

# Welcome!

**W**elcome to Worshipers' House of Prayer Academy!

Christian Education is one of the most important decisions in training up a child in the way of the Lord. The investment of your time and money into the life of your child will surely reap eternal results. We feel honored that you have chosen to partner with us in this endeavor. We believe that God is pleased when we put our children's need to develop a relationship with Him as a top priority.



**Pastor Emmanuel Zizi, Administrator**  
**Mrs. Marie F. Zizi, Principal**

Students, it is our desire that you will grow spiritually, academically, socially and physically while you are under our care. You are beginning an exciting adventure which can influence the rest of your life!

This handbook has been provided to better acquaint you with our school. We ask that you give us your full support so that Worshipers' House of Prayer Academy is not only an educational facility but a solid educational family.

Sincerely,

**Pastor & Mrs. Emmanuel F. Zizi**  
Administrator  
Principal



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# Mission, Vision, Philosophy and Statement of Faith

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## **Mission Statement**

Worshippers' House of Prayer Academy is a K-12 college preparatory school based on biblical principles, equipping students to maximize their potential. W.H.O.P. Academy compels students to master the art of discipline, develop a passion for learning, a heart of service and boldness to impact their world for Christ.

## **Vision Statement**

Our graduates will enter college with a strong educational foundation and unwavering faith in Christ, merging purpose and fulfillment to become all that God has created them to be.

## **Statement of Purpose**

It has always been God's plan for parents to take the ultimate responsibility for educating and training their children (Deuteronomy 6:6-9; Ephesians 6:4). Worshippers' House of Prayer Academy serves as an extension of the home by assisting parents with the moral and spiritual training of their children. It also provides technical and academic assistance to help children master academic skills and concepts.

It is our goal to guide and establish learning experiences that will assist each student in becoming a mature Christian and a responsible, productive member of society. It is essential that our school families and school staff work together to impart knowledge, understanding, wisdom and a God-centered view of life to our students.

Attending Worshippers' House of Prayer Academy is a privilege—not a right. The purpose of our school is not to reform but to train Christian youth of every ability in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity and good citizenship.

## **Philosophy of Education**

The foundation of our educational philosophy is to teach the whole child with God's Word as the center (Deut. 4:6-9; John 1:1, Is. 40:8). Three components form our whole child teaching philosophy: Academics, Biblical Formation and Social Development (2 Tim. 2:15, Prov. 19:2, Ps. 36:9, Prov. 4:7, Prov. 18:15, Prov. 2:3-5, Ps. 133, 2 Cor. 9:12, Acts 1:44-45, Acts 4:34-37, Gal. 3:28)

We believe that the Holy Bible is the infallible Word of God inspired by God, and is the source of all wisdom and truth (2 Tim. 3:14-17, Ps. 36:9, 2 Cor. 1:20, Prov. 9:10, Col. 2:1-3, Rom. 11:33-36, Prov. 1:6). Therefore, all academic disciplines are taught based on the truth of God's Word. Biblical formation is necessary to fulfill our God-ordained mandate to "train up a child in the way that he should go..." (Prov. 22:6, Deut. 6:4-9, Eph. 6:4 Prov. 20:11). The teaching, integration and application of God's Word are what form Christ in the lives of our

students (1 Thess. 2:13, John 17:3, Rom. 12:2, Gal. 4:19, Col. 1:27, Eph. 4:13). Worshipers' House of Prayer Academy exists as an aid, but not a replacement to the parent to raise Godly, educated children (Prov. 22:6, Eph. 6:1-4).

Quality Christian education is the product of a partnership between home, school, and Church, and it is therefore expected that parents are involved in their children's education and are Bible believing Christians (Deut. 6;7).

Worshipers' House of Prayer Academy believes in ministry. God's Word makes it clear that service is essential to greatness (Jn. 13:14-15, Acts 20:35, Matt. 20:27, Phil. 2:1-4, Gal. 5:13, 1 Cor. 13). Therefore students are taught to serve wholeheartedly. We believe that everyone was designed with the purpose and potential to do great things (1 Cor. 4:13, Jer. 29:11, 1 Pet. 2:9, Prov. 16:4). When students know their potential and their purpose in life, they become valuable to the society in which they live.

## **Statement of Objectives**

### ***Biblical Formation***

- Each student will understand the love of God for him/her.
- Each student will develop a personal relationship with Jesus Christ.
- Students will view prayer as a lifestyle, and not just an alternative to be practiced only in unyielding circumstances.
- Students will know the Bible to be the inspired Word of God—inerrant, immutable and incorruptible. Students will make scripture reading, memorization and meditation priority and understand that it is the only path that guarantees “good success.”
- Students will be aware of the distinction between God's purpose for their lives and what would seem to be their purpose as defined solely by their talents and desires. Students will understand the value and importance of good character and the ramifications for lack of it—affecting their Christian growth, personal life and the society around them.
- Students will understand that the Christian's worldview is what makes Christians who they are in this world.
- Students will be able to live a godly life with conviction unapologetically.

## ***Academics***

- Students will be able to effectively communicate through reading, writing, speaking and listening.
- Students will know and understand all general knowledge academic disciplines. As a result, students will be able to perform proficiently during their academic career and apply their knowledge to real life situations.
- Students will understand that a passion for learning guarantees success in the school of life.
- Students will gain awareness of their strengths and weaknesses, and will be provided with opportunities and activities that will drive them to overcome weakness and excel in strength.
- Students will live a life of discipline.
- Students will be able to plan definitive and measurable goals along with a process to achieve those goals.
- Through various workshops, reading assignments and activities students will understand how to be good stewards of the resources that God had given them.
- Students will understand that they are to care responsibly for their bodies, as temples of the living God, by being mindful of what they are taking into and placing onto their bodies. Students will also understand that physical activity is essential to physical wellness.

## ***Social Development***

- **Service:** Students will understand that service is a mandate from God, and will engage in various service activities in their community and abroad to make a difference.
- **Potential and value to society:** Students will understand that they have great potential, and that in applying their potential, they add value to society that no one else can.
- **Purpose:** As students cultivate their God-given talents, abilities and skills they will begin to know the ultimate purpose for their existence. Furthermore, they will begin to understand how to utilize their purpose to benefit those around them.

## **Statement of Faith**

1. We believe that both the old and new testaments are the inspired word of God.
2. We believe in the incarnation and virgin birth of our Lord and savior Jesus Christ.
3. We believe that God has made His son, Jesus Christ, the supreme head of the church, and the Body of



Christ shall carry no other name than that of Jesus.

4. We believe that all things were created by God. Man was created in the image of God, but became separated by sin.
5. We believe that man is redeemed by grace, through faith in Christ's vicarious atonement for sins, the shedding of blood on the cross.
6. We believe that the gift of eternal life is available to all men, that those who receive Christ by faith have the opportunity to be regenerated by the Holy Spirit, with the initial evidence of speaking in tongues, and thereby become children of God.
7. We believe in the leading and teaching of the five-fold ministry.
8. We believe in the bodily resurrection of Christ, the imminent return of Christ and the resurrection of his people.
9. We believe that the Body of Christ will produce overcomers who will make the bride of Christ.

## Enrollment

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Following are guidelines established by Worshipers' House of Prayer Academy in order to maintain its standards of excellence.

### **Admission Policy**

1. In light of our mission and purpose as a school, it is imperative that at least one parent is a professing, born-again Christian, living in right relationship with the Lord Jesus Christ and a local church family.
2. Students must be living in right relationship with Jesus Christ, their parents, and their church family.
3. Students must have a desire to attend Worshipers' House of Prayer Academy. They must also agree to adhere to the guidelines and standards set forth by the administration, as outlined in this handbook.
4. Parents and students who may have unresolved conflicts in their previous school experience must have a desire for resolution, followed by a Biblical plan of action prior to enrollment.
5. Should a conflict arise between home and school which cannot be resolved between parties, parents shall agree to mediate conflict through Christian mediation.
6. Students with disabilities, (mental, learning, emotional, behavioral or physical) will be admitted only if, in the opinion of the administration, their needs can be adequately met by the school.
7. Worshipers' House of Prayer Academy does not discriminate on the basis of race, color, nationality, or ethnic origin in the administration of its admission and educational policies, scholarship and loan programs, athletic and other school-administered programs.

## Admission Procedures

1. Families apply for and secure financial assistance (optional).
2. An application and all enrollment forms must be *completed in full* and returned to the school office along with initial fees.
3. All required documents must be submitted to the school office.
4. Two letters of recommendation for each student entering grades 6-12 must be submitted to the academy (one academic recommendation and one spiritual leader recommendation). One academic letter of recommendation for each student entering grades 3-5 must be submitted to the academy. (Recommendation forms are included in school application packet.)
5. Parents will schedule with the admissions department a time for testing and placement of their student.
6. The prospective student and both parents (if two-parent family) will be interviewed by the Administrator or Director of Enrollment.
7. Parents will be notified of acceptance or denial of admission.
8. Parent will sign a Financial Agreement and make financial arrangements to fulfill their obligation.
9. Parents will attend Family Orientation.

## Immunizations

Parents or guardians are required by state law to provide written evidence of immunizations for compulsory immunization of elementary and high school students against Poliomyelitis, Diphtheria, Whooping Cough (Pertussis), Tetanus, Rubella (3-day measles), Rubella (10-day measles), and Mumps. The law provides that pupils be immunized or be in the process of receiving this protection at the time of opening of school in August. The law further requires that students be tested for tuberculosis if they attended school or lived in a 'high risk' country in the preceding school year.

No student shall be permitted to remain in school for longer than 15 days if written evidence of immunization has not been presented. State laws require that a record of the exact dates of immunization of each student is on file in the school folder. A summary of all initial entry pupil immunization records must be reported to the Director of the Department of Health annually by October 15th. Immunization requirements are as follows:

### K-12 Vaccination Requirements

Four or five doses of diphtheria, tetanus, and pertussis vaccine

Three, four or five doses of polio vaccine

Two doses of measles, mumps, and rubella vaccine

Two or three doses of hepatitis B vaccine

One dose of varicella vaccine (kindergarten effective school year 2001/2002, then each year an additional grade)

Two doses of varicella vaccine (kindergarten effective school year 2008/2009, then each year an additional grade)

### 7th Grade Additional Requirements

In addition to all other compulsory school immunizations, children entering, attending, or transferring to the seventh grade are required to complete the following:

One dose of tetanus-diphtheria-pertussis vaccine (Tdap)

Students whose immunization records have been misplaced or are not available are required to have a booster of each of the following:

DPT, POLIO, and MMR. An exception would be allowed in the case that a written statement is submitted by a physician indicating that immunization is medically contraindicated for an individual. An exception would also be allowed in the case of a good cause/religious objection. A statement signed by a parent/guardian, stating the objection must be on file with the immunization records.

### **Re-enrollment**

All families wishing to return to Worshipers' House of Prayer Academy must complete and return the re-enrollment forms prior to the beginning of the new school year. No student has an absolute right to re-enroll. Applications for re-enrollment will be approved at the sole discretion of the school. Worshipers' House of Prayer Academy reserves the right to deny re-enrollment to any student who is in violation of the Standard of Conduct. If parents or students are not in harmony with school standards or policies, students will not be allowed to re-enroll.

