
WESTMINSTER ACADEMY



Parent & Student Handbook
Academic Year
2019-2020

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Policy Statements

Mission

At Westminster Academy, what we believe is the foundation for all that we do. Our name reflects our belief from the Westminster Catechism that the chief end of man is to glorify God, and to enjoy Him forever. We believe that parents are responsible for the education and character development of their children. Therefore, at Westminster Academy we seek academic excellence under the Lordship of Christ within an administrative structure that enables parents to direct their child's education, in a community in which each person treats another with the utmost respect.

Statement of Faith

1. We believe there is one eternal God existing in three persons: Father, Son and Holy Spirit.
2. We believe the Bible is the Word of God, verbally inspired and inerrant, and is the supreme and final authority in faith and life.
3. We believe God created the Heavens and the Earth and created man in His image.
4. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God.
5. We believe that humankind, by disobedience, fell from a sinless state at the suggestion of Satan. This fall plunged humankind into a state of sin and spiritual death and brought upon all humanity the sentence of eternal death. From this condition, regeneration by the Holy Spirit is absolutely necessary for salvation. By God's grace only, through faith alone, are we saved from our sin.
6. We believe Jesus Christ is God manifested in the flesh, born of a virgin; He lived a sinless life, suffered and died on our behalf, and He arose bodily from the grave, ascended to the right hand of the Father and is coming again in power and glory.
7. We believe faith without works is dead. The present ministry of the Holy Spirit is to indwell (live within) the Christian, enabling him to live a godly life.
8. We believe that God's design for marriage is the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other.
9. We believe there will be a bodily resurrection of the saved to life and of the lost to damnation.
10. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

Philosophy of Education

Westminster Academy is a Christian educational body and, as such, all subjects will be taught from a Biblical worldview. Our deepest and common conviction is that "the fear of the Lord is the beginning of wisdom." All of life, including every educational pursuit, is under the Lordship of Jesus Christ.

We recognize that there is validity in a number of different approaches to secondary education as a means of working out the Lordship of Jesus Christ. We do not prescribe methodologies or a single philosophy of Christian education. We believe that it is the parent's responsibility to choose the courses and methods of education which they believe are most appropriate for their own children, and to hold their children accountable for both their behavior and their academic work. We also believe that the Lordship of Jesus Christ imposes upon us the obligation to seek and work for excellence in every academic activity. We will not be satisfied with mediocre teaching or mediocre work.

General Information

Location, Mailing and Internet Addresses

Westminster Academy at Third Church
500 Forest Avenue
Henrico, Virginia 23229

On-site telephone: (804) 285-4523

Billing or registration information: betsy.logan@westminsteracad.org

Web site: www.westminsteracad.org

On-line access to account information, schedule and grades: www.renweb.com

Upon logging on, use access code first time only, then enter screen name and password. After initial log-in, use only your screen name and password.

Facilities

Third Church has granted us the use of designated classrooms their education building. Tables, chairs and blackboards are provided in each classroom. A study hall is available for students between classes.

Administration

The Academy is governed by a Board of Directors consisting of:

Chairman: Darin Smith
Vice-Chairman: James Wheat

Pattie Fagan	Mary Ann Easterling	Melissa Espigh	
Karl Kuder	Lori Kuder	Ashley Wheat	Jill Smith
Amy Voelzke	Will Voelzke	Al Yancey	Sue Yancey

Staff

Director: Mary Ann Easterling
Registrar: Betsy Logan
Finance Administrator: Pattie Fagan
Office Administrator: Kristen Brown

Class Cancellations

Cancellations for snow or other reasons will be announced on WWBT-TV, Channel 12, e-mail and on the Westminster voice mail message.

Parking

To promote student safety during lunch and recreation, the rear parking lot will be closed each Tuesday and Thursday between the hours of 10 a.m. and 2 p.m. Parking is permitted within the cone/rope barrier before 10 a.m. and after 2 p.m. only for a short 5-10 min duration. When there is inclement weather that forces lunch and recreation indoors, parking in the rear parking lot is permitted.

Westminster staff, teachers and students will park their own vehicles in the far parking lot across Silverspring Drive.

