



War Hill Christian Academy
2022-2023
Parent/Student Handbook

HANDBOOK INSTRUCTIONS

Welcome to War Hill Christian Academy! Please read each paragraph of this handbook carefully. This is an opportunity for family discussion of values, morals and school policies. We require all parents/students to sign the handbook contract. It is our desire to communicate War Hill Christian Academy's values that we feel are important to maintaining a school of excellence.

Please sign and return this page to indicate that you have read the War Hill Christian Academy's Parent/Student Handbook by August 22, 2022.

Parent Signature: _____

Student Signature: _____

Date: _____



**War Hill
Christian Academy
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Parent/Student Handbook**

Welcome to War Hill Christian Academy (WHCA), an outreach ministry of The Church @ War Hill Fellowship. We are truly grateful for the privilege of working with you and your child(ren) for the

2022-2023 School Year. As we have worked to prepare for our students, we trust this will be an outstanding year of spiritual and intellectual growth for your family. If you have any questions, or if we can be of any service, please do not hesitate to call the school office. May God richly bless you in the knowledge and grace of our Lord Jesus Christ.

Any and all policy changes from the previous academic year will be clearly defined on the final page of the handbook and integrated into the handbook the following academic year. A current parent and student signature page must be on file with the school office by the conclusion of the first week of school.

(Students grades 3rd and below are not required to sign the handbook)

WHCA Statement of Faith

1. **WE BELIEVE** the Bible is inspired and the infallible Word of God, equally in all parts without error in its origin;
2. **WE BELIEVE** that there is ONE God, eternally existent Father, Son and Holy Spirit, who created man by a direct immediate act;
3. **WE BELIEVE** in the preexistence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension to Heaven, and the second coming of the Lord Jesus Christ;
4. **WE BELIEVE** in the fall of man, the need of regeneration by the operation of the Holy Spirit on the basis of grace alone, and the resurrection of life or damnation; and
5. **WE BELIEVE** in the spiritual relationship of all believers in the Lord Jesus Christ, living a life of righteous works, separated from the world; and witnessing of His saving Grace through the ministry of the Holy Spirit.

Statement of Purpose

Our purpose in providing a private Christian School is to obey the Scriptural imperatives of: "Love the Lord thy God with all thine heart and with all thy soul, and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up." Deuteronomy 6:5-7 (NIV)

"Train a child in the way he should go, and when he is old he will not turn from it." Proverbs 22:6

We teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to law, and their natural outgrowth, love for flag and country. In addition, we teach Christian Americanism that places emphasis upon the greatness of America's heritage and the sacrifices of heroes.

Belief Statement

We believe a Christian School is an extension of the Christian home in training a child(ren) in a Christian environment for time and eternity. Therefore, the school staff works closely with parents to train the whole child.

Mission Statement

Our Mission it to be an exceptional school through a Christ-centered environment that prepares each student to offer his/her gifts and talents in every facet of life.

Vision Statement

Our vision is to develop a generation that is equipped spiritually, academically, emotionally, physically and socially to change the world.

Commitment Statements

Our commitments to our students and parents are to:

- Honor God in all we endeavor to do;
- Provide a safe, nurturing environment;
- Treat all students with dignity and respect;
- Produce academic excellence through Biblical training;
- Offer Biblical-based character training;
- Provide a challenging curriculum;
- Enhance critical thinking skills;
- Develop a responsibility towards self, others, and country;
- Promote a love of one's country and citizenship responsibilities;

- Offer extra-curriculum programs that enhance personal growth;
- Encourage a sense of community.

Admissions

War Hill Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students at this school. We do not discriminate on the basis of race, color, national and/or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, athletic and other school administered programs.

