

**Winter Haven
Adventist
Academy
Handbook**

2023-2024



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ALL INFORMATION AND POLICIES INCLUDED HEREIN ARE SUBJECT TO CHANGE AT THE DISCRETION OF THE SCHOOL BOARD.

WELCOME TO WHAA

Winter Haven Adventist Academy

The staff at Winter Haven Adventist Academy (**WHAA**) welcomes you! We look forward to a successful school year. As students, you are encouraged to be active learners and to participate in all that we do. As supportive family, you are also encouraged to participate and support your child's learning environment. We want the years you spend with us to be the best they can be. We look forward to the opportunity to work with your family as a team, helping prepare your child for a future in this world and the world to come.

This HANDBOOK explains what you will need to know to make this year a success, so take time to read it. (Parents of young students should read this book with their children.) Keep the Handbook available for reference during the school year.

Winter Haven Adventist Academy (*WHAA*) currently offers Christian education from the Kindergarten through eighth grades.

***WHAA* is sponsored and operated by the Winter Haven Seventh-day Adventist Church, P.O. Box 7169 Winter Haven, FL 33883-7169 and Florida Conference of Seventh-day Adventist, headquarters located at 351 SR-434W, Altamonte Springs, FL 32714**

The school is located in the **Cook/Iverson Activities Center** behind the church at: **401 Avenue K, SE, Winter Haven, Florida 33880.**

Our Mission

Winter Haven Adventist Academy (WHAA) exists to provide:

WISDOM and HARMONY, ANCHORED in ACHIEVEMENT

The **Wisdom** of *God*, the **Harmony** of the *Holy Spirit*,
Anchored in *Jesus Christ, our Lord and Savior*,
honoring God and family by **Achieving** together.

Vision Statement

Winter Haven Adventist Academy (WHAA) strives to:

WORK with students to encourage a lifelong Relationship with Jesus

HELP develop an Attitude of Service to home, church, community & country

ALIGN our academics to provide Standards of excellence in all Subject areas

ADVOCATE the principles of Healthful Living and Respect for all people

Philosophy

The Philosophy of the Seventh-day Adventist Educational System is to prepare the student for the joy of service in the world and for the higher joy of wider service in the world made new.

It strives to offer a profitable and meaningful education so they may continue in higher education, develop into leaders with Christian ideals, and become good citizens in their communities.

Goals and Objectives

The Seventh-day Adventist School System, from kindergarten through eighth grade, high school, college and postgraduate levels, is Bible-centered.

With this in mind, the goals and objectives of this school are in part:

- 1) To lead students in a knowledge of God.
- 2) To assist in the formation of noble Christian character by placing strong emphasis on the spiritual values in life.
- 3) To promote habits of accuracy, discrimination, and sound judgment.
- 4) To guide in the formation of Christian attitudes.
- 5) To stimulate high scholarship and inspire the desire for lifelong learning in order to achieve one's maximum potential.
- 6) To assist students in developing a desirable personality.
- 7) To have the students understand and practice the principles of healthful living and to recognize that physical fitness is the foundation of any achievement in life.
- 8) To foster in young people a respect for manual work.
- 9) To teach students to serve the Lord in one's home, church, community, and country.
- 10) To encourage students to enjoy the fulfillment that comes from a task well performed.
- 11) To teach students to respect all people.

**CONSTITUTION
OF THE
WINTER HAVEN ADVENTIST ACADEMY
Adopted December 19, 2009; Revised February 10, 2015**

ARTICLE 1: Name

Winter Haven Adventist Academy is an entity of the Winter Haven Seventh-day Adventist Church. This organization, located at 401 Ave. K, S.E., Winter Haven, Florida 33880 shall be known as Winter Haven Adventist Academy (hereinafter referred to as “**WHAA**”).

The term church as used in this Constitution refers to the membership of the Winter Haven Seventh-day Adventist Church.

ARTICLE II: OBJECTIVE AND PURPOSE

The purpose of **WHAA** shall be:

- A. To provide a balanced training of the physical, intellectual, spiritual and social powers of each pupil.
- B. To see that the scholastic standards are maintained at the level required by the Department of Education of the General Conference of Seventh-day Adventists, the Department of Education of the Florida Conference of Seventh-day Adventists and the Board of Education of the State of Florida.
- C. To see that the educational program of **WHAA** is in close harmony with the counsel given in the Spirit of Prophecy and as such, that education be given the youth of **WHAA** in practical arts as well as the basic scholastic program

ARTICLE III: OWNERSHIP

WHAA, and any property held in its name, is owned by the Florida Conference Association of Seventh-day Adventists, a Florida Corporation having its principal office in Winter Park, Orange County, Florida. **WHAA** is operated by the Constituent membership as defined in Article IV of this Constitution.

ARTICLE IV: CONSTITUENT MEMBERSHIP

The constituent membership shall consist of the members and boards of the CHURCH, the officers of the Florida Conference, the Conference superintendent of schools and associates and the Southern Union Conference director of education or designee.

ARTICLE V: NON-DISCRIMINATION

WHAA does not discriminate on the basis of sex, race, or national/ethnic origin in the administration of education policies, application for admission, scholarships, loan programs or extracurricular programs. The above also applies to the employment of any faculty or staff member. All students of either sex, of any race, of any religion, or any national/ethnic origin are accorded all the rights, privileges, programs or activities made available to any student.

ARTICLE VI: GOVERNING BODY

- A. The **WHAA** Board is delegated the authority by the CHURCH board to act on behalf of the constituents between regular and special CHURCH Business Session Meetings to conduct the affairs and manage the assets of **WHAA**.
- B. The composition, qualifications, number, and term of office of the members of the **WHAA** Board, and officers, shall be by election of the members of said CHURCH through the nominating committee process.

ARTICLE VII: EXECUTIVE ORGANIZATION

- A. Qualifications and Terms of Office:

The Church Board elects the members of the School Board. School Board Members are Elected to serve two year terms alternately to ensure membership stability. The School Board shall be composed of the Pastor, the Principal, and four elected officials. From the selected School Board the following Officers will be elected: Chairperson, Treasurer, and Secretary

- B. Duties of School Board Members:

- The School Board Chairperson will: • Represent the ideas and concerns of the School Board to the School Board • Serve as or appoint committee chairpersons • Work with Pastor to in planning/conducting Constituency Meetings • Attend Church Board Meetings and School Board Meetings • Preside over all School Board meetings • Check in regularly with Principal to be updated on school affairs
- The Treasurer will: • Be responsible for the money part of all WHAA activities • Update the WHAA School Board on a regular basis as to the financial situation of the school • Attend School Board Meetings and School Board Meetings • Be responsible for maintaining employee financial records
- The Secretary will: • be responsible for maintaining all attendance records • Posting meeting date and announcements • Taking minutes at School Board meetings • Distributing minutes in a timely manner to appropriate parties • Writing and sending appropriate notes, memos, etc.
- Elected Members will: • Attend School Board Meetings • Make decisions on school's behalf

ARTICLE VIII: CONSTITUENCY MEETINGS

An annual meeting of the constituent membership shall be held during each school year at such time and place as shall be determined by the CHURCH Board. During the meeting the annual school budget and other important information regarding the school will be discussed and approved. Special meetings may be requested by the **WHAA** Board, the CHURCH Board, the constituent membership in session, or the Executive Committee of the Florida Conference of Seventh-day Adventists. Any changes in the **WHAA** Constitution shall go before, and be approved by, the **WHAA** Board, CHURCH Board and CHURCH Business Session. A quorum shall consist of CHURCH Business Session constituent members present. Only those members present may vote.