Drop Off and Pick Up for Middle and High School Students

The covered entrance across from the playground will serve as Westminster Academy's entrance to and exit from the building. Parents must display their name sign in the vehicle's window so the security guard can see it. Each vehicle must wait in line until they reach the stop sign by the security guard and only drop off/pick up their students at that time. Please ensure that students are ready to drop off quickly. During pick up, if students are not outside and ready to quickly enter the vehicle, please circle around or park behind the cone/rope barrier to wait for students after checking in with the security guard. When exiting the parking lot, please turn left only and proceed down Silverspring Drive back to Forest Avenue. Please do not enter the exit side of the parking lot.

If a different person, who does not have a name sign, is dropping off or picking up students, please email the Westminster administration. Parents are responsible to apprise Westminster Academy daily of any changes to the responsible person who will drop off or pick up their student.

Dropping off and picking up students from the parking lot across Silverspring Drive is not permitted.

Drop Off and Pick Up for Elementary Students

In addition to the previous rules for drop off and pick up, all Elementary students, upon exiting their last class, will proceed directly to either the first floor hallway or Study Hall, where they will wait for the Security Guard to call them. Elementary students may not exit the building until they are directed to do so.

Telephone Use

Telephone calls by students may be made in the Westminster Office. There is no charge.

If a student desires to use a cell phone in the building it must be used **only** in the Westminster Office.

Copier/Printer Use

Students may make copies or have a document printed in the Westminster Office at the rate of 10 cents per page.

Parent Policy

Westminster is a parent-based academy and strives to strengthen the family as the primary social and educational unit instituted by God. In all that Westminster does, the administration and teachers will endeavor to respect the God-given authority of parents to educate their children.

Parent involvement and student cooperation are essential for the accomplishment of spiritual and academic learning. To that end, Westminster parents must agree to the following:

Westminster Statement of Faith

- At least one parent must agree with and sign the Westminster Statement of Faith.

Virginia Law Requirements

- Families must be in compliance with the home schooling laws of the state of Virginia (section 22.1-254.1 of the code of Virginia (1950) as amended).

Rules and Regulations

- Parents must review the student policy section of the Westminster Handbook with their student.
- **Parents are required to report any behavioral, psychological or medical changes to the Director whenever they occur.**
- Families must abide by the Academy's rules and regulations including the procedure for student discipline.
- **Parents must not contact students by cell phone or text messaging while the student is in the church building.**
- Parents are responsible for notifying the Westminster Office when their student will be absent.
- Parents are responsible for keeping abreast of e-mail messages from the administration and their student's teacher.
- Parents must ensure that their children are adequately prepared for each class and that missed work is completed in a timely manner.
- Parents must drop children off just prior to their first class and pick them up *promptly* at the end of their last class. A student should not be at the facility longer than a half-hour prior to a scheduled class; they should be picked up within 15 minutes of the end of their class. The security guard will send them to the Study Hall if they are in the parking lot area longer than 15 minutes. Students

shall not remain unsupervised on the property if they are not in supervised classes or study hall, on lunch break or in scheduled Academy functions.

- Parents will notify the Director or staff member on duty in the office before entering or auditing any ongoing class.
- Parents should address concerns regarding the class performance or behavior of their children with the appropriate teacher. If issues are not satisfactorily resolved, the parent may then involve the Director.
- In order to guarantee a student's place in a class, parents are required to complete the "Parent Confirmation" that will be mailed to them in a July packet. This confirmation is a commitment from the parent to Westminster Academy that the parent will pay the tuition for their student's classes to completion of the academic year. This is necessary for Westminster Academy to guarantee a definite income for each of our teachers and enable us to retain excellent teachers who love their students and our Lord Jesus.

