



# Middle School Family Handbook

2020-2021

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[www.wsa.net](http://www.wsa.net)

MISSION STATEMENT

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

*Westminster Schools of Augusta admits students of any race, color, religion (creed), gender, age, national origin (ancestry) or disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, disability, sex or national origin in administration of educational policies, admissions policies, scholarship and loan programs, tuition assistance awards, and athletic and other school-administered programs.*

Dear Westminster Families,

On behalf of the Middle School faculty and staff at Westminster Schools of Augusta, welcome to the 2020-2021 school year! We are very excited that you have chosen WSA to be your Middle School home and look forward to serving you this year. The pages that follow are our school's family handbook. The family handbook contains important information regarding the policies and procedures in which we all follow and uphold as a community of learners seeking to grow and develop mentally, socially, physically and spiritually.

We ask that you take time as a family to read and review this handbook as it will help everyone in pursuing the partnership we desire in the education of all students at Westminster. We also ask that you sign the Handbook Agreement at the end of the handbook and return the signed agreement to your **homeroom teacher no later than Friday, August 14<sup>th</sup>**.

Thank you for your support.

Sincerely



Tracy Lutz  
Middle School Principal

### Westminster Middle School Faculty and Staff

Mrs. Beth Asmann	Science
Mr. Thomas Brinson	Fine Arts
Mrs. Kendra Sue Finch	Technology
Mr. Craig Ham	Technology Coordinator
Mrs. Kellie House	English
Mrs. Melanie Hartenburg	Assistant to the Middle School Principal
Mrs. Vivian Hornsby	Fine Arts Department Chair
Mr. Brad Joiner	Social Studies
Mrs. Jordan Lambert	Foreign Language Department Chair
Mr. Jon Maish	Biblical Studies
Mr. David McElhannon	Social Studies
Mrs. Jennifer Mojica	Foreign Language
Mr. Randall Nichols	Foreign Language
Miss Brittany Patterson	Fine Arts
Mrs. Ashley Shaw	Science
Mrs. Amy Shillingsburg	Math
Mrs. Andi Strong	Counselor
Mr. Mark Tebbs	Physical Education
Mr. Nello Thomas	Math Department Chair
Mrs. Stephanie Waldecker	Foreign Language
Mrs. Amy White	Math
Mrs. Christine Zhang	English

### Westminster Leadership Team

Mr. Brian Case	Head of School
Mr. William Clem	Director of Finance and Operations
Mrs. Megan Perry	Lower School Principal
Mrs. Tracy Lutz	Middle School Principal
Mrs. Cindy Bramhall	Upper School Principal
Mr. Andrew Bryan	Director of Athletics
Mr. Wesley Brown	Director of Development
Mrs. Dawn McCraith	Interim Director of Admissions
Mrs. Megan Welch	Director of Marketing and Communications
Mrs. Kendra Sue Finch	Director of Educational Technology & Accreditation

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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 WESTMINSTER HONOR SYSTEM

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 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 coursework. Cheating is also considered to be:
  - 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)
  - the use of unauthorized notes in lieu of completion of reading assignments (e.g., Cliffs Notes)
  - failure to cite sources of ideas or quotations including electronic sources; plagiarism guidelines are reviewed in class annually by the English Department
  - the use of a student's previous year's materials (including siblings' materials)
  - 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. Each student will be asked to attest in writing to the following Honor Code statement on each test or other specified assignments: "I have neither given nor received unauthorized help on this assignment. I have seen no one cheating." If a student cheated or has seen someone cheating, he or she should **not** sign the Honor Code. Doing so will be considered lying.

C. Each student, when aware of an apparent infraction or violation of the Honor Code, is obligated to report fully (privately and in confidence) this information to a teacher or an administrator. (As best possible, the reporting student's name will be held confidential during the initial investigation.)

### **THE HONOR SYSTEM PROCESS**

Violations of the Honor Code involving a student in grades 6-8 will be handled by the Middle School Principal in conference with any of the following parties: classroom teacher, parents, and student. All records of Honor Code violations will remain in the student's disciplinary record and may be considered during investigations of subsequent violations.

Record of Honor Code violations for all grades will be handled according to the policy as stated in the Code of Conduct.

The Head of School may make the final decision on Honor Code violations, concerning both the verdict and any consequences.

## **ACADEMIC POLICIES**

One of the most important responsibilities of a school is to clearly define 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 worldview 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

### **COURSE PLACEMENT AND SCHEDULING**

Course placements will be made in consideration of the student's prior coursework, 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, and 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.

### **GRADING SCALES**

A = 90 - 100	Excellent
B = 80 - 89	Good
C = 70 - 79	Satisfactory
D = 67 - 69	Marginal Passing
F = 66 & below	Failing

All grades 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). Working with a private tutor will not earn Westminster credit.

### **GRADE REPORTING**

The following regular methods are employed for reporting grades and student progress: (a) online grades through PlusPortals updated every two weeks; (b) fall semester and end of year report cards (c) parent and teacher communication as needed. Transcripts (and yearly report cards) will be released at no charge with appropriate authorization, provided that all current obligations to Westminster (financial and otherwise) have been satisfied.

## **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 or any graded assignment under 10 minutes are not considered major assignments.

