

**Winter Haven
Adventist
Academy
Handbook**

2024–2025



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

WELCOME TO WHAA

Winter Haven Adventist Academy

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

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

Winter Haven Adventist Academy (*WHAA*) currently offers Christian education from the Kindergarten through eighth grades. WHAA also exist as a satellite school for Atlanta Adventist Academy in Atlanta, Georgia which allows us to offer classes for 9th-12th grade.

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

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

ACCREDITATION

- North American Division of Seventh-day Adventist
- Florida Conference of Seventh-day Adventist
- National Council for Private School Accreditation (NCPSA)

Our Mission

Winter Haven Adventist Academy (WHAA) exists to provide:

WISDOM and **HARMONY, ANCHORED** in **ACHIEVEMENT**

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

Vision Statement

Winter Haven Adventist Academy (WHAA) strives to:

WORK with students to encourage a lifelong Relationship with Jesus

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

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

ADVOCATE the principles of Healthful Living and Respect for all people

Philosophy

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

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

Goals and Objectives

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

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

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

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

ARTICLE 1: Name

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

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

ARTICLE II: OBJECTIVE AND PURPOSE

The purpose of **WHAA** shall be:

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

ARTICLE III: OWNERSHIP

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

ARTICLE IV: CONSTITUENT MEMBERSHIP

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

ARTICLE V: NON-DISCRIMINATION

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

ARTICLE VI: GOVERNING BODY

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

ARTICLE VII: EXECUTIVE ORGANIZATION

- A. Qualifications and Terms of Office:

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

- B. Duties of School Board Members:

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

ARTICLE VIII: CONSTITUENCY MEETINGS

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

ARTICLE IX: BYLAWS

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

ARTICLE X: AMENDMENTS

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

ARTICLE XI: GENERAL POLICY

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

ARTICLE XII: INDEMNIFICATION

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

ARTICLE XIII: DISSOLUTION

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

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

Winter Haven Adventist Academy

2024/2025 Staff

Mrs. Vicki Turner, Principal, Part Time Teacher, 2-3, High School Facilitator

Mrs. Vicki Turner, our Head Teacher, has been teaching within the Adventist educational system (both elementary and junior high) for over 40 years. This is her 15th year at WHAA. All of her experience has been in multigrade classrooms, with many years in one-room schools. She holds a Bachelor of Science Degree in Elementary Education from Southern University, Collegedale, TN. In addition, she holds two Masters Degrees in Elementary Education --- Educational Technology/Curriculum and Development from A & M University, Huntsville, AL. Her enthusiasm for classroom instruction and her love of the Lord and His children echo throughout the school facility.

Mrs. Agnes Shepherd, Primary Teacher, K-2

Mrs. Agnes Shepherd has been teaching for over 40 years. Much of her teaching career was on the island of Barbados. Most of her experience has been in the lower grades, primarily Kindergarten, First and Second Grade. She holds degrees in Early Childhood Education and related subjects. This is her 11th year at WHAA. She has a genuine love for children and a passion for advancing the academic, social and emotional development of her pupils.

Mr. Corey Grimm, Elementary Teacher, 3-5

Mr. Corey Grimm is now in his 9th year of teaching. He has been at our school since he graduated from MTSU (Middle Tennessee State University) with a Bachelor of Science Degree in Elementary Education. He received his Adventist Certification and Masters Degree in Administration from Southern Adventist University. Mr. Grimm also served as a student missionary teacher in South Korea, teaching English as a second language. Mr. Grimm loves children and brings warmth, energy and organization to the teaching environment.

Mr. Zachary Hagen, Middle School Teacher, Upper Grade Music Teacher 6-8

Mr. Zachary Hagen is our newest addition. He is coming to our school from teaching at Bass Memorial Academy in Lumberton, Mississippi. He graduated from Southern University in Tennessee with a Bachelor of Science Music. He also recently completed a Masters Degree in Educational Administration from Liberty University in Virginia. He is excited to be part of our educational team and share his love of teaching with our students. He has an enthusiasm for the Lord and living life to the fullest that will inspire and challenge.

Mrs. Jeanette Miranda, Physical Education, Spanish, and Sign Language

Mrs. Miranda is returning to WHAA for the third year. Her energy and lively teaching keep students actively engaged and learning. She hold a degree as a Physical Education educator and coach and has had numerous years of experience as a personal trainer. Her unusual way of combining Spanish classes with sign language instruction provides added depth to our students' studies of both languages.

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

Mrs. Lisa has been working with our school in a variety of ways over the last 12 years. Her easy going manner, gentleness with children and genuine love for God, make her an incredible assets to any work environment. Mr. Messa and Ms. Nicky are returning to the WHAA team.. Mr. Delcy is enrolled in Polk State working toward a degree in Nursing. Ms. Pride is a former missionary with a love for teaching and children. Both bring stability, professionalism, joy and a love of Christ to their work with our students. Ms. Clarissia has been away from WHAA for a couple of years, working on her IO Psychology Degree and has decided to return to us as she completes her Master's Degree in this area of study. She is already well loved by the students and excited about sharing her love of of learning and love for the Lord with our children.

