

# WALKER MEMORIAL ACADEMY

## HANDBOOK



2020-2021

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*Walker Memorial Academy is accredited by the Middle States Association, National Council for Private School Accreditation and the Seventh-Day Adventist Church North American Division.*

**The provisions of this handbook do not constitute a contract, express or implied, between any applicant, student, or employee and the Florida Conference of Seventh-day Adventist and/or Walker Memorial Academy. The Florida Conference and/or Walker Memorial Academy reserves the right to modify and/or amend this Handbook at any time, with or without notice, including, but not limited to, the right to change any of the rules and policies relating to admission, instruction, discipline, and graduation. In addition, the right to withdraw curricula and specific courses, alter course content, change the calendar, and to impose or increase fees is similarly reserved. Such changes become binding and enforceable upon communication to parents and students. Such communication may occur via email, regular mail, newsletter, and/or posting to the school's website.**

**Revised July 2020**

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## WMA HISTORY

Walker Memorial Academy was established in 1947 to provide a Christ-centered education for elementary age students of the Seventh-day Adventist Church in Avon Park, Florida. The school reached Junior Academy status during its first decade of operation. A Kindergarten curriculum was added in the early 1980's. Walker Memorial Academy offers a Kindergarten through Twelfth Grade curriculum for Seventh-day Adventist constituents and families of other denominations committed to Christian education in the tri-county region of Highlands, Polk, and Hardee Counties of Central Florida.

Walker Memorial Academy's philosophy is to integrate the beliefs and ideals of the Seventh-day Adventist Church, focusing on the physical, mental, social and spiritual aspects of each student through its Christ-centered curriculum. An attitude of service fostered in each student toward his fellow man is encouraged. The optimal goal is to prepare each student to be a caring, giving and productive member of society and one whose ultimate citizenship is in Heaven.

Walker Memorial Academy is committed to excellence and innovation in order to provide a dynamic, well-rounded curriculum so that students will have opportunities to obtain thinking skills in addition to acquiring academic facts. The student body, which exhibits ethnic diversity in a rural setting, is led by dedicated individuals of various talents. Because the members of the Adventist Christian community place a high value on education, they provide many active support groups which allow for a school that is well-equipped, technologically current, and able to offer a wide variety of experiences and services to its students.

As a service-oriented organization, Walker Memorial Academy is accredited by the *Middle States Association of Colleges and Schools*, the *Florida Association of Non-Public Schools*, the *Seventh-day Adventist Board of Regents* and the *National Council for Private School Accreditation*. The school is governed by a board of various members and leaders of the Avon Park Seventh-day Adventist Church committed to providing a quality school program. The school board provides guidance in the area of policy, operations and finance.

The school staff consists of an Administrator, Business Manager, fourteen Teachers, librarian and support personnel. As well as teaching, this exceptional staff serves as members and leaders of professional organizations, both secular and denominational, from local to national levels. As

a result, staff members are involved in curriculum development and in providing in-service seminars. Church leadership positions and activities are also an important part of each staff member's time.

It is the goal of Walker Memorial Academy to provide excellence in Christian education. Future excellence will be achieved by meeting the challenges of providing skills necessary for the twenty-first century, and incorporating a Kindergarten through Grade Twelve curriculum.

# THE *Mission*

OF

## WALKER MEMORIAL ACADEMY

The mission of Walker Memorial Academy is to educate the whole student within a Christian context; emphasizing the spiritual, mental, social and physical development. Our Christian ministry exists to cultivate our students in nurturing their personal relationship with Jesus Christ, in generating a passion for academic excellence, in fostering positive social skills, and glorifying God through a life of service, and in creating a desire for healthy living and physical well-being.

# *Vision*

Walker Memorial Academy is a Christian educational institution that uses innovative and engaging academic practices founded on Biblical principles to teach students through a safe and nurturing environment that prepare them to serve God and service to others.

## CHRISTIAN PRINCIPLES OF WMA

Walker Memorial Academy, a Seventh-day Adventist school, recognizes that God is the source of knowledge and wisdom. We believe that God is the Creator of the universe and that His creation of man was an expression of His love. God created man perfect, but because of sin man lost his original state.

Christian education, by perfecting faith in Christ, restores in man the image of his Maker, nurtures in man an intelligent dedication to the work of God on earth, and develops in man a practical preparation for service to his fellow men. We try to reveal God's love in all areas of the curriculum, allowing each student the opportunity for decision making through critical and creative thinking.

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

Walker Memorial Academy is a training ground for citizenship in this present life, and for the life to come. The school cooperates with the home, church and community in the formation of character, as follows:

- To lead each student into a personal knowledge of and a fellowship with Jesus Christ to the betterment of himself, his family, and community.
- To train each student to think and to evaluate resources at his disposal to enable the student to discriminate between Biblical and non-Biblical values.
- To give opportunities in the community for service learning and provide authentic learning projects that make learning a real-world experience.
- To teach students the dignity of labor by requiring participation in the management of and responsibility for school owned property.

*“True education means more than the pursuit of a certain course of study. It means more than a preparation for the life that now is... It is the harmonious development of the physical, the mental, and the spiritual powers. It prepares the student for*

*the joy of service in this world, and for the higher joy of wider service*

*in the world to come.” – Education, page 13*

## ACADEMICS

### CLASS CURRICULUM - Grades 9-12

A typical course of study for a college prep diploma.

<b>Freshmen – Grade 9</b>		<b>Sophomores – Grade 10</b>	
<i>Course</i>	<i>Credit</i>	<i>Course</i>	<i>Credit</i>
Religion I	1	Religion II	1
English I	1	English II	1
Earth Science	1	Biology I	1
Algebra I	1	Geometry	1
Health	.5	World History	1
Physical Education I	1	Physical Education II	1
Yearbook	.5	Choir	.5
Journalism	.5		
Computers Apps	1		

  

<b>Juniors - Grade 11</b>		<b>Seniors – Grade 12</b>	
<i>Course</i>	<i>Credit</i>	<i>Course</i>	<i>Credit</i>
Religion III	1	Religion IV	1
Biology II	1	Chemistry	1
English III	1	English IV	1
Algebra II	1	Pre-Calculus	1
U.S. History	1	U.S. Government	.5
Spanish I	1	Spanish II	1
Health	.5	Culture and Conflict	.5

Walker Memorial Academy **Juniors** and **Seniors** have classes offered on campus, as well as, online through Griggs International Academy which is operated by Andrews University. Juniors and Seniors are required to take four courses with Griggs Academy. Two courses each year. These can be content area, electives or dual enrollment courses. You can visit Griggs.edu for more information. Additional curriculum supplements and make-up work may be taken through Florida Virtual High School during the summer. College Prep diploma requires a minimum of 25 units. The standard diploma requires a minimum of 21 units. English III and English IV consist of American Literature and British Literature.

***\*Electives – Grades 9-12***

Steel Band	Choir
Bell Choir	Concert Band
Consumer Math	Physics
Select Choir	Journalism
Yearbook	

\*Electives may vary.

## **GRADUATION**

Only Seniors who have completed all High school requirements for WMA and Griggs Academy will be able to participate in Commencement Services and all other scheduled activities relating to graduation.

## **COLLEGE ADMISSIONS EXAMS**

The ACT and SAT tests are required for the college prep diploma and for college entrance. It is the sole responsibility of 11<sup>th</sup> and 12<sup>th</sup> grade students and parents to register for these exams. We will provide information of coming tests and remind students to follow up. WMA occasionally is a testing site for the SAT. Students have to check with high school advisors to confirm if indeed

the school will be a testing site this year. The College Board and Khan Academy are the official partners for SAT practice. Go to <https://www.khanacademy.org> to find out more information.

## **THE PSAT/NMSQT AND PSAT 10**

The PSAT/NMSQT and PSAT 10 are highly relevant to students' future success because they focus on the skills and knowledge at the heart of education. Students in grades 8 -11<sup>th</sup> will be taking the PSAT. Test will measure: what students learn in high school and what they will need to succeed in college. The students will take this test in the Fall. Check our school calendar for testing administration date. You can get additional information at <https://collegereadiness.collegeboard.org/psat-nmsqt-psat-10/practice>

## **DUAL ENROLLMENT AND COLLEGE COURSES**

Seniors interested in taking dual enrollment courses or college courses need to discuss this with their parents and school administrator. There are academic requirements that must be met before taking this step. The ACT and SAT official tests scores are required in order to take dual enrollment and college courses. These exams can demonstrate the ability of the students to successfully complete college courses. For more information see links below.

Registration form for dual enrollment can be found at

<https://www.andrews.edu/services/precollege/courses/applyauhighschool.pdf>

Additional information can be found at Dual Enrollment/Pre-College Services:

<https://www.andrews.edu/services/precollege/>

Walker Memorial Academy also has a Dual Enrollment agreement with Advent Health University and Andrews University. Contact the school Principal for additional information.

## **FLORIDA VIRTUAL TRANSCRIPTS**

WMA high school students that take Florida Virtual courses are responsible to request official transcripts and have them mailed to Mrs. Colon-Diaz, Principal. Emailed transcripts are not

acceptable. Students must register and create an account at <https://www.parchment.com/u/registration/731431/account>.

## **PROJECT BASED LEARNING (PBL)**

Project Based Learning is a teaching method in which students gain knowledge and skills by working for an extended period of time to investigate and respond to an authentic, engaging and complex question, problem, or challenge. At WMA, students in grades 7-12 are actively working on projects that provide real-world relevance. PBL improves learning and help students. PBL builds success skills for college, career and life. In a project, students learn how to take initiative and responsibility, build their confidence, solve problems, work in teams, communicate ideas and manage time more effectively. PBL provides opportunities to use technology to research information and create projects and presentations. In addition, PBL connects students with communities and the real world. Projects allow the students to make a difference by solving real world problems and addressing problems that impact their environment. Students also learn how to interact with adults and organizations and begin developing future career interests. For the 2020-2021 school year Kindergarten through grade 8 are piloting a new language arts program through Great Minds entitled “Wit and Wisdom.”

## **NATIONAL HONOR SOCIETY**

Walker Memorial Academy is an official active member of the National Honor Society. New members will be added each year in accordance with the requirements as outlined in the NHS constitution. Mrs. Colon-Diaz is the local NHS Advisor.

## **HIGH SCHOOL ADVISORY COMMITTEE**

***Chair:*** Eric Stubbert, Principal

***Academic Advisors:*** Eric Stubbert Principal

***Student Association:*** Thomas Bloom

***Junior-Senior Advisors:***

<b><i>Yearbook:</i></b>	Sharon Coldren
<b><i>Academic Standards Chairman:</i></b>	Eric Stubbert
<b><i>High School Sponsors and Advisors:</i></b>	Eric Stubbert John Pauls

## **iPADS**

For the fifth consecutive year, WMA students in Grades 6 through 12 will be issued an Apple iPad for use during the school year. These valuable technology tools further the overall educational process, encourage creativity and productivity. Our students are fortunate to be a select group of students in the public and private system to be moving way ahead in the field of technology and educational innovation. It is the student's responsibility to keep their iPads with them at all times. There are safe zones in the classrooms where students can keep their iPads when they go to the restrooms. They need to follow up with their teachers regarding those zones. Students will be held responsible for broken, damaged and/or lost iPads, covers, and chargers. Charges will apply. See fees for iPads. iPads for grades 6-12 may be taken home if necessary for school. This determination will be made by the IT Department, teachers, and administration.

Elementary classrooms K-5 are issued a minimum of five iPads (depends on class enrollment) for use during the regular school day. Students and parents must sign contracts and usage agreements to participate in the program.

## **EXAM POLICY**

Because final exams are an important tool in student evaluations and usually time sensitive in terms of administration of the tests, it is essential that exams be taken by students at the scheduled times. The only excuses are bereavement or illness supported by a physician's written excuse note. Thank you for your advanced planning of vacation dates and your support of this important academic policy.

## **CHEATING/PLAGIARISM**

Because cheating of any kind hinders the development of students both intellectually and spiritually, WMA takes any form of academic dishonesty very seriously. Plagiarism and other

forms of cheating undermine trust between the school and the student, and trust is vital to the success of Christ-centered education. Consequently, breaking this code of honor will result in serious consequences to the offender.