## **SEMESTER EXAMS**

Middle School exams are administered at the end of each semester for core academic courses and are 90 minutes in length. Middle School exams count 10% of the final semester grade. Transitioning 6<sup>th</sup> grade students do not take fall semester exams but are required to attend school on designated exam days to complete a cumulative, collaborative, co-curricular semester project. Since Physical Science, Coordinate Algebra, Honors Algebra I, Latin I, French I, and Spanish I are upper school courses, these exams are two hours in length and count 20% of the semester grade.

## **HONOR ROLL**

At the end of each semester, students who have completed the semester with all A's and B's (unweighted course averages) in core courses receive recognition on the **Honor Roll**. Students who have completed the semester with all A's receive recognition on the **High Honor Roll**.

## **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 to recognize outstanding students who have made significant contributions during that school year. A Highest Average Award will also be given for each course and a Teacher's Award will be given for each section of a 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 Middle School Office and on the school's website.

## **EXTRA HELP**

Extra Help is when students may meet with a teacher for additional help or to make-up work. This will take place from 3:05-3:35 on Mondays, Tuesdays, and Thursdays. Students not meeting with a teacher or participating in an after school activity should go straight to carline. Students who are in an after school activity may meet with a teacher or simply work on homework in a teacher's room.

## **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**

As part of the 1:World program, all Middle School students will be receiving personal laptops. Students (and parents) are required to read and agree to the Terms and Use Conditions, the Acceptable Use Policies, and the COPPA Compliance Notice (for parents of students under the age of 13). Please indicate your agreement to those documents by signing the Electronic Resources Agreements Form. These contracts are available on the WSA website and should be signed and returned by August 14, 2020.

## **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 Middle 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 refer to the addendum for 2020-2021 Re-Entry Protocols which includes Covid-19 related absences.*

## **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 for at least one full day of school, or for the remainder of a day. The school may require information from a doctor as necessary
- Death in the student's family
- Parent Approved absence for any other reason, limited to three absences per semester per class

### **Unexcused Absences**

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

- More than three Parent Approved absences 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

In the event of remote learning, attendance will be taken and counted for all synchronous sessions.

For unexcused absences, the school will 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 will deduct one point from the semester and may 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 2 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 Middle School Office when their child will be absent. The student is responsible for coordinating with teachers about 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 also schedule appointments during Study Hall or community periods to avoid missing instructional time. Student schedules will be available for parents in the Middle School Office upon request.

For Parent Approved absences for family trips and such, students should pick up a Preplanned Absence Form from the MS Office and have parents and teachers sign the form. The form must be turned back into the office before the absence occurs. Please remember students are only allowed 3 parent approved absences per semester.

### **Unplanned Absences**

Students must inform the Middle School Office of all unplanned absences by 9 a.m. that morning. 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 at the teacher's discretion. In the case of extended illness, parents may contact the Middle 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 may be picked up 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. An unhealthy pattern of tardiness may be addressed through the code of conduct. Unexcused class tardies result in a discipline note (level 1).

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. If a student arrives after 7:50 but before 7:55, the student should report to Homeroom. If a student arrives after 7:55, the student should report to the MS Office. After 15 homeroom tardies, students will serve a lunch detention. For each additional 5 tardies to homeroom beyond 15, a student will serve a lunch detention

## **LEAVING SCHOOL EARLY**

Parents must inform the Middle School Office, either in person or through a written note, phone call or email about a student's early departure from school. In order for a student to be signed 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 Middle School Office. In all circumstances, the student must be signed out in the Middle 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 early due to illness, or misses a school day due to illness, he or she may not return to participate in a practice, rehearsal, event, or field trip on the same day. 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.

## **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 our students are more likely to learn from their mistakes 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 privileges, suspension, denial of re-enrollment, dismissal from school, or other measures subject to the discretion of the administration. Records of disciplinary action(s) will be released to outside parties according to legal obligation or with permission of the parents, guardians or former adult students.

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 categories B or C (blue slip or red slip offenses) 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.

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. 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.

*\*Please refer to the addendum for student expectations in synchronous home learning, hybrid learning, and distance learning.*

### **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, and an attitude of partnership with the home.

### **CODE OF CONDUCT FOR STUDENTS**

It is our hope and prayer that discipline at Westminster is one avenue in which students are being taught godly obedience. And in time, our goal is that students will do the right thing even when no one is looking and even at personal cost. As it says in Proverbs 3, "The Lord disciplines those he loves."

**Category A: Level 1 and 2 Offenses**

Conduct which undermines an orderly and healthy school climate. These minor offenses include but are not limited to:

Level 1

- Tardy to class (does not include homeroom\*)
- Unprepared for class (includes laptop that is not charged)
- Minor Disruption
- Dress Code violations
- Gum chewing
- Poor lunchroom behavior
- Littering or not cleaning up
- Food or drink outside of the lunchroom
- Failure to protect your device

Level 2

- Cell phone use violation\*\*
- Misuse of Laptop\*\*
- Occupying a restricted area
- Rough play
- Disruption in class
- Destruction of property
- Inappropriate display of affection\*\*\*

\*After 15 homeroom tardies, students will serve a lunch detention. For each additional 5 tardies to homeroom beyond 15, a student will serve a lunch detention. Points are not assigned for homeroom tardies

\*\*Any device used to communicate or receive information (such as cell phones, iPads/iPods, smartphones, smart watches, etc.), which is brought on campus, must be stored in the Middle School Office unless a teacher or staff member approves of the use of such device and provides direct and immediate supervision. Laptops are only to be used for school related purposes while at school. In addition to discipline points being assigned for these infractions, the student should expect to have their communication device confiscated for the duration of the day and maybe longer depending on the offense.

