



# FAMILY HANDBOOK

Responsive. Individualized. Education.

# TABLE OF CONTENTS

Handbook Statement	2
Letter from President	3
Mission Statement	4
Membership	4
Communication	4
Academics	5
Attendance	7
Student Conduct	9
Discipline	11
Electronics	12
Dress Code	13
Health & Safety	14
Emergency Preparedness	15
Financial Guidelines	20

# WELCOME TO WHITE STONE ACADEMY

## HANDBOOK STATEMENT

This handbook contains information pertaining to school policies, regulations for student conduct, a description of student services, and a listing of school programs. Each student is to comply with the school policies and regulations and parents/guardians should be fully aware of the guidelines of White Stone Academy. In enrolling a child in White Stone Academy, parents and guardians agree to abide by the policies and regulations, recognizing the school's right to govern student behavior, work collaboratively with families and other supporting entities, and enforce consequences when needed with the goal of teaching and instilling White Stone Academy's values. The parents are encouraged, moreover, to partner with the school in teaching values that lie at the foundation of White Stone's code of conduct. Students and parents are strongly encouraged to read this handbook carefully, and to refer to it often.

The administration reserves the right to amend the rules, policies, expectations, or procedures outlined in this handbook whenever change is deemed necessary or desirable.

Each qualified student, with parental/guardian guidance, has the unquestioned right to decide whether to choose White Stone Academy or not. Those whose decision it is to apply for admission to White Stone Academy accept the standards, regulations, and requirements of White Stone Academy, and the parent/guardian signature on the enrollment contract is considered a binding agreement for families to abide by White Stone's handbook policies and procedures.

- Founded: 2020
- School Colors: yellow, white, black
- Mascot: Irish Elk
- Membership: TACRS (Tennessee Association of Church-Related Schools)

### CONTACT INFORMATION

Office Email: [office@whitestone.academy](mailto:office@whitestone.academy)

Office Number: (931)286-8505

Website: [www.whitestone.academy](http://www.whitestone.academy)

Mailing Address:

417 W. 7th Street

P.O. Box 803

Columbia, TN 3840

## LETTER FROM THE PRESIDENT



Dear White Stone Academy families:

As a mom of five kids, there's nothing I desire more than to see each one thrive in life. From the moment they're born, parents long to see their child's full potential reached. This has been a major challenge since my children entered the academic world. At times I have found myself desperate and at a loss. Few things are as painful as the sinking feeling that your child doesn't have a place.

Each of our kids have had great teachers, some of which will be lifelong friends. Yet we have consistently struggled to find a balance between the instruction they receive and the environment they're a part of. While no school is perfect, we know our kids are worth striving for more.

So what if there was a place that could equip and empower each student according to their gifts and passions? What if the faculty desired to discover how each child learns as opposed to making them fit in a box? What if school didn't consume the days and evenings of our homes but actually enhanced it? What if learning really was fun and teachers were free to creatively instruct according to every child's needs? This is why White Stone exists. If this resonates with you, we invite you to discover more about our school today!

Gratefully,

*Molly Smith*

President & Founder  
White Stone Academy

# MISSION STATEMENT

The mission of White Stone Academy is to discover and develop the unique brilliance of each child through responsive, individualized education.

## CORE VALUES

**Risk:** We value growth over “success.” Failure is to be feared less than apathy.

**Curiosity:** Ask the questions; challenge the status quo. This often leads to a love of learning and a teachable spirit.

**Empathy:** Real power is withholding one’s judgment of others. Unity is not sameness and while I may disagree with others, I can successfully honor myself and them. This creates self-awareness.

**Generosity:** Our lives are fuller when we give. This develops selflessness, humility, and a healthy awareness of the needs of others.

**Integrity:** Each of us can possess a life of virtue. Integrity is the healthy integration of courage, temperance, prudence, and justice as one’s character.

**Creativity:** Successful problem solving often involves our imagination more than our intelligence. Believing that there is a way through life’s dilemmas will prevent me from being a victim of circumstances.