Cheating includes such actions as glancing at another person's paper with the purpose of cheating, copying someone else's work, using notes inappropriately when notes are not allowed such as during an exam, the use of tests for the purpose of cheating, or the use of technology such as cell phones, iPad or any form that promotes cheating. Students who know of such cheating are expected to advise a teacher or administrator; to not do so, may also be a way of promoting cheating and may negatively impact both parties involved.

Plagiarism is defined as follows by the Merriam Webster Online Dictionary:

- to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source
- to commit literary theft: present as new and original an idea or product derived from an existing source

WMA teachers are committed to helping their students understand plagiarism. Plagiarism is very serious and can be grounds for lowering a grade or even failure of an assignment or course. Both cheating and plagiarism can bring serious consequences such as suspension or expulsion.

## GRADING SCALE (GRADES 7-12)

	Grading Scale				
93-100%	A	4.0	73-77%	C	2.0
90-92%	A-	3.7	70-72%	C-	1.7
88-89%	B+	3.3	68-69%	D+	1.3
83-87%	B	3.0	63-67%	D	1.0
80-82%	B-	2.7	60-62%	D-	0.7
78-79%	C+	2.3	00-59%	F	0.0

## WITHDRAWAL FROM ELECTIVE CLASSES

Any student in Grades 7 through 12 that wishes to withdraw from an elective class must meet the following conditions:

1. A letter of permission from a parent/guardian to drop the class must be presented to the Principal.
2. The parent must have a meeting to discuss options with the instructor.
3. Final approval to drop the class must be secured from the principal.

All students must recognize that the final grade for a course dropped after two weeks is **“W-F”**

Any student asked to withdraw from an elective class will receive a final grade of **“F.”**

Parents have to keep in mind that an alternate elective may not be available.

## MAP GROWTH ASSESSMENTS

Students in grades Kindergarten through grade 11 will take a MAP<sup>®</sup> Growth<sup>™</sup> test from NWEA<sup>®</sup> on a computer or tablet. We give students MAP Growth tests to determine their instructional level and to measure academic growth throughout the school year (and from year to year). This assessment will be given three times a year. MAP Growth tests are unique in that they adapt to your child's level of learning. If your child answers a question correctly, the next question is more challenging. If they answer incorrectly, the next one is easier. This results in a detailed picture of what your child knows and is ready to learn—whether it is on, above, or below their grade level.

Since MAP Growth tests provide immediate and accurate information about your child's learning, it's easy for teachers to identify students with similar scores that are generally ready for instruction in similar skills and topics, and then plan instruction accordingly.

MAP Growth reports also provide typical growth data for students who are in the same grade, subject, and have the same starting performance level. Following each testing period, you will receive a report showing your child's growth, which you can review with your child's teacher for more insight. For more information, you can visit [NWEA.org/Parent-Toolkit](https://www.nwea.org/Parent-Toolkit)

## ACCEPTABLE USE POLICY

WMA strives to provide its students with an environment where they can use the school's computer system in a safe and responsible manner. Therefore, all students, parents and/or guardians must read, sign and comply with WMA's Acceptable Use Policy for the 2020-2021 school year. This document must be completed before a student can access the school's computer/network system. The Acceptable Use Policy deals with student use of the internet and school network. Failure to abide by the terms of the Acceptable Use Policy may result in loss of computer privileges and possible suspension or expulsion from WMA.

Social networking sites are public domain and can pose very serious internet safety risks for students. It should be noted that everything posted on the internet is saved as history, even if individuals delete their comments or pages. Very serious implications for future employment and educational opportunities can be expected by everyone posting on the internet. These implications may result in the loss of future employment or educational options.

Students publicly posting improper language, inappropriate pictures, derogatory or defaming comments and bullying will be subject to WMA disciplinary action if observed by the administration or faculty. Disciplinary actions may include loss of an office, dismissal from an athletic team, immediate suspension or expulsion from WMA.

## **ADMISSIONS**

Walker Memorial Academy is operated for the benefit of Seventh-day Adventist children from the Avon Park Seventh-day Adventist Church and the local community who are seeking a Christ-centered education. It is the desire of our school board that every boy and girl in the Avon Park Seventh-day Adventist Church of school age be enrolled at Walker Memorial Academy this year.

Walker Memorial Academy has a working Admissions Committee as a subcommittee of the local school board, and meets regularly or as needed to review pertinent data necessary to make admissions decisions that benefit students. Committee membership includes, but is not limited, school administration, the school's special needs coordinator, faculty representation, and may include board representation of individuals with an education background.

Achievement tests will be given as a key for admittance and placement. Pupils must give evidence in these tests of ability to accomplish the work of the grades to which they are seeking admittance.

If a student scores more than one year below grade level in core subject areas, additional curriculum-based testing should be done to confirm results. For kindergarten, first grade, and second grade, informal curriculum-based assessment in reading, writing, and math will be administered to obtain the necessary information on the student's academic status. The school reserves the right, after testing an applicant, reviewing documentation and counseling with the parents, to change the grade placement to one more suitable for the child's success.

The admissions committee or school support staff will gather admissions data to:

- a. Verify legal name and birthdate through a birth certificate, passport, or other legal document. Parents should also submit proof of immunization and health records, as required by state law.
  
- b. Verify academic placement recommendation and grades obtained from a previous school through a report card or school transcript.

c. Obtain behavioral information through a letter of recommendation or through a reference form completed by a non-family member who knows the prospective student (i.e. pastor, Sabbath-teacher, Pathfinder leader, previous teacher or principal, etc.)

Once all data has been gathered, the Admissions Committee will review the data (previous report cards, psycho-educational assessment reports, IEP recommendations, formal and informal admissions test results, recommendation letter, etc.) to determine if the student's educational needs can be met by the school. If a student is performing more than one year below grade level, the committee must identify the support systems the school must put in place to move the student forward academically or behaviorally. If it is deemed the school lacks sufficient resources to provide appropriate academic or behavior intervention and the school cannot meet the student's educational needs, the student may not be accepted. If deemed necessary, WMA will consult with the Florida Conference school's psychologist to discuss concerns and get additional information. In such cases, the approval decision for admission should be made by the school's Admissions Committee, in consultation with the Conference Office of Education.

It is the philosophy of WMA and the Florida Conference that students with mild to low-moderate disabilities can usually be accommodated in Seventh-day Adventist schools if specific intervention plans are made to address the student's needs. Consultation services to formulate these plans are available through the conference school's psychologist and school Principal.

All new students should be admitted on a *three-month probationary period*. For students with academic or behavioral concerns, a review may occur every marking period to evaluate if the plan is working appropriately, revise it, or make a different decision to benefit the student.

The Admissions Committee will determine acceptance and reserves the right to refuse admission based upon:

- Failure of parents and/or students to support WMA's Mission, Philosophy, Goals, and Student Conduct Agreement.
- Behavioral, Academic, and Attendance record.

- Special needs exceeding WMA's services, staffing and resources.
- Outstanding school account with WMA for any length of time or at previous school. Financial clearance and approval are necessary.
- Request to transfer from another school any time during the first or second semester of the school year.

## **APPLICATION FOR NEW STUDENTS OR TRANSFER STUDENTS**

Only those students should apply for admission who will cheerfully endeavor to live in harmony with the principles and regulations of WMA.

Students of other religious beliefs are welcome provided there is an opening and they show due respect for the Word of God, maintain a reverent attitude during religious programs and classes, and observe all regulations of the school. Walker Memorial Academy does not discriminate on the basis of race, color, national and ethnic origin.

## **ENTRANCE AGES**

Kindergarten students must be five (5) years old by August 15 of the new school year. All first-grade applicants must be six (6) years of age before August 15 unless they have successfully completed Kindergarten. This is denominational policy. Results of achievement or readiness tests will also determine eligibility for admittance. A student entering First Grade must show readiness both mentally and emotionally as determined from testing and observation by educational professionals.

## **MEDICAL EXAMINATIONS**

All new students to our school and all Grade Seven Students should have health examinations by their private physicians and present the examination report to the school within two weeks after school begins. All students must have the state required original immunization certificate before attending any classes. This is state law.

## **MANDATORY HEPATITIS B AND VARICELLA VACCINES**

All children entering Kindergarten and Grade 7 are required to have the Varicella vaccine if there is no prior history of chicken pox. All Grade 7 students must be vaccinated for Hepatitis B. Students must have the first shot and appointments for the next two shots, to enter school.

## **BREAKFAST AND LUNCH**

We encourage all students to eat a nutritious breakfast before coming to school. Proper nutrition is important to the academic success of students. The school provides daily lunch (see food section) for a nominal fee but students can bring their lunch.

## **FOOD**

Guidelines and policies have been set in order to be in compliance with the county, state, students with allergies and the Seventh Day Adventist health message.

It is the parent's responsibility to notify office and teachers of their child's allergies or possible reactions. The school provides lunch that is optional and are fundraisers. Additional food may be sent from home to supplement hot lunch meals. If parents want to donate a dish to staff or classroom, please make sure that it is vegetarian dish and include a list of ingredients. We prefer that water and fruit juices will be available, as well as, fruit alternative. Desserts should be limited. Before bringing any food to school, contact teachers to discuss any allergy or food concerns.

## **ALLERGIES**

We want to provide a safe environment for all of our students. There are students and staff members with severe food allergies to nuts, shellfish and dairy products. Please do not send any students with fish or shellfish products to school. Remind your children not to share any food and/or snacks and to be sure to clean their hands before and after eating lunch and snacks. Parents check with your child's classroom teacher before sending any food, snacks for parties, birthdays and/or any other special occasion.

- Food allergies are caused when the immune system mistakenly targets a harmless food protein – an allergen – as a threat and attacks.

- A food allergic reaction can be very serious and may even cause death.
- The only way to prevent a reaction is to avoid exposure to the allergen.

Some of the major allergens are: Milk, Eggs, Peanuts, Tree nuts, Fish, Shellfish, Soybeans, Wheat and Gluten among others.

Parents if you share a vegetarian dish at a school function, please provide us with a list of the ingredients. This will help in ensuring everyone's safety.

### **STUDENT MEDICATION USE POLICY**

By law, medications must be controlled by the school.

1. No medication (including Tylenol and ibuprofen) will be administered without the written request of a parent/guardian or the directive of a physician.
2. Students are not to have any prescription or non-prescription medications in their possession at school, school function or activities at any time.
3. If medication is needed, the student must report to the office to receive the appropriate, authorized medication.
4. Medical written directive from a licensed physician and prior approval from school board must be made before authorizing a student to carry any medication.

## **ANTI-BULLYING POLICY**

Bullying is a form of harassment. for purposes of this policy, “bullying” is defined as: “the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. it may include, but not be limited to, actions such as verbal taunts, name-calling, and put-downs including ethnically based or gender based verbal putdowns, extortion of money or possessions, and exclusion from groups within school.” This definition also applies to “cyber bullying” and disciplinary actions will be the same as if bullying occurred on campus. such conduct is disruptive of the educational process and therefore, bullying is not acceptable behavior at walker memorial academy, and is prohibited.

Students who engage in any act of bullying while at school, at any school function, in connection with any school sponsored activity, or while in route to or from school are subject to disciplinary action. As required by state law, law enforcement officials shall be notified of bullying incidents. Parents of a bullying victim will be notified of the incident and appraised of the disciplinary action. Disciplinary actions will include administrative conference, in-school suspension, out-of-school suspension or referral to School Board for expulsion.

## **SEXUAL HARASSMENT POLICY**

Walker Memorial Academy will not tolerate sexual harassment by its students, employees, volunteers, or vendors. Sexual harassment is unlawful and contrary to our religious beliefs and our commitment to provide a stable and healthy learning and working environment.

Definition: Sexual harassment may include any unwelcome behavior or conduct of sexual nature which creates discomfort or creates an intimidating, hostile or offensive environment. Such conduct would include, but is not limited to unwelcome touching or other bodily contact, the making of unwelcome sexual advances, the display or reference to pornographic, sexually-explicit or offensive materials, the use of sexually provocative or offensive language, unwelcome discussion or inquiry into the private life of another individual or any unwelcome conduct of a sexual nature. The School shall consider any such discussion or behavior directed toward a student as being nonconsensual. Such activities may not only be illegal, but also run contrary to the beliefs this school professes and the atmosphere we wish to preserve.

Report of Offenses: If a student feels that he/she has been sexually harassed, he/she should promptly report to a teacher or the Principal, and the student's parents. If the alleged perpetrator is a student, the Principal herein shall conduct the investigation. If the alleged perpetrator is a Florida Conference employee, the procedures of the Employee Due Process and Discipline Policy of the Florida Conference shall be followed. If the alleged perpetrator is a volunteer or vendor, the Principal shall conduct the investigation and, if necessary, contact the appropriate authorities.