School Board Members

Frank Schlagel, Chair (frankvslla@yahoo.com)

Earleen Recass Wiggins, Treasurer (earleen.recasswiggins@flcoe.org)

Vicki Turner, Principal (vicki.turner@flcoe.org)

Corey Grimm, Secretary (corey.grimm@flcoe.org)

Sandi Duerr, Home & School (021282sld@gmail.com)

Kris Farquharson (klfarqui@yahoo.com)

Roger Hagen, Pastor (roger.hagen@floridaconference.com)

Merili Wyatte, Conference Associate Superintendent/School Nurturer (merili.wyatte@flcoe.org)

Winter Haven Adventist Academy 2024-2025 ~ School Calendar

2024

AUG.	12 13 14 30	(MONDAY) FIRST DAY OF SCHOOL, <u>EARLY RELEASE</u> , 8:00AM- <u>12:00PM</u> (TUESDAY) SECOND DAY OF SCHOOL, <u>EARLY RELEASE</u> , 8:00AM- <u>12:00PM</u> (WEDNESDAY) THIRD DAY OF SCHOOL, Regular Schedule, 8:00AM-3:00PM (FRIDAY) Professional Development Day #1 - <u>NO SCHOOL</u>
SEP.	4 3-6	(MONDAY) Labor Day Holiday- <u>NO SCHOOL</u> (TUESDAY-FRIDAY) MAP Growth Assessment Administration #1- Fall
OCT.	11 12 13	(FRIDAY) Professional Development Day #2 - <u>NO SCHOOL</u> End of First Quarter (43 Days) (SABBATH) Winter Haven Adventist Church _ Program #1 Followed by Fellowship Dinner, Fall Festival that evening, 7-9 PM (MONDAY) Columbus Day Holiday - <u>NO SCHOOL</u>
NOV.	22 25-29	(FRIDAY) Holiday Begins- <u>EARLY RELEASE 8:00AM- 12:00 PM</u> (MONDAY-FRIDAY) Fall Break - NO SCHOOL (5 days)
DEC.	14 20 23- Jan. 5	(SABBATH) Winter Haven Adventist Church _ Program #2 Followed by Fellowship Dinner, Winter Festival that evening, 6-8 PM (FRIDAY) Holiday Begins- <u>EARLY RELEASE 8:00AM-12:00 PM</u> End of Second Quarter (45 Days) (MONDAY-FRIDAY X2) Winter Break - <u>NO SCHOOL</u> (10 School Days, 2 Weeks)

2025

JAN.	6 17 20 21-24	(MONDAY) Second Semester Begins, Classes Resume (FRIDAY) Professional Development Day #3 - <u>NO SCHOOL</u> (MONDAY) Martin Luther King, Jr. Day - <u>NO SCHOOL</u> (TUESDAY-FRIDAY) MAP Assessment Administration #2 - Winter
FEB.	5-6 10-13 14 17 26-Mar.1	(WEDNESDAY-THURSDAY) WRAP Testing, National Writing Test (MONDAY-THURSDAY) Outdoor Education Week , Camp Kulaqua (5th-6th Grade) (FRIDAY) Professional Development Day #4 - <u>NO SCHOOL</u> (MONDAY) President's Day – NO SCHOOL (WEDNESDAY-SATURDAY) Festival of the Arts/Class Trip, Orlando Area (6th-8th Grade)
MAR	8 14 11-15 23	(SABBATH) Winter Haven Adventist Church Program, #3 Followed by Fellowship Dinner, Spring Festival that Evening, 7-9 PM (FRIDAY) Holiday Begins- <u>EARLY RELEASE 8:00AM- 12:00 PM</u> End of Third Quarter (47 Days) (MONDAY - FRIDAY) Spring Break - <u>NO SCHOOL</u> (5 days) (SUNDAY) First LEGO League Qualifying Tournament (ASSIGNED TEAMS_6-8TH)
APR.	18 21 22-25	(FRIDAY) Professional Development Day #5 - <u>NO SCHOOL</u> (MONDAY) Professional Development Day #5 (cont.) - <u>NO SCHOOL</u> (TUESDAY-FRIDAY) MAP Assessment Administration #3 - Spring
MAY	10 22 23	<u>SABBATH</u> , Winter Haven Adventist Church _ Program #4 Followed by Fellowship Dinner, Awards Reception that Evening, 7-9 PM (THURSDAY) Graduation/Awards Presentation, Followed by Reception (7-9 PM) (FRIDAY) Last Day - <u>EARLY RELEASE 12:00 PM</u> , End of Fourth Quarter (42 days)

Admissions Procedures & Policy

Winter Haven Adventist Academy welcomes applications from young people regardless of race, color, gender, religion, or nationality or ethnic origin, whose principles and interests are in harmony with the standards, requirements, and philosophy of the Academy as expressed in its procedures and policies. Such students will have the opportunity to develop spiritually, intellectually, socially, and physically.