ARTICLE IX: BYLAWS

When voted, the **WHAA** School Board serves in place of the bylaws and may enact any provision not inconsistent with this Constitution.

ARTICLE X: AMENDMENTS

This Constitution may be amended or repealed at any duly called CHURCH Business Session Meeting by an affirmative vote of sixty seven (67%) of the constituent members present and voting at said CHURCH Business Session provided the provisions of Article VII of this Constitution have been met.

ARTICLE XI: GENERAL POLICY

The provisions of the Southern Union Education Code, the Florida Conference Education Code and the Florida Conference Working Policy, so far as they apply, shall cover any matters not specifically covered by this Constitution as though the same were set forth herein at length, and are by this reference made a part of this Constitution and shall be binding upon all constituent members.

ARTICLE XII: INDEMNIFICATION

WHAA shall indemnify any person who is serving, or has served as a member of the **WHAA** Board or as an administrator of **WHAA** (and his/her executor, administrator and heirs) against all reasonable expenses (including, but not limited to, judgments, costs and legal fees) actually and necessarily incurred by him/her in connection with the defense of any litigation, action, suit or proceeding – civil, criminal or administrative – to which he/she may have been a party to by reason of being or having been a member of the **WHAA** Board or an administrator of **WHAA**, except he/she shall have no right of reimbursement for matters in which he/she has been adjudged liable to **WHAA** for negligence or misconduct in the performance of his/her duties.

ARTICLE XIII: DISSOLUTION

- A. **WHAA** may be dissolved by a seventy five percent (75%) vote of the **WHAA** Board, by a seventy five percent (75%) vote of the CHURCH Board and by a seventy five percent (75%) vote of the CHURCH Business Session constituent members present and voting at a regular or special CHURCH Business Session Meeting, provided notice of the proposal to dissolve shall be given in the call for the session.

- B. After all claims against **WHAA** have been satisfied, any remaining assets shall be transferred to the CHURCH.

Winter Haven Adventist Academy

2022/2023 Staff

Mrs. Vicki Turner, Principal, Part Time Teacher, 2-5

Mrs. Vicki Turner, our Head Teacher, has been teaching within the Adventist educational system (both elementary and junior high) for almost 40 years. All of her experience has been in multigrade classrooms, with many years in one-room schools. She holds a Bachelor of Science Degree in Elementary Education from Southern University, Collegedale, TN. In addition, she holds two Masters Degrees in Elementary Education --- Educational Technology/Curriculum and Development from A & M University, Huntsville, AL. Her enthusiasm for classroom instruction and her love of the Lord and His children echo throughout the school facility.

Mrs. Agnes Shepherd, Primary Teacher, K-1

Mrs. Agnes Shepherd has been teaching for over 40 years. Much of her teaching career was on the island of Barbados. Most of her experience has been in the lower grades, primarily Kindergarten, First and Second Grade. She holds degrees in Early Childhood Education and related subjects. She has a genuine love for children and a passion for advancing the academic, social and emotional development of her pupils.

Mr. Corey Grimm, Elementary Teacher, 2-5

Mr. Corey Grimm is now in his 7th year of teaching. He has been at our school since he graduated from MTSU (Middle Tennessee State University) with a Bachelor of Science Degree in Elementary Education. He received his Adventist Certification and Masters Degree in Administration from Southern Adventist University. Mr. Grimm also served as a student missionary teacher in South Korea, teaching English as a second language. Mr. Grimm loves children and brings warmth, energy and organization to the teaching environment.

Mr. Adam Jervis, Middle School Teacher, 6-8

Mr. Adam Jervis is our newest addition. He is coming to our school after graduating from Oakwood University in Huntsville, AL with a Bachelor of Science Degree in Education. He is excited to be part of our educational team and share his love of teaching with our students. He has an enthusiasm for the Lord and living life to the fullest that will inspire and challenge.

Mrs. Lisa Dorsett, Mr. Messa Delcy, and Ms. Nicky Pride, Classroom Assistants

Mrs. Lisa Dorset has been working with our school in a variety of ways over the last 10 years. Her easy going manner, gentleness with children and genuine love for God, make her an incredible assets to any work environment. Mr. Delcy and Ms. Pride are our newest additions to the WHAA team. Mr. Delcy is enrolled in Polk State getting his prerequisite classes to enter the Nursing Program. Ms. Pride is a former missionary with a love for teaching. Both bring stability, professionalism, joy and a love of Christ to their work with our students.

School Board Members

Frank Schlegal, Chair (863-318-1524); Earleen Recass Wiggins, Treasurer; Vicki Turner, Principal (863-604-3333); Sandi Duerr, (Home & School); Pastor Frank Gonzelaz (

**Winter Haven Adventist Academy
2023-2024 ~ School Calendar**

2023

JULY	30	(SUNDAY) Orientation Picnic Party, Final Enrollment, 1:00 AM - 5:00 PM
AUG.	14	(MONDAY) FIRST DAY OF SCHOOL
SEP.	1	(FRIDAY) Professional Development Day #1 - <u>NO SCHOOL</u>
	4	(MONDAY) Labor Day - <u>NO SCHOOL</u>
	5-8	MAP Growth Assessment Administration #1- Fall
	30	<u>SABBATH</u> , Winter Haven Adventist Church_Program #1
OCT.	6	(FRIDAY) Professional Development Day #2 - <u>NO SCHOOL</u>
	9	(MONDAY) Columbus Day - <u>NO SCHOOL</u>
	13	End of First Quarter (43 Days)
	16-19	Parent/Teacher/Student Conferences (Days Teachers Available Vary)
NOV.	6-10	Adventist Education Week
	11	<u>SABBATH</u> , Winter Haven Adventist Church_Program #2
	17	(FRIDAY) Holiday Begins- <u>Early Release (12:00 PM)</u>
	20-24	Fall Break - NO SCHOOL (5 days)
DEC.	15	End of Second Quarter (41 Days)
	15	(FRIDAY) Holiday Begins- <u>Early Release (12:00 PM)</u>
	18- Jan. 1	Winter Break - <u>NO SCHOOL</u> __ (2 WEEKS + 1 DAY)

2024

JAN.	2	(TUESDAY) Second Semester Begins
	12	(FRIDAY) Professional Development Day #3 - <u>NO SCHOOL</u>
	15	Martin Luther King, Jr. Day - <u>NO SCHOOL</u>
	16-19	MAP Assessment Administration #2 - Winter
	29-30	Parent/Teacher/Student Conferences (Days Teachers Available Vary)
FEB.	10	<u>SABBATH</u> , Winter Haven Adventist Church_Program #3
	16	(FRIDAY) Professional Development Day #4 - <u>NO SCHOOL</u>
	19	President's Day – NO SCHOOL
	20-23	<u>Outdoor Education Week</u> - (6-8th Grade - Camp Kulaqua)
	28-Mar.1	Festival of the Arts (6-8th Grade - Forest Lake Academy)
MAR	4-6	WRaP Writing Test (National Writing Assessment Program)
	8	End of Third Quarter (46 days)
	8	(FRIDAY) Holiday Begins- <u>Early Release (12:00 PM)</u>
	11-15	Spring Break - <u>NO SCHOOL (5 days)</u>
	24	First LEGO League Qualifying Tournament
	29	(FRIDAY) Professional Development Day #5 - <u>NO SCHOOL</u>
APR.	1	(MONDAY) Professional Development Day #5 (cont.) - <u>NO SCHOOL</u>
	22-26	MAP Assessment Administration #3 - Spring
MAY	17	<u>SABBATH</u> , Winter Haven Adventist Church_Program #4
	17	<u>SATURDAY EVENING</u> , Graduation/Awards Ceremony (7:00 PM)
	24	Last Day of School - <u>Early Release (12:00 PM)</u>
	24	End of Fourth Quarter (50 Days) Total School Days - 180