Investigating Committee: The Principal shall constitute the Investigating Committee. He/she shall be responsible to investigate the complaint and make a report to both the Executive Committee of the Board of Directors and to the School Board Committee. At the least, the Investigating Committee shall ensure that the alleged victim and the alleged perpetrator are interviewed separately by the committee. Within four weeks of the receipt of the complaint, the Investigating Committee shall make a written report to the Executive Committee. At a minimum, the Executive Committee shall report the general nature of the complaint to the Board of Directors, the nature of the investigation completed to the stage, the general results of the investigation, and a proposed resolution. Consistent with the duty to investigate and deter sexual harassment, the School shall seek to protect the privacy of all people involved. If, in the complainant's opinion, the complaint was not adequately resolved, the complainant shall then have the right to appeal the resolution to the School Board.

Penalties: Any student found to have violated this policy will be subject to discipline, up to and including suspension and immediate dismissal from WMA. No retaliation will be made against any employee, student, or volunteer for asserting a claim of sexual harassment.

## **ATTENDANCE**

Training in punctuality and regularity in attendance is an important part of school. The state law requires regularity and promptness in school attendance. A written excuse will be required in **each** case of absence or tardiness. State laws hold the teachers responsible for reporting unexcused absences, with a heavy penalty if neglected. A satisfactory handwritten explanation or email from parents or guardians of students must be submitted in all cases of absence from a session or part of a session of a school day. If a student is absent up to three days for illness, a written note will be required by parent/ guardian in order to be excused. A doctor's note will be required in order for students to return to school and be excused for more than three days of

absences. Verbal explanations or texts **are not acceptable**. Excuses not presented within two days after the student returns to school will result in being considered unexcused.

Acceptable excuses for non-attendance include:

1. Verified illness of the student from parent.
2. A doctor's note is needed after the third day of absence.
2. Medical, dental, or eye appointment.
3. Quarantine.
4. Bereavement.

Unacceptable excuses for non-attendance include:

1. Absence from school to take music, art, haircuts, going to motor vehicles, or other personal business.
2. Absence from school to run errands.
3. Absence from school to take care of children, to help at home in case of illness of other members of the family, to assist in housework, because of lack of proper clothing, for recreation.
4. Traveling to visit family, business and family vacations.

After a morning attendance review, individual homes may be called to verify the absence of a student. Students who are repeatedly absent or tardy may be reported to the Truant Officers as required in the county.

Parents of students who are chronically tardy or absent may be requested to meet with the School Administrator to help solve attendance problems. A student could be **referred** to the School Board for expulsion in the event of continued non-compliance with attendance policies. Students must be in class promptly by 8:00 am. Excessive absences will be reported to Highlands County Truancy Office, per state law:

Each public school principal or designee shall notify the district school board of each minor under its jurisdiction who accumulates 15 unexcused absences in a period of 90 calendar days. For appropriate-aged middle and high school students, the superintendent must provide the Department of Highway Safety and Motor Vehicles the legal name, sex, date of birth and social security number of each minor who has been reported and fails to satisfy the school attendance requirements of Section 322.091, Florida Statutes. The Department of Highway Safety and Motor Vehicles may not issue a driver's license or learner's driver's license and shall suspend any previously issued driver's license.

<https://klc.highlands.k12.fl.us/policy-procedures/attendance>

If a student misses 10% of any class during a semester, for any reason whatsoever, he/she is subject to failure and retention unless the Faculty Administrative Committee feels that extenuating circumstances warrant special consideration. It is the responsibility of the student to obtain all make-up work from the teacher.

Students that miss more than 10% of their attendance may risk losing their state scholarships and/or grants.

To get a day or more of classes excused for a special trip or appointment, the parent should write a letter of explanation and request to the Faculty Administrative Committee as much in advance of the absence as possible. All requests must be presented at least one (1) week in advance to the committee. The Administrative Committee meets every Monday afternoon.

In Grades 6 through 12, excuses for an absence should be brought to the homeroom teacher on the day a student returns to school. In Grades K through 5 excuses should be given to the classroom teacher.

**Post-secondary visitations:** Juniors and Seniors are allowed two (2) school days for the purpose of visiting post-secondary institutions. School office has to be informed with a week in advanced prior to the scheduled visit. Students will be counted as "Excused Absence" after they return documentation from the institution stating the day of visit. Visitations more than two (2) days have to be approved by the Principal. It is the students' responsibility to make up any missing work and/or exams that took place during their absence(s).

## **MANDATORY ATTENDANCE AT MUSIC PROGRAMS**

The WMA music program is widely recognized for its excellence and high-quality public performances. It is essential to maintain a strict attendance policy in order to insure a proper performance. Attendance is required at all religious and secular concerts of the band, choir, steel drum band, orchestra and bell choir for every student in the performing organization. Serious illness (physician excuse required) or bereavement are the only excuses. Non-attendance for any other reason will result in a lower grade and possibly failure for the grading period. We are proud of our students as they share their talents and we thank our parents and students for working with us to see that every student attends each program on the published performance schedule.

## **FAMILY FUN DAY/EDUCATIONAL MANDATORY SCHOOL DAY**

WMA in collaboration with the Home and School Network may plan between 1-2 days during the school year for family fun activities. These are mandatory school days and all WMA students are expected to attend. This usually takes place on a Sunday for approximately four hours. These may be Field days, Walker-thon, Science and/or Math fairs or other family events.

## **THE MORNING MILE**

The Morning Mile™ is a before-school walking/running program that gives children the chance to start four days a week with some exercise as they have fun with friends. Mondays thru Thursdays, all students get the opportunity to walk for at least 20 minutes. This program is also supported by rewards, which keeps students highly motivated. One of the great benefits of walking each morning is that it helps to fight childhood obesity and encourage a positive healthy lifestyle. The Morning Mile allows students to be part of a pressure free and friendly environment, regardless of ages and abilities, that want to be part of a fitness program that promotes health. WMA is proud to partner with the Florida Hospital and the American Diabetes Association to get this program on our campus. We encourage all students to come join us at 7:30 am Monday thru Thursday. For more information visit <http://morningmile.com/about/>

## **EARLY RELEASE DAYS**

Professional development days are scheduled throughout the year for our staff. On those days students are release from school at 12:15pm. Please check our school calendar for the early

release days. Students that are not picked up will be sent to the afterschool program. Afterschool is provided until 6:00 pm. Afterschool charges will apply.

## LEAVING CAMPUS

Students will not be permitted to leave the school premises during school hours without written permission from the parent or guardian. Students must sign out at the office and leave with a parent or an adult approved by the parent. Students may not sign themselves out and leave campus without an approved adult. Upon returning the same day, the student must sign in at the office before attending any class.

Students leaving campus for lunch must have a note of **permission on file in the office**. All students leaving for lunch must sign out and sign in upon their return from lunch. Students with permission to leave campus for lunch must avoid tardiness. Failure to comply will result in disciplinary action, including possible loss of the privilege to leave campus for lunch.

Students who leave the school grounds during school hours without proper permission, with unauthorized transportation, or "borrowing" another student's vehicle or bike will be considered truant and subject to immediate disciplinary procedure, including suspension.

## DISPLAYS OF AFFECTION AND SOCIAL CONDUCT

WMA is committed to a concept of positive social development and encourages broadening of the academy experience by participating in a varied program of cultural and recreational activities, which will provide opportunities for wholesome association.

The public display of affection on campus is considered out of place and unacceptable. We support the "hands off" policy among students. We encourage students to respect each other's personal space. Therefore, displays that include backrubs, extended hugging, kissing, reclining the head on each other's lap or shoulder, sitting on another person's lap, stroking or petting each other, wrapping arms around each other, doing another student's hair, etc. are not allowed. When sitting on the lawn or courtyard area students should always leave space between each other. If staff members ask a student(s) to cease any behavior construed as inappropriate, it is expected that the student(s) would immediately comply. Students who do not comply may be placed on social restriction which can be from 5-10 days, suspended or dismissed from WMA. If necessary, meetings with parents will take place to determine next steps.

Appropriate displays of affection include

- Hand shakes
- Shoulder hugs
- Holding hands during prayer

Bus traveling during the day may allow mixing of students but at dusk males and females will seat separately from each other. During overnight trips, the same will apply. In instances where students will be in dorms or staying in hotels rooms will be off limits for students of the opposite sex.

Due to age differences, safety precautions and liability, elementary school grounds and playground are off limits for students in grades 7-12.

### **CELL PHONE, iPod, ELECTRONIC DEVICES POLICY**

Due to the disruptive nature in a school setting, we highly discourage students to bring cell phones or any other electronic devices to school. Electronic toys, Gameboys, Play stations, Walkman's, portable CD players, iPods, personal pads, Air Pods, earbuds, Apple watches or any other technological devices, and toys are not permitted on campus. WMA will not be responsible for stolen, lost or damaged items.

Students bringing cell phones to school **must** check them into a safe area provided by WMA during the homeroom period with the teacher in charge. Phones will be returned by the homeroom teachers at dismissal. Students are not to use their cell phones to make any calls before, during or after school program which includes extracurricular activities and/or sports. Students that have to make phone calls have to use the office telephone to contact parents and/or use their cell phones under the supervision of teachers and/or administrative staff.

#### ***Failure to comply will result in the following consequences:***

**First Offense:** Phone or device is confiscated, returned only to parent or guardian. Fine of \$25.00.

**Second Offense:** Loss of phone and other devices privileges for remainder of the school year.

**Third Offense:** Student may not attend classes until student, parent, and school administrator meet to agree on compliance with school policy.

**Fourth Offense:** Suspension or dismissal from Walker Memorial Academy.

*\*Failure to comply means having a cell phone in a student's possession during the school day.*

## DISCIPLINE

In a group, it is always necessary to have rules for the rights, safety and general welfare of all. In the case of a school, rules not only protect, but they allow the school to do its job by preparing young people to develop self-discipline for their future life. It is the goal of WMA to practice redemptive discipline. In grades K-5 WMA uses Responsive Classroom which is an evidence-based approach that focuses on building a classroom community with a strong relationship between academic success and social-emotional learning. You can find more information on the approach of Responsive Classroom by visiting <https://www.responsiveclassroom.org>

In grades 6-12 teachers utilize the Developmental Designs approach that integrate social and academic learning. Developmental Designs is geared towards adolescents and high school students. Structures are created by teachers in order to build communities in the classroom. You can find more information by visiting <https://www.originonline.org/developmental-designs>

When disciplinary approaches are not effective and disciplinary concerns continue the following will result:

### FIRST OFFENSE

If a disciplinary condition or problem develops, the teacher will counsel with the Student (i.e. "Time out/Reflection time"/cooling-off period, a missed recess, write about incident, etc.). Most offenses will be handled at this level.

## **SECOND OFFENSE**

If the issue cannot be resolved in the classroom, the student will be sent to Administrative office with explicit discipline details posted on Ren Web. Faculty will complete a Discipline Report Form (with a copy emailed to the parents) on Ren Web indicating:

<i>Student Name</i>	<i>Reporting Teacher</i>
<i>Class / Grade</i>	<i>Action taken</i>
<i>Infraction</i>	<i>Recommendations</i>
<i>Date of Incident</i>	<i>Any Additional Comments</i>

Depending on the nature of this offense, referral to the Principal may take place.

## **THIRD OFFENSE**

If the problem has not been solved, the principal will be notified. The principal will counsel and may need to discipline the student. In cases of very serious or continued non-compliance with the school regulations, the principal may decide to temporarily suspend a student from school for up to three days. If the principal does temporarily suspend a student from school, the parent and the School Board Chairman will be notified. Any schoolwork missed due to a suspension **MUST** be made up promptly. The student may or may not receive full credit. Loss of extra-curricular privileges may occur.

If the condition or problem continues, a parent/principal/teacher/student conference will be held.

## **DISMISSAL**

The authority to dismissal a student permanently from WMA rests solely in the hands of the School Board; however, in an emergency situation, the teacher can resort to the temporary exclusion of the student from the classroom and referring him/her to the principal for prompt, appropriate discipline. The principal may impose an “at home suspension” for up to three days while waiting for the WMA Board to meet.

## MORNING DROP-OFF PROCEDURES

Maps or morning traffic flow and drop-off of students will be provided at Registration. Please obey and follow the guidelines for drop-off.

