this, each student is encouraged to lead through their actions and be part of leadership at Westminster.

Some might ask, "What can I do to prepare for leadership at Westminster?" The answer is simple: find a way to become involved in school life, officially or unofficially. One should adopt an attitude of service and look for ways to serve others. Our aim is to provide students with a full array of opportunities in the future, but in the meantime, one should be proactive about personal opportunities for growth.

The following are qualifications for students to seek and/or maintain leadership positions at Westminster. Administration may waive qualifications based on extraordinary circumstances.

- The student should maintain a commendable academic record. No grade should fall below 70 at the first or second semester grading periods during the academic year while running for office or holding the position.
- The student should maintain a commendable disciplinary record. Factors to be considered include:
 - Honor Code violations
 - A positive, teachable attitude
 - The standards described in the Code of Conduct
- The student should maintain a commendable attendance record. This includes no pattern of excessive tardiness.

Westminster takes student leadership very seriously. Significant student leadership roles have the highest level of accountability and responsibility in a Christian school community. Leadership positions that span the school year and are selected by peers as well as teachers through a selective vetting process are considered the highest levels of leadership at Westminster. Significant leadership positions at WSA include the Student Leadership Team, Honor Council and all class officer positions. Students who are appointed to these positions are expected to live according to the highest standards of behavior and will be held accountable to the highest standard of discipline. If a student in a leadership role commits a Category C offense, the student will lose the privilege of leading other students until the next school year.

Student Leadership Team

The Student Leadership Team (SLT) is currently made up of juniors and seniors who are chosen to lead certain aspects of school life. Each member is responsible for a specific area of school life ranging from student life to academics. All members work cohesively as a team in support of one another and ultimately are tasked with leading the student body.

The SLT is a team that is focused both on selection and development of leaders. This particular team is focused on overseeing the big picture of life at Westminster and are selected based on their ability to do that. Past experience in leadership roles (both official and unofficial) is a key component for our SLT members. In addition, the team undergoes leadership training and mentorship throughout the year.

What are we looking for in our SLT leaders? A partial list of criteria includes:

- A humble spirit and willingness to serve first (Each SLT member needs to have the ability to work as part of a team.)
- Willingness to lead and serve in official and unofficial ways
- Evidence of ability to lead the student body at Westminster
- Evidence of a relationship with God
- A passion for leadership
- Evidence of past leadership (official and unofficial)

Class Officers

The junior and senior classes run an election process for class officers in the spring of each year. Positions available include president, vice president, secretary and treasurer.

Club Officers

There are a number of clubs available at Westminster. Each club elects officers annually. Each club has a faculty member who provides oversight. Faculty members may be contacted via email or through the office.

GENERAL INFORMATION

Upper School – School Hours

Monday, Tuesday, Wednesday, Thursday and Friday: 8:00 a.m.-3:00 p.m.

Upper School – Office Hours

Monday, Tuesday, Wednesday, Thursday and Friday: 7:30 a.m.-4:00 p.m.

BEFORE AND AFTER SCHOOL HOURS

On normal school days, the classroom doors will be open at 7:45 a.m. If students arrive before 7:45 am, they should stay in the cafeteria. The first bell will ring 10 minutes prior to class beginning. At no time before school are students permitted to wander the campus or hallways. Classroom buildings will be locked at 4:00 p.m. daily.

Students who are not participating in or attending a school activity or program on campus should be picked up by 4:00 p.m. The school is not responsible for supervision of students apart from school-sponsored events or activities.

TEXTBOOK CARE

Students are encouraged to care for any textbook that the school provides for course work. If, at the end of the year, there is damage beyond normal wear, the teacher will assess the amount of damage, and the school will require that a fine be paid to cover the cost of repair or replacement. Report cards and transcripts may be withheld until payment is received.

STUDENT PARKING AND CARS ON CAMPUS

Students will be permitted to park on campus after they apply for and obtain a parking permit from the Upper School office each year. Students must follow the “Student Parking Regulations and Expectations” policy outlined on the application.

Students who drive cars to school must park in the area reserved for them. Students who park their cars in areas not reserved for students may have on-campus driving privileges suspended. The school is not responsible for damage to vehicles parked on campus during or outside of school hours. A student must receive permission from the office to go to the parking lot or to enter a vehicle during the school day.