Admission Policy

It is the policy of the Seventh-day Adventist Church in all its church operated schools, on elementary, secondary, or tertiary levels in the United States, to admit students of any race to all the rights, privileges, programs, and activities generally accorded or made available to students at its schools, and to make no discrimination on the basis of race in administration of education policy, application for admission, scholarship or loan programs, and athletic or extracurricular programs.- General Conference K-12 Handbook

Winter Haven Adventist Academy welcomes applications from young people regardless of race, color, gender, religion, or national origin, whose principles and interests are in harmony with the ideals and traditions of the Academy as expressed in its objects and policies. Only those who are in agreement with the standards of Christian education and who will cheerfully endeavor to live in harmony with the principles of the school should apply for admittance.

Such students will have the opportunity to develop spiritually, intellectually, socially, and physically. Membership in the Seventh-day Adventist Church is not required, but it is understood that everyone who is accepted thereby pledges to observe the regulations of the school. Seventh-day Adventist schools have not been established for the purpose of offering special education, and they are therefore unable to accept students who have serious physical, scholastic, or behavior problems.

Admittance

Any student who expresses an earnest desire for a Christian education is welcome. The privileges of the Winter Haven Adventist Academy are not limited to young people of the Seventh-day Adventist faith. Students of other denominations are welcome provided they show due respect for the Word of God, maintain a reverent attitude during religious exercises, and observe the regulations of the school.

All new students granted admission will be on probation for nine weeks before being given regular status.

The School Board reserves the right to refuse admittance to any child and to dismiss any child whenever it deems such actions necessary for the welfare of the child, other students, or of the school. Students not adhering to the philosophy or seeking the objectives of the school, or not meeting the social, scholastic, or financial standards, are subject to non-admittance or dismissal.

Children will be accepted on the basis of attitude, scholastic achievement, attendance, conduct in past schools, and interview with the Admittance Committee.

Application Procedure and Forms

Standard application forms may be obtained from the school or online at mywhaa.org . The completed application should be presented to the teacher, school board chairman, or the pastor for acceptance by the school board. Students who enter during the school year are required to have an interview with *WHAA* Admittance Committee and Staff and to be accepted by the school board before they may begin classes.

All students, new and returning, are required to complete all documents necessary for admission as required by the school and/or state.

The following is a list of items that need to be completed for admission:

- 1) Registration Form (obtain from school, pastor, or school board chairperson or online)
- 2) Medical Consent Form (obtain from school or online)
- 3) Student Consent Form (obtain from school or online)
- 4) Immunization Record Form (HRS/DCF 680 - blue form updated from Doctor's office)
- 5) Physical Examination Form (HRS/DCF 3040 – yellow form from Doctor's office)
(New student's Florida examination should be dated within one year of admission.)
- 6) Birth certificate (copy)
- 8) School Records (obtain from previous school)
- 9) Transportation Authorization Form to Pick up Children (obtain from school or online)
- 10) Student/Parent Pledge Signature Sheet (found at end of handbook obtained from school)

The following financial items need to be completed before final admission is given:

- 1) Previous balance owed to any school
- 2) Registration Fee for the current year

Acceptance is also governed by the capacity of the faculty and student teacher ratio. First graders must be six (6) by August 14. A birth certificate is required.

Medical Information

Each new student is required to have a physical examination prior to the beginning of the school year. Parents must complete a medical history questionnaire, provide proof of current immunization for the communicable diseases, and sign a notarized medical consent form. Special forms must be submitted if child is exempt from immunization procedure.

The parent is expected to inform the teacher of any physical limitation that the child might have.

Immunization

Florida law requires a valid HRS/DCF 680 Florida Certificate of Immunization.

All grades require DTP Series, Polio Series, Measles, Mumps, and Rubella (MMR);

Pre-Kindergarten requires H. Influenza type B (HIB); Kindergarten, First and Second Grades, and Seventh through Tenth Grades require Hepatitis B Series (three shots); Kindergarten through Tenth require Second Dose Measles (preferably MMR), Tetanus, Diphtheria (TD) Booster.

Please contact health department or doctor for any updates in reference to immunizations needed.

Registration

All students are expected to register during the designated time. The registration fee, shall be paid at this time.

Tuition for the first month shall be paid by the date school begins or by the date the student enters school, if enrolled during the school year. The entrance/registration fee covers library, testing, instructional supplies, consumable texts and accident insurance.

Note:

The entrance/registration fee remains the same regardless as to when the student enters school unless - under unusual circumstances— it is lowered, on a case by case basis, by action of the school board.

If a student withdraws within the first month after starting school, a 50% refund of the registration fee will be given.

There will be NO refund granted after the first month of attendance has been completed.

TUITION AND FEES

Application Fee \$100.00 (Non-Refundable)

Entrance/Registration Fee: \$650.00

Due when student is registered.

Tuition: 10 Equal Monthly Payments of \$700.00 equals \$7,000.00 annually.

\$6,650.00 (5% reduction) if annual tuition amount is paid by the first day of school.

Other Fees:

Books/Online Technology \$600.00

Uniform Expense \$200.00

Field Trip Fee* \$300.00 or (\$30 Monthly)

Individual Tutoring \$1500 or (\$150 Monthly)

****Field trips are primarily for educational purposes. Due to rising cost of field trips and the need to get tickets in advance to get group rates, the Field Trip Fee must be paid monthly or yearly, REGARDLESS of your child's attendance on these trips.***

Note:

The Winter Haven Adventist Academy School Board reserves the right to set the parental responsibility amount of tuition on a case by case basis and to provide tuition discounts to families with multiple students and students of Seventh-day Adventist Members.

Background Financial Information

Winter Haven Adventist Academy has divided the tuition into 10 equal payments for the convenience of the parents. Monthly billing for tuition will be sent by the eighth (8th) day of each month and will be due by the 20th of the month.

WHAA operates financially from funds collected through three primary sources:

(1) Tuition,

(2) Subsidies provided by the Winter Haven Seventh-day Adventist Church including gifts from individuals specially designated for Church School Financial Assistance,

(3) Subsidies from the Florida Conference of Seventh-day Adventists that cover part of the teachers' salaries.

School Financial Assistance Fund

Numerous individuals from the Winter Haven Adventist Church have made commitments to make the church school a reality here in Winter Haven. These individuals, and others wishing to help students obtain a Christian Education may make donations via the church treasury and mark it “Student Assistance for Education (SAFE)” on a church tithe envelope.

Step-Up and McKay Scholarships

Additional scholarship funds may be available to qualifying families through government programs such as Step-Up for Students and McKay. These are NOT government funded programs. The funds are generated from cooperate funds of numerous business who contribute money toward a parent’s right to choose the best educational facility for their child, in exchange for donated funds these corporations get a tax break. To find out if you qualify for these scholarships, please see StepupforStudents.org or FloridaSchoolChoice.org.

Returned Check Charge

A late fee of \$20 may be charged (at the discretion of the school board) for any check that is returned by the bank due to insufficient funds.