\*\*\*Members of the opposite sex should not be hand-holding, hugging, or kissing on campus as it is a distraction to others.

**Category B: Level 3 Offenses**

Conduct which undermines the integrity of the educational program or shows disrespect for other persons. Such significant offenses include, but are not limited to:

- |  |   |
|--|---|
| Actions contrary to biblical standards | Bullying-type behavior*                         |
| Profanity                              | Fighting  |
| Demeaning speech or behavior           | Skiping class                                   |
| Willful disrespect                     | Unacceptable behavior with a laptop (see below) |

**Unacceptable Behavior with Laptops (or any device)**

The following activities will be considered major infractions and may result in the loss of your device for an extended period of time as determined by the principal:

- Using the laptop camera for inappropriate pictures or movies
- Taking pictures or videos of someone without first receiving his/her permission
- Intentionally searching for and/or viewing inappropriate content
- Sending mass emails to the entire student body, all teachers or all administration (without express permission from the school administration).
- Bypassing the Securly filter when accessing the Internet
- Accessing another student’s account (email or otherwise)
- Impersonating someone else online
- Creating additional system user accounts (on the device or for any service)
- Altering system settings of any school device

Points are assigned to each infraction (1 for Level 1, 2 for Level 2, and 3 for Level 3). For every three points a student accumulates, action will be taken. An administrator will meet with students as soon as possible and will contact parents at the appropriate time. Students can expect a lunch detention (3 and 6 points), an after school detention (9, 12, and 15 points), and suspension (half day of in-school suspension, full day of in-school suspension, out-of-school suspension) for 18 or more points. At this point, students may also be given a loss of privilege, a behavior contract, dismissal from school (in some cases), or other measures deemed appropriate by the administration.

\* 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.

### **Category C: Level 4 Offenses**

Conduct which is contrary to Christian ethical living. 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 cyber bullying)
- 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
- Excessive profanity, vulgar, obscene, or sexually-explicit language or behavior (including the possession, distribution, or acquisition of such materials by electronic and/or other means)

Students who engage in these behaviors 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.

## **STUDENT DAILY EXPECTATIONS IN THE MIDDLE SCHOOL 1:WORLD PROGRAM**

*A highlight of content from the **Terms and Use Conditions** and from the **Acceptable Use Policies**.*

### **GENERAL**

- Arrive to school every day with the following (or you will be counted as unprepared for class):
  - a fully charged device
  - the device's power adapter
  - a pair of headphones or earbuds
- Take your device to each class unless your teacher instructs you otherwise.
- When not in class, lock your device securely in your locker.

### **CARRYING**

- ONLY carry the device in the school-issued case (fully closed and zipped) by the shoulder strap or handle.
- Do not place paper or anything else between the lid and the keyboard (to protect the screen)
- Do not overfill your bag or put items in it that may scratch or damage the device.
- Always place your device *gently* on surfaces.

### **PROTECTING YOUR DEVICE**

Your device is an expensive piece of equipment. To protect the device

- Always keep it in the school-issued case (there is NO NEED to remove the case).
- Always know where it is; keep it
  - with you; or
  - locked in your locker (including during lunch, assemblies, PE and after-school activities).
    - Always keep your locker locked
    - Do not share your locker combination with anyone.
- Keep it away from all food and drink. Do not eat or drink near any devices.

- Do not USE (or leave) it in areas which may lead to damage, such as the following:
  - on your lap
  - on the floor or ground
  - while riding in any vehicle
  - near any water source (such as a sink, bathtub or pool)
  - in highly active areas (such as a cafeteria, gym or sports field)
- Do not LEAVE it in any other areas which may lead to theft or damage, such as the following:
  - in a public space
  - in an unlocked or unoccupied vehicle
  - in a vehicle overnight
  - in direct sun or in temperatures of 90° or above
  - on sitting areas (such as a couch or chair)
  - under heavy objects

### **WHEN and WHERE to use your device**

- You may not use your device at school without faculty supervision. Therefore
  - you must ask a teacher for permission to use your device BEFORE you use it, and
  - you must stay with the teacher who gave you permission to use your device.
- We urge you to only use your device in the presence of an adult while you are at home.
- You may not use another student's device and you may not let another student use yours. This applies both on and off campus. However, in extraordinary circumstances, you may share your device with another student with the express permission of a supervising teacher.

### **HOW to use your device**

- Always use your device on a flat, stable surface. Do not use or keep any device on your lap.
- While at school, you may only use your device for academic purposes.
- While in class, stay on task and only use your device for teacher-approved activities. Using your device beyond the instructions of your teacher will constitute a violation.
- Make sure your device isn't distracting others (games, sounds, screen effects, etc.).

### **Internet Access**

- Always access the Internet on your device through Securly with your school email and password.
- Do not try to bypass Securly, or you may be subject to disciplinary action.
- If you are able to access the Internet without entering your email and password, you must notify the IT Department or a teacher immediately. Failure to do so will result in disciplinary action.
- If you accidentally go to a website with inappropriate content, immediately
  1. click the Back button (shortcut: type "delete" or "backspace" key), and
  2. discreetly inform your teacher.