Seventh-day Adventist schools have not been established for the purpose of offering special education, and they are therefore unable to accept students who have serious physical, scholastic, or behavior problems.

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

All students granted admission will be on probation before being given regular status to establish if Winter Haven Adventist Academy can meet the needs of the child. Students are expected to treat their fellow students, staff, teachers, administration and others they may come in contact with kindness and respect.

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

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

Parents and students seeking admission agree to support the school's principles, programs, and personnel. They will consent to act in harmony with the standards, requirements, and philosophy of the school. Students will receive all rights, privileges, programs, and activities generally made available to students. Standard application forms may be filled out online at mywhaa.org . The completed application is reviewed and followup up by contacting parents by email and/or phone call.

Requirements for Enrollment

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

The following are requirements for enrollment at Winter Haven Adventist Academy:

- Families of prospective students should understand and support Winter Haven Adventist Academy's Mission Statement, Vision Statement and Philosophy.
- Parents attend orientation prior to the beginning of the school year.
- Online enrollment completed and proper documentation submitted:
 - A. Online Registration Form (obtain online, mywhaa.org > admissions > online registration)
 - B. Letters of Recommendation (obtained on line or from school)
 - C. School Records from previous school (academic & behavior)
 - D. Medical Consent Form (obtained on line or during orientation)
 - E. Technology Use Form (obtained during orientation)
 - F. Transportation Pick Up Permission Form (obtained during orientation)
 - G. Photography Permission form (obtained during orientation)
 - H. Handbook Acknowledgement Form (obtained during orientation)
 - I. Immunization Record Form (HRS/DCF 680 - blue form updated from Doctor's office)
 - J. Physical Examination Form (HRS/DCF 340 – yellow form from Doctor's office)
(New student's Florida examination should be dated within one year of admission.)
 - K. Birth certificate (copy)
 - L. Application Fee for current year

Entrance Age Requirements

KINDERGARTEN must be five (5) by September 1 of current school year.

FIRST GRADERS must be six (6) by September 1 of current school year.

Refusal of Admission

The school board reserves the right to refuse admission based on the following:

- Unwillingness of parents and/or students to support Winter Haven Adventist Academy's Mission Statement, Vision Statement, Philosophy, and/or Handbook rules & regulations.
- Special needs exceeding the ability of Winter Haven Adventist Academy to effectively serve said needs.
- Non-compliance with recommendations stipulated for admission or re-admission.

TUITION AND FEES

Application Fee \$150.00 (Non-Refundable)

Entrance/Registration Fee: \$750.00

Due when student is registered.

Tuition: 10 Equal Monthly Payments of \$850.00 equals \$8,500.00 annually.

\$8075.00 (5% reduction) if annual tuition amount is paid by the first day of school.

Other Fees:

Books/Online Technology \$850.00

Uniform Expense \$250.00

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

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

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

Note:

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

Background Financial Information

WHAA operates financially from funds collected through three primary sources:

- (1) Tuition (Personal Pay, StepUp, AAA Scholarship, etc.)
- (2) Subsidies provided by the Winter Haven Seventh-day Adventist Church including donation gifts from individuals specially designated for Church School Financial Assistance,
- (3) Subsidies from the Florida Conference of Seventh-day Adventists that cover part of the teachers' salaries.
- (4) Fund Raisers for specific WHAA projects

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

Step-Up Scholarship

Scholarship funds may be available to qualifying families through government programs such as Step-Up for Students/EMA. Many of these are NOT government funded programs. These funds are generated from cooperate funds of numerous business who contribute money toward a parent's right to choose the best educational facility for their child, in exchange for donated funds these corporations get a tax break. Website: StepupforStudents.org

School Hours

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

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

Playground activities are not permitted before school.

Students should not arrive before 7:30 a.m. unless prior arrangements have been made.

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

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

Parent Involvement

Winter Haven Adventist Academy encourages parents and guardians to volunteer a minimum of ten hours throughout the school year. This includes assistance and attendance for performances, meetings, field trips, special events, community service, and other projects the school is involved in. Parents must complete *Sterling Volunteers* in order to help in classroom situations, ride on the bus, or be in direct conduct with children other than their own.

Parent-Teacher Communication

Teachers will maintain open and consistent communication with parents regarding students academic, social, emotional, and spiritual development. Parents are encouraged to seek out the teacher if they have questions regarding their child's progress. We understand that misunderstandings will occur periodically. If this happens we believe in the biblical procedure for conflict resolution as outlined in Matthew 18:15-17. First, go to teacher personally.

Secondly, involve the principal, the two of you together will meet with the teacher. If after this meeting, you are still unsatisfied, thirdly, contact School Board Chair.

Be aware that all of our staff teach and want to be their best for students, concerns should be addressed with the teacher / principal at appointed times, times arranged outside of normal school hours. Mrs. Turner can be reached by text at almost any time to arrange a meeting that will be convenient for all involved.