Overdue Accounts

If an account is two months in arrears, a student may be asked to withdraw from the school until the account is brought to a current status.

Note

All final grades, student information and scholastic records may be withheld until any balance due is paid in full.

School Hours

School begins at 8:00 a.m. and closes at 3:00 p.m., Monday through Thursday.

School will close at 2:00 p.m. on Fridays.

Playground activities are not permitted before school. Students should not arrive before 7:30 a.m. unless prior arrangements have been made.

After arriving on the school grounds the student is to report **immediately** to the teacher.

Parents should arrange pickup of their children by the end of the school day.

Students should be picked up NO LATER than 30 minutes after school is dismissed.

Attendance

Regular and prompt attendance is essential to success in school. Winter Haven Adventist Academy is bound by state laws to maintain regular class attendance. Florida school laws place the responsibility on the parent or legal guardian to insure that children are in school. Absences are considered excusable only if:

- 1) The student is sick and designated so in writing by the parent.
- 2) The student has an unavoidable medical or dental appointment during school hours and gives evidence of this being the case.
- 3) There is a death in the immediate family.
- 4) An unavoidable emergency arises (to be approved by the teacher.)

A call from a parent or text should be sent to principal or teacher on the day the child is absent to explain the reason so that attendance records can be marked correctly. A written excuse giving the reason for a child's absence and/or a doctors note should be given the day the child resumes attendance. Children with a known illness or a condition which is potentially contagious will not be allowed at school.

The school does not provide a nurse or have facilities to care for the child who becomes ill at school. Parents must be immediately available by phone or provide the telephone number and name of guardians that can be notified. Children will be sent home if they have a fever, injury, or express abdominal distress or other internal distress. **Teachers are prevented by law to give any type of medication.**

Absences and Tardies

Parents need to plan their arrival at school between 7:45-7:55 to insure their child has time to be ready for the start of school at 8:00 am. Students who are excessively tardy or absent will come under the following consequences:

- If in a nine week period a student has THREE (3) unexcused absences or five (5) tardies, a Letter of Concern will be sent to the parents and a copy will go into the student's file to verify communication.
- If in a nine-week period a student has FIVE (5) unexcused absences or TEN (10) tardies, a Letter of Warning will be sent to the parents and a copy will go into the student's file to confirm the action taken.
- Florida law defines "habitual truant" as a student who has **15 or more unexcused absences** within 90 calendar days with or without the knowledge or consent of the student's parent or guardian.
- If the student continues to miss classes and reaches an absence rate of 20% of the semester's classes, the student may, pending faculty action, lose credit for that class and will face grade retention and possible dismissal from Winter Haven Adventist Academy and/or be reported as habitually tardy to the Polk County's Child Protection Services.
- Academic credit is not required to be given for time and classes, homework, or tests missed due to unexcused absence or tardies. All absences and tardiness' are recorded as unexcused unless designated otherwise by the parent within two (2) days of the absence or tardiness.

The goal of all students is perfect attendance. Emergencies do occur, and it's not always possible to be in school. Every day missed, however, poses a problem. It is impossible to miss class time and not miss instruction. Even with the best intentions on the part of the teacher and the student, an absence or a tardy hurts student's overall academic performance.

Pre-Arranged Absences

Pre-arranged absences may sometimes be necessary or desired. Such occasions are expected to be minimal. These are unexcused absences; however, students will not be penalized academically or financially. When absences are pre-arranged, all plans for making up school work must be made with the classroom teacher prior to the absence. Students will be allowed to make up schoolwork according to the individual classroom policy.

Curriculum

The school follows the typical curriculum of most elementary schools with the significant addition of classes in religion and specific spiritual guidance. The course of study will be in the following subjects: Bible/Character Development, Technology, Language Arts (Reading, Writing, and Grammar), Science/Health, Physical Education, Mathematics, Social Studies, Library Skills, Keyboarding, Art, and Music.

A student's achievement is measured annually and matched against national norms through MAPS.

Alternative Core Standards Scale

Often when it comes to standards and core values the traditional grading scale does not provide adequate information, therefore the following number scale will be implemented when

appropriate. 4 ----- Greatly exceeds core standard benchmark requirements

3 ----- Reaches core standard benchmark requirements

2 — Does not reach core standard benchmark requirements

1 ---- Greatly under core standard benchmark requirements

0 ----No standard benchmark requirements were met

Grade Reports

The *WHAA* school year is divided into four nine-week periods. At the end of the first three grading periods, a grade card indicating the progress of the student is sent home with the student or may be given at the Parent-Teacher Conference. A minimum of two Parent-Teacher Conferences will be scheduled per school year. These conferences will many times involve the child/ren as well. At the end of the fourth (final) grading period, grade report cards are released to the parents or guardian/s (*except as noted on page 17*). Final grades are also recorded on the student's permanent record.

Transcripts of these grades are issued by request in accordance with published financial policy.

The report card and grading system used have been developed by Florida Conference of Seventh-day Adventist in conjunction with the Southern Union of Seventh-day Adventist and the North American Division of Seventh-day Adventist.

Grading System

Each teacher devises his/her own grading system based on sound educational practices. In grades Kindergarten through Second, a letter grade of Excellent, Satisfactory or Not Satisfactory is used to indicate the child's performance. The same letter notations are also applicable in other grade levels for certain non-core classes.

Following is a listing and definition of the letter grades used in grades 3-8

A+	100	
A	95-99	consistently superior work
A-	90- 94	
B+	87- 89	above average work that evidences application above requirements
B	83- 86	
B-	80-82	
C+	77-79	
C	73- 76	Average work that meets minimum course requirements
C-	70-72	
D+	67-69	
D	64-66	Poor work that fails to completely meet minimum course requirements
D-	60-63	
F	0-59	Failure that indicates neglect of meeting course requirements
Inc.	Incompletes may be raised to any grade upon completion of course requirements	
WP	Withdraw passing	
WF	Withdraw failing	

Incomplete and Failure

A grade of "incomplete" is given when, for legitimate reasons such as illness or other emergency, the student is unable to satisfy the requirements of the course. In that case, when the incomplete has been removed, full credit will be given for the work done.

Incomplete must be removed within two weeks after the end of the grading period. Failure to do this will result in the recording of an "F" for that period.

An "F" grade may be received for excessive absences.

LETTER GRADE Values A= 4.00 A- = 3.67 B+ = 3.3 B = 3.00 B-= 2.67
C+= 2.33 C= 2.00 C- = 1.67 D+ = 1.30 D = 1.00 D- = 0.67 F+= 0.33 F = 0.0

Transferring Academic Credits to another School

If a student withdraws from Winter Haven Adventist Academy and enrolls in another school, it will be necessary for the parent to have school notify *WHAA*, giving a forwarding address.

The student's cumulative record will be forwarded to the new school upon written request from the school, and the completion of all financial obligations up to the time of withdrawal.

Note:

Winter Haven Adventist Academy reserves the right to withhold transcripts due to unpaid accounts.

General Discipline

There are many incidents during a normal school day which require discipline by the teacher. This may involve a word of counsel or a missed recess; or, in cases of severe discipline, probation, indoor suspension, etc. may need to be enforced. Whatever the case may be, the student is counseled before and after discipline is administered. Time is always spent with each student individually.

In-School or at Home Suspension:

Suspension is the process of removing the student from the classroom for a period of one (1) to three (3) days to allow him or her time to consider what has been done and how it may be corrected.