SENIOR OFF-CAMPUS PRIVILEGES

Off-campus privileges are given to seniors who make responsible decisions in their classes and within the community of Westminster. Off-campus privileges include leaving campus for study halls and/or lunch as well as leaving school early for the day. Students planning on exercising their off-campus permission must complete and submit an Upper School Senior Off-campus Privilege Permission Form and must follow the requirements and policy outlined on the permission form.

MESSAGES TO STUDENTS

If the occasion arises that a parent needs to get a message to his/her child, the parent should contact the Upper School office. The staff will either find the student or make sure the student receives the message. Parents should use the Upper School lunch period to send text messages to their students. Parents should not seek out the student on their own since the classroom is not the place for delivering messages. Normally, messages are delivered at the end of the current class period. Parents should refrain from calling students or sending text messages to students during class time.

STUDENT CELL PHONES

Students are allowed to bring cell phones to school. Cell phone use is only allowed when students are seated at lunch. Cell phones should be kept out of sight in the student’s backpack at all other times during the day. Any cell phone use on campus must adhere to the Electronic Acceptable Use Policy. In addition to conduct points being assigned for unauthorized use of a cell phone, the student should expect to have his/her cell phone confiscated for the duration of the day.

VISITORS

Any person wishing to visit a student or teacher on campus must first check in with the office to receive a visitor lanyard. Family members should not enter the classroom buildings during school hours without first checking in at the Upper School office.

*Please note: at this time, we are not accepting visitors on campus due to COVID-19.

DISTRIBUTION OF NON-SCHOOL MATERIAL

The distribution of non-school-related material such as leaflets, letters or other written materials is not permitted without approval by the Upper School principal.

MEDICAL PROBLEMS AND MEDICATIONS

In case of illness or injury at school, the office staff will attempt to notify parents or, if they are not available, the emergency contacts as provided by parents on the enrollment form. If the student is unable to attend classes, he or she will be kept in the First Aid room located in the Middle School office.

Students are not to possess or administer nonprescription **or** prescription medications on campus, including in backpacks, purses, vehicles or lockers. The office staff will administer (a) nonprescription medications with a parent's written or oral permission on each occasion, and (b) legally prescribed medication with written parental permission in accord with medical instruction on the container. The school is not responsible for reminding students to take medications or for ensuring that they do so.

INCLEMENT WEATHER

In the event of inclement weather, the school will activate the automated contact system which will notify you by text, email and/or phone, using the most recent information that you have provided to WSA. In addition, information may be found by listening to WGAC 580 AM or by watching the local ABC (6), CBS (12) or NBC (26) television stations concerning the delay, closing, or early dismissal of school. We will make every effort to have specific information regarding Westminster on the air by 6:30 a.m. and posted on wsa.net.

Please know that our decision may not be in accord with other local public or private schools. Since inclement weather and travel conditions can be highly localized at times, parents are responsible to make the final decision as to whether or not their children should travel to school. The administration will support parent decision accordingly. In the case of early dismissal, parents are expected to pick their students up at the designated time, which will be communicated by the school office in a timely manner.

LUNCH PROCEDURES

Students are expected to eat in designated areas on campus each day, Monday through Friday, unless given permission otherwise by the administration. Lunches that are delivered to school should be brought to the Upper School office and are to be picked up by the appropriate student.

LOST AND FOUND

Please label all personal items so, if lost, they can be identified. Items left in the hallways will be placed on locker tops by the janitorial staff. Students should regularly check the Lost and Found bins (located under the stairwell in the gym) if they are missing items. The school is not ultimately responsible for recovering lost articles. Unclaimed items will remain in the Lost and Found throughout each semester. Come exam week of each semester, all Lost and Found items will be laid out on the gym floor for parents and students to view before and after exams daily. Come the first day of break after each exam week has concluded, unclaimed items remaining in the Lost and Found will be donated to charity.

CURRENT INFORMATION

Clear lines of communication are an integral part in the smooth operation of a school. Parents should notify the office when a pertinent address, phone number, or e-mail address has been changed. Parents should also notify the school of a change of physician, emergency contact, or any medical development in the student which warrants the school's attention.