### **Withdrawal Procedures**

1. The Administrator will communicate with parents regarding the withdrawal procedure. An Exit interview may be requested.
2. A Student Withdrawal Form must be submitted to the school office.
3. The student must undergo a check-out procedure in which all books and any other school property are returned to the school.
4. Tuition for any student who is withdrawn early will be the sum of the daily rate of tuition plus a \$300 withdrawal fee.
5. If a withdrawal occurs after September 2<sup>nd</sup>, and within the month of September, the September tuition is non-refundable and there is no withdrawal fee.
6. All financial obligations must be paid in full, including tuition for the last month and any additional days attended. **If families have a balance owed to the school, their academic records will not be released.** Parents who have prepaid tuition will be reimbursed for the months not attended, after completion of the withdrawal procedure. Curriculum/Book and registration/re-enrollment fees are non-refundable.

## Financial Information

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Worshippers' House of Prayer Academy operates as an integral and inseparable part of the **Worshippers' House of Prayer** Church. Private education in a Christian environment will always require commitment and sacrifice on the part of the parents. The primary support comes from tuition payments paid by parents whose children attend the school; however, tuition payments will not support the entire school program. Therefore, the school is additionally considered a "faith ministry." As such, additional financial support for the school must come from tithes, offerings, and gifts or donations from members and friends of **Worshippers' House of Prayer Academy** in addition to fund-raising projects conducted by students, staff, and parents.

## **Tuition**

The tuition-based financial policies shall be described as follows:

### **A. Fees**

1. Nonrefundable registration fee due at the time of enrollment.
2. A Book fee due at the beginning of the school year.
3. Miscellaneous fees for various school activities and/or fieldtrips (collected as needed).

### **B. Tuition Payments**

1. Tuition payments paid in full at the beginning of the academic year will receive a \$100 discount on balances greater than \$350. Balances less than \$350 will receive a \$50 discount. Balances over 2,000 will receive a discount of 5% if paid in full at the beginning of the academic year.
2. Tuition payments may be paid semiannually. The first payment would be due on the September 1<sup>st</sup> and the second payment would be due on February 1<sup>st</sup>. A \$50 discount is applied to balances of \$350 or more, and a \$25 discount is applied to balances less than \$350. Balances over \$2,000 will receive a discount of 2.5% following this payment option.
3. Tuition payments may be paid monthly in 10 equal installments which are due on or before the first of the month, beginning September 1<sup>st</sup> and continuing through June 1<sup>st</sup>. (Payments may be split each month into ½ payments, due the 1<sup>st</sup> and 15<sup>th</sup>; however such terms must **be pre-approved.**)
4. All the tuition payments and school-related fees are to be paid as specified on the Financial Agreement Form.
5. If tuition payments cannot be made by the first of each month, then the established policy is to allow a 10- day (10) grace period before any penalty is assessed.
6. If payment is not made on or before the 10<sup>th</sup> of each month, a \$25.00 late charge will be assessed from Smart Tuition Services.
7. Postdated checks will not be accepted unless the date on the check allows the check to be cashed before the 15<sup>th</sup> of the month in which the payment is due.
8. If the bank returns a check for "insufficient funds", the parent's account will be charged \$25.00 for each returned check. A person designated by the Administrator will contact the parent by telephone

or mail for permission to redeposit the check or to secure a replacement. Payment must be honored within 5 days.

9. Families whose accounts are past due beyond the 20th of the month may be denied services.
10. If a family is expelled during the school year, tuition payments will be refunded on a prorated basis.
11. If a family withdraws voluntarily, parents are responsible for full payment of any fees and tuition payments for all services rendered, regardless of academic progress, for the full month in which their student (s) attended along with \$300 withdrawal fee.
12. If the family is a recipient of the Step Up For Students or McKay Scholarships, tuition and books are paid up to the maximum amount of the family's award. Any remaining balance must be paid.

## **Donations**

Fund-raising is a vital part of our faith-based ministry. Periodically Worshipers' House of Prayer Academy will announce a fundraising activity which will require either financial support or an investment of time. Your participation helps in providing the highest level of academic and social support for your children, and tuition assistance for those who are not able to afford a Christian education. We also encourage you to consider mentioning our ministry to any friends and relatives who may be impressed to become supporters.

## **Annual Audit**

W.H.O.P. Academy is financially accountable to God, the Board of Trustees, and the church members for sound financial principles and practices. The school desires to operate with integrity and full disclosure in the handling of its finances, so that all transactions and parties involved are treated fairly.

To provide accountability in the use of money, the Board of Trustees has requested and authorized an annual audit at the end of each fiscal year of the books, financial records, and procedures pertaining to all financial matters. This audit will be conducted by an independent certified public accounting firm and will be available to any interested parties upon request at the school's administrative office.

## **Accident Insurance**

Each family shall carry School Accident Insurance which shall cover any medical expenses beyond the family's regular insurance for injuries incurred as a result of accidents while on school property or during any school activity. See the school secretary for details.

# Parental Involvement

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The active participation of each parent is essential to the education of each child, and must not be delegated to others. *Worshipers' House of Prayer Academy* seeks to aid and supplement, not to replace, the parents in the sober responsibility of training and teaching their children. Together, the parent-school team works to develop each child toward physical, mental, emotional, and spiritual maturity.

## Our Expectations of Our Parents

Our purpose as Christian educators and Christian parents is to fulfill our God-given responsibility in training our children. *Worshippers' House of Prayer Academy* is best able to serve parents who:

1. Desire a Christ-centered education for their children which will prepare them for Christian service in whatever area the Lord directs them.
2. Desire a sound academic education in a healthy school atmosphere, which promotes growth in godly wisdom and righteous character.
3. Are in agreement with and support the implementation of our mission, policies and practices.
4. Are striving to provide a spiritual home environment by demonstrating Biblical attitudes, values, and conduct. (Ephesians 4:29)
5. Lovingly provide training, instruction, correction, and discipline in the home for their children, according to Biblical principles. (Proverbs 22:6)
6. Guard and protect the hearts and minds of their children from immoral and impure influences, such as unedifying friendships, occult persuasions, and compromising music, video, and TV programs. (Philippians 4:8)
7. Are actively involved with their local church, and who are loyal to their church family and pastors.
8. Are willing to support the school wholeheartedly by:
  - a) Regularly praying for staff, students, and parents.
  - b) Promptly paying tuition and other related fees.
  - c) Communicating regularly with staff about issues of concern.
  - d) Volunteer or sponsor regularly at events
9. Deal with conflict in school relationships according to Biblical principles and will not consider filing or bringing litigation against our school. Parents will agree, and we pledge, to resolve any disputes through Christian mediation. *"Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established."* (Matthew 18:15-16)
10. Seek to strengthen the school by speaking well of staff, students and other families. *"Be kindly affectionate one to another with brotherly love; in honor preferring one another."* (Romans 12:10)

## Practical Parent Responsibilities

Here are some practical ways you can help strengthen our partnership:

1. Be sure your child arrives at school on time. Be sure to pick up your child on time.
2. Help your child develop a positive attitude toward school and teacher.

3. Refrain from promoting gossip by speaking negatively about the school or teacher, even if there is something you disagree with. If a disagreement arises, speak to the proper authorities.
4. Make a schedule for your child — playtime, study time, TV, and bedtime — and follow it.
5. Get your child up in the morning, allowing time to get dressed and eat breakfast in a calm atmosphere before going to school.
6. Ensure your child is wearing the proper uniform before leaving your home.
7. Teach your child the importance of reading the Word of God and praying every day.
8. Go to school and meet your child’s teacher to show support and concern for your child’s education and his/her behavior.
9. Know the teacher’s objectives and the format in which they are implemented in order to more fully understand his/her teaching method.
10. Make yourself visible around the school. It will make your child happy and proud. Plus, you can help the school, which can be very rewarding to you.
11. Teach your child to learn at home. Remember, you are also a teacher.
12. Provide a quiet, private place for your child’s study time at home.
13. **DON’T** do your child’s homework for him or her — they may someday fail because of dependence on you.
14. Instill values in your child such as respect, honesty and dependability.
15. Teach your child the importance of getting along with others.
16. See that your child eats well-balanced meals every day.
17. Instill clean health habits at an early age. Your child represents YOU and the school, therefore cleanliness is a must.
18. Review your child’s progress at the end of the day. Give assurance that he or she is doing well.

## **Parent Volunteers**

Parent volunteers are a vital part of the success of *Worshippers’ House of Prayer Academy*. Assistance is always needed in areas such as fundraising, lunchtime, before and aftercare supervision, construction, teaching, mentoring, field trip chaperones, transportation and social functions. An opportunity will be presented at the beginning of the school year for each family to sign up in their area(s) of interest.

Parents are required to commit to 25 hours of volunteer time at the school. Volunteer activities can include special events, morning/after care, maintenance, lunch help, cleaning or sitting in on your child’s class.

## **Parent Orientation**

It is imperative that parents thoroughly understand the philosophy of education and methodology of instruction. Therefore, all parents are required to attend the Parent Orientation before their child’s enrollment is finalized. The day and time will be listed on the School Calendar.

**If parent(s) do not attend Orientation, the child will not be admitted to class until the parent sets an appointment to review the handbook and take a short test on the handbook within one week. Once all of these requirements are completed, the student may begin class immediately.**

## **Parent-Teacher Fellowship**

The Parent-Teacher Fellowship is an essential link in communication between staff and parents. PTF meetings provide a forum for the discussion of current issues and the strategic development of future goals. **With this in mind, Parent-Teacher Fellowship is a required function for each parent in the home.**

## **Parent-Teacher Conferences**

At the end of the first and third quarters, all parents will be scheduled for a parent-teacher conference to discuss the academic and social development of their child. Both parents are required to attend. Additional conferences are welcomed at any time. Parents should call the school between 8:30 a.m. and 4:30 p.m.

## **Parent-School Communication**

The academy communicates with parents via live and automated telephone calls, sycamore education parent portal, emails, direct mail correspondence, notes home, website and newsletters. Please keep all contact information current with the school office.

## **Parental Misconduct**

Parents are expected to set an example of proper conduct. The school reserves the right to restrict parents from being on school grounds, and may expel a student if parents do not conduct themselves in an appropriate manner. Inappropriate behavior includes issues such as: causing a scene on school grounds, consistent complaints of the school, disruption of school activities, threats upon a school employee or student. Parents will forward any concerns to the administration. A parent may not have a discussion with a student other than their own without permission from the administration. Parents are expected to support the school on all issues relating to the education of their children. The school may expel a student at any time should a parent not agree with the policies administered or actions taken by the school. Parents are asked to support the school. They should not complain about the school due to a personal or selfish reason such as having to arrive late to school to pick up a child that is serving a detention.

## **Legal Custody Policy**

1. A single parent, grandparent, or a foster parent must provide written documentation of the legal custody of the child enrolled, such as a birth certificate, court decree or private settlement agreement.
2. Only the person who has legal custody of the child has the authority to make decisions regarding the child's education.
3. If divorced parents share legal custody of a child and release written documentation to the school, both parents must agree on decisions relating to matters of education and medical care.
4. Foster parents must provide the school with legal papers that show they have legal custody and authority to make educational decisions for the child enrolled.
5. If a grandparent who is the caregiver does not have legal custody, the school enrollment contract must be signed by both the parents and the grandparent.
6. Enrollment will not be complete until permission to enroll the child is given, in writing, by the parent named in the official custody papers as having authority to make decisions regarding the child's education.



