

# WESTMINSTER MIDDLE & UPPER SCHOOL PARENT/STUDENT HANDBOOK 2011-12

## MISSION STATEMENT

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

### MIDDLE & UPPER SCHOOL ADMINISTRATION AND FACULTY

Headmaster	Mr. Steve O'Neil
Middle & Upper School Principal	Mr. Craig Johnson
Assistant Principal	Mr. Ken Curry
Athletic Director	Mr. Andrew Bryan
Assistant Athletic Director	Mr. Mark Tebbs
Director of Student Life	Mr. Mike Freace
Director of College Counseling	Mr. Alex McCallie
Middle School Academic Support Coordinator	Mrs. Tracy Lutz
Upper School Academic Support Coordinator	Mrs. Mary Weidman

#### BIBLE

Mr. Ken Curry  
Mr. Kent Hood, chair  
Mr. Jonathan Kilpatrick  
Mr. Alex McCallie  
Mr. Michael Merwin  
Miss Amy Turner

#### SCIENCE

Mr. Ron Hall  
Mr. Michael Merwin  
Mrs. Denae O'Neil  
Mr. Dwight Redick  
Mrs. Susan Smith, chair

#### MATH

Miss Laura Bragdon  
Mrs. Marsha Cantrell, chair  
Mrs. Laurie Faulkner  
Mrs. Aimee Lynch  
Mr. Matthew Rich

#### FINE ARTS

Mrs. Vivian Hornsby (Art)  
Mr. Craig Johnson (Debate)  
Mr. Paul Owen (Drama)  
Miss Amy Turner, chair  
(Choral Music)

#### HISTORY/SOCIAL STUDIES

Mr. Glenn Bell, chair  
Miss Lisa Cook  
Miss Amanda Ebersole  
Mr. Craig Johnson  
Mrs. Tracy Lutz  
Mr. Steve O'Neil  
Mrs. Mary Weidman

#### ENGLISH

Mrs. Whitney Diehl  
Mrs. Regina Franklin, chair  
Mr. Ryan Lutz  
Mrs. Cindy Pantsari

#### FOREIGN LANGUAGE

Mrs. Jordan Lambert  
Mr. Randall Nichols, chair  
Mr. Micah Waldecker  
Mrs. Stephanie Waldecker

#### PHYSICAL EDUCATION

Mr. Andrew Bryan  
Mr. Mark Tebbs, chair

#### COMPUTER

Mr. Craig Ham, chair

### STUDENT LEADERSHIP

#### Senior Prefects

Head: Haley Barinowski  
Mentor: Mr. Freace

Academic: Catherine Zecha  
Mentor: Mrs. Weidman

#### Chapel/Spiritual Life

Mary Elizabeth Goodell and Drew McCartney  
Mentors: Mrs. Kirchoff, Mr. O'Neil

Service: Sabrina Rush  
Mentor: Mrs. Brigham

Admissions: Haley Meeks  
Mentor: Mrs. Ham

#### Student Life:

Kerrie Edmondson, Anna Hearon  
and Haleigh Swierski  
Mentor: Miss Bragdon, Miss Ebersole

#### Honor Council

Senior Representative  
Drew McCartney

Junior Representative  
Christopher Cawley

Sophomore Representative  
Lauren McGahee

Freshman Representative  
Donnyell Miller

Faculty Advisor: Mr. Kent Hood  
Administrative Coordinator: Mr. Ken Curry

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## I. THE WESTMINSTER HONOR SYSTEM

A distinctive 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

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 schoolwork. It is also the representation of another's work as one's own. Therefore, copying of any assignment, without the express permission of the teacher, is a violation (including homework and projects). \* Cheating includes the use of unauthorized notes in lieu of completion of reading assignments (e.g., Cliffs Notes, MonkeyNotes) and failure to cite sources of ideas or quotations including electronic sources. 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.

\* When one uses facts or ideas originating with others, one must make clear what is one's and what is not. Failure to make such a distinction is to be guilty of offering as one's own what is in fact someone else's (plagiarism). Plagiarism is a form of cheating. Guidelines are reviewed in class annually by the English Department.

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, 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

The appropriate administrator will investigate each reported infraction or violation of the Honor Code to determine the basic facts of the matter. Based on the investigation, the administration will determine whether or not a violation has occurred, and will explain its findings to the appropriate parties as necessary. If an administrative finding is contested by a preparatory school student, he/she may seek the recommendation of the Honor Council.

