



WHCS  
WARRIORS

WINTER HAVEN CHRISTIAN SCHOOL  
2017-2018 SECONDARY HANDBOOK  
GRADES 6 – 12

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## STUDENT HONOR CODE

The purpose of Winter Haven Christian School is to encourage the learning and growth of children and young men and women who desire to live their lives as disciples of Jesus Christ. The WHCS Student Honor Code is the foundation of our school community, describing the kind of Biblically-based behavior that is appropriate for disciples of Jesus.

The kind of community we envision is one of mutual trust, respect and honesty—a community in which there is constant encouragement to live lives of honor, fully committed to Jesus. It is a community where students do not feel compelled to keep their belongings locked up, where students do not feel pressure to make ungodly choices, and where students are not ridiculed for their commitment to live honorably.

An honorable community is more than a commitment to follow a set of rules; it is a commitment to an honorable lifestyle. It is our expectation that our students will conduct themselves honorably at WHCS and wherever they go, and that this commitment will far outlast their time at WHCS.

*As a student at WHCS, I pledge to the following:*

*I will honor Jesus Christ by seeking to glorify and obey him in all areas of my life. I understand that my personal conduct both in and out of school is a key indicator of my walk with the Lord, and therefore, I commit to a lifestyle that is consistent with being a Christian.*

*I will honor my teachers and the entire WHCS staff by doing more than what is expected of me and by having a positive attitude. I will be a positive contributing member in each of my classes and in the school community.*

*I will honor my fellow WHCS students by treating them as special and respecting who they are, and their viewpoints, academic work, and personal property. I understand that any form of bullying, intimidation, theft, harassment, violence, or sexual contact is unacceptable.*

*I will commit to absolute honesty and full effort in all of my academic pursuits. I understand that I am at Winter Haven Christian School first and foremost to learn to “love the Lord with my heart, soul, mind and strength.”*

*I will respect the WHCS facilities, and will do my part to contribute to a clean and orderly learning environment. I understand that vandalism, littering, and any other means of defacing school property is unacceptable.*

*I commit to following the guidelines and policies outlined in the current version of the WHCS Student Handbook, which are designed to provide for a well-structured, safe, positive, and Christ-centered learning environment. I understand that there are discipline processes in place which are intended to engage my heart and help me learn to flee evil and pursue righteousness.*

*I will accept the consequences for any unacceptable behavior in a gracious manner. I understand that my choices have consequences and that I will be held accountable for what I do and what I don't do.*

---

Signature

Date

Parent Signature

Date

## **SECONDARY HANDBOOK, 2016-2017**

### **CURRICULUM AND PROGRAM**

#### ***ACADEMICS***

The curriculum offered at Winter Haven Christian Secondary School is designed both for the present and the future. It seeks to develop academic and life skills that can be used during the student's time at WHCS and will be foundational for building success in future endeavors both academically and in the student's Christian walk. Both the schedules and the curriculum are designed to provide opportunities for individual expression within the academic world and also to create opportunities to use and increase the gifts that they have been given by their Creator through service to their individual communities and the world at large.

The school recognizes the responsibility that it has to provide each student with the opportunity to succeed. However, it is abundantly clear that no amount of prodding or nurturing can substitute for personal desire and commitment. The student, yes, you, must take responsibility for your own education. Success is something that you control. All learning is intentional.

There may be times when requirements seem quite demanding, but you will find that teachers are anxious to help you through those times. Teachers are here to do more than give assignments, grade tests, or collect homework. They are here because they love the Lord and want to share that love by sharing their knowledge and interest in a subject with you. They wish to challenge you, provide you extra help and be available to listen to you as someone the Lord is using to make a difference in the world.

You are expected to avail yourself of the opportunities that are presented by using study periods for study and by seeking out teachers for the extra help that you need.

#### ***SCHOOL TEXTBOOKS***

School textbooks are the property of the school and will be used year after year. Students must take care of books issued to them. If a textbook or workbook is damaged or lost, parents will be required to buy a replacement.

#### ***ACCESSING STUDENTS GRADES***

The school year is divided into four quarters of approximately equal length. At the mid-point of each quarter, interim progress reports are generated and report cards are generated at the end of the marking period. Both reports are available on *Sycamore Education* and are to be signed electronically. Final report cards are mailed. Parent understands that their Sycamore account can be shut down at any time without notice in the event of monies owed to WHCS.

Sycamore Education is the WHCS online grade book. It is for use by students to keep current on their assignments, download class notes and view their grades in real time. Parents logging in and checking on their student's progress is another key to successful communication between parent and teachers. It is the parent's responsibility to make sure that the school has a current email address so that parents may access the Sycamore Education website. Accounts will be set up during the summer for new families. Lunches are ordered exclusively through Sycamore Education

Students showing deficiencies will be placed either on Academic Probation or Academic Warning further explanation to follow.

## **MARKING SYSTEM GRADES 6-12**

Numerical grades for all subjects will be given unless otherwise stated. A student qualifies for Honor Roll with a grade point average of 3.0 or higher with no grades below a "C" in any subject on their report card.

A failing grade will be given when a numerical grade is lower than 60.

Final grades are derived by computing each quarter as 25% of the final grade. Half credit/half year course grades are derived by computing each quarter as 50% of the grade with the final counting as 20% of the grade.

In order to advance to the next grade level, each year's requirements must be met. Any summer grades for classes that were not satisfactorily completed for that year must be registered with the WHCS office by August 10<sup>th</sup> of that year.

## **GRADING SCALE**

Please refer to the following chart for numeric conversion into GPA and letter grade values.

<u>Code</u>	<u>Description</u>	<u>Low</u>	<u>High</u>	<u>GPA Value</u>	<u>Honors Classes</u>	<u>AP/Dual Enrollment</u>
A	Excellent	90	100	4.00	4.50	5.00
B	Very Good	80	89.99	3.00	3.50	4.00
C	Average	70	79.99	2.00	2.50	3.00
D	Poor	60	69.99	1.00	1.50	2.00
F	Fail	0	59.99	0.00	0.00	0.00

College classes that are more than 3 Credit Hours will be weighted higher depending on the number of credits for that class.

## **ACADEMIC PROBATION**

Students who are failing three or more subjects will be placed on academic probation. When a student is placed on probation, a mandatory meeting with the student and parents will be arranged. The student will have a five week period to demonstrate a marked improvement. If no improvement is shown, they may be subject to dismissal following another conference with Administration. The student on probation will also be prohibited from participating in any competitive team play, student government offices, after school memberships, or field trips when their classes are in session. Their grades and subsequent privileges will be reviewed at the end of a five week period.

The student on probation is required to take advantage of any extra help offered by the subject teacher either during a study hall period or afterschool. WHCS reserves the right to dismiss a student either mid-quarter, mid-year or any time after said student persistently fails to meet academic standards.

## **ACADEMIC WARNING**

Students who have failed any two graded subjects will be placed on academic warning.

The student on academic warning is required to take advantage of any extra help offered by the subject teacher either during a study hall period or after school.

Both the student on probation and academic warning will come up for review midway into the following quarter. If at this time their academic standing has improved with passing grades in subjects previously failed the student will be reinstated with all rights and privileges afforded a student in good standing.

Any students who have failed three or more core subjects at the end of the school year may not be considered for re-enrollment the following school year.

### ***INCOMPLETES***

If a student is unable to complete the course requirements within the quarter due to absences caused by sickness, or family crisis, the student will receive a grade of “I”. The student will be given 15 school days in the following marking period to complete all course work if the incomplete grade occurs within the 1st, 2nd or 3rd quarters. If an incomplete grade is given in the 4th quarter, the student will be given 10 school days to complete all course work.

If the work is not satisfactorily completed the incomplete will turn into a grade of 50. Students, who believe that they may receive an incomplete grade, should speak with their teachers concerning all needed course work.