Attendance Policy

For your child to reap the full benefit of their education, it is important they attend school on a regular basis and develop timely habits. For this reason, our policy is as follows:

- * No more than 7 unexcused absences per semester
- * No more than 10 unexcused tardies per semester
- * Once your child reaches 7 unexcused absences and /or 10 tardies, you will be issued a warning and a written copy will be placed in your child's file
- * If your child exceeds the given absences and/or tardies per semester, they automatically forfeit the right to attend honor roll trip and principal's lunch at the end of each semester, as well as additional field trips and extra events throughout the year.
- * Excessive absences and/or tardies can jeopardize your child's eligibility for promotion to the next grade level. In addition, failure to comply with the WHAA attendance policy puts your family at risk of losing your Step-Up Scholarship.
- * Once your child reaches the maximum amount of absences and /or tardies, you will be notified in writing and you will be asked to go before the admissions committee and /or governing body of WHAA to explain and come up with a viable plan for resolution.
- * **Absences and Tardies are considered excusable only if:**
 - 1) The student is sick and designated so in writing by the parent.
 - 2) The student has an unavoidable medical or dental appointment during school hours and gives evidence of this being the case.
 - 3) There is a death in the immediate family.
 - 4) An unavoidable emergency arises (to be approved by the teacher.)
 - 5) Court mandated appearance

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

Medication / Student Illness

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

Pre-Arranged Absences or Extended Illnesses

Pre-arranged absences may sometimes be necessary or desired. Such occasions are expected to be minimal. These are unexcused absences; however, students will not be penalized academically or financially. Absences may also occur due to extended illness. When absences occur, either pre-arranged or due to extended illness, all plans for making up school work must be made with the classroom teacher prior to the absence or immediately upon the students return. Students will be allowed to make up schoolwork according to the individual classroom policy. The makeup work should not be dragged out, if the teacher does not receive the assigned make up work within fourteen calendar days, it will result in a zero for the missed work.

Early Pick-Up

The academic day is from 8:00 am - 3:00 pm Monday through Thursday and 8:00 am - 2:00 pm on Fridays. All classes are equally important for the development of the whole child. Picking up your child before dismissal interferes with development and the flow of teaching in the classroom, therefore, we ask that you do so only in emergency situations. In the rare event that this is unavoidable, we ask that a request be submitted in writing, preferably the day before but no later than the morning of the same day.

Students who leave early are expected to make up the work, or activity missed at home or during the school day upon their return.

A courtesy email or letter will be sent to parents / guardians after five (5) early pickups have been accumulated per nine weeks. If the issue persists, your situation will be brought before the school board or admissions committee to discuss further action.

Visitors

Parents and others are welcome at the school and are urged to visit in the classroom by appointment. If parents wish to volunteer for classroom help or field trips it is mandatory they go through the Florida Conference screening program on line called, “Sterling Volunteers”.

All visitors are required to sign in at the Principal’s Office before going anywhere on campus. To sign in, visitors need their Driver’s License. Visitors must be accompanied by WHAA staff member at all times.

Students MAY NOT bring a relative or friend to school without prior approval from school administration. Requests must be made a least one day in advance. Student visitors who have been approved must follow all school regulations including proper dress.

Preschool children are not to visit the school unless accompanied by an adult.

Curriculum

The school follows the typical curriculum of most elementary schools with the significant addition of classes in religion and specific spiritual guidance. The course of study will be in the following subjects: Bible/Character Development, Technology, Language Arts (Reading, Writing, and Grammar), Science/Health, Physical Education, Mathematics, Social Studies, Library Skills, Keyboarding, Handwriting, Art, and Music. Classrooms are mixed grades, currently K-2, 3-5, 6-8, 9-12 (with Atlanta Adventist Academy).

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

Parents are responsible for following and supporting the schoolwork and homework procedures as prescribed by their child's teacher.

Alternative Core Standards Scale

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

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

3 ----- Reaches core standard benchmark requirements

2 ----- Does not reach core standard benchmark requirements

1 ----- Greatly under core standard benchmark requirements

0 ----- No standard benchmark requirements were met

Grade Reports

The *WHAA* school year is divided into four nine-week periods. Printed copies of quarterly grades will be issued at the end of each quarter. Grades should be viewed regularly on AE-Connect Parent Portal. Parent/Teacher Conferences are required at the end of 1st and 3rd quarter while other appointments should be made as needed.

Transferring Academic Credits to another School

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

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

Note: WHAA reserves the right to withhold transcripts due to unpaid accounts.

Grading System

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

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

<i>GRADE</i>	<i>GPA POINTS</i>	<i>PERCENTAGE</i>	
A+	4.00	100	
A	3.85	95-99	consistently superior work
A-	3.67	90-94	
B+	3.33	87- 89	above average work, consistently above requirements
B	3.00	83- 86	
B-	2.67	80-82	
C+	2.33	77-79	
C	2.00	73- 76	Average work that meets minimum course requirements
C-	1.67	70-72	
D+	1.33	67-69	
D	1.00	64-66	Poor work that fails to meet minimum course requirements
D-	0.67	60-63	
F	0.00	0-59	Failure that indicates neglect of meeting course requirements
IC	Incompletes may be raised to any grade upon completion of course requirements		
WP	Withdraw passing		
WF	Withdraw failing		

Incomplete and Failure

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

Honor Roll Guidelines

Honor students are highly regarded and deserve recognition for their diligence and hard work.