7. All legal custodians must sign the school enrollment contract.

## Character Structuring

The Bible has numerous examples of the importance of good character. In our teachings, we demonstrate the importance of character in one's life. Our students learn to follow God's ways. One of which includes being a person of good moral character. We are committed to training our students in learning all facets of education. We want to develop our students to be prepared to properly handle their lives. We welcome your assistance in the character development of our students.

The teaching of character is one of much importance. What we are is more important than what we know, or what we are able to do. We recognize that what we become when we are mature is a product of what we had learned when we were young.

WHOPA strives to make our students good Christian citizens. This undertaking may be harder than teaching a student academic subjects. It requires a combined effort of teachers, administration, friends and most importantly the parents. The school alone may be able to teach a student to do well in academic subjects. However, the school alone cannot teach a student to excel as a good citizen. A student's social and moral education begins at home. Parents must join the effort made by the school to reinforce what students learn in school. We therefore expect that parents will teach their children proper behavior. Parents will not act in a defiant manner in the presence of the students. Parents that allow a double standard will confuse the students. Students demonstrating continued negative behavior may be asked to leave the school.

## Student Conduct

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Every institution has standards of conduct. These can be stated as rules, dos and don'ts, or as principles to live by. Rules tend to promote a legalistic and regimented interpretation and response. For example, a rule says: "Don't hit another student." The student could "obey" that rule and still have hatred in his heart. In so doing, he misses the spirit of love implied in the rule. However, a principle says: "Love your fellow students and treat them the way you would treat the Lord."

This principle has many applications implied in it: giving of oneself to other students, supporting and helping them, putting them first, not doing or saying anything that would hurt them and etc. Principles tend to promote a heart response or change in attitude that goes far beyond superficial behavior or outward actions. This, after all, is what learning the ways of God is all about; not learning just the "right thing to do" or how to "get by," but having the nature of Christ formed in us (II Peter 1:3,4). Therefore, the following are examples of principles set forth as a standard for student behavior: Faithfulness, Honor, Harmony, Honesty, Purity, Order and Stewardship.

At Worshipers' House of Prayer Academy, the staff's goal with God's help is to maintain its standards of behavior through kindness, love and a genuine regard for the student. Any disciplinary action that is taken is designed to be firm and consistent. It will be tempered with love, grace, and understanding.

**If a child complains to his parents about a certain discipline, policy or other situation at school, parents should remember that their child's reporting may be emotionally biased; please give the staff the benefit of the doubt. If you would like clarification about an incident, please contact the school without delay.**

If we are to maintain the proper discipline in our Christian school, then the discipline we use must be based on Scripture. We believe Christian love is at the heart of all discipline and the responsibility and authority to discipline comes from God.

The purpose of the discipline policy at Worshipers' House of Prayer Academy is:

1. To assist students in developing a lifestyle that is pleasing to the Lord,
2. To apply Biblical principles in handling daily problems.
3. To provide a consistent pattern of expectations to which students can respond positively.
4. To encourage in students a positive response to authority systems so that they will be better prepared to yield their will to God's will.
5. To protect and build respect for the personal rights of fellow students and adults.
6. To protect and build respect for the personal property of persons and organizations.
7. To encourage students to accept responsibility for their words and their actions.
8. To establish standards that would support the Biblical instruction that is provided in the Christian home of which our school is an extension.
9. To encourage honesty in all matters.
10. To avoid behavior which, may tempt a weaker brother
11. To protect the integrity of the individual by keeping all disciplinary actions as private as possible.

## **Behavioral Expectations**

### ***Be Respectful***

"Respect for ourselves guides our morals; respect for others guides our manners." –Laurence Sterne

### ***Be Responsible***

"You are not only responsible for what you say but, also for what you do not say." –Martin Luther

### ***Be Positive***

"When we are ready to make positive changes in our lives, we attract whatever we need to help us." –Louise Hay

"Surround yourself with positive people and situations, and avoid negativity." –Doreen Virtue

### ***Be Safe***

"The only safe ship in a storm is leadership. Be safe; be a leader!" –Faye Wattleton

### ***Be Godly***

“God loves us just the way we are but, He refuses to leave us that way. He wants us to be just like Jesus!”

## **Standard of Conduct**

Every student of *Worshippers’ House of Prayer Academy* is expected at all times, both on and off campus, to refrain from talking about, writing about, or engaging in the following non-Biblical, immoral activities: lying, cheating, stealing, swearing, gambling, listening to secular music, dressing indecently, attending secular concerts, drinking alcoholic beverages, using narcotics or illegal drugs, using tobacco, secular dancing, any pornographic activity, using vulgar language, any occult activity or any sexual involvement with like or opposite gender.

Other types of behavior which are not permissible by any student are: incompatible attitude, uncooperative spirit, rebellion toward discipline, chronic complaining, sowing discord and unexcused absences or tardiness.

Every student of *Worshippers’ House of Prayer Academy* is expected to act in an orderly and respectable manner, maintaining Biblical standards of courtesy, kindness, language, morality, honesty, and modest dress. Students are expected to strive toward unquestionable Christ-like character in the way they conduct themselves at all times, both on and off campus.

Any student observing questionable activities or overhearing conversations which are contrary to the policies of this school should immediately discuss the matter with their teacher. This is NOT tattling! It has been said, “All it takes for evil to triumph is for good men to do nothing.” *“To him that knoweth to do good and doeth it not, to him it is sin.” James 4:17*

## **Manners**

Manners are very important in learning how to work together as a school community. Respecting authority and each other will facilitate a better learning environment. Follow these guidelines regarding manners and composure:

1. Always greet an adult when passing in the halls by saying, “Good morning/afternoon, Mr. /Ms. \_\_\_\_\_.”
2. Say please when you are asking for something and say thank you when you are given something.
3. The hallway is the QUIET ZONE. When class is in session, please refrain from talking in the halls.
4. When two adults are talking, do not walk through the middle of them or interrupt their conversation. Wait until one of the adults notices you before you speak.
5. Always knock politely on doors and wait until you are given permission to enter.
6. Always ask permission for EVERYTHING! When asking for permission say, “May I please . . . “
7. When you have a disagreement with an adult, talking back, cursing and sudden outbursts are disrespectful actions. Calm down and talk to that adult later.
8. Keep your talking volume to a minimum, where only you and the person you are speaking to can hear. Being boisterous or a ‘loud mouth’ is rude!
9. When lining up to go to your next class, line up quickly and in an orderly manner. Be sure to listen to your instructor’s procedures.

## **School-wide Reward and Discipline Plan**

At Worshipers' House of Prayer Academy, we believe that all students are capable of excellent behavior. To encourage positive behavior at all levels, we have instituted a WHOPA Achievers Program. To discourage negative behavior, we follow our discipline plan.

### **Rewards and Incentives**

#### ***WHOPA Achievers Incentive Program***

These levels are attained by students for various activities during school hours.

#### *A Level: Amazing Achievers (Gray)*

*Qualifications:* A or B in at least one core subject; No more than 30 minutes of detention; Recite the scheduled scripture verse at least one time in the week

*Privilege:* No Homework Pass (can be used once anytime of the year)

#### *P Level – Phenomenal Level (Light Blue)*

*Qualifications:* A or B in at least two core subjects; Recite the scheduled scripture verse at least two times for the week; Recite the motivational quote at least once; No more than 15 minutes of detention

*Privileges:* No Homework Pass; Student choice of one free item from the vending machine

#### *O Level – Outstanding Ones (Navy Blue)*

*Qualifications:* A or B in at least three core subjects; No tardiness in any class; Recite scripture verse at least three times for the week; Motivational quote two times for the week; NO detention or infractions

*Privileges:* No Homework Pass; Pick two things from the VIP Box; 10 minute computer time after school

#### *H Level – Honors Level (Burgundy)*

*Qualifications:* A or B in four core subjects; No tardiness or absences for the week; No discipline problems; Recite scheduled scripture verse at least four times for the week; Recite motivational quote at least three times; One page book report

*Privileges:* No Homework Pass; \$5 meal from Subway, McDonald's or Wendy's; 20 minute computer free time after school; Front of the lunch line

#### *W Level – Winners' Circle (Gold)*

*Qualifications:* A or B in all classes; No tardiness or absences; No discipline problems; Recite scheduled scripture verse everyday that week; Recite motivational quote at least three times; K – 2<sup>nd</sup>: Write the motivational quote as penmanship piece; 3<sup>rd</sup> – 12<sup>th</sup>: Write an essay about the motivational quote of the week

*Privileges:* Learn-2-Earn Program!, No Homework Pass; All Expense Paid Field Trip (no more than \$20); 30 minute computer free time pass; Allowed to bring a game on Friday of the week Gold Privilege is achieved; Pick three items from the VIP Box

**Note: Student cannot use more than two homework passes for the quarter!**

*Frequent, Intermittent "BOOSTERS" and Celebrations:* Ice Cream Parties will be held at the end of each semester for honor roll, privilege, and good conduct students.

### **Student Awards**

The highlight of each school year is the Worshiper's *House of Prayer Academy* Annual Student Awards Ceremony, usually taking place on the last week of school. Awards are presented to students on the basis of outstanding character development, as well as for academic and athletic achievements.

- *Bible and Character Awards:* Bible, Memory, FLAME Award of Christian Character, Outstanding Leadership Award, Life Mission Award.
- *Academic Awards:* Creative Writing Award, Handwriting Award, Bible, Mathematics, Language Arts, Science, History, Music, Dance, Art, Foreign Language, Most Improved, Top student from each class
- *Athletic Awards:* Sportsmanship Award (1 boy/1 girl), Volleyball, Football, Basketball
- *Non-Academic Awards:* Attendance, Citizenship, Cleanliness

### **Discipline Plan**

**Classroom Minor Infractions:** Disobeying classroom/school expectations

*Examples:* Sleeping in class, class disruption, uncooperative behavior, willful disobedience, excessive noise and running in the halls, gum chewing in the buildings, disobeying posted rules, bringing radios, CD players, iPods, pagers, phones, electronic games, toys, tardy to class, dress code violations, playing cards, public display of affection of a minor nature

***Handled by:*** School personnel in charge of the setting in which problem behavior occurs

#### ***Procedure***

*1st Offense* - Conference with student and restate behavioral expectations.

*2nd Offense* - Alternate assignment (parent/guardian must sign punish work form). Alternate assignment will be doubled if not completed by assigned date and time. (Ex: Lines, one page essay)

*3rd Offense* - Contact parent/guardian to explain the behavioral problem and the discipline consequence(s) if problem continues.

*4th Offense* - Office referral (**'Teacher Action Taken' section on referral must be completed**).

**Major Infractions:** 4<sup>th</sup> minor classroom offense or major offense

*Examples:* Disrespect, profanity, threats, property damage, alteration of school documents, fighting, stealing, unauthorized area, bullying of any kind, vandalism, slander or gossip, shoving and pushing, cheating, skipping classes, use of alcohol, tobacco, or drugs (on and off campus), false alarms being called off, any possession of a weapon, sexual immorality, threatening remarks made to others, any criminal offense

***Handled by:*** Administration

### ***Procedure***

1. Identify problem and discuss appropriate behavioral expectations.
2. Determine appropriate corrective action. Corrective action will be based on the student's developmental level, past history, as well as the frequency and severity of their behavior.
3. Contact parent either verbally and/or written.