If the suspension is in-school, the parent or guardian may have to provide for the necessary supervision.

Probation:

Probation is considered major discipline. Each individual is treated separately and probation may vary considerably. Probation will be defined and the details of punishment explained at the time of the discipline.

Expulsion: Sometimes the nature of the wrong act makes it necessary for the school to ask you to leave. It is like ancient Israel when, because of certain mistakes, individuals had to be sent from the camp lest their influence pervade the entire camp.

By the policy of the Florida Conference K-12 Board of Education: **“Corporal punishment is not to be used as a discipline measure in Florida Conference Schools.”**

Student Citizenship

Schools require a higher level of courtesy than many people exercise in ordinary public space. Everyone in the classroom is there for the purpose of learning, and no one should be able to deprive another person of the chance to learn. Expressions of rudeness and even of carelessness degrade the high purpose of learning that should be paramount in a school setting.

Winter Haven Adventist Academy's discipline plan is based on the belief that student conduct should lead to student **self-government, self-discipline, and self-control**. Conduct that is deemed inappropriate or disruptive to classroom activities will be dealt with in measures appropriate to the behavior. Student conduct is documented and parents notified. Unwanted behavior that persists will be dealt with in a number of ways that may include fines, in school or home suspension, detention, or expulsion.

The standard of good conduct established by the school is expected at all assembly programs, social functions or religious services, and both on-campus and off-campus activities that are sponsored by the school, whether during school hours or after-school hours. **Conduct that is discourteous or disrespectful is always out of order.** It is the purpose of *WHAA* to instill in its students the desire for a high spiritual and moral character.

Student Disciplinary Plan

Any behavior which reveals a lack of respect for self, or others, or for property is defined as disruptive behavior since such behavior seriously impairs or severs social relationships. Students may find themselves serving the consequences of a disciplinary plan by violating the following rules:

- Poor attendance – tardies/ cutting or skipping classes or school
- Insubordination or lack of cooperation with school personnel
- Vandalism of school property or property of other students
- Profanity/Lying/Dishonesty/Verbal Abuse/Obscene Gestures/Vulgarity
- Fighting/Physical Misconduct/Assault/ Bullying/Carrying Weapons
- Substance Abuse
- Visiting inappropriate websites on the computer

Students who show a pattern of misbehavior may receive:

- Removal from the classroom
- A one (1) day+ in or out of school suspension - with a parent conference
- Ultimately dismissal from school

Bullying and/or Harassment

Winter Haven Adventist Academy's administrators, staff, and students embrace a

"NO BULLYING" policy in order to make our school a safe place for all. Thus, a student or group of students must not participate in, or allow, any act of physical, verbal, cyber, social exclusion, or subtle forms of bullying. All students must adhere to the following four anti-bullying rules:

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home, immediately.

Incidents of bullying behavior will be addressed through the following interventions:

1. The bullying behavior will be stopped.
2. Support will be given to the student who has been bullied.
3. The student who has demonstrated bullying behavior will be addressed by a staff member by identifying the specific bullying behavior and referring to the four anti-bullying rules.
4. Bystanders to the incident will be affirmed if they were supportive to the student who was bullied, or advised and empowered to intervene in the future.
5. Immediate and appropriate consequences will be imposed for the student(s) who bullied.
6. Steps will be taken to ensure that the victim will be protected from future bullying incidents.

Once a student has demonstrated a pattern of bullying, the following steps will be taken:

1st Offense – Student who bullied will be removed from the incident and isolated.

Parents of both the victim and the student who bullied will be notified of the incident.

2nd Offense – Student who bullied will receive a one-day Out (or IN) School suspension and will be required to have accountability meetings with the principal

3rd Offense – Student who bullied will receive a three-day Out School suspension and will be required to provide documentation they have researched the harmful effects of bullying and understand proper treatment and respect for all.

Sexual Harassment

WHAA is committed to maintaining at all times, a learning and working environment free of sexual harassment and intimidation. Sexual harassment is unwanted sexual attention that makes a person uncomfortable or causes problems in school, work, or in social settings. Some examples are verbal slurs or abuse; suggestive, offensive, or derogatory comments; sexist remarks about someone's body, clothing, or sexual activity; insults of a sexual nature; requests or demands for sexual favors; catcalls or other suggestive or insulting sounds or gestures; unnecessary and unwanted physical contact; and physical assault. Students who have complaints of sexual harassment should report them to the head teacher immediately. Complaints will be considered confidential, and each complaint will be thoroughly investigated. Sexual harassment of or by any board member, parent, volunteer, administrator, faculty member, employee, student or guest is strictly prohibited. If evidence supports the allegation that sexual harassment has occurred, corrective action, including the possibility of dismissal, will be taken.

Child Abuse/Neglect/Harm

Winter Haven Adventist Academy is bound by federal and state law to report any suspected or reported cases of child abuse and/or neglect. Students who demonstrate an imminent threat to harm themselves or others will be reported to parents and/or proper professionals.

Student Insurance

Each student is covered by insurance for accidents that occur DURING REGULAR SCHOOL HOURS OR OTHER OFFICIAL SCHOOL ACTIVITIES.

Medical Emergency

All Field Trip Consent Forms also provide a "consent to treat" verification. In the event of a medical emergency the school will make every reasonable effort to contact the student's parents or guardians as specified on the form. If contact cannot be made the school will exercise the authority given to seek proper care for the student.

Students involved in self-mutilation and/or suicide threats will be asked to seek psychological counseling. A written release from a psychologist/psychiatrist must be presented to the administration before that student is allowed to return to school.

Dress Code

To help maintain a Christian appearance conducive to good behavior and learning, the following dress code is to be followed:

Attire for all students is to be NEAT, CLEAN, and MODEST. Hair is to be kept neat, clean, and well groomed. Hats and hoodies are not to be worn in the classroom or in the school building.

Boys: Solid colored pants or solid colored walking shorts. Pants should NOT have tears or rips.

Polo shirts with school logo. The school colors are navy, hunter green or burgundy,

The only exposed T-shirt allowed will be the school imprinted florescent lime-green T-shirt to be mainly used on field trips. Shoes worn to school must be closed-toed and appropriate for play.

On NON uniform days, no tank tops, sleeveless shirts are shirts with inappropriate writing are allowed.

Girls: Solid colored pants or solid colored walking shorts, (no shorter than 2 inches above the top of the knee) skorts (split skirts) or jumpers (with school logos) may be worn. Pants should NOT have tears or rips.

Blouses may be in the style of Polo or Peter Pan collar with school logo. The school colors are navy, hunter green or burgundy.

The only T-shirt allowed will be the school imprinted florescent lime-green T-shirt to be mainly used on field trips.

Shoes worn to school must be closed toe and appropriate for play.

On NON uniform days, no tank tops or other sleeveless blouses are allowed. No outfits shorter than 2 inches above the knee should be worn. Inappropriate words should not be found of clothing.

Cold weather wear for both boys and girls:

During cold weather the student may wear an appropriately warm coat to school. If the student feels the need for extra warmth in the classroom, a plain colored sweater or plain fleece jacket would be recommended. Hoods must be kept down in the classroom.

Students must wear shoes at all times except when working on the tumbling mats or other special activities. Students are allowed to bring rubber soled bedroom slippers for gym and classroom use, but no stocking or bare feet are permissible.