## MEMBERSHIP

White Stone Academy is a member of the Tennessee Association of Church-Related Schools (TACRS) ( <http://www.tacrs.us> )

White Stone Academy is classified by the Tennessee Department of Education as a “Category IV Church-Related School” and is exempt from accreditation requirements per TCA 49-50-801. As such, students transferring to public or accredited private schools may be subject to testing for grade level placement [or to determine what credits will be accepted in the case of high school students]. Students graduating from Category IV schools, although often accepted at colleges and universities, may also be subject to additional testing requirements in order to be accepted.

## ENROLLMENT

All students who are accepted will be enrolled up to a 6-week probationary basis until White Stone Academy receives and reviews all records from previous school(s). Determination of continued enrollment or dismissal will be the decision of White Stone Academy’s. The Registration Fee, Safety Fee, and any tuition or special services paid for up until that point are non-refundable. If White Stone Academy decides that a student isn’t a good fit, and the student has no history of behavioral issues, tuition for the remainder of the year need not be paid. If the student has a history of behavioral issues, the family is still bound by the financial policy which states that tuition for the entire academic year must be paid.

Failure to disclose or withhold behavioral issues, medical issues, learning disabilities, or previous suspensions and/or dismissals upon applying for or completing enrollment could result in immediate dismissal from White Stone Academy.

## COMMUNICATION PROTOCOL

Parent perspective is important to us as we work to fulfill the WSA mission. When voicing your opinions or addressing any concerns and academic questions, please follow these steps:

1. Contact the teacher/sponsor/coach involved.
2. If the situation remains unresolved, contact the grade-level lead.
3. If, at that point, the issue has not been addressed to your satisfaction, contact the Campus Director. When a meeting is held, the classroom teacher/staff member, and/or the Campus Director may be asked to attend to assure open lines of communication among all parties.
4. Parents are free to request a meeting with Administration or the Campus Director, however, WSA reserves the right to refuse or accommodate the request.
5. If a parent's conduct is divisive or shows a pattern of refusing to act in good faith with WSA Administration, Leadership, or Staff, WSA reserves the right to dismiss the student without warning.

## ACADEMICS

### STANDARDS

White Stone Academy follows the Tennessee Academic Standards. Following these standards helps ensure that White Stone students master the same content taught to students across the state.

### CURRICULUM

Information regarding the curriculum and specific programs will be provided to families at the beginning of each school year by their teacher. Parents will not need to purchase any curriculum materials in order to fulfill the at-home learning requirements for Mondays and Fridays.

### GRADING

The purpose of grading is to provide helpful feedback to students and their families about the student's academic and social progress. Grades are issued every quarter (appx. every 9 weeks).

Due to the differences that are inherent in the various subject areas, teachers use various techniques for evaluating classroom work. All questions regarding grading should be directed to the teacher.

## ASSESSMENTS

White Stone Academy uses a variety of assessments to track students' progress over time. No testing is required for admission to White Stone Academy but an assessment may be given prior to starting school to inform instruction.

## COMMUNICATION ABOUT PROGRESS

### FACTS

FACTS is a completely integrated system across the entire school and administrative offices, which allows parents to quickly view up-to-date grades, attendance, and assignments. FACTS/Renweb provides parents password-secure access to their children's data such as: attendance, daily grades, progress reports, report cards, transcripts, lesson plans, homework, missing assignments, discipline, staff & school directory, teacher email addresses, teacher websites, etc. Parents are also able to update demographic information as well.

Report cards are issued at the conclusion of each grading period. Please see the FACTS family portal calendar for Report Card dates. Midway through each grading period, progress reports are issued. Teachers will notify each parent of the student's progress in all subject areas. If in doubt interpreting the content of a report card or progress report, parents may contact the teacher for a more complete evaluation of the student's progress. The purpose of the progress report and report card is to give parents and students a periodic indication of progress in the different subject areas.