A student in grades 9-12 found guilty of a violation of the Honor Code shall be subject to discipline according to the Code of Conduct. All records of Honor Code violations will remain in the

school's files and may be considered by administration during investigations of subsequent violations.

Violations of the Honor Code involving a student in grades 6-8 will be handled by the appropriate administrator 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 Headmaster may make the final decision on Honor Code violations, concerning both the verdict and any consequences.

### HONOR COUNCIL (Grades 9-12)

An Honor Council for grades 9-12, consisting of one administrative coordinator, one faculty advisor, and student representatives from grades 9-12, will meet to discuss each alleged violation if it is contested by the student. Students involved should not discuss the case with witnesses, once it has been determined that the Honor Council will meet. Witnesses will be known to the accused if the matter proceeds to the Honor Council; anonymous testimony is not admissible in an Honor Council hearing. Also, parents should not discuss the case with teachers and witnesses, once it has been determined that the Honor Council will meet, but they may meet with the Administrative Coordinator prior to the meeting of the Honor Council. The Honor Council will function as an investigative body and, after hearing from parties involved, may make recommendations to the Headmaster, who will make the final decision.

## II. CONFLICT RESOLUTION

### Policy for helping 6<sup>th</sup> – 12<sup>th</sup> grade students and parents handle their concerns or complaints about school matters

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 and training just as do self-discipline, attention to detail, self-control, and so many other important personality characteristics.

As a school, we believe that all conflicts should be resolved at the appropriate level in accordance with 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, parent or student will be encouraged to approach the teacher with the problem. If resolution does not occur with the teacher, the student and/or parent may approach the appropriate administrator. For concerns about school policy, the responsible administrator should be contacted.

If a parent has a concern or problem with someone else's child on campus, it is essential that the comments be directed to a teacher, coach, or administrator. They will help to resolve the conflict. Under no circumstances should a parent talk to someone else's child about a problem on campus.

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.

### III. ACADEMIC POLICIES

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

- to present 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 foster lifelong learning

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.

The administration is aware of the fine line a school must walk between challenging students and overloading them. Reading assignments and homework should be genuine exercises in learning, not merely assignments to occupy time. The administration and faculty will also remain sensitive to family life and extracurricular activities.

#### GRADUATION REQUIREMENTS (Grades 9-12)

<u>Core Academic Courses</u>	<u>Number of Credits</u>
English (note 1)	4
History/Social Studies (note 2)	3
Math (note 3)	4
Science (note 4)	4
Foreign Language (note 5)	3
Bible (note 6)	3
<b><u>Other Courses</u></b>	
Fine and Performing Arts (note 7)	1
Electives (unrestricted)	1
Physical Education (note 8)	½
<b>TOTAL CREDITS (note 9)</b>	<b>23½</b>

- Note 1 Excluding Creative Writing.
- Note 2 Courses satisfying requirements for graduation include history, economics, government, and other social science courses.
- Note 3 Above the level of Prealgebra, including Precalculus. Math courses taken prior to 9th grade do not count toward the graduation requirement.
- Note 4 Including 2 lab courses (biology, chemistry, physics, or environmental science). The four credit science requirement begins with the graduating Class of 2012. All who graduate before 2012 will be required to have 3 science credits.
- Note 5 Three years of study in the same language are required. Foreign language courses taken prior to 9<sup>th</sup> grade may be used toward fulfilling this requirement but not toward fulfilling the total graduation credit requirement.
- Note 6 At least one semester of Bible is required each year. Apologetics and Modern Thought (one semester each) and Church History and New Testament Studies (two

semesters each) are other specific requirements. The 3-credit Bible requirement begins with the class of 2014. Those graduating before 2014 are required to have 2½ credits.

- Note 7 Music, visual arts, acting, forensics, debate and yearbook editor.
- Note 8 When scheduling conflicts have precluded taking ½ credit of physical education, the credit will be granted to a student who lettered in two varsity sports in a single school year.
- Note 9 This requirement begins with the class of 2014. Graduating classes 2012 and 2013 are required to earn 23 credits.

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

In special circumstances, college course credit may be approved to meet Westminster’s graduation and minimum course load requirements on the basis of one semester of credit per semester of requirement.

The minimum required course load each semester is five academic courses each semester plus an additional class either semester. However, a Senior taking four or more Advanced Placement courses and one semester of required Bible may take only one other course of any type in the other semester to satisfy full load requirements.

Course placements will be made in consideration of the student’s prior performance, interests, and future plans, as well as the recommendations of the faculty. Final decisions will be made by the administration. Students will be assigned to study hall during periods not scheduled with classes, in locations determined by the administration.