***Consequences:*** Conference, Recess Detention, Afternoon Detention, Work Detail, Suspension, Expulsion

### ***Demerit System***

Warning = 2 demerits

Recess Detention = 4 demerits

Detention = 8 demerits

Extracurricular Suspension = 16 demerits

Short Term Suspension (1 to 3 days) = 20 demerits

Long Term Suspension (4 to 14) = 30 demerits

Expulsion = Upon the 40<sup>th</sup> demerit

## **Illegal Drugs/Alcohol/Tobacco Policy**

Worshippers' House of Prayer Academy is a zero tolerance school in relation to the student's use or possession of illegal drugs, alcohol, or tobacco products. Worshippers' House of Prayer Academy reserves the right, according to our "Student Search Policy", to search students if they are suspected of possessing illegal drugs, alcohol, or tobacco products. Any student who violates this policy will be turned over to the appropriate law enforcement agency, when applicable to illegal drugs, and immediately expelled from school. There will be no exceptions to this policy.

## **Sexual Conduct Policy**

Worshippers' House of Prayer Academy is a zero tolerance school with regard to sexual immorality. Students will be immediately expelled with absolutely no exceptions to this policy if sexual immorality is proven as fact. This includes homosexual activity. God has given mankind a clear directive as to the moral standards that we should keep. He has been especially clear that homosexual activities are an abomination — sinful perversions of God's gift of sex. (See Genesis 19:5-7, 13; Leviticus 18:22, 20:13) The Bible is our rule of faith and practice concerning these perversions.

## **Sexual Harassment Policy**

It is the policy of our Christian School to practice equal employment opportunity without regard to an

individual's race, color, national origin, marital status, sex, disability, or age in application of any policy, practice, rule, or regulation. Functioning as an integral part of the church, we can and do make some decisions on the basis of religion.

Any form of harassment between employees based upon any of the characteristics described above, including sexual harassment is absolutely prohibited. Sexual harassment between employees and students or between students themselves is also prohibited. Our school has adopted formal harassment policies. A copy of our Christian School's harassment policy may be obtained from our Secretary.

### **Violence Prevention Policy**

Worshippers' House of Prayer Academy is dedicated to providing a safe environment for every student enrolled. To do so, the following standards are in place:

1. Students are not to intentionally engage in physical contact with other students except when appropriate as determined by the school. (e.g., Sports) Includes boy/girl, boy/boy, girl/girl contact; Includes siblings
2. Any act or expression of physical intent against a teacher or any other staff member is cause for immediate suspension or expulsion.
3. Fighting between students while in the classroom or on the church/school premises will result in immediate suspension. Verbal altercations and bullying will also have serious consequences.

**WORSHIPERS' HOUSE OF PRAYER ACADEMY IS A BULLY-FREE SCHOOL!**

### **Weapons Policy**

Worshippers' House of Prayer Academy is a zero tolerance school in relation to firearms, knives, explosives, etc. They are expressly prohibited on campus or in vehicles. Any student who violates this policy will be turned over to the appropriate law enforcement agency and immediately expelled from school. There will be absolutely no exceptions to this policy.

### **Books, Magazines, and Electronic Devices**

Any books or magazines brought to school by a student must be approved by the student's parents, as well as by the teacher. Any books or magazines that are in conflict with school policy will be confiscated. Parents will have to come to the school office to retrieve that item.

Students may NOT bring any video games, iPods or cell phones to school. Consequences include confiscation and fees to have item returned: 1st offense—warning; 2nd offense—\$10, 3rd offense—\$25, 4th—confiscated until the end of the school year. If communication is needed between parents and students, parents may contact the school office and students may use the office phone.

### **Boy/Girl Relationships**

Worshippers' House of Prayer Academy is an educational ministry, with an emphasis on the development of Godly character. There will be opportunity for boys and girls to cultivate friendships, however anything more

than passing friendships will be discouraged for the protection of our entire student body. Students will not be permitted to display a public show of affection during the school day, on school grounds, or while attending any school-related function. Boyfriend/girlfriend relationships are not permitted. There shall be no contact of any kind between male and female students. All students should give no occasion to have evil spoken against them. *"...give none occasion to the adversary to speak reproachfully." (1 Timothy 5:14)* In an effort to provide a healthy, wholesome environment without temptation, our activities or seating arrangements may or may not be co-ed.

## **Students in the Hallways**

Students shall refrain from speaking or playing while in the hallway. Students shall not run in the halls. Students must follow their teacher's instruction at all times regardless of their location. In an effort to reduce disruptions, students shall keep their noise level to a minimum while on school grounds. In grades K-5, students shall line up when walking in the hallways. Students in grades 6-12 will also line up to go to their next classes. In the case where they will need to go to their lockers, they must ask their teacher to do so.

During classroom time, students will need a pass in order to be in the hallways. Students without a pass will be sent to the office immediately.

## **Music and Dancing**

Music is a form of art. We teach our students to learn how to determine which music is consistent with what the word of God teaches. In addition to acceptable lyrics, the author's lifestyle is also influential. The school reserves the right to define what music is acceptable to be played on school grounds. Music denouncing God, promoting pagan thoughts or lyrics of mature or sensual content is not allowed. As with music, dancing is also a form of art. The school maintains the same criteria with dancing as it does with music. Playing of music and dancing are allowed with the permission of the Administration.

## **Solicitation**

Solicitation, advertisement, or sale of any products or services by any student, employee or parent is prohibited without the permission of the administration.

## **Search Policy**

Worshippers' House of Prayer Academy reserves the right to search a student and his/her belongings if the school suspects that the student has illegal or unauthorized items. The student may be searched without the student's parents' permission. Registration of the student in Worshippers' House of Prayer Academy constitutes parental permission for such searches. The following items may be searched:

- Automobiles
- Backpacks, purses, pockets, shoes etc.
- Lockers, desks, etc.

## **Grounds for Suspension and Dismissal**

Worshippers' House of Prayer Academy reserves the right to suspend or dismiss any student who participates



in any activities listed in the Standard of Conduct (Page 23), who commits any Major Infraction, or for any other reason the administration deems necessary.

## Principles for Dress and Appearance

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Worshippers' House of Prayer Academy's dress code is an important tool in fulfilling and communicating its vision and purpose. A dress code provides opportunity to teach principles of Godly living, and to build character in students. It helps create a sense of school identity and community, and encourages academic excellence. It also communicates the character of the school to the public.

The School Board is responsible for creating a student dress code for clothing, hairstyles and other areas of personal appearance affecting school life and personal and academic growth. The Board supports the administration and staff in the interpretation and enforcement of the dress code.

Christian parents are responsible for teaching Biblical principles of how our dress and personal appearance expresses our hearts and affects our community life. It is understood that there is no one dress code that will please all parents. However, by enrolling their children, parents obligate themselves to support the dress code the school has adopted. The attitude of parents is the primary factor in the attitude of students toward the dress code. The dress code will be successful if parents support the spirit of what it is intended to achieve.

In a day of constantly deteriorating cultural values, it is important that a school such as ours establish standards that support its vision and purpose. The principles behind our dress code include:

**1. *Our dress should help develop our Christian character and reflect our separation from the world.*** (2 Cor 6:14-7:1, 1 Tim. 2:9-10, 1 Peter 3:3, 4) Is it modest, promoting moral purity? Does it overemphasize the "outer person" versus the "inner person"? A dress code can help parents teach a child to exercise the self-restraint that is needed in order to accept standards that are adopted for the welfare of the school community.

**2. *Our dress should support our witness of the world.*** We are ambassadors of Christ. (II Cor. 5:14-20, I Peter 2:12) Does it support our Christian testimony of a changed, God-focused heart, and could it encourage others toward Him. Is it attractive and neat?

**3. *Our dress should strengthen the sense of community among us.*** (1 Cor. 8:9, Phil. 2:1-4) These questions might be asked as parents consider clothing for their children: Does it strengthen or weaken our sense of distinctiveness as a Christian school? Does it promote undue individualism, or does it help create a sense of community? Does it unduly cause one to stand out from the rest?

Functional, attractive, modest and neat clothing is our standard. Overly faddish, sensual, or unduly attention-getting clothing, including tight-fitting, baggy, conspicuously oversized, or clothing made of see-through

material, as well as conspicuously dirty, frayed or torn clothing are not acceptable, .

## Uniform Guidelines

Worshippers’ House of Prayer Academy requires that all students wear the prescribed uniform. The purpose of the school uniform policy is to promote and develop unity and discipline. The policy also insures that all students are dressed appropriately for the work they are doing. There is a definite relationship between good dress habits, good work habits and proper behavior at school. Good taste in dress is an important part of a wholesome school atmosphere.

The uniform must be worn at all times while on the school campus. Changing into or from the uniform, before or after school, is not permitted, unless permission is obtained from the teacher. Any exceptions to the standard uniform guidelines will be made known in advance by way of an announcement in writing.

**All clothing must be clearly labeled with the student’s name.** All clothing must be clean, pressed, and in good repair. Any items which are lost or ruined must be replaced immediately.

The school will not be held responsible for any lost/misplaced or missing articles of clothing.

UNIFORM GUIDELINES FOR GIRLS GRADES K-4		
Item/Description	Purchase Place	Day Worn
<b>Navy Blue Jumper with school logo</b>	Continental Uniform	Monday-Friday
<b>Long or short sleeved White or light blue blouse</b>	Continental Uniform	Monday-Friday
<b>Navy or burgundy socks or stockings</b>	Your Choice	Monday-Friday
<b>Black, closed-toe shoes</b>	Your Choice	Monday-Friday
<b>Plaid Crossover Tie</b>	Continental Uniform	Monday-Friday
<b>P.E. Shirt</b>	Continental Uniform	Monday-Friday during P.E. time
<b>Navy Blue P.E. Shorts</b>	Continental Uniform	Monday—Friday during P.E.
<b>Field Trip Shirt</b>	School	For field Trips
<b>ATHLETIC SHOES: white, black, or navy or combination</b>	Your Choice	For P.E. and casual field trip days only

**SPORT SOCKS; solid white**      Your Choice      P.E.

**UNIFORM GUIDELINES FOR GIRLS  
GRADES 5-12**

<u>Item/Description</u>	<u>Purchase Place</u>	<u>Day Worn</u>
<b>Navy blue Kick Pleated skirt (at or below the knees)</b>	Continental Uniform	Monday-Friday
<b>Long or short sleeved white or light blue blouse</b>	Continental Uniform	Monday-Friday
<b>Navy blue sweater vest with logo</b>	Continental Uniform	Monday—Friday
<b>Socks: Navy blue, or burgundy</b> <b>Stockings: Navy, burgundy, black or skin tone</b>	Your Choice	Monday-Friday
<b>SHOES: Solid black; closed toe, heels not to exceed 2", no sling back.</b>	Your Choice	Monday-Friday
<b>Plaid Crossover Tie or Regular Plaid Tie</b>	Continental Uniform	Monday—Friday
<b>P.E. Shirt</b>	Continental Uniform	P.E.
<b>P.E. Shorts</b>	Continental Uniform	P.E.
<b>P.E. Shirt</b>	School	P.E.
<b>ATHLETIC SHOES: white, black, or navy, or combination of</b>	Your Choice	P.E. and Field Trips
<b>SPORT SOCKS; solid white</b>	Your Choice	P.E. and Field Trips

**UNIFORM GUIDELINES FOR BOYS  
GRADES K-12**

<u>Item/Description</u>	<u>Purchase Place</u>	<u>Day Worn</u>
<b>Navy Blue Pants</b>	Continental Uniform	Monday-Friday
<b>Long or short sleeved white or light blue oxford dress shirt</b>	Continental Uniform	Monday-Friday
<b>Navy blue sweater vest with logo</b>	Continental Uniform	Monday-Friday
<b>SOCKS: White, black, navy, or burgundy</b>	Continental Uniform	Monday-Friday
<b>SHOES: Solid black shoes</b>	Your Choice	Monday-Friday
<b>Plaid tie</b>	Continental Uniform	Monday-Friday
<b>Belt—Black or Navy Blue</b>	Your Choice	Monday-Friday and Field Trips
<b>P.E. Shirt</b>	Continental Uniform	P.E.
<b>P.E. Shorts</b>	Continental Uniform	P.E.
<b>ATHLETIC SHOES: white, black, or navy, or combination</b>	Your Choice	P.E. and Field Trips
<b>SPORT SOCKS; solid white</b>	Your Choice	P.E. and Field Trips

## Jewelry

Jewelry shall be limited to watches, rings and one bracelet as determined by the Administration. Body piercing is prohibited. Male students may not wear earrings. Female students may wear one earring per ear and earrings must be studs. NO HOOPS. Excessive amount of jewelry is not allowed. Students may not wear clothing, haircut design, buttons, or other items that may be considered offensive, suggestive, indecent, associated with or encourage the use of alcohol, tobacco, drugs, violence or association with a gang.