### ***LATE ASSIGNMENTS***

All Homework is expected to be completed on time to receive the 100% maximum homework grade. Teachers are under no obligation to accept homework or assignments that are late with the exception of a legal absence and/or a rare circumstance approved by administration.

### ***RANK IN CLASS***

This calculation determines how a student places in comparison to other members of his class. Students will be ranked at the end of the junior year and their final ranking at the end of the 3rd quarter in the senior year. Colleges request this information as part of their assessment of a graduating senior.

### ***TESTING***

Various types of standardized tests evaluate the progress of a student. Tests to evaluate ability, achievement and anticipation of future progress form a vital part of the educational program at WHCS. These tests are not optional with the exception of the ACT and SAT where students are expected to take only one of these two tests

**Stanford Achievement Test 10th Edition (SAT 10)** – Grades 6-10: This test assesses student achievement in major subject areas.

**Preliminary Scholastic Aptitude & National Merit Scholarship Qualifying Test (PSAT/NMSQT Test)** – Grade 11 Students – Fee \$15.00. This test determines a student's qualifications for National Merit Scholarships, and provides evaluation of the student's academic and study skills, strengths & weaknesses. Insight is provided into grammar, vocabulary, reading, math and reasoning ability. This test is considered practice for the SAT college entrance exam.

**Armed Services Vocational & Aptitude Battery (ASVAB)** Grade 11 Students. Provides students with skills assessment and a career interest inventory.

**Scholastic Aptitude Test (SAT)** – Grade 11 and 12. The SAT meets the admission requirements of many colleges. It assesses reading vocabulary and math skills. The test results are often used by colleges to determine academic scholarship. Administration of test will be at a public high school of your choice.

**American College Test (ACT)** – Grade 11 and 12. The ACT assesses verbal, math science, and social studies achievement. Many colleges will consider this exam as an alternative to the SAT in determining college admission. College scholarship merit may be determined by the ACT score, as well.

## ***PARENT-TEACHER CONFERENCES***

Formal Parent-Teacher conferences are offered at the end of the 1<sup>st</sup> and 2<sup>nd</sup> marking period. However, parents are free to make appointments with their teachers at anytime in the school year. If a parent or a teacher desires to have a parent-teacher conference with a teacher(s) of classes in which your child is enrolled the conference must be individually scheduled in advance. Appointments for Secondary conferences are usually held after school hours. If meeting times are not possible due to parents' schedules, a phone conference can be arranged.

With respect to ongoing communication with faculty, please feel free to contact any particular teacher during the course of the year. You may leave a message with the school office or contact them via the WHCS email. Parents should allow teachers 24 hours to respond as they in many cases do not have immediate access to email. It is the desire of the school to be of service to both parents and students. We do urge, however, that face-to-face meetings be made by appointment with the teacher at a mutually convenient time. You may also make your request known to the school office and it will be forwarded to the teacher.

## ***HONOR ROLL***

While making the honor roll is a worthy goal for any student, parents should be careful not to overemphasize the importance of making the honor roll. Not all students are endowed with the same intellectual gifts. The primary emphasis should be placed on encouraging the child to always do his best and praising him for his efforts. Parents should complement their child's achievements but at the same time should not ignore his failures. Students are selected for the honor roll on the basis of academic achievement and attitude. A student is named to the honor roll by achieving a grade point average of 3.0 or better with no grades below "C".

See grading scale on page 6 to see how GPA is determined.

When honor roll is read, those making all "A's" in both academics and conduct will be recognized.

## ***RETENTION AND DEMOTION***

Students unable to work on grade-level may be subject to demotion during the school year or retention at the end of the school year. Students will normally not be demoted except during their first nine weeks in a class. Students will not be demoted or retained until such recommendation is reviewed by a committee composed of faculty and Administrator. Maturity of a student may also affect the committee's recommendation to retain a student.

In grades 6 & up in order to be promoted to the next grade students must maintain a minimum of a 2.0 (C Average) Grade Point Average in their core classes (Math, Social Studies, Science, English, Bible and Full Year Foreign Language classes). Students may be given an opportunity to bring their GPA up to a 2.0 over the summer if they received a grade of D or lower in only one or two classes.

## ***MINIMUM COURSE REQUIREMENT AT WHCS***

WHCS Students are expected to take a minimum course load at WHCS of 4.0 credits per year and 6.0 credits each year in total (i.e. 4.0 at WHCS and 2.0 at College).



## **HIGH SCHOOL VALEDICTORIAN/SALUTATORIAN**

WHCS will name a Valedictorian and Salutatorian during the second semester of the graduating classes Senior Year. This timetable may be extended if students are close in GPA. The criteria will include (but are not limited to) GPA, numeric averages may be utilized to break a tie, behavior record and years spent in the WHCS High School Program. Valedictorians and Salutatorians will have to submit a copy of their speech for pre-approval prior to graduation ceremonies and the approved speech must be presented at graduation verbatim. The expectation is that the speech will be delivered in a respectful manner.

## **DIPLOMA REQUIREMENT**

### **High School Graduation Requirements 2017-2018 School Year**

<b>Course</b>	<b>College Prep</b>
Bible*	<b>4.0</b>
English	<b>4.0</b>
Science (2 Labs) Must include Biology	<b>3.0</b>
Math Including Algebra I, Geometry, and Algebra II or higher level math	<b>4.0</b>
Geography	<b>1.0</b>
World History	<b>1.0</b>
United States History	<b>1.0</b>
Economics	<b>0.5</b>
American Government	<b>0.5</b>
Foreign Language (2 consecutive years of the same language)	<b>2.0</b>
Team Sports/Physical Education	<b>1.0</b>
Performing/Fine Arts	<b>1.0</b>
Academy Credits*	<b>3.0</b>
Electives	<b>2.0</b>
<b>Total Credits</b>	<b>28.0</b>

\*WHCS Students must take one credit in these classes for every year they are enrolled at WHCS.

**Note:** All graduation requirements must be met in order to receive a Winter Haven Christian School diploma. Any senior who fails any course in their final year will not receive a diploma.

WHCS Graduation requirements are based on the assumption that the individual child will graduate from WHCS with a High School Diploma. If a child transfers to another High School it is the responsibility of the parent to find out what requirements the new school has in regards to credit requirements such as EOC exam requirements, etc. Laws and guidelines regarding Uniform Transfer of High School Credits is available at the following website: <https://www.flrules.org/gateway/ruleno.asp?id=6A-1.09941>

## ***DUAL ENROLLMENT***

College credit is available for certain courses that meet the criteria as per our agreement with Warner University, Southeastern University and PSC. These courses vary from year to year. When one of the dual enrollment courses is satisfactorily completed, that student will receive full college credit. There may be an extra fee involved for dual enrollment classes. Enrollment is voluntary.

A semester long class at Colleges will count as 1.0 High School Credits. However, grades at Colleges will be given an extra 1.0 grade point in calculating Grade Point Average. For example, if a student in WHCS High School Government and Economics gets an A in the class, it is given a G.P.A. weight of 4.0. However, a student taking Government and Economics at Warner University, Southeastern University or PCS receiving an A will have that grade point recorded as 5.0 when determining G.P.A.

Students are responsible to make sure that classes at Warner University, Southeastern University or PSC fit into their High School class schedule or take that class via the internet. Students are also responsible to get any courses they wish to take at Warner University, Southeastern University and PSC pre-approved by WHCS administration. Student is responsible to provide their transportation to and from Warner University, Southeastern University and/or PSC. In addition, drivers and passengers in carpools to colleges for dual enrollment are responsible to submit the proper transportation permission forms and documents to the High School Principal.

## ***COURSES TAKEN VIA FLORIDA VIRTUAL SCHOOL (FLVS)***

Students at WHCS may take classes via Florida Virtual School to fulfill graduation requirements. The state of Florida currently requires students to successfully complete one online class in grades 9-12 to be awarded a High School Diploma. The following restrictions are placed on students taking classes via Florida Virtual School at WHCS.