### DAILY SCHEDULE

While students' schedules may vary based on their grade level and classroom, the daily schedule (Tuesday through Thursday) will typically involve these instructional periods:

9:00 am - 12:20 pm Direct instruction in the four core subjects, varies by teacher and grade  
12:20 pm - 1:20 pm Lunch/recess  
1:20 pm - 2:30 pm Church-sponsored Enrichment Program - "Power Up"

All students will have an hour break for lunch and recess/movement. Movement time will never be taken away from students for disciplinary or other reasons.

### AT-HOME LEARNING DAYS

While White Stone students only attend class in person on Tuesdays, Wednesdays, and Thursdays, a typical school week also involves at-home learning activities.

Teachers will assign Friday/Monday work at the end of school on Thursdays and/or email families the assignments by 9am Friday morning. Middle and high school teachers may also

post to Google Classroom. Students will typically receive at least one assignment for each academic subject. These assignments are designed to be completed independently by the students, but some may require parental interaction or support. The assignments must be turned in at 9 a.m. the following Tuesday. Teachers may use a combination of hard copy and digital assignments.

Platforms are additional classes and activities taught outside of the traditional instructional day. Platforms are independent of WSA. If the desire is to receive a high school credit for the platform, the class must be approved by the administration.

## MAKE-UP WORK

Depending on the nature of the absence and the discretion of the teacher, class work may or may not be given in advance due to the fact that lesson plans may change while the student is away. Upon the student's return to school, he or she must make-up class assignments. Arrangements for makeup work must be made directly with the teacher. Standard time allocation for make-up work is that it is due within the number of days missed, plus one. After the allotted time for make-up work has passed as set by the teacher, the grade for assignments not turned in will be recorded as a zero. Tests scheduled during an absence will be made-up at the discretion of the teacher.

After chronic absenteeism (4-6 unexcused absences), a student may be denied the ability to make-up missed assignments and may receive zeros on missed work. Please see the attendance policy regarding unexcused absences, tardies, and chronic absenteeism.

## ACCOMMODATIONS/MODIFICATIONS

The number of students in a class can make a significant difference for teachers and students. The heart of an educator is to know the strengths and weaknesses of each student and be responsive to those needs, but frequently the task is overwhelming due to the number of students in a classroom.

At White Stone Academy, we take pride in our student/teacher ratio which allows our students more personalized attention than they would receive in a traditional public or private school setting. The small class sizes, instructional aides, and "Power Up" block at the end of the day will set students up for success. Additionally, we will work with each family to make a plan for modifications and extra support that students may need. It's our mission to serve all students, but if it is determined that the needs of a student reach beyond the capacity of the educators of White Stone Academy, we will work with the student and student's family to find other services in our community.

## PRESCHOOL REQUIREMENTS

Students must be potty trained and a minimum of 3 years and 6 months of age in order to be considered for enrollment.

## KINDERGARTEN REQUIREMENTS



Students must be 5 years of age before the first day of Kindergarten in order to be considered for enrollment.

## ATTENDANCE

Because White Stone Academy takes seriously the integrity of the school's total educational program, and because our unique model allows generous flexibility for families, we expect regular and punctual attendance during our core academic week (Tuesday - Wednesday - Thursday). When students are absent from school or miss a portion of the school day, proper arrangements are to be made with the teacher for making up missed work. By statute, Tennessee requires that "Church-related schools shall be conducted for the same length of term as public schools." (TCA 49-50-801(c)) White Stone Academy maintains attendance records for each student and these records are bi-annually shared and evaluated by the Tennessee Department of Education.

Students who are under the age of 18 and applying for a Tennessee Learner Permit must show proof of school attendance/progress from a current Tennessee school confirming attendance and satisfactory progress during enrollment at that school. This letter must be signed and dated by the administration no more than 30 days prior to the Tennessee application.

## TARDINESS

We want families and students to understand how White Stone Academy defines what is excused, what is unexcused, and the process of addressing tardiness in our student body, as all tardies will be entered into the official student attendance record. Students will be counted tardy when they are not present in the classroom by 9:00 a.m. Please read this policy carefully and ask questions so you will understand our policies before issues arise.