Students considered to be on honor roll must fulfill the following:

1. Academic Grades of B- or higher with only 1 C for the year.
2. Attendance within policy
3. Good Citizenship

Students receiving high honors (Principal's List) must fulfill the following:

1. Academic Grades of A- or higher for the year.
2. Attendance within policy
3. Good Citizenship

Standard of Conduct

In order for students to achieve success, they are expected to maintain Christian values and uphold the vision and mission of WHAA both in and out of school. We are to remember that as faculty, students, and parents of WHAA we represent Jesus and our school at all times. To teach accountability, behavioral guidelines will be consistently and lovingly implemented. These include maintaining respect for faculty and staff, classmates, and property.

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

Winter Haven Adventist Academy's discipline plan is based on the belief that student conduct should lead to student **self-government, self-discipline, and self-control**. Conduct that is deemed inappropriate or disruptive to classroom activities will be dealt with in measures appropriate to the behavior. Student conduct is documented and parents notified. Unwanted behavior that persists will be dealt with in a number of ways that may include fines, in school or home suspension, detention, or expulsion. **Conduct that is discourteous or disrespectful is always out of order.** It is the purpose of *WHAA* to instill in its students the desire for a high spiritual and moral character.

In order for students to harmonize with the mission and high ideals of WHAA, certain standards of conduct are expected. The standards align with the principles of Matthew 7:12 ("So in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets."NIV). Typically, a student who desires to follow this principle will choose what is right and will seldom find it difficult to follow the rules. It is the desire of administration, faculty, and stakeholders of WHAA to nurture and develop a level of spiritual maturity in students where conduct and attitude are directed by God's guiding principles as outlined in his Holy Word.

By enrolling at WHAA, each student is pledging to live according to the purposes and regulations of Winter Haven Adventist Academy.

There are many incidents during a normal school day which require discipline by the teacher. This may involve a word of counsel or a missed recess; or, in cases of severe discipline, probation, indoor suspension, etc. may need to be enforced. Whatever the case may be, the student is counseled before and after discipline is administered. Time is always spent with each student individually. The standard of good conduct established by the school is expected at all assembly programs, social functions or religious services, and both on-campus and off-campus activities that are sponsored by the school, whether during school hours or after-school hours.

The policies contained herein have been developed and adopted by the stakeholders and governing body of Winter Haven Adventist Academy for the physical, emotional, and spiritual welfare of the entire WHAA community. They are designed to create an environment in which Christian character and academic success are encouraged. Students are reminded that they represent WHAA, Jesus and their families both in and out of school. In addition, anything posted to the internet (i.e. Social media sites) should be of a positive and uplifting nature.

According to this principle, disciplinarian or corrective actions are not to be interpreted as punishment to fit the offense, but rather, discipline for the refinement of the individual. This philosophy will prevail on the WHAA campus in general; however, there may be specific acts that so affect the individual or entire school and are so removed from the purpose of WHAA that one violation will automatically sever a student from the institution.

Redemptive Disciplinary Process

We realize that, at times, children will err and transgress the code of conduct. When this happens, corrective and/or disciplinary action will be administered. The purpose of disciplinary action is to raise awareness of the behavior, take responsibility for one's actions, and create opportunities to develop Christ-like character through a redemptive process that aligns with the mission of Winter Haven Adventist Academy.

The process begins in the classroom.

- Teacher will address the issue with the student privately to raise awareness of the behavior.
- If the behavior is not corrected in a timely manner, parent(s) will also be made aware to assist in the redemptive process.
- If necessary, administration will be included (along with the teacher, parent(s), and child) in the process.
- If the behavior continues despite these efforts, the situation will be brought before the admissions committee and /or governing body of Winter Haven Adventist Academy to determine further action. It may be necessary for the child and parent (s) to be present during discussion.
- After a determined amount of time to allow for correction of the behavior, the school board and/or admissions committee of WHAA will reconvene and decide the next step. If the behavior has improved, the student will continue to be monitored. If the attempt at corrective action prove to be unsuccessful, the governing body of WHAA may recommend that the student no longer attend Winter Haven Adventist Academy.