## Makeup, Hair, Nails and Perfume

Female students in Seventh Grade and above may wear makeup and perfumes at their teacher's discretion. Makeup shall be conservative in colors, quantity and design. At no time shall any form of brushing or makeup be done outside of a restroom. Failure to adhere to school policies may result in forfeiture of rights to wear makeup. Nails shall be maintained at a reasonable length depending on the grade. Female students in Fifth Grade and above may paint their

nails a light pastel color. No dark colored nail polish is allowed. A student may be required to remove a nail polish color deemed 'dark' at the discretion of the Administrator.

Hair should be modestly groomed (i.e. no outrageous hairstyles and hair colors). Students are not to wear any loose braids or rope twists. If you are unclear about whether or not a hairstyle will fit into our dress code, please speak to the principal or administrator.

Male students are to keep their hair neatly cut throughout the school year. Cornrows, dread locks or long hair is not permitted for male students.

## **Dress Code Guidelines for Field Trips**

There are three types of dress allowed at Worshipers House of Prayer Academy events. They are Uniform, Professional, and Casual. The description of what is allowed for each type of dress is detailed below.

### **Uniform**

Boys and girls dress in the full uniform that is worn every day.

### **Professional**

*Boys:* Dress Shirt (tucked in) with Tie, Dress pants with belt and dress shoes. NO TENNIS SHOES.

*Girls:* Professional blouse or dress. The skirt length must be at or below the knee while SITTING. Sleeves must go no higher than 1 inch above the elbow. Girls may want to wear heels dependent on where we are going. Flats shoes may be recommended depending on where a field trip may be.

### **Casual**

*Boys:* Polo or T-Shirt, jeans and tennis shoes. NO SAGGING! Boys must wear a well fitting belt.

*Girls:* Skirts (no pants) must be at or below the knee. Shirts must have sleeves. Leggings are allowed, but make sure dresses are at or below the knees. No cleavage should be seen, and proper undergarments should be worn.

## **Absence and Tardy Policy**

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### **Tardiness**

Tardy students must be personally signed in by their parent(s), legal guardian or other authorized individual.

### **Types of Tardiness**

- I. Excused
  - A. Bus delays or breakdowns

- B. Parent automobile delays or breakdowns en route to school
  - C. Detainment by the office or another teacher
  - D. Temporary illness
  - E. Unavoidable reasonable circumstances
- II. Unexcused
- A. Oversleeping, or arriving late for any reason not in keeping with reasonable prudence
  - B. Any lateness in getting to classes during the school day.

### Penalties

1. Any student arriving after 8:00 A.M for grades 6-12 and 9:00 AM for K-5 constitutes an unexcused absence. Exceptions may be granted under the excused tardiness.
2. Parents of students who have more than three (3) tardies during a grading period will be contacted by the principal's office. Continued tardiness will necessitate a conference. **Three (3) tardies during a nine (9) week grading period is equivalent to one (1) unexcused absence. Students who are absent more than six (6) times will be issued a 1 day suspension.**

### Absences

We believe that regular attendance in classes is essential to the success of a student's school experience. One can really never make up or compensate for absence from class. Work done to make up what was missed during absence is primarily an effort to bridge a gap in classroom experience. This is only a substitute for classroom attendance; and it is acceptable only under the conditions described below.

### Excused Absences

Advance notification from parents or a legal guardian not required for the following absences:

- Illness or injury prohibiting a child from coming to school.
- Student participation in school-sponsored activities during school day
- Serious illness or death in the student's family.

Advance (24-hour minimum) written notification from the parents or legal guardian is requested for the following absences to be excused:

- Marriage in the immediate family.
- Doctor or dental appointments that cannot possibly be made outside school hours. This refers specifically to orthodontist appointments or treatment for dental or other physical problems.

### *Unavoidable Absences*

- Business trips where either parents or legal guardians are required to be out of town and the children are too young or have no other place to stay. Advance written notification is required.
- Help at home of an emergency nature will also be given consideration.

#### *Other Absences*

- Educational trips must be genuinely educational. Extended weekend vacations or other such trips will normally not be considered excused. Great care will be taken in excusing such trips, and in no case will more than ten school days be granted. In any event, the principal must be consulted before the trip, and he or she shall make the final decision concerning the absence. The request must be made in writing to the principal a minimum of four (4) days in advance. Except in very unusual circumstances, students will not be excused immediately preceding or following a vacation date (i.e. Christmas vacation, spring holidays, etc.)
- Occasionally, special situations may develop where a student may have an opportunity to represent his church, a scout troop, a civic organization or some other group. Decisions to excuse special situation absences or other appropriate requests will be made after prior consultation with the principal by parents and the student. Such things as the student's grades and the amount of school time already missed will be considered in making a decision. Again, a written request must be made in advance, and the principal will make the final decision.

#### **Unexcused Absences**

The following are examples of unexcused absences:

- Any of the above listed excused or unavoidable absences that were not requested in writing and approved in advance.
- Hairdresser appointment, shopping excursions, automobile repairs, suspension from school, travel, vacations, truancy, tardiness, parent notes without either any explanation or an excusable reason (as defined above).

#### **Penalty for Unexcused Absences**

A signed note must be taken directly to the classroom teacher, who in turn will send it to the school office. The principal has the final authority to excuse an absence.

#### **Procedure for Re-entering School After an Absence (Excused or Unexcused)**

A signed note must be taken directly to the classroom teacher, who in turn will send it to the school office.

#### **Make-Up of Missed Work**

1. It will be necessary for missed work, including test, to be made up before or after school, Sometimes a student who has been approved for an absence wishes to take a test or turn in homework before the absence. This matter is left to the discretion of the teacher. If a test is already available, it is advantageous to both the student and the teacher for the student to take the test early rather than late.
2. It is the student's responsibility to schedule a time for make-up work. All work missed must be made up within the same number of days the student was absent.
3. If the homework or test was assigned prior to the absence, the student is responsible for the homework or test upon returning to school.

**Please note that although we allow students to make up their work, teachers have the liberty to accept late work with or without penalty.**

### **Loss of Credit for the Year Due to Absences**

For a student to receive credit in any class, total semester absences may not exceed ten (10) days, and yearly absences may not exceed twenty (20) days. Whether the absences are excused or unexcused does not change the credit ruling. Exceptions may be granted under unusual circumstances after parental consultation with the principal.

### **Pre-Arranged Early Dismissal**

It is requirement that parents who pick up their children before dismissal time must personally sign out their students in the school office. If a student is returning on the same day, a parent must personally sign the student back in. We are not authorized to release a student without the parent, guardian or authorized person. If someone else will be dropping off or picking up the student, the parent must notify the school office verbally.

Effective September 21, 2010, on Mondays through Fridays, parents have until 4:45 PM to pick up their children. Failure to pick up the student at this time will result in a \$10.00 per hour late charge to the parent's account for students who are not enrolled in the after-care program.

### **Signing Students Out of School**

Students may be signed out only under the following conditions:

1. Their absence would fall under one of those defined as excuses in the Student Handbook.
2. If the reason is illness, the student must:
  - a. Have a fever as determined by school personnel
  - b. Be obviously ill, as determined by the best judgment of school officials.
  - c. Establish phone contact between the school and parent or legal guardian, and have a member of the office staff verify permission for the student to leave campus. Students must wait in the area designated by the school for a parent or legal guardian to arrive.



3. Detailed records for students will be kept in the office regarding signing in or out of school. Students showing an excessive number of sign-outs or sign-ins will have the situation reviewed in a conference between parents, legal guardian, student and principal. More than (6) sign outs will be regarded as excessive, and a parent conference will be held.
4. Students may not leave campus during the school day without telephone contact with, or personal appearance of, the parents or legal guardian. Notes from home requesting that a student be dismissed at a particular time will not be accepted without proper telephone or personal contact from the parents or legal guardian. Students are to be released only to the student's parent(s) or legal guardian, authorized pick up designees or transportation service, except in extreme cases where the principal has made an exception.
5. Upon checking either later that day or on the following day, a written note from home must accompany the student as outlined above in the "Procedure for Re-entering School After an Absence."

### **Contagious Illnesses**

Please do not send your child to school if any of the following conditions are demonstrated: Unusual spots or rashes, sore throat or difficulty in swallowing, elevated temperature over 100 degrees, vomiting or diarrhea, evidence of lice, scabies or other parasitic infestations, redness, itching or discharge from the eye. Note that WHOPA has a nit-free policy for re-admission after being out of school with lice. This requires a Health Department clearance showing the child to be nit free.

Students should miss school for the number of days indicated if they have: 1) Measles -- four days from onset of rash, 2) Chicken Pox -- six days from the last eruption of new vesicles. 3) Mumps -- nine days from onset or until subsidence of swelling, 4) German Measles (Rubella) -- four days from onset of rash, 5) Respiratory Streptococcal Infections, including Scarlet Fever -- not less than seven days from onset if no physician in attendance or 24 hours from start of medication.

### **Illness at School**

Students developing minor illnesses (e.g., cough, headache) may rest in a designated area. An over the counter medication may be provided to students who have been cleared by their parents via the indication on their enrollment forms. If the student does not feel better in 30 minutes, his/her parents will be contacted to pick him/her up.

### **Early Dismissal**

Should an early dismissal be necessary, a written note must be presented to the teacher upon arrival that day. The person picking up the child must come to the main office to sign the student out. Upon re-entering the school the same day of an early dismissal, parents are to report with the student to the main school office for re-entry. In the case of a divorce or separation, a student will be released to a non-custodial parent only with written permission from the legal guardian. Said permission must be given before each occurrence.

### **School Closures**

From time to time, inclement weather will necessitate a school closure. The school will call families to notify them of a school closure.

# ACADEMIC POLICIES

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## **Accreditation**

Accreditation is the process of self-study and evaluation of an educational facility by an outside professional society that has a set of quality standards to be adhered to by all schools that bear its name as accrediting agency.