- A student who arrives at school any time after 9:05 a.m. is tardy and must report to the office. Students are considered tardy if they are not in their classrooms and ready to begin the day by 9:05 a.m.
- All students arriving at school any time after 9:10 a.m. must be accompanied into the building by a parent/guardian to be signed in.

Types of tardies:

- Excused tardy: Students will receive an excused tardy when late arrival includes circumstances which are beyond the control of either the student or his parents. Excused tardies are excused for illness, medical appointments, legitimate family emergencies, traffic conditions beyond one's control (typically weather related or accidents), etc.
- Unexcused tardy: Students will receive an unexcused tardy when late arrival is due to running late, alarms not going off, oversleeping, anything NOT beyond the control of the parent, etc.

Interventions for tardiness: (cumulative over the school year)

- First unexcused tardy: warning
- Second unexcused tardy: warning
- Third unexcused tardy: warning
- Fourth unexcused tardy: warning

- Fifth unexcused tardy: unexcused absence and note home (5 TARDIES =1 UNEXCUSED ABSENCE)
- Sixth unexcused tardy and following: notes home, family conference with the administration, every 5 tardies=unexcused absence, and potential re-enrollment denial.

## ABSENCES

White Stone Academy requires that enrolled students attend school regularly and with punctuality. Regular and punctual attendance is necessary, not only for a student to succeed academically, but for a student to establish the self-discipline needed for lifelong success. We want families and students to understand how White Stone Academy defines an absence, what is excused, what is prearranged and permitted, and what is unexcused. Please read this policy carefully and ask questions so you will understand our policies before issues arise.

When a student is absent the parent/guardian should submit a note, email or phone call to school explaining the absence.

Types of absences:

### Excused:

A healthcare professional (doctor, dentist, health plan, etc.) or parent, legal guardian or person responsible for a student must verify student absences, with submission of a signed excuse stating the reason for the excused absence upon the student's return to school. Parents are to contact the office or the teacher, if possible, on or before the day of the absence. Any absence that is not explained in a parent note within three days (3) of the student returning to school will be an unexcused absence.

### Prearranged & Permitted:

An explained absence (not due to illness, doctor's appointment, serious illness, or death of a family member) is when a parent/guardian takes the student out of school with the school's prior knowledge and approval. Parents must inform the school office and the teacher, in writing, one week prior to the beginning of the absence. At the discretion of the teacher, class work may or may not be given in advance due to the fact that lesson plans may change while the student is away. The student upon his/her return must make arrangements with the teacher to make up class assignments.

### Unexcused:

An absence in which the student is out of school that does not qualify as excused or explained is an unexcused absence. A cumulation of five unexcused tardies is an unexcused absence. When a parent or guardian does not call in to report an absence, the absence will be marked unexcused. An administrator can determine or change the absence from unexcused to excused or from excused to unexcused.

Interventions for absences: (cumulative over the school year)

### 6 unexcused absences:

- Administration will contact parent/guardian about absence via email.

### 7-8 unexcused absences:

- Parent/Guardian and student will meet with administration to write a plan of action to improve attendance.

9 unexcused absences:

- Dismissal and ineligibility for re-enrollment.

### Check in/Check out Procedure

- If a student is tardy or is being signed out of class early, the parent or guardian is required to sign the student in or out in the office.
- A Photo ID may be requested when signing out a student.
- Non-custodial persons may only sign out a student if they have been added to the student's pick up list by the parent or guardian, or if the parent or guardian gives the office written permission for another person to pick up their student.

## CONDUCT

### SETTING UP FOR SUCCESS

The following illustrates White Stone's steps when dealing with student conduct:

- Prevent behavior incidents by setting clear expectations, fostering positive relationships with all students, and developing students' social-emotional skills.
- Calm the situation when behavior incidents arise and ensure all individuals are safe.
- Reflect with the student on the reason for the behavior.
- Work with staff, student(s), and families to restore the harm done and address the underlying reason for the behavior.
- Respond with appropriate, consistent, and logical consequences for teaching better behavior and choices.