Serious Offenses

For the safety and well-being of students, faculty, and staff, certain offenses fall outside the realm of our disciplinary process and require immediate action. Some of these serious offenses include, but are not limited to:

- Bullying (includes cyberbullying)
- Harassment
- Verbal Threats
- Possession of weapons, drugs, tobacco, and alcohol
- Physical harm to self or others
- Any conduct that occurs in or out of school that negatively affects the student body and / or learning environment at Winter Haven Adventist Academy

These offenses will be handled on an individual basis as best seem fit by WHAA administration and faculty. This may include some, or all of the following:

- Immediate suspension until further action is determined
- Referral to admissions committee
- Referral to legal authorities (if required)
- Student probation
- Expulsion

In-School or at Home Suspension

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

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

Probation:

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

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

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

Student Disciplinary Plan

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

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

Students who show a pattern of misbehavior may receive:

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

Bullying and/or Harassment

Winter Haven Adventist Academy’s administrators, staff, and students embrace a “NO BULLYING” policy in order to make our school a safe place for all. Thus, a student or group of students must not participate in, or allow, any act of physical, verbal, cyber, social exclusion, or subtle forms of bullying.

All students must adhere to the following four anti-bullying rules:

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

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

1. The bullying behavior will be stopped.
2. Support will be given to the student who has been bullied.

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

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

1st Offense – Student who bullied will be removed from the incident and isolated. Parents of both the victim and the student who bullied will be notified of the incident.

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

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

Sexual Harassment

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

Child Abuse/Neglect/Harm

Winter Haven Adventist Academy is bound by federal and state law to report any suspected or reported cases of child abuse and/or neglect. Students who demonstrate an imminent threat to harm themselves or others will be reported to parents and/or proper professionals. Students involved in self-mutilation and/or suicide threats will be asked to seek psychological counseling and be reported to the appropriate authorities. A written release from a psychologist/psychiatrist must be presented to the administration before that student is allowed to return to school.

Student Health & Wellness

Parents are asked to cooperate with the school in minimizing the spread of communicable diseases among students and the staff. Therefore,

- Any student who comes to school ill or becomes ill while at school, will be isolated from other students and parents will be called to pick up the student.
- Parents should not send their children to school if he/she has been vomiting, has a temperature above normal, is suspected of having a contagious disease or has not sufficiently recovered from an illness (this include but not limited to, lice, impetigo, ringworm, chicken pox, pink eye, covid, flu, etc.) If your child is sick please do not send him/her to school until he/she has been free from vomiting and /or fever for 24 hours.
- If a student is sick more than 3 days, he/she must have a written doctor's note for absences to be excused.
- First-aid kits are available throughout the school for minor cuts, bruises, or burns.
- The State of Florida HRS requires school personnel to have a program that ensures the safety of children at all times. The Florida Conference of Seventh-day Adventist uses "Sterling Volunteers" as our vetting program. Any person who desires to volunteer and work at WHAA, must be approved through this program. The staff members are required by law to report any suspected incidents of child abuse to the nearest HRS child abuse center.

Medical Emergency/ Insurance

Each student is covered by insurance for accidents or other medical emergencies that occur DURING REGULAR SCHOOL HOURS OR OTHER OFFICIAL SCHOOL ACTIVITIES. Incident reports will be filled out by supervisory staff and a copy given to the parents. When accidents occur, supervisory staff will take care of the child's immediate needs and parents will be notified so they can make the best decision how to proceed with their child's treatment and/or needs.

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

Dress Code

The purpose of a dress code is to set guidelines which will ensure a neat and modest appearance that will serve us in representing our Lord, our school, and our family. To help maintain a Christian appearance conducive to good behavior and learning, the following dress code is to be followed:

- Minimal to no jewelry of any kind (medical alert bracelets excluded). If earrings are worn, only stud pierced earrings allowed, nothing that dangles.
- No portion of underwear is to be showing.
- All shirts must cover the entire midriff.
- Hair should be clean, well-managed and should not shield eyes when in normal position.
- No rips, tears or holes in pants, shorts, or skirts.
- Hats and hoodies are not to be worn in the classroom or school building.
- Burgundy, Navy or Hunter Green shirt bearing the logo for WHAA is acceptable for school days.
- A WHAA logo t-shirt with the school’s name will be required for field trips and Fridays.

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

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

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

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

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

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

Cold weather wear for both boys and girls:

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

Personal Property

The school is not responsible for personal property left in school buildings or anywhere on the school premises. The school is not responsible for anything kept by the student at school. Valuable personal items should be left at home. WHAA reserves the right to confiscate any items that may be deemed a distraction to the classroom and school environment. Items will require a fee and parent must redeem the item.

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

Prohibited Articles

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

Substance Abuse

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

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

No Cell Phones or Personal Electronic Devices

The use of cell phones, smart watches, and other personal electronic devices are not permitted on campus. In addition, no outside electronics which could be a distraction in the classroom will be allowed on campus. **If any device is heard, seen, perceived, or used, the device will be confiscated, and a fee assessed.** The device can be claimed by a parent after the fine has been paid.

School Property

WHAA operates a 1/1 ratio of electronic devices for student use at school. Some students are issued iPads, others Laptops. Students are expected to respect the school buildings, equipment, and contents. Damage to school property should be reported promptly. This may prevent additional damage and consequent increase in the cost of repairs. Students, their parent/s or guardian will be required to pay for damage student causes to school property purposefully.