- Park only in the parking spaces adjacent to the school building when dropping off or picking up students.
- Be aware of the orange cones set out to ensure safety. Circle around the loop at all times.
- Follow the flow of the traffic at all times.
- Drive at 5 mph on school grounds. This is a school zone.
- If you want to walk your child to school, you can park in the spaces closest to N. Highlands Blvd and walk to school.
- Be aware of children that walk to school.

## AFTERNOON DISMISSAL PROCEDURES

Because of limited parking and driveway space, all students must be picked up in the west parking lot (by the tennis courts). Two lanes of traffic will move from west to east. Faculty members will supervise and assist in directing traffic, as well as, assist students get to their cars. For obvious safety reasons, no cars should park across Avon Boulevard to pick up students. Parking places in front of the school building are reserved for guests and staff only. No cars should back out onto Avon Boulevard at dismissal time. The area by the gymnasium is long-term parking, for those who need to visit teachers or the school office.

**Rain Dismissal:** In the event of rain and/or lightning students will be dismissed from indoors and/or covered areas. During dismissal, students will be brought to you by one of our staff members.

**Lightning Strikes:** Students will not be dismissed at all when lightning strikes are present. We appreciate your patience and understanding during these times as your children's safety is our main priority.

**Students that walk home:** Students that walk home are to remain with their homeroom teacher until 3:35pm Monday to Thursday and 2:35pm on Fridays. At this time, they will be walked to the gate by one of our staff members. In the event of rain and lightning, students will be escorted

to the afterschool program where parents can proceed to pick them up. Afterschool charges will apply.

- Note: These procedures will be updated as needed throughout the school year due to COVID-19.

## **CHAPEL**

Chapel is an integral portion of our educational program. Students should enter quietly and reverently, showing respect to God and the speaker for the day. Books, notebooks, cell phones, tablets, I-Pads or other class/reading materials are prohibited during worship time unless these are being utilized for the service. Chapel takes place once a week for all grades. In addition, students also have two weeks of prayer a year in conjunction with other grades. Classes are grouped as K-3, 4-7, 8-12.

## **EMERGENCY DRILLS/INCLEMENT WEATHER**

WMA believes that emergencies are best met by planning and preparedness. The primary consideration in an emergency situation must be safety and welfare of the students and staff.

In accordance with local and state fire codes, Walker Memorial Academy conducts regular fire drills. Fire evacuation charts are posted at the door of each classroom and teachers review these regularly with students. Students are to walk silently out the designated building exit and report to their respective teacher for attendance at a safe distance away from the building. Upon the completion of the fire drill, students are to return and be ready for class immediately. In the event of an actual emergency, parents will be notified and students will be evacuated to a safe location.

In accordance with local and state emergency codes, WMA conducts regular tornado drills. Students are to remain silent in the designated shelter area with their teacher and remain there until the 'all clear' is announced. Upon the completion of the tornado drill, students are to return and be ready for class immediately. In the event of an actual emergency, parents will be notified with pertinent information.

In addition to meeting the above mandated emergency codes, WMA educates in the area of and conducts routine lock down drills. Training the students in emergency areas that could be of a non-fire or non-weather-related event, we provide a level of safety beyond what is required by statute.

### **Important terms and definitions:**

**Lockdown** – A threat has been identified in the building and danger is imminent. Students and staff are locked in rooms giving the appearance that no one is in the building. No one is allowed to enter or leave the building.

**Lockout** – Danger is NOT imminent in the building. A threat has been identified in the neighborhood. All outside gates are locked. All classroom doors are locked and closed, but teaching continues as normal. Known visitors are allowed to enter the building and students may leave the building when safe.

**Shelter in Place** – Student and staff has located to their interior safe area due to natural or man-made danger outside the building.

**Building Evacuation** – Students and staff have left the building due to an alarm or identified danger in the building. Students are kept in classroom groups under staff supervision outside until further instructions are given (Example: fire alarm).

**Off-sight Evacuation** – Due to safety or security reasons, students and staff have been moved to another safe and secure location. The first off-sight evacuation is the SDA Avon Park Church (Example: natural gas leak in the building).

**Active Shooter** – A threat has been identified in the building and danger is imminent. Students and staff are encouraged to:

*Evacuate:* Get away safely; take others with you if possible. Call 911.

*Hide:* Find a way to block access by the shooter; lock the door, find something to block the door and turn off the lights.

*Take Action:* If forced into self-defense, act by using anything at your disposal to ward off the shooter.

Parents will be notified of an emergent situation through their email or parent alert text message.

For school closing due to weather conditions. WMA follows Highlands County Schools with announcements on the Cohan radio group stations.

Parents need to provide updated email and phone number.

## HEALTH SCREENINGS

Annually, we do health screenings in grades K-12. The screenings include vision and hearing and scoliosis screening for grade 6 as per Florida statutes.

## DRESS CODE

Walker Memorial Academy is a Christian school operated by the Seventh-day Adventist Church. We feel that the students who attend should show by their manners, and by their dress that they are Christian young people. If you are dressed neatly and appropriately, you are giving a positive witness to any visitor who may come to our school. Uniforms are to be worn at all times and appropriate dress code must be followed during school sponsored events.

**Appropriateness:** Appropriateness is defined as presenting oneself in a manner that fits the occasion. An appropriate appearance is one that does not distract from the expected educational process or draws attention to oneself. The following will **NOT** meet the criteria for appropriate standard:

- ❖ Faddish extremes
- ❖ Jewelry including chokers
- ❖ Makeup that is not natural
- ❖ Hair dyes that are not of natural color
- ❖ Shaved portions of the hair
- ❖ Body piercing
- ❖ Visible tattoos
- ❖ Athletic style sweat pants

- ❖ Wearing hot pants, tight fitting shorts, “shorts shorts”
- ❖ Visible undergarments
- ❖ Clothing that reveals cleavage, stomach or back
- ❖ Tight fitting pants or shirts
- ❖ Hats, sunglasses, headphones
- ❖ Vulgar, profane, lewd or disrespectful messages on clothing
- ❖ Hunting and military clothing
- ❖ Pajamas, slippers, sandals

The dress code applies to all school functions (regular school day, evening school functions and weekend events), and student workers throughout the year.

**Jewelry** is not to be worn during school nor any school functions including summer school. Students are not allowed to wear jewelry including bracelets (except medical alert), earrings, rings, necklaces, chains, or studs for initial stage of ear piercing at any time while on Walker Memorial Campus or Walker Memorial Academy sponsored activities, sports and/or events. This applies to summer student workers as well.

**Makeup and nail color** must be natural shades and used modestly. Students will be asked to remove excessive make-up and fake/acrylic nails.

**Hair** it to be neat, clean and well maintained. This means that it is to be kept out of the face and eyes. Hair is to be “conventional” in style. This means that shaved sections of your hair are not acceptable at WMA. Hair color is to be “conventional” and natural. That means that extreme colors such as purples, pink, orange, green or any other similar colors are NOT allowed at WMA. Exceptions may include WMA Spirit Week or Health Awareness Campaigns.

**Hair accessories** are to be discreet.

Boys' **facial hair** has to be groomed and neat at all times.

All **clothing** must fit modestly. Attire that is too tight fitting, short, faded, torn, baggy, oversized, sagging or dragging is unacceptable. Clothing that has rips, tears or holes are unacceptable.

All **pants and skirts** must be worn at the natural waistline and not hang below.

**Organizational T-Shirts/hats** may be worn only during that organization's meetings. T-Shirts and hats may be worn all day on Expeditions Day. No hats indoors.

**Dennis Polo Shirts or organizational Polo Shirts** may be worn on Fridays or the days of the respective group's meeting.

**Jeans** are not to be worn unless it is a "Jean Day". In this case, jeans must be modest, no designs, whitewash, tears or holes.

**Student Association Banquet** – ladies must wear knee length church dresses or semi-formal/modest gowns. Shoulder must be covered with a wrap, shawl or bolero jacket if wearing a sleeveless dress. Gentlemen must wear suit and tie.

**Swimwear requirements** – Girls are expected to wear modest one-piece swimwear. Tankinis and two-piece bathing suits are inappropriate for school related functions and NOT allowed. Boys are required to wear board-shorts type swim trunks. Spandex/Lycra briefs and shorts are considered inappropriate and NOT allowed.

**Head covering** - Students are not allowed to wear head coverings of any kind in the classroom, including, hats, caps and bandanas. They can wear WMA hat or beanie outdoors.

**Leggings** – When it is cold only black or navy-blue leggings can be worn under the girls' skirts. No pattern or lace leggings will be allowed.

**Sweaters/Jackets** - All students should have the embroidered Walker Memorial Academy logo sweaters or jacket. Only sweaters/jackets with the Walker Memorial Academy logo may be worn on campus during the school day.

**Shoes** - All students must wear closed-toed and closed-heeled shoes. Athletic/tennis shoes are approved foot wear. No clogs, mules, sandals, flip-flops or heeled shoes (shoes with wheels) or shoes with rolling devices are NOT permitted to be worn during or after school.

**Outerwear** - When cold weather arrives, students must be prepared. **Only** WMA’s navy fleece or cardigans with school emblem must be worn in class or on campus.

**All clothing must be appropriate, clean and in good condition.**

**Administration will determine if an item is within the uniform guidelines.**

**\*KINDERGARTEN – GRADE 7**

	<i>Colors</i>	<i>Style</i>
<b>Pants<sup>DU</sup></b>	Navy / Khaki	Long walking pants.
<b>Skorts<sup>DU</sup></b>	Navy / Khaki	Must be knee length or longer.
<b>Polo Shirts<sup>DU</sup></b>	Red / Navy/Green	Must have <b>Walker Memorial Academy</b> logo, tucked in.
<b>Peter Pan<sup>DU</sup></b>	White	Must have <b>Walker Memorial Academy</b> logo.
<b>Oxford Shirt<sup>DU</sup></b>	White	Must have <b>Walker Memorial Academy</b> logo.
<b>Undershirts</b>	White	Plain white shirt may be worn under any authorized shirt
	Blue	Plain navy shirts may be worn under the navy polo shirt
<b>Belt</b>	Black / Brown	Optional for K-4; <b>mandatory</b> for Grades 5-6.

<b>Shoes</b>	Tennis Shoes (see above)
<b>*Socks/Tights</b>	Authorized colors are navy, white and black only – Black or navy blue leggings. No patterns. <i>On Fridays, students can wear appropriate colored socks.</i>
<b>PE</b>	<p>Grades K-4: School uniform and athletic shoes with <u>white</u> sole</p> <p>Grades 5-6: Purchased uniform from Walker Memorial Academy and athletic shoes. Recommend at least two (2) shirts and two (2) pair of shorts (PE is every day). Navy sweats under PE shorts and navy long sleeved sweatshirt under PE shirt is acceptable for winter wear.</p>
<b>Field Trips</b>	Field trip designated shirts with pants/Skorts or shorts
<b>Outerwear<sup>DU</sup></b>	See above

**\*GRADE 8 - GRADE 12**

	<i>Colors</i>	<i>Style</i>
<b>Pants<sup>DU</sup></b>	Navy / Khaki	Long walking pants.
<b>Skirt/Skorts<sup>DU</sup></b>	Harris Plaid or Mayfair plaid	Must be knee length or longer.
<b>Vest<sup>DU</sup></b>	Navy	Must have <b>Walker Memorial Academy</b> logo
<b>Oxford Shirt<sup>DU</sup></b>	White /Light Blue	Must have <b>Walker Memorial Academy</b> logo. Only top button may remain unbuttoned. Must be tucked in.
<b>Undershirts</b>	White	Plain white shirt may be worn under any authorized shirt
	Blue	Plain navy shirts may be worn under the navy oxford or polo shirt
<b>Polo Shirt<sup>DU</sup></b>	Red/Navy	Must have <b>Walker Memorial Academy</b> logo and may be worn on any school day.
<b>Belt</b>	Black / Brown - MANDATORY	
<b>Tie<sup>DU</sup></b>	Harris Plaid	
<b>Shoes</b>	Tennis Shoes (see above)	
<b>Socks/Tights</b>	Authorized colors are navy, white and black only – Black or navy blue leggings. No patterns. <i>On Fridays, students can wear appropriate colored socks.</i>	

<b>PE</b>	Purchased uniforms from Walker Memorial Academy – one gold and one blue uniform. Athletic shoes. Navy sweats under PE shorts and navy long sleeved sweatshirt under PE shirt is acceptable for winter wear.
<b>Intramurals</b>	High-top athletic shoes that cover the ankles as well as knee and ankle wraps
<b>Field Trips</b>	School uniform <sup>DU</sup> unless special wear is approved by Administration.
<b>Special Events</b>	Sponsors and Administration will set and announce appropriate guidelines for each event.
<b>Outerwear<sup>DU</sup></b>	See above

**ALL WMA STUDENTS will be in uniform dress for the 2020-2021 school year. New** students who start school after the semester has begun are required to be in uniform within two (2) weeks of their starting date. Students should wear similar color and style clothing until that time.