Accreditation is a multi-faceted process with many requirements and Worshipers' House of Prayer Academy is now in the preliminary stages of the process. Worshipers' House of Prayer Academy is a member school of ACSI and is adamantly working towards accreditation with the association.

## **Academic Advancement**

In 2010, Worshipers' House of Prayer Academy began the Academic Advancement Initiative, designed to help bring our students and teachers to a level of excellence academically and professionally. The vision for this initiative is to ensure that the alumni of our school are adequately prepared for college and life. The following are the goals we want to accomplish through this initiative:

1. All students shall perform at least in the 70<sup>th</sup> percentile on national standardized tests by 2015.
2. All teachers shall be certified and their teaching quality will be rated as distinguished.
3. All graduates from Worshipers House of Prayer Academy shall score at least 25 on Act and 1700 on SAT Tests.
4. All graduates shall be adequately prepared for college level courses.
5. WHOP Academy will have a 100% on-schedule graduation rate with a 100% college acceptance rate.
6. By 2014, we will offer an array of Dual Enrollment and AP courses
7. Our curriculum shall be rigorous and standards will be high. Teachers will be effective in using the correct strategies to reach all children.
8. Students will achieve a mastery rate of at least 90% —where all students attain a grade of B or higher throughout their academic career. In addition, students will be able to apply what they have learned in any setting.
9. All elementary students shall be proficient in basic knowledge needed to succeed in their academic career.
10. Regardless of academic background, when a student enrolls at WHOP Academy he/she will be able to

learn.

## School Day and Year

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The official school day will be from 7:30 a.m. to 4:10 p.m for Middle and High School students; 8:30 a.m. to 4:10 p.m. for Elementary students. The School Year consists of two semesters, each being 18 weeks long, divided into two nine-week grading periods. Report cards will be issued the week following the conclusion of each grading period. The following are the schedules for Elementary, Middle, and High School.

<b>Kindergarten – 2<sup>nd</sup> Grade Daily Schedule</b>	
<b>Time</b>	<b>Period</b>
<b>8:25</b>	Pickup
<b>8:30 – 8:40</b>	Attendance
<i>(Optional Bathroom Break for K)</i>	
<b>8:45 – 8:50</b>	Prayer/Pledges
<b>8:50 – 9:05</b>	Restroom
<b>9:05 – 9:55</b>	Bible
<b>10:00 – 10:30</b>	Lunch
<b>10:30 – 10:40</b>	Clean Up and Restroom Break
<b>10:40 – 11:40</b>	Reading
<b>11:45 – 12:00</b>	Prayer Time
<b>12:05 – 1:05</b>	Language
<b>(12:00 – 12:30)</b>	(Chapel-Fridays)
<b>1:05 – 2:05</b>	Math
<b>2:05 – 2:20</b>	Snack Time
<b>2:20 – 2:55</b>	Science/Social Studies
<b>3:11 – 3:45</b>	P.E.
<b>3:45 – 4:00</b>	Review

**4:00 – 4:10**

**Prayer and Dismissal**

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**3<sup>rd</sup> – 5<sup>th</sup> Grade Daily Schedule**

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<b>Time</b>	<b>Period</b>
<b>8:25</b>	Pickup
<b>8:30 – 8:45</b>	Attendance/ Homework
<b>8:45 – 8:50</b>	Prayer/ Pledges
<b>8:50 – 9:30</b>	Bible
<b>9:30 – 10:00</b>	Social Studies
<b>10:06 – 10:36</b>	P.E.
<b>10:36 – 10:40</b>	Lunch Line
<b>10:45 – 11:15</b>	Lunch
<b>11:20 – 11:40</b>	Penmanship
<b>11:45 – 12:00</b>	Prayer Time
<b>12:05 – 1:35</b>	Language Arts
<b>(12:00 – 12:30)</b>	(Chapel-Fridays)
<b>1:35 – 3:05</b>	Math
<b>3:05 – 3:45</b>	Science
<b>3:45 – 4:00</b>	Review
<b>4:00 – 4:10</b>	Dismissal

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Middle and High School Daily Schedule	
Time	Class
7:30 – 8:45	Period 1
8:45 – 8:48	Travel
8:48 – 10:03	Period 2
10:03 – 10:06	Travel
10:06 – 11:21	Period 3
11:24 – 11:44	Lunch
11:45 – 12:00	Prayer
12:00 – 12:30	Chapel/Planning/Break
12:35 – 1:50	Period 4
1:50 – 1:53	Travel
1:53 – 3:08	Period 5
3:08 - 3:11	Travel
3:11 – 4:10	Period 6
4:15 -5:15	OPTIONAL SPECIAL ARTS CLASSES

## Homework

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Homework is an integral part of the school program. It is important for the reinforcement of concepts, review of information and is a great way to teach responsibility. Homework is expected to be neat, timely and complete. Teachers reserve the right to refuse late assignments and/or assess a penalty. Though it is not easy to estimate the exact time needed to complete an assignment for all students, the following are recommendations for homework time: Students at elementary level must receive at least one hour of daily homework. **Junior High/High School students must receive two hours of homework every day except Wednesday.**

Parents have been asked to communicate with us when the homework seems excessive, or when the student is not able to complete it on time. There will be no consequences for incomplete work if the teacher is notified by the parent about uncontrollable circumstances

## **Make-Up Work Policy**

Students who are scheduled to be absent from classes due to athletics or field trips are required to turn in any work due on the determined day/time prior to their departure. Additionally, these students must take all quizzes or tests that are due that day, or make arrangements with their teacher to take them on the next school day. It is also the responsibility of the student to obtain all assignments that will be given on that day and due the next day in class while he/she is present.

When a student is absent, it is his/her responsibility to make up missed work. If work is incomplete due to an excused absence, a student will have the number of days absent plus one to make up assignments.

**If a student is absent the day before a long-term project is due, it is still due on the original assigned date.**

**Long-term assignments are to be turned in the day that they are due.** Students must make arrangements to have projects delivered to school if they are absent. If a situation calls for an exception to this policy, the student must contact the teacher before the long-term project is due. Since our goal here at Worshipers' House of Prayer Academy is for all students to succeed, our students will be allowed to make up any assignment missed within a reasonable time frame. The teacher may elect to accept late work with or without penalty.

## **Textbooks and Computers**

All textbooks and computers are the property of Worshipers' House of Prayer Academy. Students shall, in no way, damage or deface any school property. If a student damages any non-consumable textbooks, the student's parent will be responsible for replacement costs.

## **Plagiarism**

Plagiarism is very serious and should not be dealt with lightly. Plagiarism is considered theft, and leads to great consequences in high school and throughout a student's academic career.

"In an instructional setting, plagiarism occurs when a writer deliberately uses someone else's language, ideas, or other original (not common-knowledge) material without acknowledging its source." This definition applies to texts published in print or online, to manuscripts and to the work of other student writers. (Council of Writing Program Administrators, in affiliation with Purdue University's online Writing Lab, <http://www.wpacouncil.org/node/9>).

As a Christian school, we must uphold high standards of integrity and honesty in our dealings. The Bible says in Proverbs 20:7- 11, "The righteous who walks in his integrity— blessed are his children after him! Even a child makes himself known by his acts, by whether his conduct is pure and upright."

This high standard of living should carry over into all that we do including academic work. Plagiarism is not allowed here at Worshipers' House of Prayer Academy. All student work, whether written, audio or visual, must be original. Any derivative work used must be properly cited using the APA or MLA format. Students caught plagiarizing will be given an automatic zero for the assignment and be subject to other consequences as per our discipline policy.

# Grading Policies

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Report cards are sent home each quarter to keep parents informed of their child's progress. Each subject is assigned a letter grade. Students are also evaluated on work habits and behavior progress. The following grading scale will be used by teachers to calculate student grades.

## **Grading Configuration and Categories**

### ***Elementary Grading Categories Across Subjects***

1. Reading (15%)
2. Assignments (15%)
3. Benchmark Quizzes (25%)
4. Unit/Chapter Tests (30%)
5. Writing (15%)

### ***Junior High School Grading Categories (by subject)***

#### *LANGUAGE ARTS/HISTORY*

1. Reading (15%)
2. Assignments (10%)
3. Benchmark Assessments (45%)
4. End of Unit Project (15%)
5. Writing Assessments (15%)

#### *MATHEMATICS*

1. Reading (15%)
2. Assignments (10%)
3. Benchmark Assessments (45%)
4. Investigations (Honors – add Performance Tasks) 15%
5. Writing Assessments (15%)

#### *SCIENCE*

1. Reading (15%)
2. Assignments (10%)
3. Benchmark Assessments (45%)
4. Labs and Investigations (15%)
5. Writing Assessments (15%)

#### *BIBLE/ELECTIVES*



1. Reading (15%)
2. Assignments (10%)
3. Benchmark Assessments (45%)
4. Projects (15%)
5. Writing Assessments (15%)

### **Grading Scale**

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
59 and below	F

### **Kindergarten grades are reported as follows:**

E	Excellent
G	Good
S	Satisfactory
N	Needs Improvement

### **Honor Roll**

At the end of each nine-week grading period, eligible students are listed on the honor and merit roll. Honor roll recognizes students who have received all A's at the end of the period. Merit roll includes students who received all A's and B's.

### **Promotion/Retention Grades K-12**

The decision to promote or retain a child will take place at the beginning of the third quarter. Parents, teacher(s) and the Administrator will have input into the decision. If a consensus cannot be reached the Administrator will make the final decision. Throughout the school year the teacher will communicate with parents through interim reports, report cards, portfolios and parent-teacher conferences as to how the student is progressing. The decision to promote or retain will be dependent upon many factors with the most important factor being the child's ability to function at the next grade level.

Before elaborating on our promotion, retention, and probation policy, there are terms that need to be defined. Major Core Subjects (MACS) include Language Arts and Mathematics. Minor Core Subjects (MICS) include Bible, Science, History, and Physical Education.

## **END OF SCHOOL YEAR DECISIONS**

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A student will be retained if he/she:

- Receives a grade of F in both Major Core Subjects
- Fails for two consecutive quarters in both Major Core Subjects

A student will be placed on academic probation if he/she:

- Receives a grade of F in one Major Core Subject and one Minor Core Subject. Student will be required to make up that MACS on Virtual School. Students will remain on academic probation until student passes all classes with a minimum grade of B for the first quarter. If student does not meet these requirements, they will be retained.
- Receives a grade of F in only one MACS. Student will be required to make up and pass the Virtual School Course or he/she will be retained. Student will remain on academic probation until student passes all classes with a minimum grade of B for the first quarter. If student does not meet these requirements, he/she will be retained.
- Receives a grade of F in one or more Minor Core Classes or Electives. Students will remain on academic probation until student passes all classes with a minimum grade of B for the first quarter. If student does not meet these requirements, he/she will remain on probation for the second quarter. If there is still no improvement, student will be required to make up that exact course or a similar course on Virtual School.
- Receives a grade of D in one or more classes (both MACS and MICS). Students will remain on academic probation until student passes all classes with a minimum grade of B for the first quarter. If student does not meet these requirements, he/she will have to make up that course on Virtual school.
- Credit is only given for grades of C or higher for high school students. If the student obtained a D, he/she must take a credit recovery course.