Personal Makeup and Jewelry

Makeup if worn should be natural or neutral in color. Clear lip balm and light colored nail polish are allowed. Jewelry (all bracelets, necklaces, rings, earrings, chokers, chains, etc.) of any kind should be kept at a minimum. **It is preferred by the school that they should not be worn at all for safety and personal welfare.** Medical alert bracelets are allowed. The makeup and jewelry rulings apply to any on-campus or off-campus school-sponsored activities or trips.

Swimsuits should be a modest one piece or t-shirt should be worn over two piece swimsuits.

These guidelines are given, not as spiritual law, but as part of the *WHAA* DRESS CODE in support of the Seventh-day Adventist Church's emphasis on simplicity and the promotion of inner qualities of beauty and integrity.

Personal Property

The school is not responsible for personal property left in school buildings or anywhere on the school premises. Personal property should be labeled with the owner's name. The school is not responsible for money, cellphones, or other valuables (such as jewelry) worn or kept by the student at school.

Mobile Phones or Cell Phones

As stated, the school is not responsible for personal property left in school buildings or anywhere on the school premises, including cell phones. All teachers have phones that can give students access to their parents, therefore, there is no need for students to have their own cell phones at school. We are aware that some families feel that their students must be in possession of a cell phone at all times. **Students are not to use the cell phones during school hours. Cell Phones will be collected by the teachers upon arrival and may be retrieve at the end of the day. Parents need to notify the teacher if their child will be bringing a cell phone to school.**

School Property

Students are expected to respect the school buildings, equipment, and contents. Damage to school property should be reported promptly. This may prevent additional damage and consequent increase in the cost of repairs. Students, their parent/s or guardian will be required to pay for damage student causes to school property.

Food/Lunches

Students should begin their day with a wholesome breakfast at home and bring a healthful lunch and snack to school. A vegetarian diet in most cases is the best diet; therefore, we encourage lunches of a wholesome nature with no meat. If your family does eat meat, we encourage you to eliminate or refrain from all use of the Biblically unclean meats such as ham, pork, sausage, crab, etc., (Leviticus 11). We also encourage you to limit the amount of refined sugars that your child consumes. Fruit juices or water are preferred drinks; **please DO NOT send any caffeine or carbonated drinks**. Feel free to contact the school if you would like further information.

Students are encouraged to bring fruits and vegetable snacks to round out the healthy snacks provided each day at school. Students are asked to refrain from all other between meal eating. The school is careful to adhere to dietary requirements of each student as outlined by parent.

Weather

In the event the Polk County School System is closed due to threatening weather; Winter Haven Adventist Academy will likewise close. Please listen to broadcast announcements as are posted on local radio and/or television.

Disaster/Emergency Response Plan

WHAA works to be prepared in case of a disaster or emergency:

- Our school has been zoned a safe harbor in case of an emergency or disaster.
- Regular inspections by the fire and health inspectors keep environment safe.
- Proper exit information is posted at each door.
- Exit lights and Fire Extinguishers are checked monthly.
- Teachers and students work together to prepare with monthly safety drills and education of possible dangers.
- Emergency alerts are kept on at all times.
- Teachers and staff receive regular first aid training.
- First Aid kits are kept stocked and handy, as well as, flashlight, duct tape and scissors.
- Teacher has all emergency contact information for each family stored in phone.

Telephone -- Class Room -- 863-299-7984 __ (Mrs. Turner's Cell__ 863-604-3333)

The school telephone is for business and emergency use only. It is not the policy of the school to deliver messages to individual students during school hours except in special situations and emergencies. Please make all arrangements with your child before school hours so that his/her work and that of others will not be interrupted. Teachers are not available to talk on the phone during school hours except in an emergency. Feel free to text your teachers with important information as needed.

Visitors

Parents and others are welcome at the school and are urged to visit in the classroom (by appointment, please). If parents wish to volunteer for classroom help or field trips it is mandatory they go through conference screening program on line called, "Sterling Volunteers". Visitors should check with the teacher before visiting the classroom.

During school hours, the teacher's duty is to the children, but the teacher will be glad to talk to you at another time by appointment. Preschool children are not to visit the school unless accompanied by an adult.

Prohibited Articles

Tobacco in any form, alcoholic beverages, illicit drugs, narcotics, knives, guns, matches, mace, explosives of any kind, fire crackers, ammunition, skateboard, skate shoes, pornographic and/or inappropriate magazines, gang related paraphernalia, and other inappropriate games are not permitted and will be confiscated if brought to school.

Personal property (including backpacks), desks and students shall be subject to search when, in the opinion of the administration, such is necessary for the protection of all. By enrollment of the student, his or her parent or guardian understands this rule and consents to its enforcement.

Cheap, immoral or degrading type novels, magazines or other materials that do not enrich a student's experience are forbidden. Personal electronic devices are not permitted unless known and approved in advance by head teacher.

Administering Medication

School personnel are not permitted to administer medicine of any kind, including head-ache or pain relief.

Substance Abuse

The goal of *WHAA* is to provide an environment that stimulates academic and spiritual growth. Substance abuse interferes with a student developing to his/her potential and, therefore, will not be tolerated. We expect our students to follow a drug free policy, which includes but is not limited to:

1. Being under the influence of mood altering substances, alcoholic beverages or illegal drugs
2. Possession of drug related paraphernalia
3. Abuse of prescription drugs by any student
4. Selling or distributing drugs
5. Possession or use of tobacco

Bloodborne Pathogens Exposure Control Plan

Bloodborne pathogens are possible infectious microorganisms in human blood that can cause disease in humans. These **pathogens** include, but are not limited to, hepatitis B (HBV), hepatitis C (HCV) and human immunodeficiency virus (HIV).

At Winter Haven Adventist Academy it is important for us to protect our students and our staff from any chance of infection, therefore, protective measures are taken when any child or adult experiences a fluid discharge. These discharges may include, but are not limited to:

- Minor injuries that occur within a school setting (such as bloody nose, scrape, minor cut)
- Initial care of injuries that require medical or dental assistance (such as damaged teeth, broken bone protruding through the skin, severe laceration)
- Care of students who exhibit behaviors that may injure themselves or others (such as biting, hitting, scratching)
- Cleaning task associated with body fluid spills (such as vomiting)

To be prudent, all blood or other potentially contaminated body fluids shall be considered to be infectious. As such, the following procedure will be used as a safety precaution:

1. Biohazard Bucket will be brought to location of the incident. Bucket contains:
 - Gloves
 - absorbent material
 - Small dust pan and brush
 - small trash bags for packaging of waste (multi – wrap)
 - Lysol or other disinfectant wipes
 - paper towels
2. Put on gloves and spread the absorbent material over protein spill. Allow time for spill to be properly absorbed.
3. Clean area thoroughly with dust pan and brush.
4. Place waste material inside small trash bag. Then place that trash big inside another.
5. Use disinfectant wipes to thoroughly clean infected area and dry with paper towels.
6. Remove gloves by turning them inside out and placing them in second trash bag.
7. Place that sealed bag into third trash bag and dispose of it properly.
8. Wash hands thoroughly.

Entering or Leaving the School Property

Because of the need for student protection and the school's general liability, **parents, or others, providing student transportation are NOT to allow students to enter or exit any vehicle which is stopped on, or parked within, the right of way of any public street or roadway.**

Students must be delivered properly onto school property and dropped near side gym entrance. **Drivers are to stay long enough to ensure their child/children are safely in the school building.** Also, because of the need for student protection and the school's general liability, no student is permitted to leave the school property at any time after arriving on the school grounds or before departure at the end of the day without making satisfactory arrangements with their teacher or the principal.