### STUDENT CODE OF CONDUCT

Students are expected to conduct themselves in a manner that honors the White Stone values of empathy, generosity, and integrity. They are to be positive representatives of White Stone Academy and their families. This expectation applies to the time that students are in school and at school activities, as well as the time they are away from school. Expectations for conduct are as stated below:

**Social Expectations:**

Act with respect, integrity, and compassion | Make informed decisions regarding the well-being of yourself and others | Demonstrate responsibility for your actions | Act conscientiously with the interests of the larger community in mind | Broaden your knowledge of, and respect for, other cultures

**Academic Expectations:**

Attend all classes on time and be prepared | Be responsible for doing all classwork and homework | Attend tutoring when needed | Ask questions and ask for help when needed

## **Behavior Expectations:**

Demonstrate appropriate behavior on campus, in the classroom, online, and in person that is considerate of other students, teachers, and staff | Be polite, courteous, and cooperative | Be aware of and observe all classroom and campus directions and expectations | Be responsible for your actions | Be your best self

## **OFFENSES**

### **CLASS I Classroom Managed Behaviors**

The below conduct offenses are examples of some infractions that will be handled in the classroom by the teacher/administration, when possible.

- Failure to follow prescribed procedures
- Initial dress code violations (see Dress Code Policy)
- Disrespectful language or gestures
- Inappropriate behavior for task at hand
- Cheating/plagiarism
- Minor unwanted teasing (not bullying)
- Talking out of turn
- Unintentional profanity
- Minor violations of the acceptable use of technology policy
- Intentionally disregarding work and classroom expectations

### **CLASS II Administration-Managed Incidents**

The below conduct offenses are examples of some infractions that will be handled by the administration and are considered to be major violations of White Stone Academy's Code of Conduct.

- Intentional aggression toward another person
- Inappropriate computer access
- Vandalism
- Defiance of authority causing disorder of the learning environment
- False information
- Perpetual dress code violations (see Dress Code Policy)
- Harassing or bullying
- Possession and/or use of non-permitted items (see Student Health & Safety)
- Stealing
- Leaving school premises without permission
- Games played with money
- Multiple classroom infractions
- Threats of harm to self or others
- Unjustified activation of a fire alarm system
- Inciting others toward that which interrupts the learning environment and poses a threat
- Fighting
- Sexual offenses or lewd behavior including consensual or unwelcome language, actions, or materials of an obscene, pornographic, or sexually explicit nature
- Other offenses reasonably likely to cause great harm to person or property or seriously

disrupt the learning environment

### **Zero Tolerance**

The following are zero-tolerance offenses that will result in expulsion:

- Bringing to school or being in unauthorized possession of a firearm or any dangerous weapon on school property
- Possession of drugs, alcohol and/or tobacco products, including any e-cigarette/vape, controlled substance, controlled substance analogue, or legend drug on school grounds or at a school-sponsored event
- Aggravated assault
- Assault that results in bodily injury upon any teacher, aide, administrator or any other employee of the school

\*Students who have been placed on probation or who have been suspended will automatically be placed under review for the following year. Any fees paid for the following year's enrollment will not be refunded.

## **CONSEQUENCES**

At White Stone Academy, we employ interventions and supports to help shape positive behavior. In the case of behavioral incidents, we are committed to instructional and restorative practices to shape positive behavior. Appropriate consequences, determined by the school, will be administered with care and concern for the student and the situation and will reflect the values and mission of White Stone Academy. While WSA strives to implement interventions in order to course correct student conduct, serious enough infractions may result in a quicker escalation of potential consequences. The use of corporal punishment, or physical force with the intention of causing a child to experience pain, is strictly prohibited at White Stone Academy.