Courses that cannot be scheduled at Westminster may be taken at colleges to satisfy graduation or minimum course load requirements, with prior approval of the Principal. This credit, if approved, will be counted on the basis of one semester of credit per semester of requirement.

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 certain subject areas. Students are encouraged to plan for higher education and, with the school’s help, to take an appropriate range of courses. More competitive colleges and universities expect students to take four years each of science, foreign language, and history/social studies. They seek students who are successful in their high school’s most challenging course work, which includes honors and Advanced Placement courses at Westminster.

#### ACCEPTABLE USE OF COMPUTERS

Student computer accounts are given so that students can use computers on campus for educational purposes.

**Responsibility:** Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purpose is to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits of Internet access exceed the disadvantages; but ultimately, parents are responsible for supporting the standards that their children should follow when

using media information sources. This policy summarizes those standards for students at Westminster.

**Expectations:** Students receiving computer accounts are expected to exhibit appropriate behavior with the school’s computers and will be held responsible for their behavior. General school rules for behavior and communications apply. The use of the computers is a privilege and may be revoked. The school’s computers are to be used only for school-related purposes. Students should never access, save, or send anything inappropriate.

**Rules:**

**Storage:** A small private folder on the network will be created for each student. Only student-created work may be saved. Downloaded files will be automatically erased without notice.

**Behavior:** No unacceptable language or other forms of expression should be used to communicate with anyone. (See Category C in the Code of Conduct.)

**Honor Code:** It is an Honor Code violation to use another person’s account or password, to erase another’s files, to modify another’s work, or to attempt to enter any unauthorized or inappropriate site on the Internet.

**Other Guidelines:**

- When you are finished with a computer, please log out.
- Print a page ONCE (no multiple copies).
- Do not download or install any programs. This includes multimedia players, Real Audio, AOL software, chat, IRC, etc.
- Do not violate copyright laws.
- Do not send, view, or display offensive messages or pictures.
- Do not give your password to anyone else or allow anyone else to use your account, programs, or documents.

Students found in violation of any of the rules stated above may have their access suspended and will be subject to further disciplinary action.

### COURSE SCHEDULING AND CHANGES

Courses are scheduled for re-enrolling students in June. New students submit their forms as they enroll. Course placements are mailed during the summer. After changes, final schedules are available at the beginning of school. 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. The administration may move a student from the honors or Advanced Placement level if academic performance is inadequate. A class dropped may earn a grade of WF if the current cumulative average is below the passing level.

### SUMMER READING REQUIREMENTS

Students are required to read books (not to read notes or watch movies) and/or complete assignments 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.

### BACK WORK

Back work is a time when students may seek additional help from the classroom teacher for course work. Teachers may also require students to attend back work as necessary. The faculty usually will be available by appointment after school until 4:00 p.m., Monday through Thursday, to assist students individually or in groups.

Part-time teachers may set other regular meeting times. Students may come in for extra help or elaboration as needed. To the extent possible, extracurricular activities will not be scheduled on campus until 4:00 p.m. Back work is not intended to make up regular classroom instruction missed due to a student’s inattentiveness or negligence in class.

### TEST CALENDAR

A calendar for major assignments (tests, projects, out-of-class papers) will be posted on Edline. A student normally will not be responsible for more than two major assignments on any one day. Quizzes are given on a regular basis at the discretion of the teachers and are not considered major assignments. This guideline may be exceeded because of inconsistencies in class schedules for students within the same grade level.

### REPORTING PROCEDURES

School and home communication is a crucial part of school life. Our reporting system is designed to keep parents informed of the progress of the student. The following regular means are employed for grades 6-12: (a) progress reports online using a designated website (www.edline.net); (b) semester exam grades and averages at the end of each semester, including yearly averages for the spring semester; and (c) trimester averages at the end of each trimester for Middle School co-curricular courses. Report cards showing semester and trimester grades are sent to parents or guardians at the end of each semester.

### EXAMINATIONS

Exams are administered at the end of each semester for core academic courses. Middle School exams count 10% of the semester grade, and Upper School exams count 20%. Seniors may exempt the second semester exam (or the first semester exam for a one-semester course taught both semesters) with a semester average of 90 or above and permission of the teacher. Advanced Placement exams serve as the second semester exams for those courses. Although they do not affect the course grades, these exams must be taken in order for credit to be granted for the courses unless a specific waiver is granted.