CONFLICT RESOLUTION

If a student or parent has a concern or complaint regarding a specific teacher or administrator, communication must first be established with that teacher or administrator. When a student brings a complaint home concerning a teacher or administrator, parents should advise the student to approach that person to begin the resolution of this conflict. Although sometimes difficult, this approach will provide an important learning opportunity. Conflict resolution is a skill that needs development just as do self-discipline, attention to detail, self-control, and other important character traits.

Westminster believes conflicts should be resolved at the appropriate level in accordance with the principles in Matthew 18:15-16. An administrator's first question when approached with a problem concerning a teacher will be to ask whether discussion with the teacher has already taken place. If this process has not been initiated, the parent or student will be encouraged to approach the teacher regarding the issue. If resolution does not occur with the teacher, the student and/or parent may then approach the appropriate administrator. For concerns about school policy, the responsible administrator should be contacted.

If a parent has a concern with someone else's child, it is essential that the comments be directed to a teacher, coach, or administrator who will help to resolve the conflict. Under no circumstances should a parent approach someone else's child regarding a problem that has occurred during school hours or at a school event.

The Board of Trustees, as a body and individually, follows this policy on conflict resolution when approached concerning a problem with a teacher or an administrator.

ANNUAL RENOTIFICATION OF ACM

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). That law requires all schools, kindergarten through twelfth grade, to be inspected to identify any asbestos-containing materials (ACM). The law further requires the development of a Management Plan based upon the findings of the inspection, which outlines our intent in controlling the potential for exposure to asbestos fibers in our buildings. In the past, asbestos was used extensively in building materials because of its insulating and fire retarding capabilities. Virtually any building built before the late 1970s contains at least some ACM. The primary concern arises when these materials begin to deteriorate or become damaged.

The Westminster Schools of Augusta are in compliance with the AHERA regulations. The inspection of our schools identified some ACM in our buildings. Required re-inspections have confirmed that we are maintaining the ACM in a safe manner. A copy of the Management Plan is on file at the Head of School's office at 3067 Wheeler Road, Augusta, Georgia.

ACCREDITATION

Westminster is accredited by the Southern Association of Colleges and Schools (SACS) and the Southern Association of Independent Schools (SAIS). In addition to following school policies, our program and operations conform to current SACS/SAIS standards.

DRESS CODE POLICY, 2020-2021

Upper School Specific

Though styles change from year to year, Westminster's Dress Code seeks to provide consistent standards of neatness and modesty in an academic setting which helps our students learn to apply these important values in preparation for their future. If a student is unsure about whether an item of clothing follows this code, he/she should ask the principal before wearing it to school. The dress code is to be observed on all school days, including exam days, unless otherwise announced by the administration. This dress code is in effect when the student arrives on campus until the student leaves the classroom buildings at the end of the academic day. Parents may be expected to provide appropriate clothing if requested to do so during the school day.

Specific Guidelines

Boys: Boys should wear collared shirts that must be tucked in. No writing may appear on shirts, with the exception of a small logo (no larger than 2" x 2" in size). Sweaters, fleeces, or hoodies (sweatshirts) with a WSA, college, or small 2" x 2" logo (Nike, Adidas, etc.) may be worn. Boys may wear dress shorts (no athletic shorts or shorts higher than 4 inches above the crease in the back of the knee), pants (such as khaki-style pants), or jeans. All garments should be well kept (without holes or fraying) and should be worn in an appropriate manner. A belt must be worn with shorts or pants. Earrings may not be worn during school or at school events. Hair should be off the collar and out of the eyes. Boys must be clean shaven (except for seniors). Senior boys may have neatly trimmed facial hair.

Girls: Girls must wear shirts or blouses with necklines which are modest and cover the torso at all times. Any sleeveless shirt must have straps which measure at least 3 inches wide (three finger guide), but racer back tanks and bralettes are **not** allowed. Shirts may not display writing or graphic designs that draw attention, but may have a small logo (no larger than 2" x 2" in size). All garments must be of appropriately modest fit and neat (without holes or fraying). Sweaters, fleeces, or hoodies (sweatshirts) with a WSA, college, or small 2" x 2" logo (Nike, Adidas, etc.) may be worn over an appropriate shirt. Girls may not wear a dress, skirt, or shorts higher than 4 inches above the crease in the back of the knee (slits in skirts should also be modest). Leggings/jeggings may only be worn with a top that meets the dress code length requirement. Earrings may be worn only in the ears.