### **FIELD TRIPS K-7<sup>TH</sup> GRADE**

All students in grades K-6 will be required to wear their field trip shirt with designated school uniform pants, skorts and/or shorts on every school trip. Classroom teachers will provide additional information regarding trips.

**\*NOTE:** *Parents of students on Florida State Scholarships MUST buy the uniforms directly from the store on the Walker Memorial Academy campus in Avon Park at [863-453-3131 extension 220](tel:863-453-3131). Parents CANNOT buy the uniforms directly from the Dennis Uniform website or any branch location.*

### **UNIFORMS PURCHASING INFORMATION:**

**All school uniform clothing must be purchased from Dennis Uniform Company. This includes ALL shirts, skorts, skirts, pants and outerwear. Please note that all items marked with <sup>DU</sup> must be purchased from Dennis Uniform Company. Only the items which are not marked <sup>DU</sup> may be purchased elsewhere.**

**Dennis Uniform Company**

*Dennis Web Site:* [www.dennisuniform.com](http://www.dennisuniform.com)

***Dennis Store:***

1101 N. Keller Road, Suite G-3

(Located off I-4 & Maitland –

right behind the RDV Center on Keller Road)

Orlando, Florida 32810

*Telephone:* 407.292.1788

*Fax:* 407-860-1787

**REQUIRED MUSIC PERFORMANCE UNIFORMS**

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**K-6 – All Ensembles**

<b>Girls:</b>	<b>Boys:</b>
Navy Blue Skorts <sup>DU</sup>	Navy Blue Pants (school uniform) <sup>DU</sup>
White Walker Memorial Academy Logo Peter Pan Shirt <sup>DU</sup>	White Walker Memorial Academy Logo Oxford Shirt <sup>DU</sup>
Black Dress Shoes	Harris Plaid Tie (provided free by WMA)
	Black Dress Shoes

**5-6 Steelers – Steel Band**

Any Pastel Colored Shirt (store of choice)	Black Tuxedo Pants (purchase from WMA)
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**Concert Band – Grades 5-12**

White Tuxedo Shirt (purchase from WMA)

Black Tuxedo Pants (purchase from WMA)

Red Vest (purchase from WMA)

Two-toned Bowtie (purchase from WMA)

Black Dress Socks (purchase from store of choice)

Boys: Black Socks (purchase from store of choice)

**Concert Choir – Grades 7-12**

White Tuxedo Shirt (purchase from WMA)

Boys – Black Pants (purchase from store of choice)

Girls – Black Skirt (purchase from store of choice)

Red Vest (purchase from WMA)

Two-toned Bowtie (purchase from WMA)

Black Dress Socks (purchase from store of choice)

Boys: Black Socks (purchase from store of choice)

**Fire ‘n Steel – Grades 7-12 Steel Band**

Black T-Shirt (provided from by WMA)

Hawaiian/Calypso Shirt (purchase from WMA)

Standard Black Dress Shoes (purchase from WMA)

Black Socks (purchase from store of choice)

# PHYSICAL EDUCATION

## GRADES K-7

Grades K-3: School uniform and athletic shoes. PE if from Monday to Thursday.

Grades 5-7: Purchased uniform from Walker Memorial Academy and athletic shoes. Recommend at least two (2) Dennis uniform shirts and two (2) pair of Dennis Uniform shorts. Navy sweats under PE shorts and navy long sleeved sweatshirt under PE shirt is acceptable for winter wear.

Students must wear proper footwear such as tennis shoes, running shoes or sneakers.

## GRADES 8-12

Due to the nature of the activities that are played in the PE program, the following materials are necessary for team sports and for the safety of the student.

- PE Dennis uniform shorts
- Yellow PE Dennis Uniform shirt
- Blue PE Dennis Uniform shirt
- Solid white knee-high socks (no stripes)
- Ankle high top tennis shoes
- Shin guards
- Mouth guard
- Knee and ankle wraps
- Headband (only for PE)
- WMA hat
- Water bottle
- Mouth

Class points will be deducted from students not wearing appropriate uniforms or missing necessary gear to play. In addition, students will not be able to participate in the sport activities.

## **ENRICHMENT AND EXPEDITIONS**

Students in grades 7-12 have Enrichment on the third Friday of the month and Expeditions on the fourth Friday of the month. These are Project Based Learning experiences that take place in and out of the classroom. Students will be required to wear their PE uniforms. Only WMA logo approved hats/caps can be worn. No hats are allowed inside the classrooms. Headbands are allowed if working outside only on these days.

On Enrichment day, students are expected to wear their Nests group shirts or PE shirts with their PE shorts.

On Expedition day, students are expected to wear their class shirts or PE shirts with their PE shorts.

## **UNIFORMS FOR 1<sup>ST</sup> AND 2<sup>ND</sup> FRIDAY OF THE MONTH**

Students in grades 8-12 will have the option of wearing their Nest groups, class shirts, student gov't shirts, WMA Robotics, Walker-thon shirts on the 1<sup>st</sup> and 2<sup>nd</sup> Friday of each month.

On the 3<sup>rd</sup> and 4<sup>th</sup> Fridays, Enrichment and Expedition days, all students in grades 7-12 must wear their PE shirt and PE shorts. (see above Enrichment and Expeditions for specific information)

## **FRIDAYS' SOCKS**

We join the movement to wear colorful socks on Friday. Every Friday, students can show their personality by wearing appropriate colored socks. Inappropriate logos, messages or thigh high socks/stockings are not considered appropriate.

## **DRESS CODE VIOLATIONS**

Students not wearing appropriate school uniforms, Dennis PE uniforms or footwear will not be able to participate in certain school activities, trips or PE. This will impact student's attendance and grades. Parents will need to make arrangements to bring appropriate uniform to school or

pick up their children from the main office. A reminder/violation of uniform slip will also be mailed home.

## **WMA USED SCHOOL UNIFORMS**

WMA has a used uniform store available. You can contact Ms. Vanessa Kahler at [vanessa.kahler@wmaeagles.org](mailto:vanessa.kahler@wmaeagles.org) for additional information and to schedule a time to come visit the store at 863-453-3131.

## **STUDENT EAGLE EMAIL (GRADES 4-12)**

All WMA students in grades 4-12 have available to them a WMA Eagle Mail account. The accounts are automatically created for students in Grades 4 through 12. The accounts are alias G-Mail accounts and are the only account students will be allowed to use while on campus (it can be used at home as well). Along with the Eagle Mail account, a google drive is set up for each student for ease in saving and transferring documents. These accounts are for educational purposes only as directed by classroom teachers.

## **RENWEB/FACTS**

Parents can keep up with their child's progress in school throughout the year. Parents can access attendance, homework, progress reports and grades. This is also a way for parents and teachers to communicate regarding concerns of assignments, homework, schedule appointments and any other concerns. The first step is to make sure that WMA has a working email to add to your children's accounts. After this has been set, you will go to **Renweb.com** and select Login which will take you to *Parents Web login*. You will need an email and create a password. The school code to enter is FC-SDA. Parents can also receive emails and text alerts from the school during emergencies. Make sure to provide the school office with pdated emails and cell phone numbers. You will also need to download the *Ren Web* app for free from the app store.

## **STUDENT RECORDS AND TRANSCRIPTS**

WMA maintains a permanent record file on each student. It includes academic, health, disciplinary, and attendance records. Material in each student's file is confidential and shall be

accessible only by permission of the school administration. Information on the student's permanent record will be made available to:

1. parents and students upon request of the parents
2. school employees on a need-to-know basis
3. prospective employers upon receipt of written parent / student authorization
4. colleges, universities and military services upon the parents and student's written request
5. another school as a result of withdrawal or transfer

The records are property of WMA and will not be released if financial accounts are not current.

Transcripts may be requested at the main office by completing the Transcript Request Form or by sending a letter with the request. It is not customary to give official high school transcripts to parent or students. WMA will send transcripts directly to the designated destination.

## **STUDENT TRANSFER / WITHDRAWAL**

Parents desiring to transfer or withdraw a student must initiate the process by contacting the main office and speaking to the Principal. Parents must obtain a Student Withdrawal Form from the school office. This form must be completed and signed by the principal. The withdrawal is incomplete and no academic records will be released for any student until the proper documentation is completed and all financial obligations have been met.

## **WEEKLY NEWSLETTER**

Each Friday look for a brightly colored newsletter full of WMA updates and upcoming events. These updates will be distributed to every student and also emailed through FACTS/Renweb.

## **PARENT TEACHER-CONFERENCES**

There are three parent teacher conferences during the school year. Students will have early release on these days so make necessary arrangements.

**October 30<sup>th</sup>** - **Mandatory** for ALL parents. Appointments must be scheduled.

**Week of January 13<sup>th</sup>** - Mandatory for students on probation and academic concerns. Telephone or face to face.

**Week of April 3<sup>rd</sup>** - **Mandatory** for students on probation and academic concerns. Telephone or face to face.

This information is also on our school calendar that you can find at [wmaeagles.org](http://wmaeagles.org)

If you can't attend the conferences, email the teachers to schedule another time that is more convenient.

## LEGAL RIGHTS OF PARENTS

Biological parents, even if separated or divorced, have the right to students' records and/or information unless there is a court order stating otherwise. A parents' notarized letter is **not** considered a court ordered document. If such documentation does not exist, biological parents can have access to records and/or speak to teachers regarding students' progress.

## EXTRA-CURRICULAR ACTIVITIES

Students participating in extracurricular activities such as Varsity Basketball, Track, Cross Country, Co-ed Softball, or other sports; after school recreation, Robotics and special music tour groups must meet the following requirements:

1. Minimum of 2.0 GPA and may not have:
  - Two Ds; or
  - One F; or
  - Current Quarter GPA lower than 2.0; or
  - Two Ns (lower grades);
2. Regular school attendance
3. Have above average citizenship grades;

4. Coach, director, supervisor or teacher clearance;
5. FHSAA Sports physical;
6. Signed Parental Consent to Participate.
7. No discipline concerns/documentated behaviors

Failure to meet these requirements will result in a loss of participation privileges until all deficiencies are satisfied.

Students on academic probation will not be allowed to attend elective or extra-curricular trips, activities and out of school sponsored events.

**Note:** Students actively involved in athletics, music ensembles and other school-related activities must understand that long practice hours and possible late-night activities do not relieve responsibility for being at school, attending classes, turning in assignments on time, or taking tests when scheduled. Students should not miss class(es) on the day they plan to participate in these types of school-related activities.

## **SCHOLARSHIPS**

If you know that you cannot afford full tuition, there is help available. We believe that all of our youth should be trained in our school system. Sponsorships are available through your local Seventh-day Adventist church. Limited scholarships are available through the school. Applications require a full financial disclosure. Forms may be picked up in the office office.

The Florida Step Up for Students scholarship is also available. You can go into [www.StepUpForStudents.org](http://www.StepUpForStudents.org) for more information.

## HOME-SCHOOLED STUDENTS

Note: This policy would replace the policy for Home School Students that was voted out of the Walker Memorial Handbook on July 20, 2020, due to COVID-19 concerns.

Terms of this policy: Effective for the 2020-2021 School Year, expiring June 30, 2020.

This policy is for students in Grades 4-12 and only music courses are offered for home-schooled students this year.

The purpose of this policy is for some students who have chosen to do home school during the 2020-2021 school year (Not WMA students who are taking classes from home via distance learning), may be able to participate in music groups through the distance learning technology. This policy is to provide an opportunity for these students to connect virtually to the courses. There will not be any on campus opportunities for home school students who participate in this program. Through this opportunity Walker Memorial Academy hopes to build continuity between students who have been at Walker Memorial Academy in the past and are now doing home school so that they will have incentive to return to Walker Memorial Academy for the following school year.