Your teacher will report the incident to the IT Department so they know you accessed the site accidentally.

### **Damage and Repairs**

- If your device has physical damage (beyond a surface scratch or dent) or is not working properly, take it to the IT Help Desk on the second floor of Knox Hall (at the top of the stairs on the left).
- NEVER attempt (or allow anyone else to attempt) to open up the device housing because it will void the warranty.

## **Good Citizenship**

Please use your laptop responsibly and to encourage and contribute to the Westminster community.

- Social media, such as Facebook, Vine, Instagram, SnapChat and personal email accounts should not be accessed on campus.
- Abandoned devices will be taken to the Middle School office. There will be a penalty for misplacing your device or for leaving it unattended.
- Because the IT department can monitor everything you do online, it is important that you protect your device and your online identity. Do not let another student use your laptop. If another student accesses inappropriate material from your laptop, it will appear as if you have accessed that material. Protect yourself and protect others by refraining **(a)** from using the devices of others, and **(b)** from letting other students use your device.

## **Unacceptable Behavior**

The following activities will be considered major infractions and may result in the loss of your device for an extended period of time as determined by the principal:

- Using the laptop camera for inappropriate pictures or movies
- Taking pictures or videos of someone without first receiving his/her permission
- Intentionally searching for and/or viewing inappropriate content
- Sending mass emails to the entire student body, all teachers or all administration (without express permission from the school administration)
- Bypassing the Securly filter when accessing the Internet
- Accessing another student's account (email or otherwise)
- Impersonating someone else online
- Creating additional system user accounts (on the device or for any service)
- Altering system settings of any school device

*Please note that the **Terms and Use Conditions, Acceptable Use Policy, COPPA Notice, and Electronic Resources Agreements** can be found online at [www.wsa.net](http://www.wsa.net)*

## **BEHAVIORAL PROBATION**

A student may be placed on behavioral probation. This generally happens after receiving 18 discipline points in a semester. 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. Students may be allowed to practice but not play with administrative approval.

## **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 believes 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. Suspensions are generally assigned for Level 4 offenses or the accumulation of 18 discipline points or more. For each day of out of school suspension, a one point semester grade reduction may be assessed for each course. Suspension served on campus may include a work project or completing a reflective paper. 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 during the time they are suspended. 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.

### **DISCIPLINARY RECORDS**

Student disciplinary records (including suspensions and Honor Code violations) will be released to outside parties under legal obligation or with permission of the parent, guardian, or adult former student. Westminster also retains the right to release student records as deemed appropriate by the administration.

### **CONDUCT DURING SCHOOL AND OFF-CAMPUS EVENTS**

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 including laptops, 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.

### **ROAR Program**

ROAR is a program that seeks to recognize and reward positive behavior that goes beyond our daily expectations of students. The Middle School will focus on one character trait per month, but the following will be emphasized.

- R - Respectful
- O - Other-Centered
- A - Positive Attitude
- R - Responsible

When a teacher notices positive behavior, he or she may give the student a ROAR card. The card will indicate who is being recognized and what for. Then the student should have the card signed by their parent and return it to the office to be entered in a drawing. Names will be drawn weekly to receive a prize.

Through this program, we hope to encourage Christ-like behavior. As Christ commands, “Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another.” John 13:34-35

## **CO-CURRICULAR ACTIVITIES**

Participation in co-curricular activities is an important part of the educational program at Westminster. We encourage each student to participate in co-curricular activities, believing that such participation affects the development of character, discipline, and cooperation. Any student who wishes to audition, tryout, or apply for any co-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 co-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 co-curricular eligibility.

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

## **ACADEMIC ELIGIBILITY**

Westminster abides by GISA athletic 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. 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) from 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 co-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 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 week. 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 co-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/she may continue to fully participate in co-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/she will be placed on restriction during which time

they will be ineligible to compete 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 weekly thereafter. 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 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 the 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 the 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 athletics pursues teamwork and sacrifice as one of its 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.
- 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.

## **CLUBS**

The Middle School offers a variety of clubs with the hope of providing students an opportunity to learn something new while developing relationships with other students. Previous offerings have included the following: Math Club, Narnia, Cyber Patriots, Bible Study, Praise Team, Model UN, Film Club, Science Bowl, Dual Sport Games, Art, and Club 15-13 (service). Clubs meet during the programming period once per week.

## **LEADERSHIP PROGRAM**

The goal of the Middle School Leadership program is to introduce students to the challenges and rewards of leading others through service. The program begins in the spring of a student's 7th grade year with the discovery and application process. Any 7th grade Westminster student with solid grades and a good discipline record can seek a leadership position as an 8<sup>th</sup> grade student by filling out the leadership application in the Spring semester before the 8<sup>th</sup> grade. The leadership application has six reflection questions, a self-evaluation and a teacher recommendation section. In addition, students are asked to create a video. Upon review of the application, students are selected to lead teams of 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students. Middle School Leaders are required to attend a one day leadership camp before the first day of school in August. During the school year, Middle School Leaders will lead a team of students through assigned monthly duties (Flag, Lunch Clean-Up, Hall Clean-Up, Recycling, and Trash), competitions and community service. Leaders are also encouraged to help lead a Middle School Club. Each leader will plan and execute a monthly team meeting, supervise team members fulfilling duties and meet one morning a month with an advisor to train and discuss the challenges of leadership. It is our hope that through this leadership experience, Middle School students will be exposed to the challenges of leading others and will seek to lead others through service.