### 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.

### GRADING SCALES

A = 90 – 100	Excellent
B = 80 - 89	Good
C = 70 - 79	Satisfactory
D = 67 - 69	Marginal Passing
F = 66 and below	Failing
I	Incomplete
P	Pass
WP	Withdrawn Passing
WF	Withdrawn Failing

#### English as a Second Language (ESL):

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

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

All grades (except Pass/Fail and ESL) are reported in numeric form. Final grades for year-long courses are determined by averaging the two semester grades. Semester and Trimester grades and yearly averages are rounded to the nearest integer, with 0.50 rounded up. Most courses are either a full year or one semester long. In the 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 two-semester courses. If a final grade is below 67, but one semester is 67 or higher, one semester of credit is earned. Failing a course needed for graduation will require making up that particular course. All courses failed must be made up under the supervision of Westminster teachers or in a summer school program approved by the Principal. Work with a private tutor will not serve to make up a course for high school credit, according to SACS/SAIS standards.

### SUMMER CREDIT

The Administration must approve in advance any summer school or correspondence course academic credits accepted by Westminster. Credits from accredited institutions normally are accepted only to make up failures or for a course not available at Westminster. Bible class failures must be made up by independent study, retaking the course, taking a Bible elective, or attending summer school, according to the particular course. If a student fails more than one course for the year, it may not be possible to make up the course work in one summer session. If these failures should cause the student to fall behind his or her grade level in progress toward graduation, then the student may not be allowed to re-enroll.

### TRANSFER STUDENTS

A student who transfers to Westminster after the beginning of 9<sup>th</sup> grade will receive credit for 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. If a student transfers from an accredited school during mid-semester, the interim grade for an equivalent course from the previous school will be combined with the grade at Westminster on a weighted basis in order to calculate the semester grade.

### ACADEMIC AVERAGES

A cumulative weighted numeric average (0-100 scale) of selected core academic courses taken at Westminster in grades 9-12 is used for internal purposes. For honors and Advanced Placement courses, 3 and 5 points, respectively, are added for calculating the student's numeric average; however, the unweighted earned grades appear on report cards and transcripts. Graduation honors are based on the weighted average and required minimum of 7 honors or Advanced Placement courses and enrollment in grades 10-12. For the HOPE Scholarship program, the academic average will be calculated according to current program guidelines. An estimated cumulative weighted grade point average (0 - 4 scale) is available only if required for some specific external reports. For admissions purposes, colleges usually recalculate the academic average using their own weighting criteria and selection of courses.

### HONOR ROLL

At the end of each semester, students who have completed the semester with all A's and B's (unweighted averages) receive recognition on the **Honor Roll**. Students who have completed the semester with all A's receive recognition on the **High 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. Criteria include the cumulative weighted numeric academic average and the conduct record as well as leadership and service activities for both organizations. Failure to maintain conformity to these criteria will result in loss of membership. Specific policies are available in the Upper School office.

### AWARDS

Westminster has a tradition of recognizing students who have excelled in the classroom and in the larger setting of school life. Individual class awards are given to a boy and a girl in grades 6-12 to recognize outstanding students who have contributed significantly in all phases of school life. This award is called the Faculty Award. One junior or senior will receive the Christian Leadership Award. These awards are selected by faculty balloting. At the end of the academic year, teachers also will designate Teacher's Awards and Highest Average Awards for their class sections. The Teacher's Award may be given based on effort, attitude, improvement, diligence or other noteworthy qualities.

### ACADEMIC TRANSCRIPTS AND RECOMMENDATIONS

The Westminster transcript includes all courses taken at Westminster in grades 9-12 as well as school activities and awards. Other schools' transcripts will be sent to colleges and to other schools when available and upon request. When a student retakes a course, the original grade normally remains on the transcript along with the new grade; however, if the student repeats a grade level and remains at Westminster, new grades will 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. For this policy, the college prep and honors level for a course will be considered the same course.

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.

### FIELD TRIPS

Classroom-related field trips during the school day are limited to maximize instructional time for all classes. A student with a current semester average below 70 in one class may be excluded from a field trip in another based upon administrative approval.

### VISITORS

With advance administrative approval, students may bring visitors to school.

Any parent wishing to visit their child(ren) or teachers on campus must first check in at the office. Parents picking up their children for appointments off-campus should arrange the dismissal time in advance and should not enter the classroom buildings during school hours.