What is the Cost Per Student (based on the 2020-2021 fees)?

Grades 4-8: Registration Fee: \$260 and monthly tuition for 10 months is \$89 per class.

Grades 9-12: Registration Fee is \$310 and monthly tuition for 10 months is \$105 per credit.

## INSURANCE POLICY

WMA provides an insurance policy that covers students in case of accidents during school, going to and from school, and at school sponsored activities. The cost of the insurance is included in the registration fee. Parents are required to assist in providing information on claim forms. Copies of the policy are on file in the school office.

**PLEASE NOTE:** Music instruments owned by individual students are not covered by WMA insurance. Please check to make sure your instrument is covered by your homeowner's policy.

## **LIBRARY POLICY**

Any Walker Memorial Academy library books lost or damaged beyond repair will result in a charge of \$25.00. A fee of .25 cents will be charged daily for books not returned by due date. Damaged books that are repaired will result in a fine to the student equal to the amount of repair costs. If you have any questions regarding borrowed books, please call the school at 863-453-3131 Ext. 215 and/or email Mrs. Ploche at [nicole.ploche@wmaeagles.org](mailto:nicole.ploche@wmaeagles.org).

## **STEM**

STEM stands for four academic disciplines: Science, Technology, Engineering, and Mathematics. Through these four disciplines WMA will engage and prepare students for real-life applications. Learning is collaborative and project-based; students will work closely together in a hands-on way to solve real-world problems. In addition to academic enrichment, STEM also provides opportunities to develop positive social connections. Feel free to contact your child's teacher and/or Mrs. Ploch  for additional information about STEM education.

## **SCHOOL HOURS**

The school day begins at 8:00 a.m. and will be dismissed at 3:15 p.m., except on Fridays when school ends at 2:15 p.m. Make sure to check the school calendar and weekly newsletters for early release days (12:15 pm dismissal).

## **BEFORE AND AFTER SCHOOL SUPERVISION**

Students are requested not to arrive at school more than 30 minutes before school begins and to leave the school grounds within 30 minutes after dismissal. Teachers supervision begins at 7:30am and ends at dismissal. Those remaining after 3:30 p.m. from Monday to Thursday and 2:30pm on Fridays will be placed in after school care and charged accordingly.

All students in the aftercare program will sign in with the supervisor in charge. No student will be dismissed until signed out by a parent or an adult designated by the parent. All dismissal information and approved parental designees must be on file in the office.

## AFTER SCHOOL PROGRAM

School program's hours are Monday through Thursday from 3:30 pm -6:00 pm and Fridays from 2:30 pm - 6:00 pm. If parents are late in at picking up students at the regularly scheduled dismissal time, the students will be escorted to the afterschool program. Parents will be charged \$5.00 per child per any portion of the first hour. After that time, parents will be charged \$5.00 per child for every minute after 6:00pm.

## SCHOOL TELEPHONE

The office telephone number is 863.453.3131. Teachers and students should not be called during school hours except in case of an emergency. A student will not be called from class to answer the phone except in an emergency. Twenty-five cents will be collected per non-emergency call made. If calling a long-distance number, parents should provide student with a calling card.

## FACULTY EMAILS

Please contact staff at the following emails with questions and concerns that you may have.

## STAFF EMAILS

Karinda Maquera	Main Office	<a href="mailto:karinda.maquera@wmaeagles.org">karinda.maquera@wmaeagles.org</a>
Eric Stubbart	Principal	<a href="mailto:eric.stubbart@wmaeagles.org">eric.stubbart@wmaeagles.org</a>
Finance Office	All Business staff	<a href="mailto:wmafinance@wmaeagles.org">wmafinance@wmaeagles.org</a>
Diane Cooper	Finance Office Manager	<a href="mailto:diane.cooper@wmaeagles.org">diane.cooper@wmaeagles.org</a>
David Oliver	Business Office	<a href="mailto:david.oliver@wmaeagles.org">david.oliver@wmaeagles.org</a>
Daniel White	Senior Accountant	<a href="mailto:daniel.white@wmaeagles.org">daniel.white@wmaeagles.org</a>
Vanessa Kahler	Kindergarten	<a href="mailto:vanessa.kahler@wmaeagles.org">vanessa.kahler@wmaeagles.org</a>
Liliana Sanchez	First Grade	<a href="mailto:liliana.sanchez@wmaeagles.org">liliana.sanchez@wmaeagles.org</a>
Dawna Stubbart	Second Grade	<a href="mailto:dawna.stubbart@wmaeagles.org">dawna.stubbart@wmaeagles.org</a>
Steffani Carrion	Third Grade	<a href="mailto:steffani.carrion@wmaeagles.org">steffani.carrion@wmaeagles.org</a>

Melanie Contreras	Fourth Grade	<a href="mailto:melanie.contreras@wmaeagles.org">melanie.contreras@wmaeagles.org</a>
Ella Nguyen Burgos	Fifth Grade	<a href="mailto:ella.nguyen-burgos@wmaeagles.org">ella.nguyen-burgos@wmaeagles.org</a>
Earl Ploche	Sixth Grade	<a href="mailto:earl.ploche@wmaeagles.org">earl.ploche@wmaeagles.org</a>
Michelle White	Seventh Grade	<a href="mailto:michelle.white@wmaeagles.org">michelle.white@wmaeagles.org</a>
Tom Bloom	Eighth Grade and Humanities	<a href="mailto:tom.bloom@wmaeagles.org">tom.bloom@wmaeagles.org</a>
Sharon Coldren	Ninth Grade and English	<a href="mailto:sharon.coldren@wmaeagles.org">sharon.coldren@wmaeagles.org</a>
Mira Wickward	Tenth Grade and Science	<a href="mailto:mira.ball@wmaeagles.org">mira.ball@wmaeagles.org</a>
John Pauls	Grades 11&12, Math, Vice Principal	<a href="mailto:john.pauls@wmaeagles.org">john.pauls@wmaeagles.org</a>
JB McMillen	Bible and Chaplain	<a href="mailto:jb.mcmillen@wmaeagles.org">jb.mcmillen@wmaeagles.org</a>
Leonard Cann	Music	<a href="mailto:leonard.cann@wmaeagles.org">leonard.cann@wmaeagles.org</a>
Sharlene Naar	Physical Education/K-12	<a href="mailto:sharlene.naar@wmaeagles.org">sharlene.naar@wmaeagles.org</a>
Home, School and Parent Network		<a href="mailto:wmahspn@wmaeagles.org">wmahspn@wmaeagles.org</a>
Nicole Ploche	Robotics/STEM/Library	<a href="mailto:nicole.ploche@wmaeagles.org">nicole.ploche@wmaeagles.org</a>
Ruth Soler	Renweb/GRIGGS	<a href="mailto:ruth.soler@wmaeagles.org">ruth.soler@wmaeagles.org</a>

## **STUDENT TRANSPORTATION**

### **STUDENT VEHICLES AND MOTOR SCOOTERS**

Students who drive to school must have written permission on file with the school administration. The permission form will include proof of insurance and proper license. Vehicles may be used for transportation to and from school only.

Students must comply with the following:

1. Students operating cars or motor scooters must have a valid license on file with administration.
2. Park in designated area by WMA gym.
3. Vehicles may not be moved after classes begin without the permission of the principal.

4. Do not drive on school sidewalk or lawns.
5. Do not drive another student's vehicle.
6. Do not give another student a ride or ride with a student driver unless written permission is on file from both the driver and the rider's parents authorizing the same. Letter has to be notarized.
7. Only one person per scooter.
8. Obey all safety rules.

Any violations will result in disciplinary action, which may include loss of the privilege to bring a scooter or car onto school grounds.

## **BICYCLES**

Students who ride bicycles must observe the following rules:

1. Park bikes in the bike racks by tennis courts or gym.
2. Do not ride on the school sidewalks.
3. Do not ride another student's bike.
4. Do not ride more than one on each bike.
5. Obey all safety rules.
6. Students must wear helmets at all times.

Violators of any of the above rules may forfeit the privilege of bringing a bike on campus.

The school will not be responsible for damage or theft of a bike on school property.

## **TIPS FOR PARENTS**

- Parents should see that their children attend school every day, arriving on time but not earlier than 30 minutes before the opening of school.
- Parents should insist that their children return home immediately after school closes, unless the child is involved in an approved after school activity.

- After school care is mandatory for students on campus after 3:30 p.m. and not involved in an approved school activity. Fees from afterschool will be charged.
- Parents are urged to visit the school and acquaint themselves with the program. Parents should call and/or email teachers to schedule appointments to discuss students' progress and discuss any concerns. Arrangements should always be made with the principal before visiting the school.
- Parents should not call their children from class to answer the telephone except in extreme emergency. They should also encourage their children to avoid making unnecessary calls home during school hours.
- Parents bringing lunches to school for their children should leave the lunches on the shelves provided inside the school hallway. Parents can't interrupt a class to deliver a lunch and/or any items that students may have forgotten. Students are not allowed to go onto the dismissal area to pick up any items from family.

## **CAMPUS SECURITY**

In order to avoid classroom interruptions, parents are not allowed in classrooms at any time during regular school hours. Email and/or call teachers to schedule appointments after school.

If your child forgets his/her lunch, books, instruments and/or PE uniforms leave them in the shelves by the entrance of the main office with the student's name. Do Not proceed into our campus until clearance is given by the office.

Walker Memorial Academy currently have 24-hour surveillance cameras in most of our common areas of our campus. This is to ensure the safety and security of students and staff.

## **TRESSPASSING**

Anyone using the school gate or attempting to enter campus without permission from WMA staff member will be considered trespassing and dealt with according per Florida State law.

## **SUSPENSIONS**

Suspension is removal of a student from classes or school activities for disciplinary reasons. Suspension may be on or off-campus at the discretion of administration. The following behaviors may result in suspension:

- threatening, attempting, and/or causing physical injury to another person
- committing an obscene act or engaging in profanity or vulgarity
- disrupting school activities or willfully defying the authority of school personnel
- engaging in excessive physical contact or other activities with sexual intent
- causing or attempting to cause damage to school or private property/graffiti
- repeatedly failing to abide by school policies
- cheating/plagiarism
- participating in dishonesty, including theft, cheating, lying, and willful deception
- intentional activities which directly undermine Christianity or Seventh-day Adventist beliefs

Suspensions will not exceed ten consecutive school days. A student will not be suspended for a total of more than twenty days during a school year. Students who reach a total of more than twenty days during a school year will be asked to withdraw from school.

School assignments while a student is on suspension are subject to the non-excused, late-work policy of the particular teachers involved. If a suspension is appealed and the suspension is overturned through the channels outlined in the grievance procedures, then the work assigned is subject to the excused late-work policy of the teachers involved.

## **EXPULSIONS**

Expulsion is removal of a student from the school program for at least one semester for disciplinary reasons. Students may be recommended for expulsion for any of the following behaviors:

- causing serious physical injury to another person, except in self-defense
- possessing of any firearm, knife, explosive, or other dangerous object at school or at a school activity
- major theft
- practicing of occult or satanic rituals
- using and/or possession of substances such as tobacco, alcohol, illegal drugs, or paraphernalia associated with such substances

In addition, expulsion may be recommended when:

- other means of correction are not feasible or have repeatedly failed to bring about appropriate conduct
- cheating/plagiarism
- due to the nature of the circumstances, the presence of the student causes a continuing danger to the physical safety of the pupil and/or others

Administration may, in consultation with the WMA Faculty Executive Committee choose to recommend expulsion.

Students under a suspension/expulsion recommendation are not to be on school grounds at any time including weekends or evening activities unless accompanied by a parent/guardian to pick up necessary items or to attend a scheduled meeting with administration and/or school board.

Students formally expelled from school are not to be on school grounds at any time including weekends and evening activities for the remainder of the school year through the last graduation ceremony.

Students may choose to withdraw from school prior to an appeal to the full WMA School Board. If this choice is made, school records will still reflect the disciplinary concerns on student's records as documented on FACTS/Renweb.

## **PARENT GRIEVANCE PROCEDURES**

The Common goal of Christian teachers and parents can be more readily achieved when a friendly, open relationship exists between the home and the school. When a problem arises between parents and teachers, the following reconciliation procedures, based on Matthew 18 and 1 Corinthians 6 should be used for resolving the problems:

- Step One:*** The parent should first meet privately and confidentially with the teacher and attempt to resolve the problem.
  