## **GENERAL INFORMATION**

### **MIDDLE SCHOOL - SCHOOL HOURS**

Monday - Friday: 7:50 a.m.- 3:00 p.m.

### **MIDDLE SCHOOL – OFFICE HOURS**

Monday - Friday: 7:45 a.m.- 4:00 p.m.

### **BEFORE AND AFTER SCHOOL HOURS**

On normal school days, the building doors will be open at 7:30 a.m. If students arrive before 7:40, they should go to the fine arts classrooms. The first bell will ring at 7:40. 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 3:40 p.m. Those who are not picked up will be sent to the office to call their parents. 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.

### **MESSAGES TO STUDENTS**

If the occasion arises that a parent needs to give a message to his/her child, the parent should contact the Middle School Office. The staff will either find the student or make sure the student receives the message. Parents should use the Middle School lunch period to send messages through the Middle School Office 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.

### **STUDENT CELL PHONES**

Student cellphones are to be brought to the office each morning and placed in the assigned box **before** homeroom begins or upon arrival. Phones should be placed on “Do Not Disturb”, and “Vibrate when on Silent” turned off. While at school, cell phone use must adhere to our Electronic Acceptable Use Policy. Students may check phones between classes but may not be late to class due to checking phone. Failing to leave the cell phone in the office may result in the loss of privileges.

### **VISITORS**

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

### **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 non-prescription **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.

### **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 Middle School Principal.

### **INCLEMENT WEATHER**

In the event of inclement weather, the school will activate the automated contact system which will notify parents 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](http://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 decisions accordingly. In cases of early dismissal, parents are expected to pick their children up at the designated time, which will be communicated by the school offices 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 Middle 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 Lost and Found (Middle School Office & Gym stairwell) if there are missing items. The school is not ultimately responsible for recovering lost articles. Unclaimed items will be kept for a brief time and then donated to charity, usually at the end of each semester.

### **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 the following school policies, our program and operations conform to current SACS/SAIS standards.

## **DRESS CODE POLICY, 2020-2021**

### **Middle School**

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. If a student's shirt is not within dress code guidelines, the student will have to change into a school provided shirt. 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. Boys must be clean shaven with hair off of the collar and out of the eyes. Hair may only be a natural hair color.

**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 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. Hair may only be a natural hair 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.

**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 (plaid, polka dot, etc.), WSA logo, college logo, or be a solid color

**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.

**Dress-up Days:** During the year there will be days designated for students to dress up due to special chapels and assemblies. 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:** On Fridays, students are permitted to dress down and wear casual shoes and t-shirts (Westminster, college, or small 2"x 2" logo or graphic only). The t-shirts do not have to be tucked in for boys or girls. Occasionally there will be designated days when students may dress down or dress according to a theme. Specific instructions for these days will be in the morning report. 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 sweatpants 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.

**MS DAILY SCHEDULE, 2020-2021**

	<b>W</b>	<b>I</b>	<b>L</b>	<b>D</b>	<b>C</b>	<b>A</b>	<b>T</b>
7:50-7:55	HOMEROOM						
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	<b>Programming*</b>						
10:15-11:05	C	B	A	G	F	E	D
11:05-11:30	Lunch						
11:35-1:10	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

\*Programming on Wednesdays (Chapel) will be at 8:55 - 9:15; the next period will be 9:20 - 10:10

Extra Help will be available on Monday, Tuesday, and Thursday from 3:05 - 3:35

### 2020-21 Year-At-A-Glance - Schedule Rotation

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Aug. 2					First Day Early Dismissal	Aug. 8
Aug. 9	W	I	L	D	C	Aug. 15
Aug. 16	A	T	W	I	L	Aug. 22
Aug. 23	D	C	A	T	W	Aug. 29
Aug. 30	I	L	D	C	A	Sep. 5
Sep. 6	Labor Day	Prof Dev No school	T	W	I	Sep. 12
Sep. 13	L	D	C	A	T	Sep. 19
Sep. 20	W	I	L	D	C	Sep. 26
Sep. 27	A	T	W	I	L	Oct. 3
Oct. 4	D	C	A	T	W	Oct. 10
Oct. 11	I	L	US/MS Parent Conf	D	C	Oct. 17
Oct. 18	A	T	W	I	L	Oct. 24
Oct. 25	D	C	A	T	W	Oct. 31
Nov. 1	I	L	D	C	A	Nov. 7
Nov. 8	<b>Fall Masters Break</b>					Nov. 14
Nov. 15	Fall Masters Break	T	W	I	L	Nov. 21
Nov. 22	D	C	<b>Thanksgiving Break</b>			Nov. 28
Nov. 29	A	T	W	I	L	Dec. 5
Dec. 6	D	C	A	T	W	Dec. 12
Dec. 13	I	Exams	Exams	Exams	Exams	Dec. 19
Dec. 20	<b>Christmas Break</b>					Dec. 26
Dec. 27						Jan. 2