1. WHCS offers High School Foreign Language via FLVS.
2. Students may take no more than 2 High School credits per school year via FLVS.
3. Students may only take Foreign Language Classes or Electives that are not offered at WHCS via FLVS. Exceptions can be made only in the case of a student who needs to make up a credit that was lost because of a failing grade and/or because of losing a credit transferring in to WHCS.
4. Students taking 1.0 Credit classes must complete the first session of the class by the end of the first semester and complete the second session by the end of the school year. Extensions will only be allowed by WHCS in extreme circumstances. Students taking 0.5 Credit classes must complete that class by the end of the semester.
5. Parents and students are responsible for contacting and communicating with all FLVS teachers.

## ***CHAPEL SERVICES***

Chapel will take place one day a week, and it is designed as a time when all students and faculty can renew themselves in the Lord. There will be a period of praise and worship followed by the ministry of the Word or personal testimony.

## ***STUDENT COMMUNITY SERVICE REQUIREMENT***

An important aspect of Christian education is to instill the necessity of having an attitude of willingness to serve the needs of the community. Therefore, hours of community service are required for each student in grades 9 through 12. The hours must be submitted through the students Sycamore Account (details will be given by the first week of school) which will be approved by Administration and verified by written documentation. A minimum of 25 hours per school year is required.

**Community Service opportunities include:** Volunteering to serve in various capacities during the school day such as serving on cleanup teams in the cafeteria, hallways, and as assigned by the custodial office. Students should also seek opportunities outside of WHCS such as church related activities that serve others, helping neighbors, and other community outreaches. \*Family related chores such as babysitting, cleaning or lawn care do not qualify for Community Service Hours as these activities are part of a healthy family dynamic.

Students failing to complete the required community service hours will not receive their final report card until those hours are completed.

### ***FIELD TRIPS***

Each year individual subject trips may be engaged. Trips are designed to accomplish academic learning goals as well as to provide spiritual and social interaction in the exposure to different community activities. Middle School and High School students will participate in a yearly service field trip.

### ***SENIOR CLASS MISSIONS TRIP***

Seniors will be going on an overnight mission trip. Students should start planning for this trip their freshman year with the help of their class advisor and must be approved by administration. These trips have the potential to be the most significant relationship building trip to be undertaken in the course of a student's educational experience at WHCS. All funds needed for these trips are to be raised by the student. Students who have had a history of behavioral and/or academic problems may not be eligible to participate in these trips.

### **COLLEGE APPLICATIONS AND ACADEMIC TRANSCRIPTS**

It is the student's responsibility to mail all college applications, essays, fees and recommendations. Requests for academic transcripts, mid-year reports, standardized test scores and medical records are processed and mailed through the Principal's Office. A Transcript Release Form must be submitted to the Principal's Secretary with all the items completed. The processing time for transcripts to be mailed is two weeks after receipt of the form in the Principal's Office. All financial accounts must be current before the mailing of the transcript. Seniors are not charged for transcripts.

### ***FINES AND CHARGES***

In order for report cards and/or academic records to be released, all outstanding fines and charges must be paid prior to the close of each academic school quarter unless prior arrangements have been made with the Accounting Office, or the appropriate school department. This will include fines for lost or overdue books, lunch charges, and any other unpaid bills.

### **NATIONAL HONOR SOCIETY AND OTHER AWARDS/HONORS**

Students in our High School can qualify for our schools Chapter of the National Honor Society (NHS). As our program grows students will be able to qualify for other merit based clubs and/or organizations. Students at WHCS have to be enrolled for at least a semester in order to qualify for membership in all honor societies or similar organizations. WHCS has a higher expectation of students than most other schools, as a result meeting the minimum standards of the honor society or similar organization does not guarantee admission into the WHCS equivalent of these organizations. Membership, governance and removal from these organizations is based upon the schools established bylaws for the particular organization. Denial of an application from an honor society is based upon faculty recommendation only and cannot be appealed to Administration or the Board of Directors. Students may be removed from NHS or other school leadership positions for any group two or group three behavior violations.

## **ATHLETICS**

The purpose of the athletic program at WHCS is to encourage students to appreciate the physical abilities that are God given, and to understand that different levels of physical ability are vital to successful teamwork. Each student is challenged to the limits of their own physical ability through hard work and discipline in facing difficult challenges. The setting may be the physical education class, team practice, or the field of competition.

Each student must meet the physical education requirement on a yearly basis. Failure to do so may be cause for dismissal. Physical Education receives a numeric grade.

### ***SPORTS OFFERED***

The following sports are offered or are in the development stage at WHCS:

1. Soccer
2. Cheerleading
3. Bowling
4. Archery
5. Cross Country
6. Volleyball
7. Basketball

Winter Haven Christian School desires to expand our athletic program. However, student participation is vital to make these programs successful. It is expected that students who sign up for Athletics stay with the team until the completion of the season with the exception of an injury. All students entering grades 6-12 are able to try out for the Sports and Cheerleading Programs. Students, however, must complete all required sports physicals prior to trying out for a team. Additional fees will be required for interscholastic sports or athletic clubs.

### ***ATHLETIC EQUIPMENT AND UNIFORMS***

At the end of each sport season, students are expected to return all individually loaned school equipment and uniforms. Uniforms are expected to be returned laundered. The student will have a bill sent home for the replacement cost of the item if equipment or the uniform is not returned. A student will not be selected for a competitive team if a uniform or equipment from a previous season is not returned and final report cards will be held.

### ***SPORTS EVENTS***

If a WHCS student wishes to attend a sports event after school, an adult must provide supervision, either the parent or responsible adult to whom the parent has assigned authority. Notification must be made to the office of such arrangements and transportation home is the responsibility of the parent or designated adult. Students may not be in the aftercare program once signed out by an adult. Students utilizing aftercare before a sporting event will be charged the normal fees as per WHCS policy.

All student spectators at sports events must remain in attendance at the designated activity. Students are not permitted to wander in the building, but must always be under the supervision of an adult. If found wandering throughout the school, WHCS security personnel will detain student until the designated adult or parent/guardian retrieves student. Student spectators showing a pattern of inappropriate behavior at sporting events may be banned from all after school activities.

## ***SPORTSMANSHIP (CHRIST-LIKENESS)***

An educational environment is critical to the success of interscholastic athletics. An important part of that environment is the learning of sportsmanship. Without sportsmanship at a contest, the lessons learned lose their value. Remember when you are at an interscholastic event that you are really in a classroom where “good sportsmanship” or “Christ-likeness” is always the lesson and “good sports” gives God the glory.

### ***GOOD SPECTORSHIP AT AN ATHLETIC CONTEST***

- Shows interest in the contest by enthusiastically cheering and applauding the good plays or performance of both their team and that of the opposition.
- Shows proper respect for opening ceremonies by standing at attention and by remaining silent while the National Anthem or Pledge of Allegiance is being played or recited.
- Understands that it is a privilege to observe the contest, not a license to verbally attack others or be generally obnoxious.
- Does not boo, stamp feet, or make disrespectful remarks (negative chants, name-calling or trash talking) toward the players and officials.
- Learns the rules of the game and develops an understanding and appreciation for situations that take place in a contest.
- Obeys officials and faculty supervisors who are there to keep order.
- Stays off the floor, field or contest area at all times.
- Does not disturb others by throwing food, cups, or other materials around the building, playing field or floor.
- Shows proper respect for officials, coaches, cheerleaders and contestants as guests in his/her community, and extends all courtesies toward them.
- Knows that inappropriate noisemakers or laser lights of any kind are not proper for athletic events.
- Pays attention to the halftime program and does not disturb others who are watching.
- Respects public property by not causing damage to equipment or facilities.
- Knows that school officials reserve the right to refuse attendance of those whose conduct is not proper.
- Informs or alerts school personnel of any violations of proper sportsmanship.
- Wears proper clothing that adheres to the WHCS dress code requirements whether in uniform or plain clothes.