### 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.

## 2011-2012 Daily Schedule

### Monday

8:00 – 8:50	1st period
8:55 – 9:25 MS Chapel	8:55 – 9:45 US 2nd
9:30 – 10:25 MS 2nd	9:50 – 10:25 US Chapel
10:30 – 11:20	3rd period
11:20 – 11:50 MS Lunch	11:25 – 12:15 US 4th
11:55 – 12:50 MS 4th	12:15 – 12:50 US Lunch
12:55 – 1:45	5th period
1:50 – 2:40	6th period
2:45 – 3:30	7th period
3:30 – 4:00	Back Work

### Tuesday & Thursday

8:00 – 8:50	1st period
8:55 – 9:40	2nd period
9:45 – 10:30	Flex period
10:35 – 11:25	3rd period
11:25 – 11:55 MS Lunch	11:30 – 12:20 US 4th
12:00 – 12:55 MS 4th	12:20 – 12:55 US Lunch
1:00 – 1:50	5th period
1:55 – 2:45	6th period
2:50 – 3:30	7th period
3:30 – 4:00	Back Work

### Wednesday

8:45 – 9:35	1st period
9:40 – 10:20 MS Flex	9:40 – 10:20 US Meeting
10:25 – 11:15	2nd period
11:20 – 12:10	3rd period
12:10 – 12:40 MS Lunch	12:15 – 1:05 US 4th
12:45 – 1:40 MS 4th	1:05 – 1:40 US Lunch
1:45 – 2:35	5th period
2:40 – 3:30	6th period
3:30 – 4:00	Back Work

### Friday

8:00 – 9:00	1st period
9:05 – 10:00	2nd period
10:05 – 11:00	3rd period
11:00 – 11:35 MS Lunch	11:05 – 11:55 US 4th
11:40 – 12:30 MS 4th	11:55 – 12:30 US Lunch
12:35 – 1:30	5th period
1:35 – 2:25	6th period
2:30 – 3:20	7th period

Note: Middle School and Upper School chapels generally will be separate. From time to time, a joint chapel schedule (Middle School and Upper School together) will be announced for selected Mondays, lasting from 9:50-10:25 a.m.

## IV. ATTENDANCE POLICIES

A school, if it is to be effective in its mission, must make good use of time. One of the first important lessons that a school teaches is punctuality. The entire school staff, faculty and administration alike, is committed to seeing the school day and each subsequent class begin 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 and to maintain the academic integrity of the school. We expect that all students whose educational goals and work ethic are compatible with the philosophy of Westminster will evidence that compatibility by full cooperation with the attendance policies.

Accurate information on a student's class attendance is important for the oversight of his/her academic development and for communication to external parties. College admission and scholarship applications may require information concerning attendance. Teachers record absences each period. Westminster complies with the state's laws which require reporting excessive absenteeism for the purpose of revoking a student's driver's license.

## ACADEMIC POLICIES CONCERNING ABSENCES

- A. The school must be informed of all foreseen absences as early as possible. Parents should inform the Upper School Office, which will then inform each of the student's teachers. Work to be missed must be made up in accordance with policies approved by each of the teachers, possibly including deadlines prior to the absence or immediately afterward. The student is responsible for knowing these plans and acting accordingly.
- B. Test and project deadlines missed due to unforeseen absences 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. Any additional time for homework or test preparation must be arranged in advance with the teacher. The student is responsible for knowing these policies and acting accordingly.
- C. If the absence is due to suspension, no extra days are allowed for making up homework. Class work will be due on the next school day following the suspension. The student is responsible for obtaining assignments. In some cases of suspension, missed class work and assignments may not be counted.
- D. A student who is absent should follow teacher guidelines on gathering homework and other assignments. On the morning of the third consecutive school day of absence and thereafter, parents may call the Upper School Office each morning to obtain assignments for the next day, to be picked up after 3:30 p.m.

- E. **Excessive Absences:** Since absence from class hinders a student's academic progress, excessive absences (excused and/or unexcused) may necessitate the loss of credit, removal 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.

### **EXCUSED ABSENCES**

During each semester or trimester, 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
- 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 semester or trimester per class

### **UNEXCUSED ABSENCES**

An absence will be considered unexcused if any of the following criteria applies:

- More than three Parent Approved absences
- 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 may be treated as unexcused absence to class

For unexcused absences, the school will deduct one point from the semester or trimester 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, the school will deduct one point from the semester or trimester course grade and no academic work may be made up.

Attendance records are regularly updated and are available in the office for parents, who are responsible for monitoring the number of Parent Approved absences in each class.

### **TARDINESS**

It is important that students develop a pattern of being on time so as not to interfere with the learning environment.

A student is considered to be tardy if he/she arrives late to class. Any tardiness after 15 minutes will be counted as an absence.