Financial Agreement

- Parents agree to adhere to the timetable for payment of Academy fees. Quarterly payments of fees listed in the Westminster catalog are due August 1, October 15, January 15 and March 15. Payment for copy fees, textbooks and lab fees are due when the teacher requests.
- **August 1 is the deadline to drop classes.** Parents are responsible for the full tuition for any class once the drop period ends. Exceptions are granted for transfer of families out of town, in cases of severe illness or by review by the Finance Committee.
- Parents understand that report cards and/or transcripts will be withheld until all tuition payments are brought current.
- **In case of payment delinquency (quarterly tuition 15 days past due) the student will be held out of class until tuition is paid.**
There will be a \$50.00 charge for all returned checks. All payments afterward must be paid with cash or money order.
- **At any time during the school year, should a family request a payment arrangement other than the quarterly due dates stated above (and agreed to by signing the Class Confirmation and Parent Agreement), a one-time administrative fee of \$50 will be assessed for an agreed payment plan. If no alternative payment schedule is arranged and a payment is received more than 14 days past the due date, a fee of \$25.00 will be assessed per late payment.** Westminster does not offer benevolence or scholarships to families in financial need.
- When students are enrolled in full classes, the parent must reserve their place with a \$50 deposit. This deposit is non-refundable.

Volunteerism

Every family is expected to volunteer their time and resources to events and projects Westminster Academy sponsors. At the start of the year, each family is billed sixty dollars (“Volunteer Fee”) on their account. The Volunteer sign-up sheet lists opportunities and their value the parent can do to reduce their Volunteer Fee. Their participation will be recorded by the activity’s coordinator or the Office Manager.

Grievance Policy

A parent who has a disagreement with Westminster administration or a teacher should first address that party in order to come to an understanding. If satisfactory agreement is not reached, the parent may obtain a Grievance Form from the Westminster Office. Upon completion, the parent will submit the form to the Westminster Board of Directors for consideration.

Student Policy

Even a child is known by his actions, by whether his conduct is pure and right. Proverbs 20:11

Westminster Academy recognizes that students are best able to reach their full potential under the Lordship of Jesus Christ when they follow a few maxims that help guide general behavior. We sincerely believe that when students conduct themselves in a godly manner, their performance in the classroom as well as their outlook toward their teachers and peers improve. It is the policy of the Academy to foster a community wherein all individuals are treated with the respect and dignity due a child of God.

Academic excellence under the Lordship of Christ should be the aim of every student who attends Westminster. Therefore, diligence to achieve is expected in the classroom and particularly on homework.

Homework

Because 51%+ of the work for classes is completed at home, preparedness for class holds the utmost importance in the Westminster model of education. Students who are prepared for class have accomplished more than a week's worth of material in our model.

For the purposes of this discussion, all classes that have a semester exam are considered a high school course.

Elementary and MS classes - teachers will issue a homework report for incomplete or missing homework. On the 4th green slip the teacher/Director will issue a yellow conduct slip. The green slips start over after the yellow slip is issued.

HS - Teachers will either take points off for incomplete or missing homework or have the option of placing an "M" (for missing) in the homework slot. If the student starts to show a pattern of this behavior, the teacher will contact the parents. There will be no yellow conduct slips issued for missing or incomplete homework. The teacher will send e-mails to the parents when they update the grades on Renweb.

Absenteeism

Students who are absent the equivalent of a month in a class **for any reason** could lose credit for that class. For classes that meet once per week, four absences are unacceptable; for classes that meet twice per week, eight absences are unacceptable; for classes that meet three times per week, twelve absences are unacceptable.

Above all, our goal is for our students to learn the material to the best of their ability. It is not our intention to penalize students who have medical problems. However, work that continually goes undone presents a hardship to the teacher.

Therefore, students are expected to have homework or be prepared to take scheduled tests unless the parent sends a signed note stating that the student was too sick to study or do the homework. The note must be written by the parent and signed. (If the student has several classes at Westminster, they may have copies made in the office).

All missing homework assignments/tests are then due the class period following the day the student returns. If this presents a hardship for the student, the parent is to contact the teacher immediately to develop a plan of action.

If the parent does not send a note to the teacher, the teacher will assume that the student is prepared for class. The homework policy written above then applies.

Students who miss a class are responsible for the assignments they miss. It is not the teacher's responsibility other than to make all assignments available at the Renweb site. The student is also responsible to obtain notes from classmates, not the teacher.