Food/Lunches

Students should begin their day with a wholesome breakfast at home and bring a healthful lunch and snack to school. We encourage lunches of a wholesome nature with limited refined sugar. If your family eats meat, we encourage you to eliminate or refrain from use of the Biblically unclean meats such as ham, pork, sausage, crab, etc., (Leviticus 11) in school lunches. Fruit juices or water are preferred drinks; please DO NOT send any caffeine or carbonated drinks. Students are encouraged to use fruits and vegetables as their snack options. The school is careful to adhere to dietary requirements of each student as outlined by parent. Encourage your child NOT to take food offered by other students, because there is no way to monitor content. Feel free to contact the school if you would like further information.

We understand that sometimes a student may forget to eat breakfast or bring lunch. On the rare occasion when this happens, something will be provided by the school that student can get with classroom ticket. Students begin school year with five tickets for meal and supply purchases. However, if/when student uses allotted tickets you will be approached to come up with additional funds or other ways to rectify the situation.

Weather/ Emergency Dismissals

In the event the Polk County School System is closed due to threatening weather; Winter Haven Adventist Academy will likewise close for at least the first day. Please listen to broadcast announcements as they are posted on local radio and/or television. Principal will contact parents when it is safe for students to return to school if it differs from the public school announcements issued.

Disaster/Emergency Response Plan

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

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

Telephone -- Class Room -- 863-299-7984 __ (Principal's Cell__ 863-604-3333)

The school telephone is for business and emergency use only. The answering machine of the school is usually only checked once or twice a day.

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

Lost and Found

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

Entering or Leaving the School Property

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

Religious Activities

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

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

Home and School Association --- PIE Meetings

All parents/guardians of the students, as well as the school staff, are automatically members of the Home and School Association. This organization promotes a sense of family through PIE Meetings (**P**arents **I**nvolvement in **E**ducation), with sponsored programs and projects within the school community. Information is usually passed on about upcoming events in weekly news letters. This year the PIE meetings will be held on the Saturday evenings following the four special church programs provided by the students. Goals for this co-operative organization of parents/guardians, teachers, and students are:

- 1) To foster cooperation and understanding among the various entities of the school.
- 2) To exhibit student academic progress providing a forum for public presentations.
- 3) To promote and encourage fund raising on behalf of the WHAA.
- 4) To encourage fellowship and appreciation among families.
- 5) To enhance communication and build relationships and understanding.

VOLUNTEER SERVICE OPPORTUNITIES

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

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

Some possibilities of service are:

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

Winter Haven Adventist Academy Acceptable Use Policy for Internet

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

A. Educational Purposes

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

B. Student Internet Access

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

C. Unacceptable Uses

The following uses of WHAA Internet are considered unacceptable:

1. Personal Safety

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

2. Illegal Activity

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

3.System Security

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

4.Inappropriate Language

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

5. Respect for Privacy

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

6. Plagiarism and Copyright Infringement

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

7. Inappropriate access to material

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

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

D. Your Rights

1. Free Speech

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

2. Search and Seizure

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

3. Due Process

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

E. Limitation of Liability

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

F. Personal Responsibility

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

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

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

G. Consequences of Violations

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

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

Winter Haven Adventist Academy
looks forward to serving you and
your family this school year.
May we grow together in the
Grace of our Lord,
providing our children
with
Wisdom
&
Harmony,
&
Amazing
Achievement
for
Now and Eternity

WHAA INTERNET – Student Account Agreement Student Section

Student Name _____

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

Student Signature _____ Date _____

Parent Section

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

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

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

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

E-mail account _____ (initial to approve)

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

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

Parent Signature _____ Date _____

Parent Name (Please Print) _____

Parent e-mail _____

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

WINTER HAVEN ADVENTIST ACADEMY
BILL OF RIGHTS (2024-2025)

The three groups most involved in the day to day operation of *WHAA* are parents, teachers, and students. The success of the whole educational effort at *WHAA* is based on the good faith and cooperation of parents, teachers, and students. Each group has the right to certain basic expectations.

Students Have a Right to Expect:

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

Parents Have a Right to Expect:

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

Teachers Have a Right to Expect:

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

Signature of Student: _____ Date _____

Signature of Parent: _____ Date _____

Signature of Teacher: _____ Date _____

**WINTER HAVEN ADVENTIST ACADEMY
HANDBOOK ACKNOWLEDGEMENT (2024-2025)**

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

Signature of Student: _____ Date _____

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

Signature of Parent: _____ Date _____

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

Signature of Teacher: _____ Date _____

Signature of Administrator: _____ Date _____

WINTER HAVEN ADVENTIST ACADEMY Technology Policy User Contract

The purpose of the Winter Haven Adventist Academy technology program is to provide educational services, opportunities and learning for today and the future. Our goal is to promote educational excellence by facilitating resource sharing, innovations, and communication. With this educational opportunity also comes responsibility. Access and use of the Internet, local area networks, computers, and related equipment is a privilege. Therefore, WHAA has a user policy which must be signed. A copy of this policy is listed below for information purposes.