**Students who do not fall in any of the above categories are eligible for promotion.**

## WITHIN SCHOOL YEAR DECISIONS

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Students who obtain the status of probation listed above in the middle of the year are subject to the same consequences as a student who is placed on probation at the beginning of the year. Parents of students who fail any class in any quarter will be notified immediately.

## PROBATION RESPONSIBILITIES

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When students are placed on academic probation, they are not allowed to participate in extracurricular activities until that probation is lifted. Parents are responsible for providing a tutor for their child. Teacher will provide intervention accommodation for the student.

Every three weeks, the parent, teacher and the principal will have a conference to go over the student's progress. Every week, with approval from the principal, the teacher will be required to notify the parent of the student's grades.

### **Chapel and Prayer**

Students in grade K-5 are required to attend chapel once a week on Fridays. Students in grade 6-12 are required to attend Chapel everyday in the middle of the school day. No service should be turned over entirely to students without teacher guidance and direction. Chapel should be prayerfully planned, scripturally based and encouraging to all.

Every class begins with prayer. School-wide prayer time is held during the middle of the day. Students will also be dismissed with prayer at the close of each day.

### **Bible Memory**

Bible Memory is essential to biblical formation in the students. Each week, students are required to learn the "W.O.W." Bible Memory Verse. At the beginning of each class, the students recite the verse to aid in committing it to memory.

### **Bible Version for Class Use**

The use of Scripture in the classroom is a fundamental, integral and principle part of the educational process. WHOP Academy recognizes the King James Version as the translation normally used in the classroom for study, quotation and memorization. This decision was made for several reasons: 1) The accuracy and faithfulness to the original text, 2) The modern language, grammar, syntax and style, 3) The ease of reading. In the case that parents prefer another translation, they may request in writing an exception for use of another translation (not a paraphrase) by their child for memorization. It will be the responsibility of the parents to work with their child at home in order for them to memorize in the desired version.

### **Field Trips**

Field Trips are held at different times throughout the year for Elementary, Junior High, and High School level students. No child will be permitted to participate unless the proper permission slip has been signed by the parent or guardian. Parents are always invited to participate and help supervise students. Siblings of students, previous students of the school or unknown friends may not accompany chaperones, unless permission is given by the Administrator. The teacher is responsible for the safety and education of students off the school grounds. All trips must have academic or spiritual significance and reinforce the learning in the classroom.

### **ACHIEVEMENT/STANDARDIZED TESTING**

All students, K-12th, are given the TerraNova Assessment annually. The TerraNova is an instrument designed

to measure student understanding of concepts, terms and skills at specific grade levels. The scores are interpreted as follows:

**RAW SCORE** - Number correct/total possible

**SCALE SCORE** - Units of a single, equal-interval scale which is applied across all levels of the test regardless of grade or time of year.

**NATIONAL PERCENTILE** - The percentage of scale scores in the norm group that fall below a given student's scale score. A student with a 67 National Percentile score did better than 67 out of 100 students in the norm group.

**STANINE** - A standard score related to a scale of 9 and interpreted as follows: 9-Highest level, 8-High level, 7-Well above average, 6-Slightly above average, 5-Average, 4-Slightly below average, 3-Well below average, 2-Low level, 1-Lowest level.

**GRADE EQUIVALENT** - The grade and month in school of students in the norm group whose test performance was theoretically equivalent to the test performance of your child. CAUTION: This does not mean students achieving a high GE have mastered or are functioning in the higher grade level.

The PSAT Test is made available to all students 10th grade and above who plan to attend college. The PSAT (Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test) tests verbal and mathematical abilities.

The EXPLORE and PLAN Tests are given to 8th, 9th, and 10th graders. These tests help them prepare for the ACT college entrance exam.

The SAT and ACT are made available to 11th and 12th graders. The SAT (Scholastic Aptitude Test) is an instrument designed to measure a student's academic ability to perform at college level. The ACT (American College Testing) is another instrument designed to measure a student's academic ability to perform at college level. These tests are usually administered when a student is within 80 units (8 credits) of graduation. Either test is required for admission to most colleges and universities.

## **High School Graduation Requirements**

Worshippers House of Prayer Academy offers courses for grades Kindergarten through twelfth grade. A specific graduation track is suggested after placement tests and transcripts have been evaluated by the Education Committee. Typical full-time students are expected to take all core subjects in addition to some required electives. There are some optional electives available for students.

In order to receive a diploma from Worshippers House of Prayer Academy, high school students are required to:

- Complete a minimum of 24 credits (Credit will only be given for a grade of "C" or above)
- Complete 100 hours of community service

- Take the ACT or SAT College Entrance Exam
- Complete a Summer Internship or College Preparatory Capston Portfolio for submission
- Maintain a minimum of 2.5 GPA

Credits can be earned through the academy’s general, college preparatory, or honors/AP course of study.

Subjects	Track Options for Graduation		
	General	College Preparatory	Honors/AP
Required Subjects	General	College Preparatory	Honors/AP
English (I, II, III, IV)	4 credits	4 credits	4 credits
Math	3 credits (Through Algebra II)	4 credits (through Pre Calculus/Trigonometry)	4 credits (through Calculus)
Bible	4 credits	4 credits	4 credits
Science	3 credits	3 credits	4 credits
Social Science	3 credits	3 credits	3 credits
Health	0.5 credits	0.5 credits	0.5 credits
Physical Fitness	1 credit	1 credit	1 credit
Fine Art (see courses offered below)	1 credit	1 credit	1 credit
Practical Art (CareerTrac Internship)/College Prep Capstone	1 credit	1 credit	1 credit
Career Planning	0.5 credit	0.5 credit	0.5 credit
Foreign Language	2 credits	2 credits	3 credits
Electives	1 credit (2 electives, 0.5 credit each)	1.5 credits (3 electives, 0.5 credit for each)	2 credits (4 electives, 0.5 credit for each)
Total Required Credits for graduation	24 credits	25.5 credits	28 credits

## **Athletic Eligibility Requirements**

Students will be eligible to participate in athletics provided they maintain appropriate academic, spiritual, behavioral, and attendance standards.

### A. Academic Eligibility

- Students in Grades 9-12 - must have a cumulative 2.0 GPA based on a 4.0 scale to remain eligible. Students must be passing all core classes and must not be on probation.
- Students in Grades 6-8 - must have been regularly promoted from the previous grade, carrying a normal class load, and maintain a 2.0 GPA. Individual coaches may not set academic eligibility requirements.

### B. Limits of Eligibility

- Students have four consecutive years of eligibility, beginning when they first enter the 9th grade.
- Four years after a student enters the 9th grade, that student shall become ineligible for interscholastic athletics.
- Middle School students may participate in interscholastic athletics one year as eighth graders, one year as seventh graders, and one year as sixth graders.
- A student must be less than 19 years, 9 months of age to participate in high school athletics.

WHOPA reserves the right to terminate any student's athletic eligibility at any time when it deems that it is in the best interest of the student or the academy to do so.

## Facility Policies

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### **Sanctuary**

The sanctuary is God's house and should be respected. Students are not allowed to enter the sanctuary at any time during the school day with the exception of prayer, chapel time or an assembly. During these times, students are not allowed to bring any food or drink in the sanctuary.

### **Care of Property**

Students are expected to take pride in and appreciate the appearance of the school building. Writing on desks, walls, textbooks etc., is prohibited. Chewing gum will not be permitted on the school grounds in order to protect the school furniture and carpet. Students will be required to restore, replace or pay for damaged property or equipment at the Administrator's discretion.

### **Lockers**

It is mandatory that all students in grades 6 – 12 register for a locker to place their belongings in. When students are going out to P.E., all of their belongings must be placed in the locker. Bookbags and clothes should not be left in the hallways or outside at anytime. Student may obtain a combination lock or padlock at their local department store.

### **Asbestos Management Plan**

Worshippers' House of Prayer Academy has completed a survey for hazardous asbestos-containing building materials. From this inspection, a management plan has been developed to identify and assess the conditions.

The management plan for the building is on file in the office. In accordance with the Asbestos Hazard Emergency Response Act of 1986, this plan will be updated by following the required procedure of performing an in-house surveillance every six months, and a total re-inspection every three years by licensed personnel. Copies of the management plan are available for inspection.

## **Emergency Preparedness**

Worshippers' House of Prayer Academy has established the following building disaster plan, which shall be implemented as protective measures are taken before, during and following any natural disaster. Each individual in any building must be aware of emergency situation procedures. At a minimum, all must be familiar with the location of emergency exits, fire alarms, fire stairwells, fire extinguishers and emergency phone numbers.

## **Hurricane**

**Expect drills at least quarterly.**

In the event of a hurricane, the facility will be closed.

## **Emergency Closings**

Emergency school closings due to inclement weather, or for any other emergency, will be up to the discretion of the School Administrator. In the event that school is canceled prior to the beginning of the school day, the Administrator will have it announced on the school's messaging system to all families. In certain cases, a phone call may not be possible, in such case, please follow school closing announcements made via the local news station for Miami-Dade county. In the event that school is canceled due to an emergency during the school day, the Administrator will begin notifying parents by phone.

## **Fire Drills**

Every fire exit drill is an exercise in group control and fire drill organization for principal, teachers and pupils. The purpose of fire drills is to thoroughly instill in the mind of the pupil the correct procedure for clearing buildings so that in case of an emergency, it may be done with no confusion. Great stress should be laid upon the execution of each drill. They should be brisk, quiet and orderly in manner. Running and talking are prohibited. If there are pupils physically incapable of holding their places in a line moving at a reasonable speed, provision should be made to have them move independently of the line, under the supervision of a responsible student or adult. Fire drills shall be conducted during the first week of school until proficiency is attained. Thereafter, fire drills are to be held at least once a month.

## **Elements of a good fire drill**

All school personnel and visitors should be required to leave the building regardless of the activities in which they are engaged. It is essential, if the importance of fire drills is to be impressed upon the pupils, that all adults as well as children conform to regulations. Speed should be subordinate to control and order. There should be no talking, running, pushing, or skipping steps on stairs. All pupils should stop work immediately. . Pupils on the playground should go immediately to their previously designated area on the grounds and assume regular fire drill discipline. Pupils should not take books, wraps, flags or personal belongings with them. The protection of property is the responsibility of

the Fire Department. The first pupil to reach any door should open it. The teacher should pick up class attendance record register and proceed with the group. The last one to leave a room should check to be sure everyone is out and then close the door.

### **Teacher's duties in a fire exit drill**

The teacher should supervise the exit of the group and make certain that it is done in an orderly manner, with as little commotion as possible. In a blocked exit drill, the teacher should know the alternate route and guide or instruct the group as to the course to take. It is not necessary for the teacher to stay at the head of the line. Maximum control is to be desired, and the position from which this can best be maintained should be taken. The teacher should see that the group goes to its assigned position on the grounds after which roll should be called to make sure all members of the class are present. Teachers must remain with the class.

### **Procedure During Class Time**

1. Students exit classroom via the door and WALK IN ORDERLY LINES. While in the line, students must walk with their arms wrapped around themselves and remain that way until the drill is over. This is to keep their hands close to them away from danger.
2. Students evacuate the building by designated routes to the assembly area (see map). NO TALKING IS PERMITTED!!

Teachers:

- Take the Emergency Roster Checklist.
  - Check that all students are out of the classroom.
  - Check that all exits are clear.
  - Close all classroom doors. **DO NOT LOCK**. (Later entry may be required.)
3. In assembly area, teacher takes roll and accounts for each child on the Emergency Roster Checklist. Teachers account for all students.
  4. Students in classrooms other than their own are to remain with that class until given permission to rejoin their class by both teachers.
  5. Students remain in orderly and silent lines until all clear signal is given (security personnel will signal everyone in.)