Religious Activities

Winter Haven Adventist Academy students are not required to be members of the Seventh-day Adventist Church or any other religious organization. However, the administration does insist that no student detract or weaken the spiritual character of the school or interfere with the benefit which might be received by those who wish to take advantage of the spiritual emphasis.

In addition, semester or quarterly programs involving ALL students are practiced and conducted at the Winter Haven Adventist Church and other churches in the area when requested. **All parents/guardians are requested to make provisions for their children to be involved in these special programs.** The programs are part of the Language Arts program and meet the Common Core and Sunshine State Standards for Speaking and Listening Literacy, as well as, North American Division Standards for Witnessing and Outreach. Therefore, any children not in attendance will experience a loss of participation grades in those subject areas.

Lost and Found

The school will hold lost and found items for a reasonable length of time. However, after every effort is made to identify the owner, the items are given to a local Thrift Store.

Conflict Resolution – Parent (or other individual)/ Teacher Concern Procedures

WHAA follows the Biblical steps of conflict resolution. (Matthew 18: 15-17)

1. Go directly to the teacher with the concern.
2. If the concern is unresolved, go to the school board chairperson, and you then address the concern together with the teacher.
3. If these steps prove unsuccessful and concern remains unresolved, a final appeal of the issue can be made to the School Board.

Home and School Association --- PIE Meetings

All parents/guardians of the students, as well as the school staff, are automatically members of the Home and School Association. This organization directly benefits members through its parent education programs and fund-raising activities. In addition to general meetings, which we refer to as PIE Meetings (Parents Involved in Education), the Home and School Association sponsors programs and projects within the school community. The organization meets regularly (usually once a quarter) and all parents/guardians are urged to become active members. Notice of the meetings are sent electronically to all parents.

This year the PIE meetings will be held on the Sundays following the four special church programs provided by the students. These will be brunch meetings, 10:00AM - 12:00PM. Please plan to have a family representative at each.

Home and School Association --- PIE Meetings -- GOALS

Goals for this co-operative organization of parents/guardians, teachers, and students are:

- 1) To foster cooperation and understanding among the various entities of the school.
- 2) To exhibit student academic progress.
- 3) To provide a forum for public presentations.
- 4) To assist the parents/guardians and students in a better understanding of proper school conduct and Christian Standards.
- 5) To promote and encourage fund raising on behalf of the Winter Haven Adventist Academy for special projects and purposes as approved by the WHAA School Board. All students and their families are required to help with fund raising projects.
- 6) To encourage fellowship and appreciation among families.
- 7) To enhance communication and build relationships and understanding.

VOLUNTEER SERVICE OPPORTUNITIES FOR WINTER HAVEN ADVENTIST ACADEMY

Parent volunteers are those parents who become involved in the school life of their children by offering their time, services and resources to benefit the school and its students. Parent volunteers are used in many ways to supplement and enrich our school programs. They help with field trips, in the classrooms during special events, and share their professional backgrounds or their heritage with our students, etc.

Each family is requested to support the school in anyway they can. There are many ways to serve our school. Listed below are just a few ideas, many other possibilities are available. Please let your teacher know how you can help throughout the school year. If you choose to do something that will bring you in contact with students, you will need to complete the background checks required in “Sterling Volunteers”.

- act as a classroom helper
- mentor or tutor students
- help children with special needs
- volunteer to organize clean or outside work projects
- help organize, cater, or work at fundraising activities such as bake sales or car washes
- act as a lunchroom or playground monitor
- help to plan and chaperone field trips or other events that take place away from the school
- help to plan and chaperone in-school events (PIE Meetings, Week of Prayers, or graduation)
- help provide healthy foods for snacks
- assist with sports and fitness programs
- help the school administrators prepare grant proposals, letter-writing campaigns, or press releases or provide other administrative assistance
- work as a library assistant or offer to help with story time or reading assistance in the school library
- sew costumes or build sets for theatrical and musical productions
- help students learn lines or music for programs
- help out with visual arts and crafts
- help students earn a Pathfinder or Adventurer honor
- provide transportation for field trips
- volunteer to speak in the classroom or at a career day or about a hobby or interest
- supervise or judge experiments at a science fair
- help maintain campus appearance through quarterly workbees -- playground, grounds and building upkeep

Winter Haven Adventist Academy Acceptable Use Policy for Internet

Winter Haven Adventist Academy has Internet access for student use. This document contains the Acceptable Use Policy for use of the WHAA Internet Access System.

A. Educational Purposes

1. WHAA Internet has been established for a limited educational purpose. The term “educational purpose” includes classroom activities, career development, and limited high-quality self-discovery activities. **Access to WHAA internet is a privilege and is granted only to those who follow this policy.**
2. WHAA Internet has NOT been established as a public access service or a public forum. Winter Haven Adventist Academy has the right to place reasonable restrictions on the material you access or post through the system. You are expected to follow the rules set forth in this handbook, as well as, local, state, and federal laws in your use of WHAA internet.
3. You may not use WHAA Internet for commercial purposes. This means you may not offer, provide, or purchase products or services through WHAA internet.
4. You may not use WHAA Internet for political lobbying, but you may use the system to communicate with elected representatives and to express your opinions on political issues.

B. Student Internet Access

1. All students with signed parental permission will have access to Internet World Wide Web information resources through the school computer lab or designated classrooms.
2. Students may send and receive e-mail WITH THEIR TEACHER through their classroom e-mail account with approval of their parents and teachers. All e-mails must be school-work related, and used as assigned for completing and submitting class assignments.
3. You and your parent must sign an Account Agreement to be granted an account on WHAA internet. This Agreement must be renewed on an annual basis. Your parents can withdraw their approval at any time.

C. Unacceptable Uses

The following uses of WHAA Internet are considered unacceptable:

1. Personal Safety

- a. You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, parent's work address, etc.
- b. You will not agree to meet with someone you have met online. This is very dangerous.
- c. You will promptly disclose to your teacher or other school employees any message you receive that is inappropriate or makes you feel uncomfortable.
- d. Use of "Chat" rooms is unacceptable. Appropriate and/or acceptable "Chats" MAY be set up by your teacher or administrator for school purposes ONLY.

2. Illegal Activity

- a. You will not attempt to gain unauthorized access to WHAA Internet or to any other computer system through WHAA Internet or go beyond authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purpose of "browsing" or "fun".
- b. You will not make deliberate attempts to disrupt the computer system or to destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. You will not use WHAA Internet to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal activity, threatening the safety of another person, etc.

3.System Security

- a. You are responsible for your individual accounts and should take all reasonable precautions to prevent others from being able to use your account or device. **Under no conditions should you provide your password to another person.**
- b. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems because this may be construed as an illegal attempt to gain access.

4.Inappropriate Language

- a. Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.
- b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. You will not post damaging or disruptive information.
- d. You will not engage in personal attacks, including but not limited to prejudicial or discriminatory attacks.
- e. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending those messages, you must stop.
- f. You will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Respect for Privacy

- a. You will not repost a message that was sent to you privately without permission of the person who sent you the message.
- b. You will not post private information or pictures about another person or yourself.

6. Plagiarism and Copyright Infringement

- a. You will not plagiarize work that you find on the WHAA Internet. Plagiarism is taking the ideas or writing of others and presenting them as if they were yours. Credit should always be given to the person who created the article or idea.
- b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have a question, ask your teacher.

7. Inappropriate access to material

Although WHAA is taking every precaution to block access to all unacceptable things on the Internet, incidents have happened, it should be clearly understood that access to any such material is strictly forbidden in any form.