## **GENERAL CONDUCT POLICIES AND PROCEDURES**

In all matters of discipline and conduct, the emphasis at WHCS is on encouraging growth in Christ like character and on maintaining a godly learning atmosphere for the entire student body. Following are the specific campus and classroom guidelines and policies which comprise the basic standards for student behavior. Of course, it would be impossible to cover every conceivable situation in the Student Handbook, and therefore it is understood that the administration of WHCS has appropriate latitude in determining what acceptable and unacceptable behavior is.

### ***PROHIBITED OBJECTS AND MATERIALS***

The following objects or materials are never allowed on campus or at any school-sponsored event:

1. Dangerous items, such as fireworks, firearms, matches, lighters and weapons of any kind (including toy or makeshift weapons);
2. Magazines, books, music or any materials that are in poor taste;
3. Pornography in any form;
4. Tobacco, alcohol, illegal drugs, unreported prescription or non-prescription drugs or medications.
5. Items which are deemed a distraction to the learning environment.

### ***CELL PHONES AND PERSONAL ELECTRONIC DEVICES***

Approved electronic devices and phones must be stored out of sight from arrival at the school until after dismissal, and if visible, used or audible during the school day will result in a discipline notice for the student. Any device may be confiscated by administration if it becomes a consistent distraction. Phones must be turned off during the school day and either placed in their backpack or locker. Apple and/or Smart watches are allowed at school, but texting or communicating with these devices is not permitted during the school day. Students that bring these devices to school do so at their own risk and WHCS is not liable if any item is lost, damaged or stolen.

WHCS reserves the right to restrict or ban any new device/electronic that comes out after the publication of this handbook.

### ***PHONE CALLS***

Students may only place calls, text or private message parents from the office phone during school hours or with permission from their teacher or administration. The office will not deliver messages to students during the day, except in emergencies. Students are not permitted to call home to report medical problems. Medical problems are only reported to parents by the school nurse.

### ***FOOD AND BEVERAGES***

Food and beverages are allowed only in the cafeteria and/or in classrooms at the discretion of the teacher. Open food and beverages are never permitted in the hallways or other common areas. Trash must be put in waste receptacles. Gum chewing is not allowed anywhere on campus. Excessive violation of gum chewing policy will result in the student being assigned a Saturday detention.

### ***BUILDING AND GROUNDS***

Students are not permitted in the hallways during class periods without a proper pass. If a student is late to class or must be in the hallway for any reason, it is the responsibility of the student to obtain and carry a pass.

## **VIOLATIONS OF HONOR CODE OR CAMPUS AND CLASSROOM GUIDELINES**

Violations of the WHCS Student Honor Code and the Campus and Classroom Guidelines will be addressed by school staff, faculty and administration for the dual purposes of nurturing Christ like character in our students and preserving a well-ordered learning environment. The following outlines basic principles for how violations will be handled.

Students in grades 6-12 will be given a GPS (Godly Performance System) card per marking period. Teachers will sign the GPS card for Group One and some minor Group Two violations at their discretion. Four or more signatures on the GPS card will lead to more severe consequences such as Saturday Detentions, In School Suspensions, Out of School Suspensions and in some serious cases Expulsion. Students who are new to WHCS are expected to have no GPS signatures after the first marking period and may be dismissed from WHCS if we see a pattern of negative behavior developing even if it seems minor to the student or the family. Parents will be notified via mail of any behavior referrals including GPS signatures.

<b>Group One Violations</b> include nuisances and minor behavioral problems.	
Typical Group One Violations	Possible Consequences
<ul style="list-style-type: none"> <li>• Running, shoving or boisterous activity</li> <li>• Chewing gum</li> <li>• Shouting, excessive noise or talking when not appropriate</li> <li>• Passing notes</li> <li>• Uniform violations</li> <li>• Minor violations of individual teacher classroom guidelines</li> <li>• Cell phone use during school day.</li> <li>• Marking or writing on one self or others.</li> </ul>	<ul style="list-style-type: none"> <li>• Verbal warning or correction</li> <li>• Non-punitive written notification</li> <li>• Conference with teacher</li> <li>• Parent notification</li> <li>• Writing assignment</li> <li>• Detention</li> <li>• Temporary removal from class</li> <li>• Work detail</li> <li>• Other consequence deemed appropriate by administration</li> </ul>

<b>Group Two Violations</b> include significant behavioral problems, often accompanied by deeper attitude and heart issues.	
Typical Group Two Violations	Possible Consequences
<ul style="list-style-type: none"> <li>• Repeated Group One violations</li> <li>• Cutting class</li> <li>• Profanity or obscenities</li> <li>• Overtly disruptive behavior</li> <li>• Threatening behavior, including bullying of any kind (emotional, physical, verbal)</li> <li>• Fighting</li> <li>• Cheating or plagiarism</li> <li>• Leaving school without permission</li> <li>• Malicious damage to, or theft of, school property or the personal property of others</li> <li>• Disrespect to staff, faculty or administration</li> <li>• Public displays of affection</li> <li>• Use or possession of tobacco</li> <li>• Malicious teasing, scoffing or fault-finding</li> <li>• Computer/Internet Acceptable Use violations</li> <li>• Reckless driving on campus or in transit to PSC, Southeastern University or Warner University.</li> </ul>	<ul style="list-style-type: none"> <li>• Conference with teacher</li> <li>• Parent notification</li> <li>• Writing assignment</li> <li>• Restriction of privileges (i.e. computer privileges, extra-curricular activities, etc.)</li> <li>• Referral to Principal or Headmaster</li> <li>• Counseling with school staff or approved volunteer mentors</li> <li>• Work Detail</li> <li>• Behavioral contract</li> <li>• Suspension from sports teams</li> <li>• Failing grade on test or assignment</li> <li>• School community service project</li> <li>• Counseling with professional counselor</li> <li>• In school suspension</li> <li>• Saturday Morning Detention with a \$10 fee to pay supervising teacher.</li> <li>• Removal from an Honor Society or position of school leadership</li> <li>• Other consequence deemed appropriate by administration</li> </ul>

<b>Group Three Violations</b> include serious infractions, on or off campus, evidencing significant unacceptable (for a Christian school setting) heart issues.	
Typical Group Three Violations	Possible Consequences
<ul style="list-style-type: none"> <li>• Repeated or egregious Group Two Violations</li> <li>• Possession or use of pornography, alcohol, firearms, weapons, illegal drugs, unreported prescription or non-prescription medications.</li> <li>• Falsely activating a fire alarm</li> <li>• Sexual harassment or immorality</li> <li>• Homosexual behavior</li> <li>• Parent or Student engaging in any willful or blatant violation of our Statement of Faith.</li> <li>• Blatant insubordination</li> <li>• Serious threats to the safety or welfare of another individual(s)</li> <li>• Theft from the school or another student.</li> <li>• A Parent or student posting any item about WHCS and/or a WHCS student online without permission</li> <li>• Parent or student not following the traffic guidelines in the parking lot, including cutting over the center grass median.</li> </ul>	<ul style="list-style-type: none"> <li>• Involvement of law enforcement, as necessary</li> <li>• Out of school suspension</li> <li>• Referral to Board of Directors</li> <li>• Student placed on probation</li> <li>• Dismissal</li> <li>• Removal from an Honor Society or position of school leadership.</li> <li>• Other consequence deemed appropriate by administration</li> </ul>

Administration reserves the right to categorize any discipline issue that is not specifically listed in this handbook.

### ***STUDENT PROBATION***

Students who were not expelled the previous school year, but had a pattern of behavior that resulted in many discipline notices may be placed on probation the following school year at the discretion of the Principal. Terms of the probation will be given to the family in writing before the start of the school year.