### **Procedure Used Before School, During Lunch and Recess**

#### *Temporary Evacuation Plan*

1. Since students gather in the assembly area, teachers will assist in directing the students in a line to proceed out of the front door in an orderly fashion. Students are to be directed toward the back assembly area.
2. Students wait in orderly and silent lines for their teacher, or other supervising adult, to conduct them to their proper assembly area.

### **Procedure During P.E.**

1. Teacher, or supervising adult, stops play, organizes class(es) into silent and orderly lines and conducts



class(es) to assembly area.

### **Procedure When Not In Your Own Classroom**

1. Teachers should be familiar with assembly area and evacuation route designated for that classroom or area.
2. The Emergency Roster Checklist should accompany the class and be used by the teacher, or supervising adult, to account for all students.

**ALL SCHOOL PERSONNEL AND VISITORS TO THE CAMPUS ARE TO PARTICIPATE IN ALL FIRE DRILLS. VISITING ADULTS ARE REMINDED THAT NO TALKING IS ALLOWED. PLEASE BE GOOD ROLE MODELS FOR THE CHILDREN.**

### **Tornado Drill Instructions**

At the sound of the bell, students should proceed in single file to the designated location (see posted map at classroom exit) and get in a crouched position. Sitting with knees up, head between knees, and arms over head, students should remain quiet and in this position until an authorized person gives permission to return to class.

### **School Records**

Permanent records must be kept in a locked file in the school office and are for designated staff use only. Cumulative records are confidential and are not to leave the school building. Requests for transfer or observation of files must be directed through the school office.

### **Time with Students**

At no time are students to be left unattended in a classroom or on the playground. Staff members leaving students unattended open themselves and the school to unnecessary charges of neglect that could lead to serious legal problems. All employees of WHOP Academy must monitor carefully the amount of time they spend with individual students or small groups of students outside of the classroom. An extraordinary amount of time spent with an individual or small group of students must not take place. We are to avoid all appearances of evil. *No employee of our Christian School is to be alone in a room with a student with the door closed.*

## **FACILITY INSPECTIONS**

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Worshippers' House of Prayer Academy is in compliance with state and local educational and safety standards. The school has two inspections per year by a representative of the County Health Department. Facilities are also inspected by the Fire Department and various other City and State agencies.

## **GENERAL POLICIES AND PROCEDURES**

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### **School Visitors**

Visits to our school are encouraged and always welcome; however, we do request that you contact the office at least 24 hours in advance so that we might provide a staff member to give you a tour of our facilities. All

parents and visitors must register in the school office to receive a visitor's pass whenever they are in the building. Items to be delivered to a student should be taken to the school office. Younger children should be accompanied by an adult at all times. Students may not bring friends or relatives with them to school. We provide a variety of programs throughout the school year that are open to the public. We encourage parents and family to support these activities and invite other potential prospective parents to come along with them. Former students of Worshipers' House of Prayer must obtain permission from the office to visit.

## **Student IDs**

All students in grades 6-12 are required to have their school issued identification cards with them at all times.

## **Child Abuse Policy**

Worshippers House of Prayer Academy is required by law to report any child abuse according to our Student Harassment Policy and the Federal Law. Any suspicious activity deemed as child abuse by law will be reported "in good faith." Therefore, Worshiper's House of Prayer Academy maintains full immunity in our reporting of child abuse.

In addition, Worshipers' House of Prayer Academy prohibits corporal punishment as a form of discipline by a staff member on school premises. Individuals who violate this policy will be thoroughly investigated. In addition, any employee found to be responsible for corporal punishment in violation of this policy will be subject to appropriate disciplinary action up to and including probation without pay, expulsion, or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

In case a student assaults a teacher, a staff member or staff members are allowed to restrain the student but must not strike the student in retaliation. All parents will be required to sign a release form regarding these issues.

## **Drop Off, Pickup, and Extended Care**

Parents may drop off their children in the back lot. The front door will not be open in the morning until after chapel. To pick up your child, you may go to the back lot and give the security the name of your child.

**YOU MUST SIGN OUT YOUR CHILD WITH THE SCHOOL OFFICE IF YOU ARE PICKING HIM/HER UP BEFORE DISMISSAL.** Please call if unusual circumstances change your daily routine, or if you must pick up your child before the end of the day. We will notify your child and give assurance of your arrival. If students have not departed the school by 4:45 PM and are not enrolled in the After Care Program, families will be charged \$10.00 per hour.

For your convenience, we offer an after-school care program from 4:15-5:30 PM. Families who wish to participate must submit an "After-School Care" sign up form to the school office prior to acceptance into the program. As the program is purely donation-based, families are asked to make periodic donations to support the program. Students enrolled in After-Care who are not picked up by 5:50 PM will incur a \$10/hour charge.

After 5 late pick-ups, parents will be asked to withdraw their child(ren) from the after-school program. The academy is liable to report any parents who continue to leave their children after-hours to the Florida

Department of Children & Families.

### **Telephone Usage**

The office telephone should be used by students for emergency calls only. The school office will deliver emergency messages to students immediately upon request. Emergencies are generally considered circumstances which involve the health or safety of an individual. The office will not call students to the telephone unless it is an emergency. Please be considerate in this matter. Any exceptions must be cleared by the administrator.

### **Contacting Your Teacher**

Parents/guardians are requested to contact their children's teachers through the school office rather than disturbing them at their homes. If a teacher is unavailable at the time of the call, the secretary will be more than happy to take a message and have the call returned.

Parents/guardians are not to enter the classroom during academic studies, unannounced as this may have a disruptive effect. Parents who wish to sit in on a class must notify the school office 24 hours in advance.

### **Lunch, Breakfast and Snacks**

Lunch & Breakfast are served on campus daily. Students are not permitted to leave the building at the lunch hour. Please see the school office for the meal plans that are available. Families may be eligible to receive free or reduced lunch and breakfast. Please contact the school office to determine eligibility.

Elementary students will be allowed a morning break for a fruit, vegetable or cheese and cracker snack. The school sells healthy snacks. Please do not send sweets or junk food. Chewing gum is not allowed at school. Other food items may be available during the school year.

### **Physical Education**

Physical Education is a regular instructional time and therefore will involve all students. If for some reason a child is unable to participate in PE class, a note from the parent is required. For periods longer than two weeks, a note from the family physician is required. Students who do not possess a note will have an adapted PE program assigned to them. This will consist of modified participation or appropriate book work or writing related to the PE class, assigned at the discretion of the teacher. All students will need a PE uniform to participate in class.

### **Lost and Found**

All "found" items are to be turned in to the school office. Students are given regular opportunity to claim "lost" items from the Lost and Found. After one month, all items which have not been claimed will become the property of the school, at which time the items will be disposed of in whatever way the school chooses. **Identifying your child's belongings via name labels will help keep the Lost and Found to a minimum! Please not that the school will not be held responsible for any lost or missing items. Each student is responsible for his/her belongings.**

## **Transportation**

Parents are responsible for providing transportation to and from school. Parents may arrange car pools; however the parent/guardian must provide written consent for car pool transportation. Parents are asked to refrain from honking their horn to announce their arrival. If you will need transportation for your child from the school's carrier, parents will be responsible for payment. Please contact the school office for transportation fee schedules.

## **Closed Campus**

Worshippers' House of Prayer Academy maintains a closed campus. Students are not permitted to come and go at will during the school day.

## **Medical Policy**

A Certificate of Immunization Status must be completed for each student and submitted to the school upon enrollment. (See Enrollment Section.) All children must have proper vaccinations.

State law prohibits the school from dispensing any type of medication, including aspirin and Tylenol. If a student needs to take any medication brought from home, it must be turned in to the school office, and a Medication Release Form must be completed by the parent. The medication will be kept in a secure place and will be administered by an authorized staff member. In rare cases, a student's medical condition may require the student to possess a medication. This will be allowed only with a written authorization from the parent and physician.

## **Leaving Campus During School Hours**

At times parents may need to pick up their children during school hours for an appointment or because of illness. In such cases, parents should send a note to school in the morning, notifying their teacher of the time the student will be leaving and when he will return. Parents are required to sign their children out and in at the school office. High School students who drive themselves and need to leave during school hours are also required to sign out at the school office. In those cases, the students must present written parental permission to their teacher and the school secretary when they arrive at school.

## **Off-Limits**

Examples of areas/items that are off-limits to students are:

- Another student's workstation, desk, or belongings
- Principal's/secretary's office, desk, files, and cabinets
- Staff's belongings
- Nursery or supply room
- Sanctuary platform, musical instruments, sound booth
- Front lobby area
- Foodservice Area and Kitchen

## Chapel Services

Chapel Service is conducted every afternoon at 12:00 PM as a time to collectively worship God and learn Biblical principles for daily living. Chapel, which includes singing, prayer, memory verses, Bible teaching, and drama is open to parental attendance and involvement. At all times the student's behavior should be refined and courteous towards fellow students, their teachers and the guest speaker. Bibles should always be brought to Chapel.

## Field Trips

Throughout the year there will be scheduled field trips, library visits, and special class activities. These are carefully designed to be an important extension of classroom learning. Parents will be notified in advance of these activities. Parents will have given blanket permission for their child to attend the Arcola Lakes Library and Arcola Lakes Park field trips by completing the **Authorization to Attend Off-Campus Activities** form.

Students must cooperate with and obey their teacher or appointed leader at all times and must remain with their assigned group. Any student in violation of this principle may be denied participation in upcoming field trips for a period of time determined by the Administrator.

## Pictures

Each year, a school photographer takes individual pictures of the students. Notices will be sent home regarding the time. You are under no obligation to purchase these pictures. Retakes are available.

## Notice of Change

The administration reserves the right to alter and change any and all items detailed in this Student Handbook at any time without prior notice to student or parents.

## School Supplies



### Grades 3-5

- Pencil bag & 6 No. 2 pencils
- KJV Bible
- Glue stick
- Box of tissues & Sanitizer
- Washable markers

# SCHOOL SUPPLIES LIST

## Grades K-2

- Pencil bag
- Glue stick
- 6 pencils, No. 2
- Jumbo Pencils-No Eraser (K)
- Box of tissues
- Washable markers
- Large eraser
- Crayons, 8 basic colors
- Large print KJV Bible
- Lunch box or insulated bag
- 1 3½ -4 Inch Binder
- 1 ½ Inch Binder
- 1 Pack of Copy Paper
- 4 Wide Ruled Notebooks
- 3 Packs of Handwriting Paper
- 1 Large Bottle of Sanitizer

## Grades 6-12

- KJV Bible
- One Spiral Bound Five Tab Notebook
- 6 Duo Tang Folders
- 2 Composition Notebooks
- Pencil box & 6 No. 2 pencils
- Dividers
- Compass & Protractor
- Writing Paper
- Scientific Calculator
- Glue stick
- Box of tissues & Bottle of Sanitizer
- Large eraser
- 2 ballpoint pens, blue
- Pocket dictionary
- Pocket Thesaurus
- Ruler (combined English and metric)
- Colored pencils and/or markers
- 5 3-3½ Inch Binders
- 1 Pack of Copy Paper
- Combination Lock for Locker