Admission Procedures

- 1.** Each student and family must be church attendees.
- 2.** Parents must:
 - a. Schedule an appointment with school personnel. If possible, potential students must attend this meeting.
 - b. Complete the application packet;
- 3.** Upon completion of the above items, parent will be notified of acceptance within 3-5 days. High school students must be approved individually by school administration upon receipt of prior academic records.
- 4.** After acceptance, parents must:
 - a. Submit a non-refundable enrollment fee of \$250.00;
 - b. Schedule diagnostic/placement testing for potential students when needed;
 - c. Bring current immunizations record. If immunizations do not meet current GA law, parents will be notified and given thirty (30) days to obtain immunizations for the student;
 - d. Attend orientation and/or Open House with school personnel;
 - e. Complete, sign WHCA enrollment contract, Medical Release and Parent Permission request, and/or any paperwork requested by the school;
 - f. Attend student reviews/parent meetings if teacher requests. There is a nine (9) week probationary period for each new student. At the end of the nine (9) weeks

probationary period, there may be a review meeting scheduled with each student and parent. At this time, students, parents and staff will work to determine educational goals for the student.

Agreement for Tuition Fee/Payment

Parents are expected to pay tuition for ten (10) months in the amount stated in a prompt manner.

1. All monthly tuition payments can be made electronically at www.warhill.academy or by submitting payment to the school office. Tuition that becomes 30 days past due will result in the student being withheld from attending school until amount due is made current. There are no refunds or transfer of fees to other children or school years for Registration Fee, Enrollment Fee and Tuition Fees. Any exceptions will be determined by Administration.
2. The school accepts no responsibility for payment/tuition fees sent to school by a student.
3. Students are enrolled for the entire year (August-May) unless school agrees to different period of enrollment.
4. Upon withdrawal or expulsion, tuition will be due through the end of the school year in which the student(s) leave the school. Any exceptions will be at the discretion of the school administration.
5. No official records or documentation will be released until all fees are paid in full.
6. Each household is required to either donate or fundraise the Enrollment Contract Fee of \$500 during each school year. (This amount is due in May of each school year.

Acceptance/Student Enrollment

Students transferring from an accredited school system are enrolled into the current grade/ classes according to final, official records from the previous school system. If an unofficial transcript is presented at the time of enrollment, it may be used to determine classes and enrollment status; however those decisions are subject to final, official documentation from previous school. WHCA reserves the right to deny registration to an unqualified student.

Accreditation

War Hill Christian Academy is accredited through the Southern Association of Colleges and Schools. The College System of Georgia and private colleges of Georgia consider graduates of WHCA for admissions to the colleges and/or universities throughout Georgia. The graduates of WHCA are eligible applicants for the HOPE Scholarship Program.

Activities, Events or Field Trips

All activities, events or field trips scheduled will enhance learning and be conducted under the supervision of school personnel. Students are expected to abide by the War Hill Christian Academy's Code of Conduct during all activities, events, or field trips. Parents and/or siblings will be invited only if space is available. Parent permission must be obtained for any student to participate in school trips or activities. Upon written permission, students may be given the opportunity to participate in events that will enhance his/her educational experience.

Athletic Programs

All students are eligible for sports and extracurricular activities during the academic year pending successful balance of academic grades. Sports fees will be required on an annual basis. All athletic programs are coordinated through War Hill Christian Academy's staff and personnel. Students may bring equipment from home with permission of school staff. The school will not be responsible for damages to personal property. Any school property damaged by a child(ren) will result in request for payment.

Attendance

The school day begins at 8:00 am and all students are expected to be present for the opening assembly. Students are strongly encouraged to be present every day, be prepared and ready to work and learn. Good attendance is important for academic success. Attendance is monitored by the school administration. When a student is absent, parents must send in a written excuse stating the reason for the absence, signature and date. Any student that receives more than ten (10) unexcused absences will be required to meet with school administrators and/or teacher to complete an attendance improvement plan. Frequent tardy and early check-outs will be monitored by school administration. When more than five (5) early check-out or times tardy occur, the attendance records may reflect a day of school missed.