### **CLASS I Classroom Managed Behaviors**

The below actions are examples of some interventions that will be used in the classroom by the teacher to manage classroom behavior:

- Positive redirection
- Reparation (fixing/repairing damaged property or relationships)
- Re-do (completing an action or assignment in the appropriate manner)
- Loss of activity, treat, or privilege as a natural consequence (i.e. throwing books means no free-reading time)
- Phone call to parent
- In-class separation
- Referral to administration
- Parent/teacher conference
- Time-in with teacher

### **CLASS II Administration-Managed Incidents**

In addition to the above interventions, the below actions are examples of some interventions that will be used by the administration to address serious conduct offenses:

- Parent/teacher conference
- Phone call to parent
- Removal from classroom
- Creation of a behavior plan (probation period)
- At-home suspension
- Restitution for property and damages
- Expulsion
- Contact law enforcement

## DISCIPLINARY PROBATION

A one to four-week period during which a student follows a behavior plan created by WSA Admin. During this time the student may be expelled for any conduct that violates the behavior plan (by the decision of Admin). If, after completing the period of disciplinary probation, the student misbehaves again, he/she will be expelled.

If a parent's conduct is divisive or shows a pattern of refusing to act in good faith with WSA Administration, Leadership, or Staff, WSA reserves the right to dismiss the student without warning.

## DISMISSAL/EXPULSION

Any student on disciplinary probation who has exhausted the above interventions and support, has failed to develop acceptable behavior patterns, has committed a major infraction of school policy (i.e. deliberate harm to another, vulgarity, possession of a non-permitted item, etc.), or has refused to comply with the values of White Stone Academy will be subject to potential dismissal and/or enrollment ineligibility. While WSA strives to implement interventions in order to course correct student conduct, serious enough infractions may result in a quicker escalation of potential consequences. In the case of expulsion or dismissal, White Stone Academy is not obligated to refund any tuition or fees that the student's family has paid up to that point. Any remaining tuition balance, including fees and special services, must be paid upon dismissal/expulsion in order for White Stone Academy to release student records.

\* The option of Disciplinary Probation will not be considered for severe violations of school policy (i.e. deliberate harm to another, vulgarity, possession of a non-permitted item, etc.) as determined by WSA Admin.

\* Students who have been placed on probation or who have been suspended will automatically be placed under review for the following year. Any fees paid for the following year's enrollment will not be refunded.

## PROBATIONARY STUDENT AGREEMENT

Students with a prior school history of disciplinary action will be admitted on a probationary basis and will be required to strictly follow the behavioral code found in our handbook. Should there be a violation, serious or minor, we reserve the right to dismiss the student from the school immediately. Should this occur, all fees and tuition will not be refunded.

# PERSONAL ELECTRONICS POLICY

At WSA, we are committed to developing students who are equipped for life by providing an environment that integrates technology into the classroom and provides opportunities for students to utilize technology as a tool for learning. Students in middle and high school, grades 6-12, may bring acceptable personal technology to school for academic use. Laptops or tablets with a keyboard are recommended.

While WSA has some network protections in place, it is highly recommended that families install parental controls on their student's device before unsupervised use.

In an effort to ensure that the incorporation of these devices enhances the learning environment rather than detracts from it, we have provided the following guidelines to which all students must adhere:

- The WSA Computer/Network Acceptable Use Policy applies to all devices while on the WSA campus.
- Any personal device brought on campus is to be used strictly for academic purposes and at the sole discretion of the teacher (we reserve the right to take up and search any electronic device brought on campus by a student if deemed necessary).
- Prior to using any electronic device, students must first obtain permission from the teacher.
- WSA will not assume responsibility for the loss/damage of any electronic devices brought on campus.
- All devices should be marked with the owner's name.
- Electronic devices are to be used only by the owner of the device.
- Devices equipped with Wi-Fi will be able to connect to the WSA guest networks.
- Students may not create Wi-Fi hotspots via personal technology.
- Students will not be able to print from personal devices.
- Handheld games are not to be utilized while on campus.
- WSA reserves the right to handle individual decisions on a case-by-case basis, depending upon the specific situation.
- Elementary school students, preK - 5, are not to have personal electronic devices (phones, smart watches, etc) at school.