### ***STUDENT CONDUCT PROCEDURE – STEPS TO DISMISSAL***

It is the expectation of WHCS students to be on their best behavior while at WHCS. Over 90% of our student body goes the entire school year without one behavior referral to the office. WHCS will simply not allow a small number of students disrupt the educational process for those who desire to learn in a Christian environment. Once a student has received two or more group two violations for the year and/or one group three violation that student is in danger of being removed or dismissed permanently from WHCS. The following factors including, but not limited to the following will be used in determining the dismissal of a student:

1. Prior history of behavior problems at WHCS or other schools.
2. Cooperation of the parent/guardian.
3. Attitude of the guilty party.

Ultimately parents understand that regardless of how cooperative they are in working with WHCS once a student has established a negative pattern of behavior that child will be dismissed from WHCS if the child continues to exhibit the behavior that is unacceptable at WHCS.

If a student comes to us confessing a sin in their life before they have been caught in that sin, WHCS may amend discipline consequences if the student is willing to change that behavior, submit to Biblical counseling and other reasonable steps which will be determined on a case by case basis by Administration and the Board of Directors.



## ***PLAGIARISM***

Plagiarism refers to presenting someone else's words or ideas—whether intentionally or unintentionally—without giving credit to that person, and is unacceptable. Teachers, at their own discretion, may question a student's work and/or submit student work at Turnitin.com to check for plagiarism.

## ***SEXUAL PURITY***

Students at WHCS are expected to practice the highest standards of sexual purity. All forms of sexual immorality are inappropriate for Christian school students, both on and off campus and online.

We define sexual immorality as any of the following:

1. Sexual contact or behavior outside the bounds of marriage, as outlined in Scripture.
2. Illicit, sexually-oriented speech or writing, (private or public) including sexual inferences, off-color jokes, and vulgar language, either verbally or electronically (text messaging, online, etc.).
3. Possessing, viewing, or creating any pornographic material or images, including print, online, or any other media.
4. Endorsing or proclaiming Homosexual behavior.
5. Violation of our statement of faith regarding gender identity and/or roles.

## ***PUBLIC DISPLAY OF AFFECTION***

One-on-one romantic relationships are not encouraged due to the age and stage of maturity of the students. Physical displays of affection between students are not allowed at any time on school grounds, on the bus, or at school sponsored activities. This includes, but is not limited to, hand-holding, kissing, extended hugs, etc.

## ***PROFANITY***

Students are expected to use decent language at all times. Any words, phrases or gestures traditionally or currently understood to be profane or "curse words" are inappropriate.

## ***VANDALISM/PROPERTY DAMAGE OR MISUSE***

Students will be responsible to pay for any intentional damage that they cause to the school building or school property. Students will be held responsible for activating a fire alarm, misusing 911, or otherwise initiating a report of a fire or other catastrophe without valid cause.

## ***SOCIAL MEDIA, INTERNET POSTINGS OR TEXTING***

Winter Haven Christian School reserves the right to ask a student at any time to show their texting history, social media or any internet posting pages to staff or administration for monitoring or if inappropriate content is suspected. Students and adults may NOT post any items about any student, staff or parent from WHCS past or present without their permission. Students understand that they can be severely disciplined and/or expelled from Winter Haven Christian School if any items are posted online that administration deems as inappropriate, this includes postings by Parents and Students.

## **SCORNERS AND MOCKERS**

The concept of someone being a “scorner” or “mocker” may be difficult to understand because the terms are not often used today. The book of Proverbs has many references to scorning and mocking and the detrimental effects they have. The NLT of Proverbs 29:8a says, “Mockers can get a whole town agitated...” We have discovered that classrooms and the entire school are agitated by the activities of a few scorners and mockers in our midst. Mockers make fun of diligent hard working students that seek to participate in class, make it clear to their classmates that they do not wish to be in a Christian environment and generally have a negative attitude to reasonable school rules and expectations. They will sometimes ask disdainful questions just to hinder the teacher’s instruction. Scoring and mocking is proud and arrogant attitudes and behaviors that hinder our purposes in academic excellence and Christ-like character. Often their behavior manifests itself during the final marking period when perhaps they are aware they are not coming back to WHCS or are not invited back to WHCS.

The difficulty we face is that the very scorning and mocking we are seeking to correct is resistant to discipline. Mocking students will not listen and will often roll their eyes and huff. They display a slouching disrespectful posture and attitude when the teacher speaks to them. Because a few scorners and mockers can disrupt the entire school we are going to seek to identify and deal with them in a very purposeful way. If our attempts at loving correction do not produce the desired changes in behavior and/or attitude these students will be asked to leave WHCS.

For an insightful study of scorning and mocking we would encourage parents to read, SCORNERS AND MOCKERS, by Rick Horne published by ACSI. The following is a brief summary of how we plan to handle scorners and mockers:

Titus 3:10-11 – “Warn a divisive person once, and then warn him a second time. After that, have nothing to do with him. You may be sure that such a man is warped and sinful; he is self-condemned.”

Step 1 – Student will be spoken with in private to make him/her aware of the effect his/her behavior is having on the other students. He/she will be encouraged to improve the offending behavior.

Step 2 – If the behavior is not radically changed in 2 or 3 days, the student will be talked with again privately

1. Student will be reminded of the previous conversation
2. A review of the behaviors and the effect on the class will be given
3. The student will be told that if the behavior doesn’t change, they will suffer the consequences of their poor choices. The first thing is that parents will be talked to.

Step 3 – After the first two steps have been done, other teachers will be surveyed to see if they are also having problems with this particular student.

Step 4 – Parents be called and concerns are expressed over the behavior and attitudes that are being witnessed. Administration will be informed about the conversation.

Step 5 – If no change occurs Administration will inform the parents that the student is on official probation

Step 6 – If the problems are still not resolved the student will be asked to leave regardless of the time of year.

## **GENERAL STUDENT LIFE POLICIES AND PROCEDURES**

### ***STUDENT PRANKS OR STUDENT CUT DAYS***

While student pranks or student cut days are customary at other schools, WHCS has a “zero-tolerance” policy for such activities. Participation in any such activity will result in not being allowed to participate in Commencement activities, as well as other possible consequences.

### ***NO RETALIATION POLICY***

Winter Haven Christian School has the policy of zero physical or verbal retaliation in the event of an altercation between two or more students. Students who strike or lash out at another student cannot make the excuse or expect no discipline consequences because “the other party started it”.

### ***SEARCHES***

WHCS reserves the right to search student book bags, purses, gym bag and other personal belongings at the discretion of the administration.

### ***LOCKERS***

Lockers are assigned each year for students in 6-12 by the WHCS Principal’s Office. Any requests for changes must be made in writing, from the parents to the Principal’s Office.

1. Lockers are to be kept neat and clean.
2. Failure to completely clean out a locker at the end of the school year will result in a \$25 fine.
3. Damage done to a locker will be charged to the student who causes the damage.
4. WHCS retains ownership of all locker space, and all lockers may be searched by WHCS administration at any time, for any reason.
5. WHCS is not responsible for lost, damaged or stolen items belonging to students.
6. All personal items and books should be stored in the locker, not on the ground or in the hallway. Unattended items are cleaned up daily, and may be discarded.

### ***LOST AND FOUND***

Lost and found articles are kept in the school office, where students or parents may claim them. All lost and found items without names on them and that are not claimed after 2 weeks, are either discarded or donated.

### ***AFTER SCHOOL ACTIVITIES***

Students staying after school for any reason may only do so under the supervision of an adult. Students must report directly to their assigned location after school, and must stay with the supervising adult until parent pick-up. Anyone staying after school without permission or supervision will be required to attend WHCS aftercare where the parents will pay the appropriate fees.

### ***VISITORS***

Only students who are considering enrolling at WHCS are allowed to visit campus. Administrative approval is required for other student visitors. Parents are always welcome to attend chapel at any time, and without notice.