Emergency School Closings

In the event of inclement weather events and hazardous road conditions, WHCA will follow the recommendations for closing from Dawson County Emergency personnel and Dawson County School System. If Dawson County Schools are closed, WHCA will be closed. School closings are announced on Channel 5 News or 91.5 radio station. Parents will also receive an email declaring the closure and social media will be reflected as well.

Lunch/Breaks.

Each student is expected to bring his/her lunch or pay for catered lunch and will be given a thirty (30) minute supervised lunch break. While students may occasionally forget lunch, students will not be allowed to contact parents on a regular basis. Emergency meals will be provided for a fee of \$4.00 per lunch. Students who drive to school may not leave school grounds for lunch unless a written request for permission for student to leave is made from parent.

Medical Guidelines/Medication Policy

All medication sent to school must remain in original bottles, packets and/or containers. These medications will be kept and administered in school office. Parents must authorize in writing the date, time and amount of the medication to be administered. No medications, prescription or over-the-counter, will be administered for any reason without parents' written consent.

Parties/Special Event Celebrations

Parents should contact school personnel for all parties and special event celebrations. They may provide a healthy, nutritional snack item for birthday parties or special celebrations upon approval of school personnel. All parties, snacks, events, celebrations and themes must include every child in his/her child's classroom and honor God.

Personal Technology, cell phones, i-pads, computers, etc.

WHCA provides students with use of technology which includes, but is not limited to phones, computers, I-pads, etc. Classroom teachers determine the type of device and appropriate time that technology and cell phones can be used in their classrooms. There is no reason that a student needs a cell phone while attending WHCA. However, we recognize that students and parents use cell phones to text, call, email, etc. as a means to communicate during the day. Therefore, possession of personal technology such as an I-pad, cell phone, or computer, etc. may be permitted on a limited basis during the day. Using a cell phone at WHCA is an earned

privilege, not a right of students. Student laptops for the use of LUOA/Edgenuity academics are permitted but strictly observed. WHCA accepts no responsibility for any device that may be misplaced, lost or stolen while attending school.

Physical Education/PE

All students will participate in physical education (PE) activities unless written request is made from physician. Students are required to bring clothes that are appropriate for PE class/activities.

Art Class

Students desiring to participate in Art class will be required to pay a fee of \$25 per semester. Artwork will be displayed in the annual art show.

Performing Arts

Students desiring to participate in the Performing Arts Class will be required to pay a fee of \$50 per semester. All Performing Arts students will be required to be in attendance to all scheduled performances and events.

Safety Procedures & Drills

Students will be expected to participate in monthly safety drills as designated in the War Hill Christian Academy's Safety Plan. These include fire drills, severe weather drills, and lockdown drills.

Visitors

All visitors must sign-in and obtain a pass from the school office before entering the school learning center/environment. Visitors may be requested to present identification or driver's license upon entering the school. Only parents or legal guardians will be allowed to visit a student(s) while on campus. Medical professionals are expected to show practice id to be permitted into the classroom.

Code of Conduct

“My son, do not forget my teaching, but keep my commands in your heart, for they will prolong your life many years and bring you prosperity.

Let love and faithfulness never leave you; bind them around your neck, write them around your neck, write them on the tablet of your heart. Then you will win favor in the sight of God and man.

Trust in the Lord with all your heart and lean not on your own understanding; in all your ways acknowledge him, and he will make your paths straight.” Proverbs 3:1-6 (NIV)

War Hill Christian Academy is dedicated to the training of children through a program of study that teaches appropriate behavior. We believe that “all things should be done in a proper manner and in order” and that students should be taught to accept the responsibility of their actions and to “walk honorably before all men.”

All discipline is maintained in a firm, consistent, fair manner and tempered with love. War Hill Christian Academy is not a behavioral corrective agency or institution. We are here to work with the home, but not to take the place of parents. We believe the home, school and church should work as a team to fulfil the role of teaching student expectations and/or behavior.

All new students are admitted on a probationary basis for the first nine (9) weeks. At the end of nine (9) weeks, a review meeting may be scheduled with the student, parents and school personnel.