- Step Two:*** If the problem is not resolved, the parent should ask the school administration to become involved.
  
- Step Three:*** If the problem is still not resolved, the parent may request that the school board chairperson work with the administration to bring about a resolution.
  
- Step Four:*** If the problem is still not resolved, the parent may send a written request for a hearing before the school board.

**Step Five:** If the problem still is not resolved, the parent may request the Conference Superintendent of Education to assist in bringing about a resolution.

**Step Six:** If the problem is still not resolved, the matter may be taken to the Florida Conference K-12 Board. The decision at this level shall be considered final.

## **TIPS FOR STUDENTS**

It is distinctly understood that every student who presents himself for admission to the school thereby agrees and pledges to observe willingly all its regulations and to uphold the Christian principles upon which the school is operated.

There are certain types of conduct that are expected of all students regardless of age. We would like to remind you of some of the more common classroom courtesies.

- You are expected to be in your classroom when the bell rings.
- Upon entering the classroom, please take your seat promptly and quietly.
- Please wait your turn to speak or express your opinion if another student or adult is speaking.
- Class will be dismissed by the teacher, not the bell.
- Students should knock before entering another class. Wait to be recognized by **the teacher** before making a request.
- “**PLEASE,**” “**THANK YOU,**” “**EXCUSE ME**” and other similar phrases should be practiced by **EVERY** student.
- Be proud of your school. Take care of your school by cleaning after yourselves and maintaining all the areas clean.

Experience has taught that there are some practices that should not be found or permitted in a Christian school. **An offense of one or more of the following points makes the student liable for immediate dismissal:**

- Willfully undermining the religious ideals of our school or disseminating atheistic ideas.

- Using profane language, obscene gestures, or writing obscene slogans, phrases or drawings.
- Making derogatory remarks or spreading false information about another student, teacher, or parent and any social media platforms and/or applications.
- Using tobacco, vaping, liquor, narcotics, or any other substance that debilitates the mind or body; or having them in your possession.
- Stealing, lying, cheating, and willfully deceiving others.
- Willful disrespect, disobedience, or insubordination to any teacher or staff member.
- Improper association with the opposite sex. (see Displays of Affection)
- Inappropriate touching/physical contact. (see Displays of Affection)
- Possession of reading material not in harmony with Christian standards.
- Physical assault upon a teacher or another student.
- Possession of knives, firearms, firecrackers, or any other device that could inflict injury upon any student or teacher or staff member.
- Engaging in any type of willful destruction or vandalism of school property or anyone else's property on or off the school grounds.
- Any of the above activities communicated on any social networking site will result in disciplinary action, including immediate suspension or expulsion.

## **LOITERING**

There is to be no loitering on the campus during school hours or during extra-curricular events. Students attending after school activities are expected to remain in the area of the activity and to leave campus when the activity is completed. Students who are finished with their classes for the day should leave campus and not return until school is out for the day.

Loitering is not permitted by either current or former students, as well as, other individuals. Individuals wishing to visit the school shall obtain permission to visit from administration. The right to be on school grounds and/or visit the school is subject to administrative approval.

## **MARRIAGE AND/OR PREGNANCY**

WMA's goal is to provide students with age-appropriate experiences and to nurture them in their successful academic and social growth. Because life passages such as marriage and/or pregnancy often distract students from a successful experience at a traditional school, such students will be asked to find alternate educational settings. WMA will do what it can to assist in helping make these arrangements.

## **REPORTING SUSPECTED CHILD ABUSE OR NEGLECT**

WMA administration, faculty and staff member are mandated reporters. We are to adhere to the state and local child protection requirements of reporting to local officials should it come to our attention that a student may be experiencing neglect or abuse. These may include but are not limited to unsupervised students with no guardians or parents at home, and/or students who are neglected, abused mentally, physically, medically or academically.

## **LIFESTYLE AND SEXUAL PREFERENCE POLICY**

WMA's desire is to partner with the home in providing a Christian education to children and to develop godly characters. In the event that a student/family's lifestyle choices conflict with or are in opposition to the school's Biblical lifestyle beliefs, the school reserves the right to decline the admission, re-enrollment and or withdraw the students from WMA.

As a Christian private school, WMA reserves the right to select students and partner with families on the basis of the school's religious beliefs and student's/family's personal conduct.

## **D.A.R.E PROGRAM**

This is 10-week program for 5<sup>th</sup> graders. It was founded in 1983. This is the national symbol for the Drug Abuse Resistance Education program which in partnership with police officers, parents and schools are meant to bring awareness. D.A.R.E. is taught in all 50 states and 49 other countries. D.A.R.E. also meets the need of communities and schools as it relates to bullying.

**D.A.R.E. mission:** Teaching students' good decision-making skills to help them lead safe and healthy lives.

**D.A.R.E. vision:** A world in which students everywhere are empowered to respect others and choose to lead lives free from violence, substance abuse, and other dangerous behaviors.

For more information go to <https://dare.org/florida/>

## **HOME, SCHOOL AND PARENT NETWORK**

It is very important for WMA to keep the communication open with all of our families. The Home, School and Parent Network allow you to get involved in all of our activities, volunteer and be part of the planning and implementation of new programs. It is also a place to get to know other parents and spend time together. You can also bring any concerns to our Home, School and Parent Network Leader Mrs. Seralde. You can contact her at [wmahspn@wmaeagles.org](mailto:wmahspn@wmaeagles.org).

## **VOLUNTEER OPPORTUNITIES**

We want to encourage students' parents, guardians, and grandparents to volunteer at WMA. We have various volunteers who help us on a daily, weekly or as-needed basis. In order to ensure safety of students and staff, Walker Memorial Academy requires all volunteers to submit to a fingerprinted/criminal background investigation as part of the volunteer process. Visit the school office for additional information as to where to go to get fingerprinted. As soon as a volunteer has been cleared, he or she may begin volunteering.

## **MANDATORY FINGERPRINT AND BACKGROUND CHECKS**

Participating private schools must register with the Volunteer & Employee Criminal History System (VECHS) at the Florida Department of Law Enforcement (FDLE) in order to receive the required criminal background screening results for employees, contracted personnel and volunteers. Parents go under the category of volunteers. In order to attend school trips and visit the classrooms for birthdays or special occasions, parents must have a clean background and fingerprints on file. Background checks are good for three years and will remain on school file. Please see main office for additional information regarding the location to go for fingerprinting and background check. Only cash is accepted at the Sherriff' office. Parents cover the cost of fees.

\*Check with Sherriff's office for current fees.

## **DOGS AND/OR PETS**

Due to potential liability and allergies, dogs or any other type of pets are not permitted on campus unless there is prior approval by school administration.

## **SCHOOL WEBPAGE AND SOCIAL MEDIA**

WMA has a live webpage **wmaeagles.org**. you will find information regarding curriculum, calendar, activities and various links. You will also be able to access our **Facebook** page which has updated information about our school activities. Please visit the school website at <https://www.wmaeagles.org>.

## **MONEY**

If parents have to send money for lunch, trips, jean day or any other legitimate reason, please place money in a sealed envelope with the student's name and class. Students in K-5 are encourage to let teachers know that they have this money and have them hold it for them. We also highly encourage parents to send exact change as students eat at different times.

## **TUITION AND FEES - 2020-2021**

The Registration and Tuition Rates for the school year will be as follows:

<b><u>Grades</u></b>	<b><u>Registration*</u></b>	<b><u>Annual Tuition</u></b>
<b>K-4</b>	\$ 750	\$5,600
<b>5</b>	\$ 1,000	\$5,600
<b>6</b>	\$1,200	\$5,600
<b>7&amp;8</b>	\$1,400	\$5,600
<b>9-12</b>	\$1,200	\$6,600

**Current Student Early Registration – Reserves your child a spot in their classroom.**

Account must be paid in full prior to re-enrollment (including Registration, Tuition, After School Care, Graduation fees, other additional fees.)

To Hold Seat –For current and new students a non-refundable \$50 fee for each child must be submitted to the school office by June 21, 2020. This early registration fee will go towards your 2020-2021 registration/tuition. *(Step Up/McKay/Gardiner students are to bring in Award Letter)*

**Tuition/Registration Fee** –Fees will be divided over a 10 month period from August through May meaning 10% from annual tuition and 10% of Registration Fee is due by August 4, 2020, then beginning in September and each following month of the school year, the next 10% is due by the monthly due date.

**Late Registration Fee** – A \$50 fee per child will be added to your Registration fee after August 4, 2020.

**Grants/Scholarships** – Available from local SDA churches, WMA, Step Up for Students, including Gardiner, Hope and McKay. Families can also check with their church pastor or church treasurer for tuition assistance.

- **Multiple Student:** If families with multiple students have students enrolled in grades 9-12 at WMA, then the grade 9-12 student will each receive a \$400 discount.
- 
- **PFE / ASSIST** (pending): For more information, families can email Walker Memorial Academy principal at [eric.stubbart@wmaeagles.org](mailto:eric.stubbart@wmaeagles.org).
- **Advance Full-payment Tuition Discount** – A 2% discount is offered when a semester is paid in advance.

A 3% discount is offered when a year is paid in full.

**WMA Late Payment Fee** –A \$25 fee will be applied each month to accounts over 30 days late.

Additional late payment fee may be applied to third party billing.

**Payment Methods** – Cash, checks, debit and credit cards. You can likely have your bank send a check easily and automatically each month by setting up a recurring payment to Walker Memorial Academy, 1525 W. Avon Blvd., Avon Park, FL 33825 on their website. You may also pay via [www.wmaeagles.org](http://www.wmaeagles.org).

**ADDITIONAL FEES:**

iPads	Screen Repair.....	\$100 per occurrence
	Replacement Cover.....	\$50 each
	Replacement Charger.....	\$20 each
	Replacement of lost/damaged iPad.....	\$400 each
Music	Music Lessons (via private teacher).....	Varies per teacher
	Instrument Rental.....	Prices may vary
	Special supplies or Music books.....	Actual Cost
	Grade 3 Recorder, Book & CD.....	\$18
	Elective Music Organizations:..... (Beginner’s Band, Concert Band, Choir, Handbells, Steel Drums, Women’s Chorus)	\$15 per semester, per elective
	Music Uniforms (Required for students enrolled in 7-12 Choir and Elective Music Organizations)	White Tux Shirt .....
	Black Tux Pants.....	\$35 + S&H
	Red Vest.....	\$42 + S&H
	Choir Skirt.....	\$20 + S&H
	Bow Tie.....	\$6 + S&H
	Select Choir.....	\$55 + S&H
School Uniforms (Grade K-12)	Dennis Uniform Company or Campus Store Including PE uniforms grade 5-12	\$300 per Student
After School Care (3:30 - 6:00 p.m. M-Th; 2:30 -6:00 p.m. F)	Per hour or part of an hour..... After 6:00 p.m. Closing time..... (Emergent situations only)	\$5 \$5 per every minute
	Weekly .....	\$25 maximum  (To inform Treasurer at beginning of each semester)



## **WEAPONS**

Students are prohibited from bringing (or threatening to bring) any firearms or weapon to school or to school-sponsored activities. A student who possesses or carries, exhibits, or draws a weapon or any object that could be mistaken for a weapon shall be subject to discipline. This includes intimidation with such object or weapon or any display which warrants cause for alarm for the safety of others. Discipline will be immediate and may result in suspension or expulsion and the involvement of law enforcement. Counseling may be required if the student is allowed to return to school.

## **SUBSTANCE ABUSE AND TESTING POLICY**

The Seventh-day Adventist Church has, since its inception, promoted a philosophy of health and healing. This philosophy applies to its Schools and Academies, which strive to provide students with a safe, positive, and Christian learning environment. Walker Memorial Academy strictly prohibits the illegal use of drugs, and the use of alcohol and tobacco, whether on or off campus. Walker Memorial Academy also strictly prohibits the presence of illegal drugs, alcohol, or tobacco on its campus for any reason.

### **Prohibitions**

The Walker Memorial Academy prohibits the use, possession, transfer, sale, purchase, or offer of illegal drugs, or alcohol or tobacco products (including electronic cigarettes) on Walker Memorial Academy property or while participating in WMA -sponsored activities. For the purpose of this policy, Walker Memorial Academy property includes all properties and buildings, including parking areas, grounds, WMA vehicles, and all on- and off-campus locations where students are participating in Walker Memorial Academy-sponsored activities. Students who fail to comply with these requirements are subject to disciplinary action, up to and including expulsion from the Walker Memorial Academy.