## ***DRIVING TO AND FROM COLLEGES FOR DUAL ENROLLED STUDENTS***

Students with a valid Florida Driver's license may drive to and from colleges they are dual enrolled in. Or students can ride with another student to and from colleges with parental permission. **STUDENTS ARE NOT ALLOWED TO LEAVE THE CAMPUS DURING THE DAY FOR LUNCH, ERRANDS, ETC. WITHOUT PERMISSION FROM ADMINISTRATION.** Students must have the following to the school before they can drive to and from WHCS:

1. Proof of insurance for the vehicles they are driving to school.
2. A signed permission form from their parent to drive to and from school.
3. A copy of their valid driver's license on file with the office.
4. A Valid WHCS parking permit (to be issued when all paperwork has been returned to the school)

Student drivers are allowed to have their siblings as a passenger in their car if permission is given by the driver's parent prior to the start of driving privileges. Students may car pool to and from Warner University or PSC if written permission is given by the parents of all parties.

## **DRESS CODE**

Students are expected to comply with the dress code and parents are expected to monitor compliance before their children leave home. Final authority regarding code interpretation rests with the administration and is not subject to appeal.

### ***GUIDELINES FOR ALL STUDENTS GRADES 6-12***

1. Students must wear the approved polo shirt with the WHCS logo. Students in 9<sup>th</sup> Grade – 12<sup>th</sup> Grade will be given several color choices. 6<sup>th</sup> – 8<sup>th</sup> grade will choose from white, royal blue, gray and black. Uniform shirts will be supplied by a local vendor and orders will take place periodically during the school year. **STUDENTS ARE NOT ALLOWED TO WEAR PLAIN COLOR POLO THAT DOES NOT HAVE THE WHCS LOGO ON IT.**
2. Students must have uniform bottoms or bottoms that have a uniform appearance that are either blue or khaki in color. The cargo style of shorts and pants are allowed for students in grades 6-12. However, they are not permitted for elementary school. The material may not be denim (regardless of color).
3. Uniform bottoms must be fitting in such a way that they do not reveal any midriffs or backsides when attending school. Bottoms should not be excessively tight or baggy. Garments should be loose enough to gather one inch of material.
4. Girls skirts must be no shorter than 4 inches above the knee
5. The only piercings that are allowed on a WHCS student are limited to two ear piercings for the girls. Body piercings or nose/face piercings are not allowed ever at WHCS or school functions.
6. Visible tattoos (permanent or temporary) are not permitted at WHCS.
7. Students not in compliance with the dress code will be not allowed to attend classes until the situation is rectified.

### ***INDOOR WEAR***

On cold days students may wear a solid color sweatshirt and/or sweater over their uniform shirt. The sweater and/or sweatshirt must be clearly indoor wear, not be distracting to the educational process (excessively bright, offensive, etc), not clash with the uniform, students in grades 6-12 are not allowed to wear hoodie sweatshirts. However, students in grades 6 and up may wear an approved WHCS “hoodie” with a uniform shirt worn underneath the hoodie. The sweater and/or sweatshirt must be free of any writing except a brand name logo, which is to be no larger than 2x2 inches.

Students are allowed to wear a long sleeve shirt underneath their uniform shirt. The student is not allowed to remove the undershirt during the school day.

### ***OUTSIDE JACKETS***

Students can wear any jacket to school for outside play (no inappropriate logos or wording, of course). However, these jackets cannot be worn inside the classroom.

### ***CLOTHING WITH LOGOS OR SLOGANS THAT PUSH THE ENVELOPE OF APPROPRIATE***

Unfortunately, many brand names come up with slogans that push the envelope of appropriateness, such as a hunting clothing line with the slogan “Bucked Up” on it. These items are not allowed to be worn at school or at school events.

## ***PANTS, SHORTS, SKIRTS, SKORTS, SCOOTERS, CAPRI PANTS:***

Uniform pants/skirts/shorts that meet the guidelines below are approved to be worn as part of the WHCS school uniform.

1. Items may be purchased from any school uniform supplier as long as the garment is labeled as a school uniform product and/or is consistent with school uniform styles. Cargo Style is permitted in grades 6-12 as long as the material is consistent with uniform style bottoms
2. All items must be either solid navy blue or solid khaki in color
3. All items must be neat, clean, fit appropriately, and be absent of signs of excessive wear.
4. All items must not have any embroidery or markings from previous schools.
5. Unless noted below, the pants may be either pleated or flat style with no elastic hem.

Girls:

1. Skirt (no shorter than 4" above the top of the knee cap)
2. Skort or Scooter
3. Shorts
4. Pants/Slacks
5. Capri's

Boys

1. Shorts
2. Pants/Slacks

**Shorts** must be mid-thigh length and **skirts, scooters and skorts** must be **no shorter than 4" above the top of the knee cap**.

Students can wear blue jeans, blue jean shorts or blue jean Capri pants (girls) on Fridays. All jeans must be modest, fit appropriately, and have no holes or tears.

## ***BELTS***

Belts must be worn with pants, shorts, scooters or Capri pants. Belts are not required on jeans/T-shirt Fridays. Belts must be plain (no glitter or decoration of any kind) and either navy, black, tan, white or brown.

## ***SOCKS/TIGHTS/LEGGINGS***

Socks must be neat and clean and should not be distracting to the educational process. Tights and/or Leggings should be plain and match/coordinate with the uniform white, navy or black. No distracting decorations are allowed. Administration has the final say in what is appropriate or not.

## ***SHOES***

All shoes must be close-toed. The following are **not allowed**: sandals, flip flops, backless footwear of any kind, or boots. For safety reasons, shoe heels should be no higher than 1". Shoes must be clean and neatly tied or fastened with Velcro, where applicable. Light up shoes are not allowed. Shoes with wheels like "heely's" are not allowed.

### **OTHER GENERAL GUIDELINES:**

Uniform clothing is not to be torn or faded. Children should be encouraged to take pride in their appearance. No caps or hats may be worn inside the school. No tattoos (including washable, temporary). No body piercings of any kind. (Girls may have pierced ears, see guidelines under “GIRLS”.) Pants, shorts, Capri pants, skirts, scooters and skorts must be worn at the waistline.

**ADMINISTRATION RESERVES THE RIGHT TO BAN OR RESTRICT ANY FASHION ITEM THAT BECOMES A FAD AFTER THE PUBLICATION OF THIS HANDBOOK, OR THAT IS DEEMED TO BE DISTRACTING TO SCHOOL.**

### **GIRLS AND BOYS PHYSICAL EDUCATION UNIFORMS, GRADES 6 – 12**

Students in grades 6 – 12 must dress out for P.E. class. Students must wear the approved school gym uniform for PE class.

### **DRESS CODE VIOLATIONS**

In the spirit of open communication and working as a team, the following procedures will be enacted regarding dress code violations:

1. Students who are in violation of the WHCS uniform requirements will be issued a warning to correct the infraction. No infraction will be counted more than once per day.
2. The next infraction will result in a discipline notice of the infraction
3. After four documented infractions, referral will be sent to the Principal and a letter will be sent to the parent.
4. After five infractions, student will be assigned a Saturday detention.
5. The sixth infraction will result in an In School Suspension.
6. The seventh infraction results in behavioral probation.
7. All infractions are cumulative in a 9 week period, and will result in detentions and loss of dress down privileges or other consequences as outlined in the sections titled, “Violations of Honor Code or Campus and Class Room Guidelines.”
8. You may call the Principal’s office to check on your student’s status.

### **DRESS DOWN DAYS**

At times, the administration may relax the dress code for various fundraisers or special events. The following are not allowed on any dress down day, unless otherwise specified by the administration:

- Clothes with tears or holes
- Shorts that are considered too short (no shorter than middle of the thigh)
- Tank tops, tube tops, spaghetti straps, midriff tops
- Hats or bandanas
- Tight-fitting clothing
- Sweat Pants
- Flip flops
- Pajama/lounge pants

### **CONCERT PERFORMANCES**

Student attire for all concerts is outlined and approved by the Music Department.