Student Expectations

All students at WHCA are expected to demonstrate the attitude and conduct of a Christian. Students are expected to:

- a. Be respectful and orderly at all times;
- b. Maintain standards of courtesy and kindness;
- c. Display cheerfulness and a positive attitude;
- d. Demonstrate high morals and honesty;
- e. Strive for excellence in conduct, dress, and attitude.

Discipline Procedures

All discipline is firm, consistent, fair and tempered with love. The paramount rule is “do right; do not disturb.” Parents will be notified through personal contact, phone call, and email or written notice of discipline incident. When a students’ attitude is not in accordance with school policy or principles, the students may be placed on detention, probation and/or a behavior contract.

1. Detention

a. Detention is usually given upon earning 3 demerits. If behavior is persistent and continued, parents will be notified and asked to attend a meeting to address behavioral concerns. If detention is needed, transportation will be the responsibility of the parents. Please understand that detention can be administered in severe cases before the 3 demerit rule has been reached.

2. Probation/Behavior Contract

a. Depending on the behavior incident or attempts to correct behavior, the student may be placed on probation and/or a behavior contract implemented. A behavior contract is an agreement which outlines a students’ plan to correct his/her behavior. It is a contractual agreement signed by the student, parent, school principal and/or the director of the school.

3. Withdrawal

a. After being placed on probation and/or behavior contract and a students’ attitude does not show immediate improvement, the parents will be asked to withdraw the student from War Hill Christian School. If parents refuse to withdraw the students, the student will be automatically withdrawn and/or expelled.

Parent Right to Appeal Discipline Procedures

Parents who disagree with discipline/punishment of War Hill Christian Academy should:

1. Listen to your child, without emotion. Often child(ren) report for their own perspective rather than an adult perspective or another person’s point of view;
2. Call the school office to set up an appointment to discuss the matter with the school administration;

3. Understand the student and/or classroom teacher may be requested to be part of this conference;
4. Support your child and the school in promoting respectful, positive behavior.

Conduct Expectations & Discipline Policy

Expectations for students

1. Be at school every day on time, ready to work and learn.
2. Use words that are positive and do not include profanity. No profanity will be tolerated in any circumstances. This will result in an automatic two-day suspension.
3. Respect school property. Any school property marked on, defaced, or broken will be replaced at the expense of student and/or parent(s).
4. Be a problem solver rather than a complainer. A corrective action will be issued for students who complain, gripe or criticize others.
5. Respect others. All students should keep hands to themselves and at least “six inches” from another person’s body/space.
6. Be responsible for school equipment. All school equipment must be checked-out by a staff member. If the equipment is not returned or not returned in proper condition, the student will be expected to pay or return the equipment.
7. Be organized and keep personal items from work areas, bulletin boards, and school offices.
8. Be selective in bringing personal items to school. Any books, cell phones, ear buds, musical instruments, etc. must be approved by the school personnel. All items are the student’s responsibility. The school does not reimburse parents or students for items damaged, lost or stolen.
9. Remain in designated areas for students. Students are not permitted in learning center, classrooms, gym, hallways, car, parking lot, or main office unless they are supervised by a teacher.

“A good name is more desirable than great riches; to be esteemed is better than silver or gold.”

Proverbs 22:1 (NIV)

“Your beauty should not come from outward adornment such as braided hair and the wearing of gold jewelry and fine clothes. Instead, it should be that of your inner self, the unfading beauty of a gentle and quiet spirit, which is of great worth in God’s sight.” **1 Peter 3:3-4 (NIV)**

Demerit marks are given for disturbances and/or broken rules. Three or more marks in one day result in detention after school as follows:

3 marks = 20 minute detention

4 marks = 30 minutes detention

5 marks = 45 minutes detention

6 marks = 1 hour detention

When a student receives a detention, a “Corrective Action Notice” is sent home with the student to be signed by the parents and returned the following morning. Detention will be served the day after detention is given. When a student accumulates two hours of detention in a week, he is automatically placed on probation. Continued demerits may be an indication that a student needs direction in a specific area of his/her life. A conference with parents, school personnel, director of the school and/or principal may be necessary to help this growth. The demerit system is subject to change depending on the severity of the behavioral action.