Computer User Policy

I understand the use of the iPad or Laptop at Winter Haven Adventist Academy is for instructional and witnessing purposes. It will not be used for entertainment.

- I may not download an app or any media content on a Winter Haven Adventist Academy iPad / Laptop without consent from my teacher.
- I will maintain the operating system and not change it.
- I will not deface the serial number.
- I will not take my assigned iPad / Laptop beyond my classroom unless instructed by my teacher.
- I will never leave my assigned iPad / Laptop unattended or share a different device.
- I will be responsible for the iPad / Laptop assigned to me and any damages incurred will be my responsibility to pay for and fix.
- I will not take photos or record class lectures, discussions, etc. unless given permission from the instructor.
- I will protect the iPad / Laptop by ensuring it is in a proper case, closed appropriately, and will not stack anything on top of it.
- I will ensure the iPad / Laptop I have been using is properly charged and stored.
- I recognize the staff and administration at Winter Haven Adventist Academy has the right to amend this user policy at their discretion. I realize at that time I will have a new user policy to sign.

Signature of Student: _____ Date _____

Signature of Parent: _____ Date _____

Signature of Teacher: _____ Date _____

WINTER HAVEN ADVENTIST ACADEMY
USE OF DIGITAL IMAGES - PHOTOGRAPHY & VIDEO (2024-2025)

To comply with the Data Protection Act of 1998, we need your permission before we can photograph or make recordings of your daughter/son.

We follow the following rules for any external use of digital images:

- If the pupil is named, we avoid using their photographs.
- If their photograph is used, we avoid naming the pupil.
- Where showing examples of pupil's work, we only use their first names rather than their full names.
- If showcasing digital video works to an external audience, we take care to ensure that pupils are not referred to by name on the video and that pupils' full names are not given in credits and at the end of the film.
- Only images of students in suitable dress are used.

Examples of how digital photography and video may be used include:

- Your child being photographed (by teacher, teaching assistant, or authorized person) as part of a learning activity.
- Photographing children at work and then sharing the pictures at an event or on smart board
- Presentation purposes around the school in wall displays, PowerPoint presentations, community service project or lesson.
- Your child's image being used in a presentation about the school in order to promote good practices and achievements in secure social media or school website.
- In rare events, your children could appear in the media if a newspaper photographer or television crew attends an event.

NOTE: If we, or you, actually wanted your child's image linked to their name we would contact you separately for permission. For example, if your child won a national competition and wanted to be named in local or government literature.

I HAVE READ THIS DOCUMENT AND AGREE TO ALLOW SCHOOL TO USE PHOTOGRAPHS/VIDEOS OF MY CHILD AS DESCRIBED FOR EDUCATIONAL PURPOSES.

Parent / Guardian Signature _____ Date _____

Student Signature _____ Date _____

**WINTER HAVEN ADVENTIST ACADEMY
PARENTS ONLINE AND PHOTOGRAPHY SAFETY AGREEMENT (2024-2025)**

STUDENT(S) NAME(S) _____

AS A PARENT OR LEGAL GUARDIAN OF THE ABOVE PUPIL(S), I GRANT PERMISSION FOR MY SON(S) OR DAUGHTER(S) TO HAVE ACCESS TO USE THE INTERNET, ASSIGNED INTERNAL EMAIL AND OTHER ICT FACILITIES AT SCHOOL.

I KNOW THAT MY SON OR DAUGHTER HAS SIGNED AN E-SAFETY AGREEMENT FORM AND THAT THEY HAVE A COPY OF THE RULES FOR RESPONSIBLE ICT USE.

I ACCEPT THAT ULTIMATELY THE SCHOOL CANNOT BE RESPONSIBLE FOR THE NATURE AND CONTENT OF THE MATERIALS ACCESSED THROUGH THE INTERNET AND MOBILE TECHNOLOGIES, BUT I UNDERSTAND THAT THE SCHOOL WILL TAKE EVERY REASONABLE PRECAUTION TO KEEP PEOPLE SAFE AND TO PREVENT PUPILS FROM ACCESSING INAPPROPRIATE MATERIALS. THE STEPS INCLUDE USING AN EDUCATIONALLY FILTERED SERVICE, RESTRICTED ACCESS EMAIL, EMPLOYING APPROPRIATE TEACHING PRACTICES AND TEACHING ONLINE SAFETY SKILLS TO PUPILS.

I UNDERSTAND THAT THE SCHOOL CAN CHECK MY CHILD'S COMPUTER FILES AND THE INTERNET SITES THEY VISIT AND THAT IF THEY HAVE CONCERNS ABOUT MY CHILD ONLINE SAFETY/BEHAVIOR THAT THEY WILL CONTACT ME. I WILL SUPPORT THE SCHOOL BY PROMOTING SAFE USE OF THE INTERNET TECHNOLOGY AT HOME AND WILL INFORM THE SCHOOL IF I HAVE ANY CONCERNS OVER MY CHILD'S ONLINE SAFETY.

Parent / Guardian Signature _____ Date _____

Student Signature _____ Date _____