If the absence was planned, tests and assignments must be made up within one class meeting. The grade on assignments or tests that are not completed on time will be dropped one grade level for every calendar day they are late.

Students who are absent from classes on a planned vacation should plan to pay the teacher for extra tutoring once they return if they have difficulty understanding the material they missed. This may be particularly needed in the sciences and math.

Final Exam Exemption

Students must first declare themselves as seniors by having their parent sign the Senior Declaration form in the Westminster Academy Office by the published deadline. Seniors who have maintained an "A" average in a class through the first three quarters plus four weeks will be exempt from taking a final exam for that class. Only one exemption will be honored either junior or senior year but not both.

Annual Evaluation

For new students, the first year is a probationary year. However, all students will be evaluated by their teachers as to their continued suitability to our model of education. The teacher will gauge classroom engagement, preparedness for class, parental support and involvement, consistent attendance and academic effort. The Board of Westminster Academy believes that it is important that our students desire to be at Westminster Academy and that they gain the most possible from their experiences in the classroom.

Inclement Weather

Westminster Academy does not make up days/classes missed due to inclement weather. Instead, the student is expected to work on assignments/tests sent by the teacher via Renweb or email. Parents and students are expected to check Renweb and email consistently and particularly during inclement weather.

General Conduct and Regulations

Respect for Others

- The community of Westminster fosters a surrounding dedicated to dignity, compassion and common respect among staff and students. We seek to establish an atmosphere where qualities of Christ's example and character will prosper and grow.
- We abide by Biblical principles of Christian conduct consistent with our Statement of Faith.
- At all times, all adults are to be respected and obeyed. Disagreement with an adult never warrants disrespect or argument. Westminster Academy has an appeal process that students may use if they disagree with an adult's decision

The following are prohibited:

- Any inappropriate physical display of affection between students including without limitation to kissing, hugging, holding hands etc.
- Physical fighting, hitting or shoving.
- Use or possession of tobacco or vaping products, illegal drugs, cannabis in any form, or alcohol.
- Possession of any firearm, fixed-blade knife, folding knife with a blade three inches or greater, or any other item which in the judgment of the Director is a dangerous weapon.
- Poker and/or gambling.

These behavior expectations apply to all on-campus activities as well as social and class field trip events.

So in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets. Matthew 7:12

Respect for Our Facility

- Students will keep the academy facility and grounds clean, orderly, and in a manner that shows an attitude of gratefulness. They exhibit this by cleaning up after themselves.
- Students are asked to exercise safety while properly caring for all of Third Church's furnishings and equipment. Sitting in open windows, on tables or bookcases, kitchen counters and rocking in chairs is not permitted during school hours.
- Students who plan to tutor during regular school hours and receive remuneration are expected to arrange this with the Office Manager. A fee of \$1.75 per hour will be paid to Westminster Academy. Students may not tutor during the hours classes are not in session.

- Specific conduct regulations are listed under Student Discipline (page 16).
- Mopeds, skateboards, scooters and in-line skates are prohibited on church property during school hours.
- Any incident of vandalism, which includes writing on walls or bulletin boards and defacing desks, furniture, or other Academy or church property, will result in restitution, apology and penalty.
- Food and drinks are to be consumed only in kitchen or outside; food and drinks may not be taken to class or study hall unless a documented medical condition warrants it.
- Sitting on counter tops or using church supplies is prohibited. Students are responsible to clean up after themselves.

Respect in the Classroom

- Disrespect and disruptive behavior will not be tolerated.
- Students must be prompt for class and wait quietly for the teacher.
- All assignments must be completed by students before class. This is essential to our model of education where classroom time is at a premium.
- Students must take responsibility for obtaining and completing, in a timely manner, any work missed due to absence.
- Students may not sit in classes for which they are not registered, unless the director's permission is given prior to class.
- Any device with internet connectivity, whether cell phone, smart watch, iPod, iPhone, blackberry, DVD or CD player, or laptop, etc. that is used without permission while in Third Church, will be turned into an adult and kept in the Westminster office until the student is ready to depart.