The following areas may earn one (1) demerit if permission is not received:

1. Getting out of chair and/or leaving classroom;
2. Leaving desk during a test;
3. Bringing food or drink into classroom other than water (unless designated by teacher);
4. Talking in the classroom;
5. Disturbances in class or outside of class;
6. Showing lack of responsibility (leaving chair out, blocking progress);
7. Misuse of equipment (leaning back in chair, moving another person’s chair, etc.);

8. Any other behaviors established by adult authorities;
9. Any behavior considered non-Biblical.

The following areas may earn automatic detention:

1. Cheating on tests or quizzes;
2. Arguing with adults or adult authority;
3. Carelessly arriving late of appointed times;
5. Non-Biblical conduct that warrants detention.

War Hill Christian Academy may issue detention or demerits at the discretion of school personnel and staff for behaviors that are not listed above.

BULLYING/CYBER BULLYING

Bullying is defined as an intentional, repeated, physical, verbal or social harm upon another person with the purpose of dominating, harming and/or humiliating that person (this includes electronic transmissions such as texts, emails, social networks, etc.). This behavior is strictly prohibited and will result in the proper disciplinary procedures.

Dress Code

All WHCA students are expected to reflect a modest and well-kept appearance. During school hours, students are expected to wear WHCA approved uniform attire. All uniform attire may be purchased through the school office and website.

Garments must be clean, neat, and presentable and fit appropriately. They should not be oversized, frayed, torn, tight, and baggy or altered in any way to change the style. If ripped and holey jeans are worn, the placement of the hole cannot be above the knee. Patches must also be present and attached behind the hole of the pants below or above the knees. Approved athletic and team jackets purchased through the school are also allowed. Only WHCA hooded sweatshirts are permitted as uniform outerwear. Jackets worn must have zippers in the front of the attire.

Hair should be clean and neat. Length of boys' hair should be no longer than top of the collar and above the brow line. Unnatural hair coloring (i.e., blue, green, orange, etc.) and extreme styles are not permitted, unless approved by administration.

Shoes must be worn at all times. They should be tennis, walking, dress shoes or boots. Not permitted: flip flops, or heels over 2" high.

Any accessories which include, but not limited to tights, scarves and belts must blend and not contrast with school uniform colors of navy, red, and grey. Scarves worn as a belt are not permitted. Belt Buckles must be no bigger than 1"x 2". Accessories including jewelry and other items must not pose a safety risk or interfere with participation in school activities.

Dress for Success for All students: Navy and khaki skirts, slacks, pants, knee length shorts and the same in blue jean material may be worn along with school shirts and comfortable shoes. Any rips in jeans above the knee must be patched. All items should fit properly and reflect an acceptable standard of the WHCA dress code.

All garments, clothing and/or dress should be modest, clean and neat. The dress code applies to all student activities (i.e. sporting events, performances, field trips, etc.)

NOT PERMITTED: Other clothing such as, but not limited to, tank tops, spaghetti straps, sleeveless, midriff, off the shoulder, lingerie styles, fishnet, lace, see-through or clothes tight fitting or low cut styles, excessively baggy pants, (Pants must fit snugly around the waist and be no lower than one inch below belly button.) Also not permitted are offensive emblems or non-Christian logos, gang related apparel or accessories indicating a subculture statement, visible tattoos, chains, spikes or studs on any accessories, piercing other than modest ear piercings, unnatural hair coloring, hats, bandanas or kerchiefs. Upon administrative review, any questionable or extreme styles may be disallowed.

BOYS: Piercings of any kind are not allowed for boys. Boys are not allowed to wear cosmetics of any kind (nail polish, eyeliner, etc.)