### **MORNING TARDINESS**

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 there are extenuating circumstances, a parent may contact the office to request that the tardiness be excused. If a student is tardy to 1<sup>st</sup> period (before 15 minutes of the class has passed), he or she should report immediately to class. If a student arrives to class later than 15 minutes after the bell, he or she should report to the Upper School Office to obtain an admit slip before going to class.

### **CLASSROOM 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 and will assign a detention for every two unexcused tardies. If a student continues an unhealthy pattern of tardiness, the Assistant Principal will meet with the student and/or parents to develop an effective plan which encourages the student to be on time to class and holds him/her accountable for timeliness.

Tardiness will be excused if the student presents a notice of tardiness from the office or from a teacher, or if the student explains the tardiness so that the teacher is satisfied with the reason.

### **APPOINTMENTS**

A spirit of respect and cooperation should exist between school families and administration in regard to appointments away from the campus. 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. In these cases it is recommended that parents schedule appointments during Study Hall and Homeroom periods to avoid missing instructional time.

### **PLANNED ABSENCES**

For a planned absence (excluding school-sponsored trips) a parent should notify the office two school days prior to the first day of the absence. This advance notice will provide time for students and teachers to make appropriate arrangements. Each student should take the initiative to gather course work information from teachers prior to the absence. These absences will normally be classified as Parent Approved.

### **UNPLANNED ABSENCES**

For unplanned absence such as illness, sudden death in the family, etc., a parent should notify the Upper School Office by 9:00 a.m. and explain any absence.

### **EARLY DEPARTURE**

For early departure, the student should present a written explanation to the teacher before class begins and to the office upon signing out before leaving. Classes should not be interrupted to inform or remind students to depart unless there is an emergency situation.

Students who become ill during the school day should report to the Upper School Office. The office will attempt to contact parents by telephone to arrange for the student to be picked up or to obtain permission for the student to drive home. If a parent or the emergency contact person cannot be contacted, the student will either return to class or remain at school in a designated area.

### **ATTENDANCE REQUIREMENTS FOR EXTRACURRICULAR PARTICIPATION**

A student must be in school by the beginning of 4<sup>th</sup> period classes 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 goes home sick, or is out sick for the day, he or she may not return to participate in a practice, 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.

## EXPECTATIONS OF PARENTS

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 classes).

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.

## V. CONDUCT POLICIES

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.

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. 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.

### CODE OF CONDUCT FOR STUDENTS

#### Category A - Conduct which undermines an orderly and healthy school climate.

##### These minor offenses include but are not limited to:

- Tardiness
- Littering
- Gum chewing
- Lack of preparation for class
- Dress Code violation
- Parking violations
- Being in off-limits areas on campus without permission (e.g. parking lot, etc.)
- Inappropriate display of affection
- Unauthorized use of electronic device (games, music players, cameras, calculators, etc.)
- Unauthorized use of laptops (Students must obtain permission from the office to bring their laptop to campus and must follow acceptable use policies.)
- Unauthorized use of communication devices\*

The goals of the disciplinary system are correction of attitudinal and behavioral problems and prevention of 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.

\*Any device used to communicate or receive information (such as cell phones, iTouch, smartphones, etc.) which is brought on campus must be stored out of sight and turned off or silenced unless a teacher or staff member approves of the use of such device and provides direct and immediate supervision.

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 (below) 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.

For offenses of this nature, students should expect to receive consequences such as detention, loss of privilege, or other similar consequences which relate to the offense and are proportional to it. Students whose pattern of behavior undermines a healthy school climate may be disciplined according to Category B.

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. 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.

#### Category B - Conduct which undermines the integrity of the educational program or shows disrespect for other persons

### EXPECTATIONS OF STUDENTS

##### Such significant offenses include, but are not limited to:

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.

- Demeaning speech or behavior
- First violation of the Honor Code
- Fighting
- Gambling
- Disrespect toward school authority or others
- Being off campus without permission
- Any significant interference with the teaching and learning process
- Legal arrest, charge or conviction of a misdemeanor or felony offense occurring on or off campus
- Dangerous operation of a motorized vehicle

Students who have committed these offenses should expect to meet with an administrator. These students should also expect to receive one or more of the following consequences: loss of privilege (may include extracurricular activities), removal from class, office restriction, suspension, 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:**

**These major offenses include, but are not limited to:**

- Chemical abuse: possession, purchase, distribution, or use of illicit drugs (and paraphernalia), alcoholic beverages, or tobacco products. (Chemical abuse can be construed to mean the improper use of legal substances: e.g., prescription drugs, glue.)
- Stealing
- Multiple Honor Code violations
- Willful destruction of property, including so-called senior pranks
- 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
- Profane, 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, restitution, legal action, notification to legal authorities, denial of graduation or diploma, Honor Council actions, or other measures deemed necessary by the administration.