When arriving at school, the phone/device must be turned off and placed in the backpack and must stay there until the student is outside of the building, leaving for the day. This includes lunch, study hall, classes, and high school lounge. Any infringement of this rule will result in the phone being kept in the office and a yellow slip given to the student.

Teachers may provide exceptions for academic purposes in their classroom.

Tardiness Policy

When a student arrives late at Westminster Academy his/her first stop will be the office, where he/she will obtain a tardy slip which must be shown to the teacher in order to gain entrance to the classroom. When the student accumulates six of these in one semester, the parent will be notified and the student will go to study hall.

Visitor Policy

Students desiring to bring a visitor to attend class at Westminster Academy **must** clear the visitor first through the Director. Upon arrival, check in with the Security Guard who will verify the visitor and provide instructions to proceed to the Westminster office for a name badge.

Study Hall

- Students in study hall are expected to study and refrain from talking or any behavior that would be disruptive or prevent others from studying. Written work will be assigned to those students who come unprepared to study.
- Roll will be taken in the study hall.
- Permission must be given for students to leave the study hall.
- Study hall monitors will strictly enforce attendance and behavior policies. Monitors will issue Conduct Slips if a student does not observe these rules.
- Students who, in addition to their parents, have signed a use of computer agreement, may use it for educational purposes in the Study Hall. Word, Excel and educational software only are allowed.

High School Lounge

- Parents must give written permission for their student to use the lounge in place of a study hall.
- The high school lounge is a privilege granted only to high school students who maintain at least a 2.5 GPA.
- Roll is taken in the High School Lounge.
- The lounge is a privilege which the administration of Westminster can revoke at any time.
- No computers or electronic devices may be employed.
- The adult monitor will give a Conduct Slip if misbehavior is observed
- Students who sign out to leave the building must first check in with the High School Monitor or the Lunch time Monitor.
- Students who sign out to leave the building must leave the grounds of Third Church, including the parking lots. When returning they must sign in at the office then go directly to the high school lounge.
- High school students who have been given written parental permission to walk off campus may do so after all their classes and extra-curricular activities, including SAC, are **completed** for the day. They must be picked up at that off

campus location. Due to safety concerns we do not want students to be traversing Forest Avenue on foot as a matter of course.

- Students below the ninth grade may accompany an older **sibling** across the street with parental permission. They may not return to the Third campus on foot. They must be picked up at the off-campus location.
- Given parental permission, students may drive off campus and return.
- Blue Conduct Slips result in a 30-calendar day suspension of lounge privileges.

Lunchtime and Playground Behavior

- The church's playground equipment is for the use of children 12 years old and younger **only**.
- Students are required to keep the grounds free from trash.
- During the lunch period, students may gather **only** in the rear parking lot area in view of the playground monitor.
- Outside activities must be approved by the playground monitors.
- Basketballs for use on the basketball court, and soft playground balls may be used for games during the lunch hour. Hard balls such as soccer balls, volleyballs and baseballs are prohibited.
- Students may use the picnic tables in the playground area if they clean up behind themselves.
- Sitting **in** or **on** parked cars during the lunch hour is prohibited.
- **Walking to the shopping center or in the neighborhood during lunch or between classes is prohibited and will result in a Blue Conduct Slip.**
- Students should always bring a coat for lunchtimes outside.
- Loitering in either parking lot is prohibited. Upon the completion of classes for the day, students should vacate the premises.

Permission to Leave Campus

- Form may be obtained in the Westminster Office.
- Form must be completed and signed before student is allowed to leave campus.
- Gives parental permission for student to walk off campus after classes are completed
- Student may not return to campus
- Student is picked up off campus

Electronic Devices

- All cell/smart phones as well as iPads, iPods and mp3s must be turned off and kept in backpacks the entire school day. When arriving at school, the phone must be placed in the backpack and must stay there until the student is outside of the building, leaving for the day. This includes lunch, study hall, classes, and high school lounge. Any infringement of this rule will result in the phone being kept in the office and a yellow slip given to the student.
- Any device, whether cell phone, ipod, iphone, blackberry, DVD or CD player, or laptop that is used without permission while in Third Church, will be turned in to an adult and kept in the Westminster Office until the student is ready to depart.