GIRLS: Long pants and leg warmers are not permitted to be worn underneath skirts. (Ankle-length leggings/footless tights are permitted under skirts). Sleeves or straps of undergarments must be concealed at all times. Undergarments (camisoles, tank tops, etc.) must be tucked in at all times. Modest ear piercings (no other visible piercings allowed unless approved by administration)

Consequences for non-compliance with Dress Code Policy:

Students who are not dressed in compliance with the uniform and dress code policies of WHCA may be asked to come to the administrative office and not participate in school activities. Students will be given one opportunity to contact parent to request that parent bring clothing to school. Students will be permitted to return to Learning Center and school activities upon receipt of requested clothing.

Dress code infractions may result in detention or a fee for school to provide proper attire to students who fail to meet standards of WHCA Dress Code.

Extra-Curricular Activities

Elective classes will be offered which may include, but not be limited to the following:

- Music
- Theater/Drama
- Art
- Physical Education
- Yearbook/Non-journalism
- Bible
- Team Sports

Graduation Requirements

A minimum of twenty-six (26) units of credit are required for graduation. A prescribed course of study will be determined through a conference with student, parents, and school personnel.

Learning Center

WHCA Learning Center is a designated area for students to work and learn. Discipline through kindness, love and genuine relationships and regard for the students is given as needed by school personnel and/or staff. Each teacher's assigned Learning Center may differ in appearance and procedures.

Dual Enrollment at War Hill Christian Academy

The Dual Enrollment Program at WHCA allows students to participate in post-secondary and technical college classes online or on designated campuses. Participation in this program is a privilege and granted to those students who have diligently worked to maintain good academic standing. A junior or senior high school student may be eligible and must work with the guidance office to procure enrollment.

Dual Enrollment Includes

Truett McConnell-online classes only

Lanier Technical College-online and campus classes available for College and Career Track Students

University of North Georgia- Entire academic program available to UNG college freshmen upon WHCA approval

Liberty University-dual enrolled with LUOA classes.

Enrollment information is available through WHCA. Please see administration for more information, if interested.

Personal Property

WHCA respects each students' personal property. Personal property includes but is not limited to automobiles, backpacks, purses, pockets, lockers, desks, CDs, DVDs, cell phones, etc. In the event a report or reasonable cause for suspicion of items that are unlawful, prohibited or stolen, WHCA reserves the right to call Dawson County Sheriffs' Department and/or parents for assistance in searching a student.

Progress Reports

Progress Reports are sent home each nine-week period. The grading system reflects a true indication of the students' progress. Parents are encouraged to discuss the Progress Report with their child. Parents may request a duplicate of the Progress Report. A fee of \$1.00 will be charged for a duplicate card.

Student Record Retention

Student's records are updated, backed up, and stored on through a secured online drive. All graduate's final transcripts are located in a fireproof file cabinet in the central church office. All

student records and transcripts are maintained for seven (7) years. After that time, hard copies of transcripts only are kept on file.

Transfer Students

WHCA accepts transfer students from both private and public schools.

School Supplies

General school supplies lists will be provided to each student at the time of enrollment.

Teachers may request additional supplies that meet the needs of individual classrooms in addition to those in the general list.

Website

WHCA maintains a website to keep parents abreast of school closings, information, and school information. During the school year, students' pictures and/or short videos will be added to the website to help inform parents and highlight specific events and/or activities at school. Parent signature page of receipt of this handbook indicates that you have given permission for your child's picture and/or video to be posted on website or social media. If you prefer that your child's picture and/or video not be used, please notify the school administration that you do not give permission for your child's picture to be used.

The school's website is www.warhill.academy

Withdrawal of Students

To officially withdraw a student from WHCA, a parent or legal guardian should fill out a withdrawal form. Upon enrollment into another school system, WHCA will make every effort to meet each record request in a timely manner providing all financial obligations to WHCA are met and all property is returned. Requests that are made between August 1st and August 15th may be delayed until after the school year begins.