## 2019-20 Year-At-A-Glance - Programming

### 2nd Semester

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jan. 3	Exam Review Early Dismissal	W	I	L	D	Jan. 9
Jan. 10	C	A	T	W	I	Jan. 16
Jan. 17	<b>MLK Day</b>	L	D	C	A	Jan. 23
Jan. 24	T	W	I	L	D	Jan. 30
Jan. 31	C	A	T	W	I	Feb. 6
Feb. 7	L	D	C	A	T	Feb. 13
Feb. 14	<b>Winter Break</b>	<b>Prof Dev/ No school</b>	W	I	L	Feb. 20
Feb. 21	D	C	A	T	W	Feb. 27
Feb. 28	I	L	D	C	A	Mar. 6
Mar. 7	T	W	I	L	D	Mar. 13
Mar. 14	C	A	T	W	I	Mar. 20
Mar. 21	L	D	C	A	T	Mar. 27
Mar. 28	W	I	L	D	<b>Good Friday/ NO SCHOOL</b>	Apr. 3
Apr. 4	<b>Spring Break</b>					Apr. 10
Apr. 11	<b>Spring Break</b>	C	A	T	W	Apr. 17
Apr. 18	I	L	D	C	A	Apr. 24
Apr. 25	T	W	I	L	D	May. 1
May. 2	C	A	T	W	I	May. 8
May. 9	L Proposed MS ODC	D Proposed MS ODC	C Proposed MS ODC	A Proposed MS ODC	T Proposed MS ODC	May. 15
May. 16	W	I	L	D	C	May. 22
May. 23	A	Exams	Exams	Exams	Exams	May. 29

**Westminster Schools of Augusta**  
**Middle School Family Handbook Agreement**

*Please sign and return this form to your homeroom teacher or MS Office by August 14, 2020.*

The Westminster Schools of Augusta (WSA) Middle School Family Handbook sets forth the policies and procedures of the Middle School. Parents and students are asked to read the handbook, discuss the policies, and seek clarification from the school for anything unclear.

**Student Agreement:**

I have read each of the policies of the Westminster Middle School Family Handbook and have discussed it with my parents. I have paid special attention to *(please initial below)*:

- \_\_\_\_\_ The Westminster Honor System
- \_\_\_\_\_ Attendance Policy
- \_\_\_\_\_ Code of Conduct
- \_\_\_\_\_ Dress Code
- \_\_\_\_\_ Student Daily Expectations for 1:World

**In signing below, I am agreeing to adhere to all statements and policies  
in the Westminster Middle School Family Handbook.**

Student Name (please print): \_\_\_\_\_ Grade: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent Agreement:**

As parent or guardian of this student, I acknowledge I have read and discussed with him/her each of the policies of the Westminster Middle School Family Handbook, especially those sections listed above.  
\_\_\_\_\_ *(please initial)*

In the event my child engages in unacceptable activities as outlined in any portion of this document, I understand that school disciplinary action may be taken.

Parent/Guardian Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**ADDENDUM**

Expectations For Students In Synchronous Home, Hybrid, And Distance Learning

2020-2021 Re-entry Protocols



## **Expectations For Students In Synchronous Home, Hybrid, And Distance Learning**

### **SYNCHRONOUS HOME LEARNING**

- Students must log into each class on time, following their normal schedule. Absences will be treated in the same way they would if a student is on campus.
- Students may not leave a class unless dismissed by a teacher.
- Class links will be shared through google classroom (for each individual class).
- The Morning Report will be posted on the MS Student google classroom daily.
- Students must coordinate with the principals for testing on campus.
- Students must have their camera on with their face showing.
- Students must be dressed appropriately.
- Students should regularly check their email as that is how teachers will be communicating.

### **HYBRID LEARNING**

- Days on campus will be like a normal school day.
- Days at home should follow the synchronous home learning expectations.
- Tests will likely be given on days when students are on campus.

### **DISTANCE LEARNING**

- Planning for the week
  - Check the weekly overview Sunday after 8:00 pm or Monday morning before 8:00 am.
  - Watch the Morning Report video for announcements.
  - Check google classroom every morning and regularly check email for messages from teachers.
- Turning in assignments
  - Click “turn in” when submitting an assignment or when the task has been completed.
  - All work must be easily readable by the teacher.
  - Unless otherwise indicated by a teacher, assignments must be submitted by midnight on the day they are due.
- Synchronous Classes
  - Attend all synchronous classes. Parents should email the MS Office ([mhartenburg@wsa.net](mailto:mhartenburg@wsa.net)) and students should email their teachers in order for the absent to be excused.
  - Students will be marked tardy if they are more than 5 minutes late.
  - Stay in the class until dismissed by a teacher.
  - Behavioral expectations are the same as if in a classroom.
  - The video camera must be on with the student’s face showing.
- Troubleshooting
  - If a student has a technology issue, or an appointment that causes him/her to miss a synchronous class, parents should email the MS Office ([mhartenburg@wsa.net](mailto:mhartenburg@wsa.net)) and students should email their teachers in order for the absent to be excused.
  - The hours of 8:00am-2:00pm have been set aside for direct communication.
  - Email teachers with any questions. Teachers will respond as quickly as possible.
  - Mrs. Strong, the school counselor, will be available through email ([astrong@wsa.net](mailto:astrong@wsa.net)).