Masks: Masks are required at all times except for lunch, band, or if a teacher gives permission due to being socially distanced outside. Masks should follow the dress code for shirts in that they may have a pattern, WSA logo, college logo, or be a solid color.

Shoes: At all times, students must wear shoes, boots, or leather-type dress sandals (including Chacos, Texas, and Birkenstocks). However, flip-flops and athletic sandals will not be allowed. For safety purposes, we recommend girls **not** wear heels higher than 2 inches.

Tattoos: Tattoos may not be visible during school or at school events.

Head Covering: Caps, hats, or hoods should not be worn during school hours.

Upper School Dress-up Days: During the year there will be days designated for students to dress up. On these days, boys will wear dress shirts with ties, long pants (non-denim), a belt and dress shoes with socks. No athletic shoes of any kind may be worn unless prior approval has been given from the Administration. Girls will wear dress pants, dresses or nice skirts and other attire appropriate for special assemblies or worship meetings. Dress attire for girls should follow the shoulder strap and skirt length guidelines noted above.

Dress-down Days: From time to time, such as designated spirit days (a specific theme or school-focused attire per day during Spirit Week) and dress-down Fridays, students will be permitted to dress more casually. This dress may include t-shirts (Westminster, college, or small 2"x2" logo or graphic only), which do not have to be tucked in. Students should always dress neatly and with modesty.

PE Dress: Each student should wear tennis shoes, socks, athletic shorts (no cheerleading shorts), and T-shirts to class. Sweatshirts and sweat pants are acceptable in cooler weather.

Extracurricular Dress: With the exception of Dress-up Days, members of extracurricular activities or teams may wear team shirts on game or performance days. Shirts do not have to be tucked in on these days.

School-Related Activities: Students should maintain a modest standard of dress at all school functions on and off campus.

CODE OF CONDUCT POINT SYSTEM, 2020-2021

Category A = 1 point per referral
 Category B = 5 points per referral

| Points | Conduct Note | Communication |
|--------|------------------------------------|--|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | Lunch Detention | Student only |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | Lunch Detention | Possible parent contact |
| 9 | | |
| 10 | | |
| 11 | | |
| 12 | After School Detention (3:10-4:00) | Parents Contacted |
| 13 | | |
| 14 | | |
| 15 | | |
| 16 | Detention – Three Hours | Parents Contacted/ Possible Behavior Contract |
| 17 | | |
| 18 | | |
| 19 | | |
| 20 | In-School Suspension | Parents Contacted/Meeting |
| 21 | | |
| 22 | | |
| 23 | | |
| 24 | | |
| 25 | Out of School Suspension | Parents Meeting |
| 26 | | |
| 27 | | |
| 28 | | |
| 29 | | |
| 30 | Meet with Head of School | |

*In order to protect the safety and well-being of its students,
 Westminster Schools of Augusta retains the right to amend
 this handbook and/or these handbook policies
 during the school year.*

UPPER SCHOOL SEVEN-DAY ROTATING SCHEDULE, 2020-2021

| | W DAY | I DAY | L DAY | D DAY | C DAY | A DAY | T DAY |
|---|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| 8:00-8:50 | A | G | F | E | D | C | B |
| 8:55-9:45 | B | A | G | F | E | D | C |
| 9:50-10:10 | Programming |
| 10:15-11:40 | C | B | A | G | F | E | D |
| 11:45-12:15 | Lunch |
| 12:20-1:10 | D | C | B | A | G | F | E |
| 1:15-2:05 | E | D | C | B | A | G | F |
| 2:10-3:00 | F | E | D | C | B | A | G |
| Teacher Office Times 3:05-3:35 Mon., Tue., Thur. | | | | | | | |

For the 2020-2021 school year, the Upper School will use a seven-day rotating schedule with a block period in the middle of the day. School will begin at 8:00 a.m. and finish at 3:00 p.m., Monday-Friday. Teacher Office Times will be Monday, Tuesday and Thursday from 3:05-3:35 p.m. Students will be advised of the day's schedule via obvious signage and teacher communication.