Illegal drugs include all controlled substances prohibited by state or federal law, synthetic compounds designed to mimic the effect of controlled substances, prescription drugs used inconsistently with the prescription, and any substance used in a manner inconsistent with its labeling to “get high” or create a similar physiological or emotional response.

## **Use of Non-Prescription Medication and Prescription Drugs**

The normal use of non-prescription medications and the legal use of prescription drugs, as ordered by a licensed physician, are not prohibited by Walker Memorial Academy. However, students who are bringing non-prescription medications or prescription drugs onto Walker Memorial Academy property must inform the school office. Students should notify Walker Memorial Academy's nurse or principal prior to or at the beginning of the first day on which the non-prescription medication or prescription drug is brought onto the Walker Memorial Academy's property. Students are required to leave their non-prescription medications or prescription drugs in the nurse's or main office and return to take the medication or prescription drug at that location.

Walker Memorial Academy may require students and their parents or guardians to provide proof of a current drug prescription. Students and their parents or guardians may verify a current drug prescription by: (1) producing a copy of the prescription; (2) producing a written statement from the prescribing physician that the student has a current prescription for the drug; or (3) producing the prescription drug in the original container that identifies the student, the drug, dosage, prescription date, and the prescribing physician.

## **Testing**

Testing of students for the current illegal use of drugs, alcoholic beverages or tobacco (nicotine) may be conducted if there is reasonable suspicion that a student is using or has a reportable level of alcoholic beverages, drugs or tobacco in his or her body or is impaired by drugs or under the influence of alcohol.

“Reasonable Suspicion” means a belief that a student is using or has used drugs, alcohol or tobacco in violation of this policy. Reasonable suspicion may be based upon, among other things, (1) observations while at the Walker Memorial Academy, such as drug, alcohol or tobacco use or the physical symptoms or manifestations of being under the influence of alcohol and/or impaired by drugs; (2) abnormal conduct or erratic behavior on Walker Memorial Academy's property or a significant deterioration in performance and/or conduct that is not otherwise explainable; (3) a report regarding the use of drugs, alcoholic beverages or tobacco that is provided by a (i) teacher, staff member, or administrator of Walker Memorial Academy or Conference, or (ii) a reliable and credible source that has been corroborated by other sources

or information; or (4) information that a student has used, possessed, sold, solicited, or transferred illegal drugs, alcoholic beverages or tobacco while on School/Academy property, or while participating in on- and off-campus Walker Memorial Academy-sponsored activities.

### **Written Consent**

Prior to providing a testing sample, students will be required to sign a consent form authorizing the taking and testing of the sample. The written consent of a parent or legal guardian will also be required for minor students. Any student, or his/her parent or legal guardian, may refuse to consent or submit to a test for the current illegal use of drugs or the use of alcohol or tobacco. However, the student who refuses testing will be subject to disciplinary action, up to and including expulsion from the Walker Memorial Academy.

### **Random Testing**

Although the Walker Memorial Academy does not have a random drug, alcohol and tobacco testing program in place, Walker Memorial Academy reserves the right to conduct random testing, after providing reasonable notice to students and parents, if deemed necessary to prevent the use or possession of drugs, alcohol or tobacco on Academy's property.

### **Consequences of Policy Violation**

Students who fail to comply with the requirements of this policy are subject to disciplinary action, up to and including expulsion from the Walker Memorial Academy.

## **INSPECTION AND SEARCH POLICY**

Walker Memorial Academy reserves the right to conduct inspections and searches of students or their personal property that has been brought onto Walker Memorial Academy property. Walker Memorial Academy property includes all properties and buildings, including parking areas, grounds, Walker Memorial Academy vehicles, and all locations where students are participating in on- and off-campus Walker Memorial Academy-sponsored activities. Inspections and searches are conducted at the sole discretion of Walker Memorial Academy, and may be random and unannounced.

Searches may include, but are not limited to, students' clothing, purses, lockers, backpacks, parcels or bags, lunchboxes, desks, work areas, personal vehicles, and other personal property while in the possession of students or while on Walker Memorial Academy property, including all parking areas. A search of students and of their clothing will be conducted by a person of the same gender as the student being searched. For security purposes, a second school official will be present during any search or inspection. In some instances, searches and inspections may be conducted by law enforcement officers, with a Walker Memorial Academy official present.

By attending Walker Memorial Academy, students (and their parents/guardians) consent to inspections and searches. Students should not have any expectation of privacy for themselves or any personal belongings brought onto Walker Memorial Academy property. Students who refuse to cooperate with an inspection or search are subject to disciplinary action, up to and including expulsion from Walker Memorial Academy. The same policies apply to any Walker Memorial Academy event, whether on- or off-campus, and during or outside of regular school hours.

## **DRUG, ALCOHOL AND NICOTINE DISCIPLINE GUIDELINES**

Walker Memorial Academy supports the Seventh-day Adventist ideal of abstaining from the illegal use of drugs, and the use of alcohol and tobacco, whether on or off campus, which encourages spiritual formation, character development, and a healthy lifestyle. Walker Memorial Academy reserves the right to evaluate any substances that are in the possession of or used/consumed by students to determine the appropriateness of their possession and use and to discipline students for use of forbidden substances.

Walker Memorial Academy recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. Walker Memorial Academy believes that the use of tobacco products on school grounds, in school buildings and facilities, on school property or at school-related or school-sponsored events is detrimental to the health and safety of students, staff and visitors.

Walker Memorial Academy recognizes that it has an obligation to promote positive role models in schools and to promote a healthy learning and working environment, free from unwanted smoke and tobacco use for the students, employees, and visitors on the school campus.

## Tobacco Use Prohibited

No student, staff member or school visitor is permitted to use any tobacco product at any time, including non-school hours (24/7):

- in any building, facility, or vehicle owned, leased, rented or chartered by Walker Memorial Academy
- on any school grounds and property – including athletic fields and parking lots – owned leased, rented or chartered by Walker Memorial Academy; or
- at any school-sponsored or school-related event on-campus or off-campus.

Further, no student shall be permitted to possess a tobacco product while in any school building; while on school grounds or property; or at any school-sponsored or school-related event, or at any other time that students are under the authority of school personnel.

## Definitions

For the purposes of this policy, the following definitions have the following meanings:

1) “Electronic Smoking Device” means any electronic device, the use of which may resemble smoking, which can be used to deliver an inhaled dose of nicotine or other substances to the user. “Electronic Smoking Device” includes any such electronic smoking device, whether manufactured, distributed, marketed, or sold as an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen or any other product name or descriptor.

2) “Smoke or Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form. “Smoking” also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form.

3) “Tobacco Product” means:

(a) Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff;

(b) Any electronic smoking device that delivers nicotine or other substances to the person inhaling from the device, including, but not limited to an electronic cigarette, cigar, pipe, or hookah;

(c) “tobacco product” includes any component, part, or accessory of a tobacco product.

4) “Tobacco use” means smoking, chewing, dipping, or any other use of tobacco products, including electronic smoking devices.

When administering discipline in conjunction with its drug, alcohol and tobacco policies and procedures, the Florida Conference and Walker Memorial Academy will adhere to the following general guidelines:

## POSSESSION AND USE DISCIPLINE GUIDELINES

	First Offense		Second Offense		Third Offense	
	From	To	From	To	From	To
<b>Nicotine</b> <b>Vaping and other</b> <b>Electronic Devices</b>	Required administrator /student/parent conference	Placement of the student on in-school suspension or at-home suspension	Restriction of student from extracurricular activities and commencement exercises /award ceremonies	Placement of the student on in-school suspension, or at-home suspension, or any other appropriate disciplinary action	Suspension for up to 5 school days per occurrence	Any other appropriate disciplinary action determined by administration, including expulsion
<b>Drugs*</b>	Possible Suspension/ Referral for Treatment	Expulsion and police notified	Suspension	Expulsion; not eligible for re-enrollment; and police notified	Expulsion	Expulsion; not eligible for re-enrollment; and police notified
<b>Alcohol</b>	Possible Suspension/ Referral for Treatment	Expulsion	Suspension	Expulsion and enrollment for the following year denied	Expulsion	Expulsion; not eligible for re-enrollment; and police notified

\*Students who distribute, offer to distribute, or arrange to distribute illegal drugs, prescription drugs, inhalants, alcohol or tobacco will be subject to any or all discipline listed in this policy, including expulsion.

Students who sell, offer to sell, or arrange to sell illicit drugs, prescription drugs, inhalants, or alcohol will be expelled and reported to the police.

1. **Testing.** A student who is suspected of substance abuse will, at the discretion of the administration, be asked to submit to drug, alcohol, or nicotine testing in compliance with the Walker Memorial Academy's Substance Abuse and Testing Policy.
  
2. **Discipline.** Discipline shall be administered when necessary to protect students, school employees, or property and to maintain essential order and discipline. Walker Memorial Academy reserves the right to impose discipline whether the suspected use or possession is on campus, anywhere within the vicinity of the school, the use occurs during a school sponsored function or trip, or the student is boasting about conduct that violates the policy and which took place off campus.
  
3. **Assessment Before Discipline.** Discipline shall be based on a careful assessment of the circumstances of each case. Administrators should use caution and ordinarily consider developmentally appropriate interventions and discipline for very young children who engage in misconduct. Factors that must be considered in decisions concerning suspension or expulsion include, but are not limited to:
  - a. seriousness of the offense
  - b. student's age and intent or lack of intent at the time the student engaged in the conduct
  - c. student's disciplinary history
  - d. student's attitude (e.g., did student self-report and or seek help?)
  - e. potential effect of the misconduct on the school environment
  - f. state law requirements for certain disciplinary consequences
  - g. mitigating factors in the assessment of any punishment
  - h. whether the student has a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct

4. **Self-Referral and Reporting.** Students who are concerned about their involvement or the involvement of another person with nicotine, drugs or alcohol are encouraged to ask a School/Academy staff member for assistance. The staff member and the Walker Memorial Academy will help the student contact appropriate resources. As a general rule, self-referrals will be treated without disciplinary action, but the circumstances and student must be assessed and all recommendations must be followed. Self-referral must take place before Walker Memorial Academy discipline involvement.
  
5. **Consequences.** The following consequences may result from the use or possession of drugs, alcohol, or tobacco; abuse of over-the-counter medications; or possession of paraphernalia.
  - Parent notification
  - Report to law enforcement
  - Students will not participate in class trips or other off campus activities
  - In-school suspension
  - At-home suspension
  - Submit to future inspections and searches
  - Submit to drug, alcohol or nicotine testing
  - Participate in substance abuse program
  - 3-5 day out of school suspension
  - Suspension from extracurricular activities
  - Expulsion
  
6. **Failure to Submit to Testing.** A student's failure or refusal to submit to testing for illegal drugs, alcohol or tobacco will result in disciplinary action, up to and including expulsion from the Walker Memorial Academy.
  
7. **Confiscation.** When a student is found in possession of, under the influence of, and/or using illegal drugs, alcohol, tobacco, or paraphernalia on the way to or from school, at school, or before, during, or after a school-sponsored event, the unauthorized substance

or paraphernalia will be confiscated from the student. Walker Memorial Academy may test, retain or dispose of the unauthorized substance or paraphernalia, or turn it over to the law enforcement authorities.

8. **Types of Suspension.** Students found in violation of the Walker Memorial Academy’s Substance Abuse Policy may be subjected to in-school suspension (temporary exclusion from classes and required to complete all work assigned) or at-home suspensions for a specified time and missed work or assignments may not be made up. A suspended student, whether the suspension is in-school or at home is barred from participating in all school activities for the days of suspension.
  
9. **Returning to School.** If a student demonstrates a dependency problem, a treatment plan must be submitted and fulfilled as a condition of returning to school. If it is determined that no dependency problem exists, the student must agree to regular counseling by the appropriate Walker Memorial Academy staff upon returning to school. Whether or not a dependency problem exists, the student will be placed on probation and the student (and the parents or guardians of a minor student) must sign an agreement stating the terms and conditions of remaining at the Walker Memorial Academy.

**THE SCHOOL BOARD, ADMINISTRATION AND STAFF OF WALKER MEMORIAL ACADEMY RESERVE THE RIGHT TO REVIEW AND/OR CHANGE ANY PORTION OF THE HANDBOOK AT ANY TIME DURING THE 2020-2021 SHOOOL YEAR.**