- a. You will not use WHAA Internet to access material that is profane or obscene, that advocates illegal acts, violence, or discrimination towards other people.
- b. If you mistakenly access inappropriate information, you should immediately tell your teacher or another staff member. This will protect you against a claim that you have intentionally violated this policy.
- c. Your parents should instruct you if there is additional material that they think would be inappropriate for you to access. WHAA will respect the additional restrictions placed on you and we fully expect that you will follow your parents' instructions in this matter.
- d. You will not use WHAA Internet for non-educational games and purposes without permission of your teacher.

D. Your Rights

1. Free Speech

Your right to free speech applies also to your communication on the Internet. The WHAA Internet is considered a limited forum, similar to a school newspaper, and therefore Winter Haven Adventist Academy may restrict your speech for valid educational and moral reasons.

2. Search and Seizure

- a. You should expect only limited or no privacy in the contents of your files on the WHAA Internet. The situation is similar to the rights you have to the privacy of your desk.
- b. Routine maintenance and monitoring of WHAA Internet may lead to discovery that you have violated this policy, the rules set forth in this handbook, or the law.
- c. An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the rules of WHAA, or the law. The investigation will be reasonable and related to the suspected violation.
- d. Your parents have the right at any time to request to see the contents of your files.

3. Due Process

- a. WHAA will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through WHAA Internet.
- b. In the event there is a claim that you have violated this policy or the rules of Winter Haven Adventist Academy in use of WHAA Internet, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation before an administrator.

E. Limitation of Liability

Winter Haven Adventist Academy makes no guarantee that the functions of the services provided by or through WHAA Internet will be error-free or without defect. Winter Haven Adventist Academy will not be responsible for any damage you may suffer, including but not limited to loss of data or interruptions in service. Winter Haven Adventist Academy is not responsible for the accuracy or the quality of the information obtained through or stored on the system. Winter Haven Adventist Academy will not be responsible for financial obligation arising through the unauthorized use of the system.

F. Personal Responsibility

Remember that you represent Winter Haven Adventist Academy – at school, on trips, and on the Internet. Winter Haven Adventist Academy expects its students to be good ambassadors in all these situations.

When you are using WHAA Internet, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on a network you leave little “electronic footprints”, so the odds of getting caught are really about the same as they are in the real world.

The fact that you can do something or think you can do something without being caught does not make it right to do so. Even if you don’t get caught, there are always two persons who will know whether you have done wrong. The first is God, and the second is you. Your use of the internet can be a mirror that will show you what kind of a person you are.

G. Consequences of Violations

Consequences of violations of the WHAA Internet Acceptable Use Policy may include, but are not limited to:

1. Suspension or Revocation of Internet access
2. Suspension or Revocation of all Network privileges
3. School suspension
4. School expulsion
5. Legal action and prosecution by local, state, or federal authorities.

WHAA INTERNET – Student Account Agreement Student Section

Student Name _____

I have read Winter Haven Adventist Academy’s WHAA Internet Acceptable Use Policy. I agree to follow the rules contained in this Policy. I understand that if I violate any of these rules, my account use privileges can be terminated and I may face other disciplinary measures.

Student Signature _____ Date _____

Parent Section

I have read Winter Haven Adventist Academy’s WHAA Internet Acceptable Use Policy.

I hereby release Winter Haven Adventist Academy, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child’s use of, or inability to use WHAA Internet, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products and services.

I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth by Winter Haven Adventist Academy’s WHAA Internet Acceptable Use Policy. I will emphasize to my child the importance of following the rules for personal safety.

I give permission for Winter Haven Adventist Academy to issue an:

E-mail account _____ (initial to approve)

Limited Internet access (World Wide Web) account _____ (initial to approve)

For my child and certify that the information contained in this form is correct.

Parent Signature _____ Date _____

Parent Name (Please Print) _____

Parent e-mail _____

This policy is subject to be reviewed and updated at the discretion of WHAA administration.

**WINTER HAVEN ADVENTIST ACADEMY
BILL OF RIGHTS (2022-2023) STUDENT**

The three groups most involved in the day to day operation of *WHAA* are parents, teachers, and students. The success of the whole educational effort at *WHAA* is based on the good faith and cooperation of parents, teachers, and students. Each group has the right to certain basic expectations. With this premise in mind, *WHAA* stands behind the following documentation of the school's approach to both fostering and nurturing a cooperative, supportive, educational, and personal growth program.

Students Have a Right to Expect:

- 1) They will be treated with respect and consideration even when they are under discipline.
- 2) They will not be teased or harassed by fellow students.
- 3) They will be in a non-violent atmosphere where fighting for their right is not necessary.
- 4) They will always be able to ask teachers for help and receive it.
- 5) They will always be able to talk to teachers or the pastor about any problem.
- 6) They will be given the opportunity to master the academic subjects they will need to live and cope successfully in the modern world.
- 7) They will be given the opportunity to develop physical fitness.
- 8) They will be taught the moral values of honesty and integrity.

Student Pledge of Support

As a student of Winter Haven Adventist Academy, I agree to uphold the Christian principles upon which our school operates. I have read this Handbook and will perform all assigned duties to the best of my abilities.

Signature of Student: _____ Date _____

I'm happy to be a student at Winter Haven Adventist Academy.

**WINTER HAVEN ADVENTIST ACADEMY
BILL OF RIGHTS (2022-2023) PARENT**

Parents Have a Right to Expect:

- 1) Students will be safe.
- 2) Students will be expected to perform up to ability in all areas.
- 3) The school will communicate all relevant information concerning their students.
- 4) Teacher's lesson plans will use all available approved methods to give students the opportunity to master their subjects through a variety of learning styles and learning opportunities.
- 5) Teachers will be available for conference as needed.
- 6) Students will be supervised at all times.
- 7) Students will be taught Christian value

NOTES FROM PARENT OR CHILD

Parental/Guardian Pledge of Support

Whereas, the success of Winter Haven Adventist Academy depends on the full cooperation of the School Board, the Teachers, Parents, Guardians, Students, and Supporters, and as a parent or Guardian who has read the WHAA Handbook and understands the policies and principals of operating this school in its task of providing a safe and effective Christian Learning Center, I pledge my support and my positive influence.

Signature of Parent: _____ Date _____

I'm happy to have my child at Winter Haven Adventist Academy.

**WINTER HAVEN ADVENTIST ACADEMY
BILL OF RIGHTS (2022-2023) TEACHER**

Teachers Have a Right to Expect:

- 1) They will be treated with respect and consideration.
- 2) They will be the first person called when a misunderstanding occurs.
- 3) They will be supported in all efforts by parents and constituents.
- 4) They will have the teaching materials necessary to do the job.
- 5) They will have the volunteer support needed.
- 6) Students will cooperate with teachers and fully participate in all activities.

NOTES FROM ADMINISTRATOR OR TEACHER

Teacher/ Administrator Pledge of Support

Whereas, the success of Winter Haven Adventist Academy depends on the full cooperation of the School Board, the Administration, the Teachers, Parents, Guardians, Students, and Supporters, and as an Administrative Teacher who has read the WHAA Handbook and understands the policies and principals of operating this school in its task of providing a safe and effective Christian Learning Center, I pledge my support and my positive influence.

Signature of Administrative Teacher: _____ Date _____

**I'm happy to have the opportunity to work with your family as your child attends
Winter Haven Adventist Academy.**