### **SCHOOL PICTURE DAY**

Students must wear appropriate uniform clothes for picture day.

## **MOVING UP, COMMENCEMENT AND SPECIAL EVENTS**

Girls are to wear appropriate dresses. Dresses that are not acceptable include the following:

- Strapless, halter, one-shoulder, or off the shoulder dresses that are inappropriately revealing
- Low-cut dresses
- Spaghetti strap dresses without a jacket or sweater
- Dresses or skirts shorter than 4 inches above the knee
- Excessively tight dresses
- Dresses with slits above the knee

Boys are to wear a dress shirt and tie, dress pants and dress shoes.

The administration may at times give more detailed dress parameters for special events or require the outfit to be pre-approved by faculty, staff or administration.

*At the discretion of the supervising administrator, students not adhering to these guidelines will not be permitted to participate in the ceremony or special event.*

## **DRESS CODE FOR DUAL ENROLLED STUDENTS**

Students attending college classes for dual enrollments are not required to wear a uniform on days they are leaving WHCS to attend classes on the college campus.

Students who are dual enrolled are allowed to wear appropriate jeans/pants that have no holes, rips, shredding, frayed edges or the appearances of these things. Jeans also may not be excessively tight and/or baggy and loose enough to gather one inch of material. If a student wears shorts they cannot be cut off shorts, must be mid-thigh and meet the same guidelines for looseness/tightness as jeans/pants. Students may wear t-shirts with no offensive or questionable logos. Administration has the final say regarding what is allowed and not allowed. Students who abuse this privilege will be required to wear a school uniform even on days when they leave WHCS early to attend college classes.

## **SPECIFIC DRESS CODE GUIDELINES FOR GIRLS:**

### **MAKEUP**

Girls in grades 6-12 may wear natural- looking makeup. Extreme Bright colors or designs that are distracting to the learning process (too long, black, causing a distraction, etc.) are not allowed. Nail polish for girls in grades 6 & up is allowed as long as the nails are not too long and that the design is not extreme, too bright, or a distraction to the learning environment. The Principal is the final arbitrator regarding makeup and nail designs so if you have any doubt ask.

### **HAIR**

Hair coloring or hairstyles that are a distraction to learning are not allowed. Hair paint or shaved designs are not allowed. Hair color must be a natural color or natural looking color, highlights should be subtle and natural looking. In addition, hair cannot be spiked, unevenly cut or styled in a way that is extreme. Hair should not be excessively wild and bangs cannot touch the eyebrows. If you have doubts see an Administrator BEFORE YOU GET THE HAIR STYLE.



## ***JEWELRY FOR GIRLS:***

Secondary student girls are allowed to wear earrings that fit within a  $\frac{3}{4}$ " circle or dangling earrings that hang no further than  $\frac{3}{4}$ " from the earlobe. Middle school girls are limited to two earrings per earlobe (no other part of the ear). Excessive jewelry is not allowed. Any jewelry that is a distraction to learning will not be allowed. Necklaces are limited to 18" in length.

## ***BELTS AND TUCKING IN SHIRTS:***

When wearing shorts, scooters, Capri pants, or pants with a WHCS polo shirt, girls must tuck in their shirt and wear a belt. Belts are not required on bottoms that are not manufactured with belt loops.

## **SPECIFIC DRESS CODE GUIDELINES FOR BOYS**

WHCS logo polo shirts can be worn with the following:

- (1) Khaki or navy pants or shorts.** They must be "uniform brand" or "uniform style". Cargo Style is allowed for students in grades 6-12.
- (2) Blue jeans or blue jean shorts on Fridays once a month** (see school calendar). A WHCS T-shirt (not P.E.) can also be worn on weekly jeans/T-shirt Friday's. Shirts can be untucked on weekly jeans/T-shirt Fridays. Belts do not have to be worn on these Fridays.

(Boys can wear a white or matching color short sleeve undershirt under their shirts, if desired -- no turtlenecks. The bottom button of polo shirts must be buttoned at all times.)

## ***BELTS AND TUCKING IN SHIRTS***

All shirts must be tucked in and a belt must be worn on all days except jeans/T-shirt Fridays.

## ***HAIR***

Hair must be neatly trimmed and no longer than the top of the uniform shirt collar in the back. Hair should not cover more than the upper half of the ear. Hair coloring or hairstyles that are a distraction to learning are not allowed. Hair paint is not allowed. Bangs cannot touch the eyebrows. Hair must be a natural and uniform color. No ponytails, shaved heads or shaved designs are allowed for boys. Boys are allowed to have the smaller corn row braids only if they had that hairstyle at the time they enrolled in WHCS. In the event a boy has that hairstyle WHCS will contact the parent regarding expectations regarding that hair style. Larger dreadlocks are not allowed. In addition, hair cannot be unevenly cut like a Mohawk or spiked. Administration has the right to amend this policy as hair styles and fads change often. If you have doubts see an administrator BEFORE YOU GET THE HAIR STYLE.

## ***FACIAL HAIR***

Boys are expected to be clean shaven on their face at all times.

## ***JEWELRY***

Boys are permitted to wear no jewelry except watches, necklaces and/or one ring as long as the ring is subtle. Any watches that are a distraction to learning will not be allowed (no beeping). Necklaces or chains may be worn under the uniform shirt. No jewelry is allowed that is a distraction to learning.

## ATTENDANCE

The following table identifies legal and illegal absences:

Legal	Illegal
<ul style="list-style-type: none"><li>• Personal sickness</li><li>• Death in the family</li><li>• Impassable roads</li><li>• In-school suspension</li><li>• Quarantine</li><li>• Religious observance</li><li>• Requirement to be in court</li><li>• College visits</li></ul>	<ul style="list-style-type: none"><li>• Family vacations</li><li>• Lack of transportation</li><li>• Cut classes</li><li>• Working a job</li><li>• Out of school suspension</li></ul>

Students are responsible to make up all missed work when absent. Students will be given at least one school day to make up work when legally absent. A teacher may give more days if needed.

Ten legal or illegal absences places a WHCS student below the required hours necessary to earn class credit. A prolonged illness with consecutive absences will result in an “incomplete” (I). Any work needed to clear an incomplete is to be submitted to the teacher no later than five days into the next quarter or incomplete will result in a failing grade for the quarter. More than 10 legal or illegal absences per year in a particular class will result in the student needing to make up class time with private tutoring, and may result in retention or dismissal.

All absences must be followed by a note of explanation from a parent on the day the student returns to school.

Students who are late to school must bring a note of explanation from a parent, and must sign in at the school office. Late arrivals after fourth period are considered absences.

### ***TARDINESS AND CLASS CUTS***

Students are expected to report to all classes and lunch periods on time. Illegal lateness of more than 3 minutes will result in a class cut.

#### TARDINESS/SIGN OUT EARLY

“It is the policy of Winter Haven Christian School that students are expected to be in the classroom all day when school is in session. School starts at 7:30 AM (secondary) and 8:15 AM (elementary) and dismissal is at 2:20PM, 2:40 PM or 2:55 PM depending upon what grade that child is in. Student attendance in class and academic success go hand in hand, as a result students who are consistently receiving illegal tardies and/or are being signed out of school early for any illegal reason, will be subject to the following penalties:

- Once a student reaches four unexcused tardies and/or sign out early during a 9-week marking period will receive a warning notice from the principal.
- Once a student reaches six tardies for a 9 week marking period that student will be assigned a Saturday Morning detention. Parents must pay \$10 which must be pre-paid prior to the detention to cover the cost of a faculty member coming on Saturday morning. The detention will start at 8:00 AM sharp and last an hour. Students will not be allowed to enter the Saturday morning detention room after 8:05 AM. Students who do not go to the assigned detention, do not have their \$10

penalty pre-paid and show up late for the detention will be assigned a three day out of school suspension. No refunds will be given for a student who does not show up or is beyond 5 minutes late for a Saturday morning detention.