**SEXUAL HARASSMENT POLICY**

Westminster Schools of Augusta strives to provide a place of learning free of sexual harassment. Sexual harassment includes, but it 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.

Westminster Schools of Augusta will not condone or tolerate sexual harassment. Anyone who is found to have committed sexual harassment will be subject to disciplinary action.

Any complaints should be outlined either verbally or in writing to the appropriate authority. 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 school day a student is suspended a one point semester grade reduction may be assessed for each course missed. Suspension served on campus may include assignment to a work project.

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.

**BEHAVIORAL PROBATION**

As noted above, 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 extracurricular activities. Students may be allowed to practice but not play with administrative approval.

**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 FOR SCHOOL, TRAVEL AND EVENTS**

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

**OFF-CAMPUS BEHAVIOR**

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, 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.

**DRESS CODE POLICY**

Westminster’s Dress Code seeks to apply standards of neatness and modesty in an academic setting. Though styles may change from year to year, neatness and modesty are important values which help prepare our students for their future. If a student is unsure about whether an item of clothing meets the Dress Code, he/she should ask the administration 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. Dress Code is in effect when the student arrives on campus and until the student leaves the classroom buildings after 7<sup>th</sup> period or completes Back Work, detention, or other business with faculty or administration.

**Specific Guidelines**

**Boys:** Boys in grades 6-12 should wear collared shirts, tucked in. No writing may appear on shirts, with the exception of a small logo. Sweaters or sweat shirts with a Westminster or college logo may be worn over a collared shirt. All garments should be well kept (without holes or fraying) and should be worn in an

appropriate manner. Earrings may not be worn during school or at school events. Boys must be clean shaven and hair off the collar and out of eyes.

**Girls:** Girls may wear tops with or without collars; the shirts should be free of writing (with the exception of a small logo) and be long enough to cover the torso at all times. Necklines must reflect modesty and good taste; similarly, all garments must be of appropriately modest fit and not ragged (with holes). Tank tops, spaghetti-strap tops, halter tops and t-shirts are not permitted. Sweaters or sweat shirts with a Westminster or college logo may be worn. A girl may not wear her skirt or shorts higher than her knee (please note that this requirement refers to slits as well). Leggings/jeggings are not considered the same as regular jeans or pants and should not be worn as such. Earrings may be worn only in the ears.

**Shoes:** At all times, students must wear shoes, boots, or leather-type dress sandals. No shoes made of plastic or rubber, such as those suitable for beach wear, may be worn to school.

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

**Hats:** Caps and hats should not be worn during school hours.

**Upper School Dress-Up Days:** Unless otherwise announced by the administration, each Monday will be a dress-up day for grades 9-12. On these days, boys will wear dress shirts with ties, long pants (non-denim), and dress shoes with socks. Girls will wear dress pants or nice skirts and other attire appropriate for worship meetings.

**Middle School Dress-Up Days:** Unless otherwise announced by the administration, each Monday will be a dress-up day for grades 6-8. On these days, boys will wear collared shirts, long pants (non-denim), and shoes with socks. Girls will wear dress pants or nice skirts and other attire appropriate for worship meetings.

**Extracurricular Dress:** With the exception of Monday Dress-Up Days, members of extracurricular activities may wear team shirts which have been approved by the administration. This exception to the Dress Code applies to days on which there is a scheduled competition or performance.

**Casual Days:** From time to time, such as for Spirit Days, the administration will permit students to dress more casually, including t-shirts. Even on such days, suitable modesty should be displayed.

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

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

## VI. EXTRACURRICULAR ACTIVITY POLICIES

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

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

### ACADEMIC ELIGIBILITY

Academic eligibility policies for grades 6-12 apply to all athletic activities, other activities sanctioned by the Georgia Independent School Association (GISA), and other extracurricular participation not required by a class in which the student is enrolled. Current GISA eligibility standards apply to GISA-sanctioned activities notwithstanding any less restrictive Westminster policies.

An ineligible student may practice but not participate in interscholastic contests or performances at the discretion of the Athletic Director and the Principal. Under normal circumstances, an ineligible student may not miss school to attend an athletic event.