Student Driver Conduct

- Driving is a privilege and a responsibility. Students must operate their vehicle with the highest regard for safety and courtesy, *especially in the parking lots*. **This includes the use of seat belts for all passengers.**
- Student drivers who have written permission from their parents to leave in between classes must sign out in the office before leaving the premises.
- Students who drive will park their cars in the far parking lot across Silverspring Drive. Students may not park in the Fellowship Hall parking lot.
- Students' cars are to be parked correctly within the spaces.
- Before any student may ride with a student driver, written permission from both the driver's parent and the passenger's parent must be on file in the office.
- In consideration of our neighbors, students should keep car radio volume low.

Medications

All prescription medications, except inhalers, epinephrine (Epi-Pen) and Diphenhydromine (Benadryl) must be kept in the Academy's office with a note attached giving permission and instructions from parents. All medications will be kept in a locked drawer. Students may come to the office between classes to take their medications.

Dress Code

Westminster Academy reserves the option to notify students regarding appropriate dress for a church setting. Our dress code is intended to give a concrete, practical witness for the Academy's commitment to honoring God and discipling students.

Modesty, decency, and propriety in dress are encouraged. Clothing should be neat and clean and functional rather than worn to gain attention or enhance social status. An emphasis on godly character and countenance should supersede any focus on body and apparel, and should demonstrate respect for the entire Westminster community.

Let no one look down on you because you are young, but rather in speech, conduct, love, faith and purity, show yourself an example of those who believe... Pay close attention to yourself and to your teaching; persevere in these things; for as you do this, you will insure salvation both for yourself and for those who encounter you. 1 Timothy 4:12, 16

Standards for Dress

Note: Students who are not in compliance with our dress code will be issued a Yellow Conduct Slip and, when possible, will be given alternate clothing to wear if practical. This will allow the student to continue going to classes. If a change of outfit is required, the parent will be called.

- Jeans, pants, shorts and skirts should be worn at the natural waistline with **no exposure of the midriff or undergarments**.
- Printing on T-shirts, sweatshirts, and other clothing should be limited to simple corporate logos or reflect Biblical principles and godly character.
- Clothing should be clean, appropriate for scheduled school activities, neat and in good condition **with no holes**.
- Fashion extremes such as excessively baggy, oversized, or ripped clothing, unnatural ghoulish hair color or makeup, etc. are not considered appropriate attire for a church setting.

Girls

- Girls may only wear necklines that are no lower than 3 inches from the top of the collar bone. A 3X5 card could be used to check this.
- Girls may only wear pants, jeans. Bermuda shorts, dresses and skirts may also be worn, but must fall no higher than 3 inches from the top of the knee cap.

- Any tight-fitting knit leg coverings, including leggings, tights, and yoga pants, may be worn only with a top/skirt/ dress that is no more than 3 inches above the knee.
- Due to the nature of this situation, if the student does not have a change of clothes the parent will be called to bring one.
- Tank tops, camisoles/tops with lingerie straps or halter tops are not allowed.

Boys

- Boys may wear only pants, jeans, Bermuda shorts or athletic shorts.
- Boys will remove their hats in the church building.
- Boys may not wear tank tops.

These guidelines for dress also apply to all Westminster Academy special events, such as dances, talent show and graduation, both on and off campus. For a more detailed explanation with visual guide, please see the “Special Events Guidelines” document.

Bullying

The families, faculty and staff of Westminster Academy desire the best educational setting for students. We are dedicated to respecting the God-given dignity of each member of the Westminster community as individuals created in the image of God. We are therefore committed to promoting an environment where students can learn in an atmosphere that is free from bullying of any kind.