- 12 or more unexcused tardies and/or sign out early during a 9 week marking period will result in a three day out of school suspension for the student and a parent meeting with the Principal which may result in the student being removed from Winter Haven Christian School.
- 15 or more unexcused tardies and/or early sign out during the entire school year may result in more severe penalties and a parent meeting with the Principal.

### ***LATE ASSIGNMENTS/HOMEWORK MAKE UP POLICY***

Late Homework and Homework makeup policies are to be determined by the teacher. Administration will approve the teacher's policy to ensure consistency in policies. Parents and students will receive the policy within the first few days of school.

## WINTER HAVEN CHRISTIAN SCHOOL

### INTERNET/COMPUTER ACCEPTABLE USE POLICY

While computers are a tremendous educational and personal resource, they can also be a source of extremely offensive and dangerous information and images. WHCS uses the most current and advanced Internet filters to protect staff and students from unwanted content. However, no filter is fail-safe. With this in mind, the following policies govern the use of computers and the Internet at WHCS:

1. WHCS computers and the Internet are for supervised educational use only. No unsupervised usage of computers or the Internet is ever allowed. Activities not allowed, but not limited to: online gaming, online shopping/browsing, personal research, online social networking (Facebook, etc.), personal email, chatrooms, or other non-educational usage.
2. Software or Apps may only be installed or downloaded by the WHCS network administrator or computer instructors.
3. Network passwords must not be shared among students.
4. Inappropriate content or images that are mistakenly accessed must be reported to the supervising teacher immediately.
5. No food or beverages are to be brought into the computer labs.
6. Any lost or damaged tablets and/or computers that are signed out to the student will be the responsibility of the student's family.
7. Any items downloaded or produced on a WHCS tablet, computer or other electronic device is to be considered the property of WHCS and may be read by any WHCS personnel. This would include but not limited to school work, personal documents, e-mail and/or social media posts.
8. Winter Haven Christian School reserves the right to ask a student at any time to show their Social Media and/or any internet posting pages to staff or administration for monitoring or if inappropriate content is suspected. Students and Parents/Guardians may NOT post any items about Winter Haven Christian School including, but not limited to any information about any student, staff or parent from WHCS past or present without their permission. Students understand that they can be severely disciplined and/or expelled from Winter Haven Christian School if any items are posted online by themselves or their Parent/Guardian that administration deems as inappropriate or harmful to the school.

These policies extend to all WHCS computers at all times, including after school hours. They also include any computers and/or electronic devices that are brought into WHCS.

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### MODIFICATION AND EXCEPTIONS TO POLICIES

The Board of Directors reserves the right to modify policy at its discretion when it is in the best interest of the school. An exception to the policy for one is not meant as an exception in the policy for anyone else.

### GENERAL HANDBOOK

Parents and Students are also subject to the General Guidelines that are published in the WHCS 2016-2017 General Handbook & Pre-K & Elementary Policies

# *APPENDIX*

## MATTHEW 18 PRINCIPLE FOR SOLVING SCHOOL PROBLEMS

BY DR. PAUL A. KIENEL

The "me generation" philosophy of "I'll do it my way" sometimes spills over into the Christian community. For example, when differences develop between individuals some Christians take matters into their "own hands" and by-pass the Biblical procedure of solving problems.

A Christian school is made up of people--parents, administrators, teachers and students. Like any other collection of earthly mortals, the people associated with a Christian school have the potential for misunderstanding, disagreement and even wrongdoing. Nevertheless, it is God's will that we live and work together in harmony. Jesus said, "A new commandment I give unto you that ye love one another; as I have loved you, that ye also love one another. By this shall all men know that ye are my disciples, if you have love one to another." (John 13:34-35)

Due to our human nature we may at times irritate others, resulting in misunderstandings or strong disagreements. In Matthew 18:15-17 Jesus gives His formula for solving person-to-person problems. I call it "the Matthew 18 principle" for solving school problems. The following are the words of Jesus:

"Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou has gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established. And if he shall neglect to hear them, tell it unto the church: But if he neglect to hear the church, let him be unto thee as a heathen man and a publican."

There are several clear principles that Jesus taught in solving people-to-people problems:

**One:** KEEP THE MATTER CONFIDENTIAL. The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words. "A hypocrite with his mouth destroyeth his neighbor: but through knowledge shall the just be delivered." (Proverbs 11:9)

**Two:** KEEP THE CIRCLE SMALL. ".....if thy brother shall trespass against thee, go and tell him his fault between thee and him alone...." The first step and most often the only step needed in solving a person-to-person problem is for one of the two people involved to initiate face to face dialogue. Most problems are solved at the two people level.

**Three:** BE STRAIGHTFORWARD. "...TELL HIM HIS FAULT...." Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly yet clearly presented. The Scripture says "...faithful are the wounds of a friend...." (Proverbs 27:6)

**Four:** BE FORGIVING. "...if he shall hear thee, thou hast gained thy brother." This implies that once the matter is resolved we should wholeheartedly forgive and restore the person whose fault has offended us. Galatians 6:1 reads "...if a man be overtaken in a fault, ye which are spiritual, restore such a one in the spirit of meekness; considering thyself, lest thou also be tempted."

As I mentioned earlier, most school problems are resolved at the two people level. Forgiveness and restoration is the normal happy conclusion. But what is the Matthew 18 principle if the individual will not "hear" you, or openly disagrees with your version of the problem? Let's say you are a parent of a student in a Christian school. You are unhappy with a teacher because you believe your child is being treated unfairly in the classroom. The two of you have met and talked together and you are not satisfied with the outcome of your discussion. What is the next step in the Matthew 18 principle?

**Five:** THE PARENT AND TEACHER SHOULD AGREE TO SHARE THE MATTER WITH THE SCHOOL ADMINISTRATOR. At this stage the counsel of Jesus would be "...take with thee one or two more, that in the mouth of two or three witnesses every word may be established." Both parent and teacher should rehearse their version of the issue or issues with the school's administration. Each person should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord's will in the matter and also willing to submit to reproof and correction if needed. Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people who are

sensitive to godly principles will most often reach an amiable solution.

I estimate that 80% of school problems are solved at the two people level. Another 18% of school problems are solved at the three and four people level which includes the school's administration. This leaves 2% to be resolved at the level of the school board. The board represents the church or church community. Let's say a problem now exists and is not solvable by the normal channels of communication and established school policy. What is the next step in the Matthew 18 principle?

**Six:** THE PARENT SHOULD SEND A WRITTEN REQUEST TO THE BOARD OF DIRECTORS VIA THE ADMINISTRATOR.

Depending on the complexity of the problem, it may be appropriate for the board chairman to request that all persons involved be present at a school board meeting. The goal of such a high-level meeting is 1) a clear understanding of the problem; 2) solving the problem; 3) reproof and correction if necessary; and 4) forgiveness and wholehearted restoration of those who have made amends.

In summary, the Matthew 18 principle requires that parents talk to teachers about student problems before they talk to administrators. If unresolved at the two people level, the matter is prayerfully and in an orderly fashion moved upward in the school organizational structure. This is the Lord's way of solving people-to-people problems.

A Christian school is a ministry in Christ's name. Everything that is done in the context of the school must be done Christ's way. The world's methods of solving school problems are inappropriate. The idea of suing the school or persons in the school is a secular idea that has no place in the Lord's work. The Bible is clear on this. "Dare any of you, having a matter against another, go to law before the unjust, and not before the saints?" (I Corinthians 6:1)

Satan would like to destroy the normal flow of harmony and good fellowship in Christian school education. That is not possible if all of us follow the Matthew 18 principle of solving school problems.