An incomplete grade may be made up within one week of the grade distribution date without affecting eligibility. After one week, a student may not participate in competitions/performances or practices/rehearsals until all work is completed and the grades for that reporting period meet the criteria stated above.

### Fall Season

Any student who fails one core academic course (final grades) at the end of the previous academic year will be placed on eligibility probation. Failure of two or more such courses will result in ineligibility for the entire fall semester. Credit or make up work earned during approved summer school or independent study will be counted toward eligibility requirements. Eligibility probation for fall season participants starts at the beginning of fall semester and lasts through the end of the extracurricular activity's season.

**Probation Review Guidelines:** Each student on probation has four weeks to obtain an overall un-weighted average of at least 70% in the failed content area. In addition, the student will be required to maintain passing grades (at least 67%) in all other core academic courses. These grades must be maintained throughout the season and will be checked at four-week intervals. Until the first four-week check, a student on eligibility probation may practice but not participate in, or miss school for, any interscholastic contest or performance. If the student meets the academic requirements stated above, he or she will be eligible to participate. If the student does not continue to meet the requirements he or she will be ineligible for the remainder of the season.

### Winter Season

Eligibility for students who participate in a winter sport or activity will be determined by their current fall semester grades and will be reviewed at the end of the fall semester based on final grades. Any student who is placed on eligibility probation will follow the probation terms outlined above, but the length of probation for winter sports will be determined by the Principal.

## Spring Season

Any extracurricular participant who failed only one core academic course during the fall semester will be placed on eligibility probation. Failure of two or more such courses will result in ineligibility for the entire spring semester. Any student who is placed on eligibility probation will follow the probation review plan outlined above.

### ATHLETIC DEPARTMENT GUIDELINES Information for Athletes and Parents

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 follow:

#### 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 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. 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 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 (e.g., no use of alcohol, tobacco, etc.)
- The student should maintain a commendable attendance record. This includes no pattern of excessive tardiness.

## VII. GENERAL INFORMATION

### SCHOOL HOURS

**Monday, Tuesday and Thursday, 8:00 a.m.-3:30 p.m.**

**Wednesday, 8:45 a.m. – 3:30 p.m.**

**Friday, 8:00 a.m.-3:20 p.m.**

### SCHOOL OFFICE HOURS

**Monday-Friday, 8:00 a.m.-4:00 p.m.**

### ARC HOURS

**Monday, Tuesday and Thursday, 8:00 a.m.-4:30 p.m.**

**Wednesday, 8:45 a.m. – 4:30 p.m.**

**Friday, 8:00 a.m.-3:30 p.m.**

On normal operating days, the classroom doors will be open 10 minutes before first period. If students arrive before that time, they should stay in the deck area or in the cafeteria. Doors will be locked at 4:00 p.m.

### AFTER SCHOOL HOURS

Students who are not participating in or attending a school activity or program on campus should be picked up by 4:00 p.m. Phones are available in the office so they can call for a ride. The school is not responsible for supervision of students apart from school activities after 4:00 p.m. Students remaining on campus after 4:00 on Monday through Thursday should go to the Academic Resource Center or A1 until a ride arrives.

### TEXTBOOK CARE

Students are encouraged to care for any textbook that the school issues for course work. If, at the end of the year, there is damage

beyond normal wear, the teacher may assess the amount of damage and require that a fine be paid to cover the cost of repair or replacement. Report cards and transcripts may be withheld until payment is made.

### **CARS ON CAMPUS**

Students who drive cars to school must park in the areas 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 damages to vehicles during or outside of school hours. A student must receive permission from an administrator or teacher to go to the parking lot or to enter a vehicle during the school day.

### **MESSAGES TO STUDENTS**

If the occasion arises that a parent needs to give 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 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.

### **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 & 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 Upper School Office.

Students are not to possess or administer nonprescription or prescription medications on campus, including in 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 will not accept responsibility for reminding students to take medications or for ensuring that they do so.

### **INCLEMENT WEATHER**

On the mornings of threatening weather, please tune to radio station WGAC 580AM or watch your local ABC or CBS television station concerning the opening of school that day. Please listen specifically for Westminster. Our decision may not be in accord

with other local public or private schools. We will make every effort to have specific news of Westminster on the air by 7:00 a.m. We will also update the school's website with this information as early as possible.

### **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 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 designated Lost and Found if they 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.

### **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 Headmaster's office at 3067 Wheeler Road, Augusta, Georgia.

### **PEST CONTROL**

The school will receive pest control treatment on each second Friday of the month after 3:30 p.m.

***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.***