### Tips for Remote Learning:

- Set up a workspace that is as free from distractions as possible.
- Put your cell phone away.
- Check the weekly overviews as well as the individual google classrooms throughout the week. Set a schedule which includes breaks.
- Don't get behind in your work.
- Remember to click "turn in" on every assignment.
- Be quick to reach out to your teacher if necessary.
- For synchronous sessions:
  - Be present and on time.
  - Dress appropriately
  - Behave as you would in the classroom
  - Consider the background



# RE-ENTRY PROTOCOLS

2020-2021 School Year

## GOAL

Westminster seeks to glorify God by providing an excellent education that equips students to live extraordinary lives for Jesus Christ. Our goal is to maintain on campus learning as long as possible while prioritizing the health and wellness of our students, faculty and staff.

Westminster Schools of Augusta will follow guidelines set forth by the Center for Disease Control, Department of Public Health, and American Academy of Pediatrics for our health and wellness information.

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## COVID-19 HEALTH & WELLNESS POLICIES

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### Temperature

- All students will have their temperature checked upon arrival to school. Any student or faculty member with a temperature over 100.0 F will not be allowed to stay at school. If a student presents a fever they will be immediately isolated with a mask on and the parent/guardian will be called to pick them up.
- To return back to school the student must be fever free without the aid of medication for 72 hours. A doctor's note that states it is safe for them to return to school may be required.

### Mask

- Every mask should cover your nose and mouth. Your mask may have a pattern, Westminster logo, college logo, or be a solid color. Masks should follow school dress code guidelines which includes no large graphics or logos. If your student forgets his/her mask at home a paper one will be provided for them. For further clarification please see your division handbook, all mask policies will follow the student/s grade level dress code guidelines.
- LS: All Lower School students will be wearing a mask while outside of their classroom, in the hallway, and in the carline. LS students should arrive and leave in a mask. Students in grades 3-5 will wear a mask in their designated classroom.
- MS/US: Due to our limitations on socially distancing, we are asking all Middle and Upper School students to wear a mask at all times unless they are eating lunch or participating in outdoor activities where social distancing is possible.
- Teachers: All teachers will be wearing a mask unless they are socially distanced from students teaching at the front of the classroom. All teachers will have access to clear masks for when they are working one on one with students.

### Cleaning

- Extra measures have been implemented to clean and disinfect daily. There will be disinfecting wipes and spray located in every classroom for use during the day. All buildings, classrooms and bathrooms will be thoroughly cleaned by maintenance and housekeeping daily.
- We will also be eliminating the use of all water fountains. Please have your student bring his/her water bottle everyday, and they will have the opportunity to refill them throughout the day.

### Symptoms to monitor (from the Center of Disease Control & The Department of Health)

- |   |                              |
|---|------------------------------|
| • Fever over 100.0 F                          | • Headache                   |
| • Chills                                      | • New loss of taste or smell |
| • Cough                                       | • Sore throat                |
| • Shortness of breath or difficulty breathing | • Congestion or runny nose   |
| • Fatigue                                     | • Nausea or vomiting         |
| • Muscle or body aches                        | • Diarrhea                   |



## COVID-19 SYMPTOMS, TESTING & EXPOSURE

### *Someone in your immediate family tests positive*

- If someone in your immediate family tests positive, please report this to your division principal and Westminster Schools of Augusta Nurse, Kelly Hitchcock, RN at [khitchcock@wsa.net](mailto:khitchcock@wsa.net).
- The student/s must be quarantined at home and not return to school for 14 days from the last potential exposure of the positive family member.

### *Your student/s tests positive*

- If your student/s tests positive for Covid-19, please report this to your division principal and Westminster Schools of Augusta Nurse, Kelly Hitchcock, RN at [khitchcock@wsa.net](mailto:khitchcock@wsa.net).
- Westminster Schools of Augusta's policy states that to return to school you must be 10 days from the start of symptoms arriving and 72 hours being symptom and fever free without the aid of medication. We also may require a doctor's note giving your child clearance to return back to school.

### *Your student/s or someone in your family may have been exposed to COVID-19*

- If you think a family member or your student/s has been exposed to COVID-19, he/she should wear a mask, and you should monitor symptoms on a more regular basis.
- If COVID-19 symptoms appear, your student should stay home from school as well as consult your physician in order to get clearance to continue at school.

### *If your student/s presents symptoms*

Please keep your student home if he/she is feeling sick or presenting symptoms.

- We know that COVID-19 testing is not always easily available for those under the age of 16. If your student/s presents COVID-19 like symptoms then he/she must consult his/her doctor to receive clearance to return to school.
- If a LS student/s presents COVID-19 symptoms at school, he/she will put on a mask and remain in our LS clinic and isolated from others until safely transported home or to a healthcare facility.
- If a MS student/s presents COVID-19 symptoms at school, he/she will remain in the Middle School office clinic with a mask and isolated from others until safely transported home or to a healthcare facility.
- If a US student/s presents COVID-19 symptoms at school, he/she will remain in the Upper School office clinic with a mask and isolated from others until safely transported home or to a healthcare facility.
- Please note that if a student leaves school with a fever or develops a fever at home, they must be fever free for 72 hours without the aid of medication in order to return to school. A doctor's note may also be required.