Definitions

What is bullying? Bullying is any behavior, verbal or non-verbal that is intended to cause physical, emotional, psychological or social harm to another. Bullying may be direct (face-to-face) or indirect. Bullying behavior can escalate into more aggressive behavior over time. Bullying may be perpetrated by one person or by a group. Although both genders use physical and non-physical tactics, traditionally boys tend to bully physically while girls tend to use social exclusion and gossip as weapons. Some examples of bullying behavior include:

1. Physical actions, such as hitting, kicking, punching, pushing, tripping, shoving, spitting on, poking, unwanted touching. Physical bullying can also include rude gestures, blocking, taking or damaging another's property, extortion of money or other items, and making someone do something they otherwise do not want to do.
2. Verbal behavior, such as name calling, teasing, bossing, threatening, and making fun of another's appearance, cultural background, or actions.
3. Indirect actions, such as exclusion from activities or social groups, gossip, spreading false rumors, circulating inappropriate notes, photos, images, or drawings, using others to threaten, intimidate or humiliate another, and encouraging others to violate this policy. Indirect bullying can occur by sending an electronic message or posting information on a website about a student, faculty or staff member of Westminster Academy that is in violation of this policy. This means that bullying can occur via text messages on cell phones, via email, or on social media (*e.g.*, Facebook) postings.

Parental Involvement

We recognize that not all bullying-type behaviors should be considered bullying in violation of this policy. Some children inevitably will make immature decisions. Unfortunately, technology can rapidly multiply harm. Therefore, parental involvement in their student's access to technology is a key to preventing and remediating bullying.

Evaluation and Consequences

Because bullying has the potential to create severe consequences, all bullying behaviors will receive disciplinary review and an appropriate response. Faculty and staff members are required to report any occurrence of bullying behavior they observe, or that is reported to them. Parents and students who observe bullying behavior, or learn of an occurrence of bullying, are encouraged to notify a teacher or a staff member as soon as possible. We do not tolerate reprisal or retaliation against anyone who reports an act of bullying. The consequence and appropriate remedial action for a person who engages in bullying, or in any reprisal or retaliation, shall be determined by the administrator after consideration of the nature, severity and circumstances of the act, and may include losing the privilege of being part of the Westminster Academy community.

Honor Code

In all your ways acknowledge Him, and He will make your paths straight. Proverbs 3:6

Westminster students are expected to be honest in every aspect of academy life. The Honor Code implies a trust that each student will do his/her own work and will use the property of others only with the permission of the owner. Students will at all times be truthful and will use their influence to encourage honorable conduct among all fellow students.

Lying, stealing, cheating and the toleration of such acts are unacceptable at Westminster Academy. Offenses include but are not limited to the following:

1. Plagiarism: copying passages from works of other writers, such as books or magazines.
 2. Cheating on tests in any way, including the use of a cheat sheet or looking at another's paper.
 3. Sharing, receiving or copying homework unless specifically authorized by that subject's teacher.
- Students must report any incidence of cheating to the teacher.
 - Students may be asked by teachers to sign a pledge as follows: On my honor I pledge that I have neither given nor received any help on this work.
 - Tests taken at home must follow the same procedure as in the classroom; the adult does not help and studying must take place **before** looking at the test. The textbook is not used unless authorized by the teacher.
 - Tests taken at home, upon completion, shall be enclosed in an envelope and the parent shall sign the flap of the envelope.

If a student informs the administration or staff of an honor violation, that student will remain anonymous.

Student Discipline

Westminster Academy has designed disciplinary procedures that involve parents and ensure a positive learning environment for all students. The disciplinarian's goal is always to discern and speak to the hearts of the students. A system of Conduct Slips will be used to communicate to parents any infractions of the Academy's rules and regulations as follows:

Homework Report - Communication Slip for Middle Schoolers

A middle school student who is unprepared for class, but who shows that he/she made an effort to complete homework, will complete a Homework Report. The teacher will check the report and give the top part to the student to take home for parent signature. The signed report is to be returned the next class meeting.

Yellow Conduct Slips

Yellow Conduct Slips will be issued by teachers or adults in charge for, but not limited to, the following infractions:

1. Dress code violations.
 2. General disrespect
 3. Class disruption
 4. Playground and lunchtime rules.
 5. Study hall and student lounge rules.
 6. STUDENT DRIVER GUIDELINES
 7. Horseplay, running or rough play in the building.
- Yellow Conduct Slips must be signed by the student's parent and returned to the teacher the next class day or acknowledgement by email with the Office Admin.
 - Consequences of a second breach of the same misbehavior will include verbal contact with the student's parents and the assignment of a handwritten one-page report with the intent of reminding the student of Christ's example and/or response to like behavior. *For Instruction in Righteousness* will be offered as a source book for the report. The finished assignment must be turned in to the Academy office on the next day classes meet.
 - A 3rd Yellow Conduct Slip for the same offense will elevate the status to a Blue Conduct Slip, with resulting consequences (listed below). The Director will issue this slip.

Blue Conduct Slips

Blue Conduct Slips will be issued by teachers or adults in charge for, but not limited to, the following infractions:

1. Any serious misconduct as outlined in the section on General Conduct and Regulations.
 2. Use of profanity including the improper use of the Lord's Name.
 3. Skipping a class or study hall without permission.
 4. Leaving the premises without permission.
 5. Driving dangerously or without enough seat belts for riders or failing to adhere to new driving laws.
 6. Honor Code Violation
 7. Receiving a 3rd Yellow Conduct Slip for like behavior.
- Blue Conduct Slips must be signed by the student's parent and returned to the adult who issued it the next class day.
 - Blue Conduct Slips will result in the immediate loss of privileges, including use of the student lounge for a probationary period of 30 calendar days.
 - For the first offense, a two-page handwritten report will be assigned and due the next day classes meet. The parents will be called.
 - For a second offense per year, the student will be immediately sent to the Westminster Office and his/her parents called. The parents, administration, and the Policy Committee must meet before the student may return to class. The second offense may result in suspension or expulsion.

Appeal Process

If a student disagrees with an adult's decision, he/she may use the appeal process. An appeal form may be obtained in the Academy office. It must be completed, including all signatures, and returned to the office. The appeal is given to the Policy Committee. The Policy Committee will gather all the facts. The student will be given the opportunity to make his/her case before the Policy Committee.

Suspension or Expulsion

The following infractions may result in a recommendation for suspension or expulsion from Westminster Academy:

- Honor code violations.
- Bullying
- Possession or use on Third Church property of tobacco, illicit drugs, alcohol, or weapons.
- Physical fighting.
- Gross misconduct.
- A second serious misbehavior (Blue Conduct Slip).

Individual cases will be presented to a hearing committee composed of three members of the Discipline and Policy Committee, the Director and anyone else deemed necessary for the decision-making process. The student and parents will be in attendance as the case is presented to the committee. The committee will hear evidence and arguments, deliberate the case, and document appropriate disciplinary actions.

In cases where suspension is recommended, during the suspension period, the student, under the supervision of his or her parents/guardians, must keep up with his or her schoolwork. All assignments and tests missed during the period of suspension must be completed. All assignments will be due upon return to class and all tests will be made up as determined by the individual teachers either proctored at home or in Study Hall upon return to school. Furthermore, the suspended student must also submit a short essay on the reasons they were suspended and what they have learned from it. After returning to Westminster Academy, there will be a period of probation determined by the hearing committee.

The hearing committee may recommend additional consequences for the student on a case by case basis.

Arbitration

All families, teachers and staff of the Westminster Academy community have agreed to abide by a system of arbitration in an effort to settle any disputes that may arise. The agreement was indicated on the Family Application and the employment contract. The agreement reads as follows:

"The parties to this agreement mutually agree to submit any dispute arising under this agreement to binding arbitration with Christian Classical School Arbitration Association. This includes all disputes arising out of or related in any way to this agreement or any rights or obligations created hereunder, whether sounding in tort or contract, whether cognizable at law or in equity, and whether governed by state or federal law. This clause is a fundamental inducement for the school to enter into this agreement, and it is to be construed broadly to the maximum extent permitted by law. In any arbitration arising under this paragraph, the arbitrator shall apply the substantive law of the Commonwealth of Virginia, without recourse to the choice of law rules thereof. Should any claim asserted in said arbitration arise under federal law, the arbitrator shall apply that law as interpreted by the United States Court of Appeals for the Fifth Circuit. The location of any arbitration hearing shall be the City of Richmond, Virginia. Should either party breach this agreement by threatening or filing suit in court, the other party may recover its costs and attorney's fees expended in enforcing this agreement to arbitrate."