### *Faculty, staff and students are not required to get tested for COVID-19*

- We are not requiring any students, staff or faculty members to get tested. We are encouraging all community members to continue to monitor their health and wellness.

### *Faculty and Staff members will have daily temperature and symptom checks*

- All faculty and staff members are required to keep a log of their temperatures and any symptoms before they arrive to campus.
- If an employee is uncomfortable with the phase that the school is in, he/she should speak to his/her division head.

### *As a Westminster community member, you are expected to inform Westminster Schools of Augusta if your student or a member of your household has tested positive for COVID-19*

- If your student/s tests positive, please report this to your division principal and Westminster Schools of Augusta Nurse, Kelly Hitchcock, RN at [khitchcock@wsa.net](mailto:khitchcock@wsa.net). We will be keeping track of all COVID-19 in the Westminster community. We will maintain confidentiality of each student and family. A positive case of COVID-19 will be communicated via email to the parents of the classroom and division affected.

### *Steps taken when a teacher tests positive for COVID-19*

- We will notify the parents who have students in that classroom or division. The teacher will be quarantined for 14 days away from the community and will not return back to school until fever and symptom free for 72 hours and cleared by a doctor.

*In addition to the aforementioned requirements, anyone who is required to be off-campus due to a COVID-19-related concern must consult and receive clearance from the school nurse before being allowed back on campus. Please email Kelly Hitchcock at [khitchcock@wsa.net](mailto:khitchcock@wsa.net).*



## ON CAMPUS PROCEDURES

### Visitors

- Although we love seeing our parents and community members on campus, for the health and safety of the Westminster Community we will be limiting the visitors on campus this year. As of now, there will be no visitors in classrooms, lunch or chapel. We will be allowing speakers on campus, with the purpose of lecturing or teaching.
- Parents who need to dismiss a student early in the Lower School may enter into the main entrance of Pamplin Hall with a mask on and wait for the student.
- Parents who need to pick up a MS/US student will contact the division office and wait in the car for the student to come to you.
  - MS: 706.731.5260 x-2346
  - US: 706.731.5260 x-2301

### Communication

- We will be evaluating the number of cases each week and do our best to continually communicate with parents through the Wildcat Scratch, released every Monday. To sign-up for the weekly Wildcat Scratch Newsletter click [here](#). If you have any issues with the newsletter please contact [publications@wsa.net](mailto:publications@wsa.net).
- Parents may check our COVID-19 response page [wsa.net/coronavirus](http://wsa.net/coronavirus) for current updates.

### Student Phone Policies

- MS: Students will still turn in cell phones everyday before school to the Middle School office. They will not be allowed to check it throughout the day unless it is a message from a parent to help limit the number of students in the office at one time.
- US: Students will not turn in their cell phones to the Upper School office. Phones must remain out of sight throughout the day. Students may only be on their phones during lunch and open study hall (for juniors and seniors).

### Co-curricular and Chapel

- We are following local health professional recommendations and we will not have 50 or more people in one meeting space indoors.
- MS/US Chorus: Students will sing outside or in the gym with social distancing and masks.
- MS/US Physical Education: P.E. classes will be held outdoors when possible or held in the U.S. gym and students will participate in low impact activities.
- MS/US Band: Students will social distance, work in small groups, and meet outside (weather permitting). Two teachers will be available so that students can spread out to other locations.
- MS/US Chapel: Chapel will be held outside or indoors with live streaming.
- LS Chapel: Chapel will be virtual and periodically outside.
- LS Curriculars: Art, Music and Technology will all be visiting the students in their classrooms to continue with the bubble effect.
- LS Physical Education: P.E. will be in the classroom or outside with possible social distancing activities.

### Lunch Program

- LS: All students will be eating in their classroom. Teachers Assistants will pick up lunches from the cafeteria and bring it to the classroom.
- MS/US: Students will be spaced out with 3-4 students per table and spread out by grade level. Pre-packaged hot food meals, salads and sandwiches will be available through Flik Dining service.
- Westminster is not allowing visitors for lunch at this time.

### Drop Off/Pick Up

- Please note that all students should arrive and leave in a mask.
- PK-TK: Students will go straight to their rooms after they get their temperature checked.
- K-Grade 1: Students will wait around the breezeway and get their temperatures checked.
- Grade 2-5: Students will be spaced out in their grade bubbles while they get their temperature checked.
- With parent approval, grade 4-5 students may continue to help with the carline as long as each student wears a mask.
- MS: All students will get their temperatures taken upon arrival to campus, but there is no change in drop off/pick up.
- US: All students will get their temperatures taken in the US parking lot upon arrival to campus. Students are not allowed to hang out in the parking lot, and they cannot get into another student's car at any time.
- If a student/s leaves campus for any reason, he/she must report back to the office upon return to school to have their temperature taken again.
- Seniors: As long as students are wearing masks and in their own vehicle, senior off campus privileges may continue. Seniors should not share rides when leaving campus during the day or bring food for others back to campus. Students must report back to the office upon return to school to have their temperature taken again.

### Westminster Extended Day Activities

- LS: XD will not be offering Xplorations at this time. XD will consist of homework time, snack, and socially distanced activities. All PK3 - grade 5 students remaining in XD will be required to wear a mask.