## COMPUTER / NETWORK ACCEPTABLE USE POLICY (AUP)

All aspects of the Student Conduct are in force with respect to use of technology. In keeping with the WSA mission statement, the school takes seriously the responsibility to ensure integrity when using technology. All use of technology on campus should be used primarily for educational/business purposes. WSA reserves the right to review any technology-related communication.

## DRESS CODE

Dress code guidelines are intended to promote and foster an appropriate educational environment by minimizing unnecessary distractions and permitting students to focus on academic progress. Dress code should be followed at all times on school campus.

- Students are to be neat and well-groomed. All clothing must be clean, modest, and appropriately sized--not too small or too tight, and not too large.
- No graphics, logos, or brands that promote illegal, inappropriate, or offensive ideas.
- No hats or hoods worn inside the building.
- No skin exposure from shoulder to 3 in above the knee.
- No pajamas. Activewear and sweatpants only with appropriate coverage.

## VIOLATION CONSEQUENCES

Please see the conduct section.

## STUDENT HEALTH & SAFETY

### SCHOOL HEALTH

White Stone Academy does not maintain a health clinic. A student who is injured or who is too ill to attend class will be able to wait in the office until a parent arrives to pick up the student.

Students who are ill or who need medication must check-in with their teachers before going to the office. Students may not call their parents directly to pick them up. Students must report to the office when they are ill.

Students who need intensive support due to a chronic health condition may or may not be served by White Stone Academy. Parents are to discuss a student's needs with the administration to determine admission.

### MEDICATIONS

If students need to take medication while at school or at a school-related activity, all medications, whether prescription or over-the-counter (OTC), must be turned into the school office by the student's parent/guardian or other responsible adult.

Additionally, Medication Administration forms must be completed. These can be found on the White Stone Academy website (<https://www.whitestone.academy>) under "Resources."

For prescription medications, a current pharmacy labeled container is required which includes the student's name, physician name, name of medication, strength, dosage, time interval, and route. This includes inhalers and epi-pens.



No student will be permitted to carry or possess any type of medications, whether Prescription or OTC, on his/her person at any time (except emergency medications and approved medications prescribed for self – administration and carry-on-person, with a medication administration form on file at the school). Students found possessing medication will be subject to disciplinary action under the Student Code of Conduct.

If you have any questions or concerns regarding your child's health, please call the school office.

## ILLNESS

If your child has a fever, cold, upset stomach, or any undue physical distress, please keep him/her home. This is as much for your child's protection as it is for the protection of the other children in the classroom. If your child becomes ill at school and is unable to attend class, we will contact you. Please have instructions for whom to contact if you cannot be reached in your FACTS family portal. Be prepared to pick up your child in a timely manner.

Children should be vomit and fever free without fever-reducing medication for 24 hours before returning to school.

## IMMUNIZATIONS

Students admitted to White Stone Academy are required to be legally immunized as required by the state of Tennessee. A completed School Certification Form for Immunizations, signed by the health provider, is required as a part of each student's permanent record. Parents must also provide a copy of each student's birth certificate. Failure to provide either of these documents will delay a child's entrance into White Stone Academy.

Children with medical or religious exemption to requirements:

Medical - Physicians (MD or DO) or Public Health Nurses are authorized to indicate specific vaccines medically exempted (because of risk of harm) on the certificate. Other vaccines remain required. The medical reason for the exemption does not need to be provided.

Religious - This exemption requires a signed statement by the parent/guardian that vaccination conflicts with their religious tenets or practices. If the child needs documentation of a health examination for the school, it must be noted by the healthcare provider on the immunization certificate. In that case, the provider should check the box in section 1a. that the parent has sought a religious exemption to explain why immunization information is absent or incomplete

## FOOD ALLERGIES

Parents of children with a food allergy MUST notify the school office and student's teacher of the child's allergy and, if part of the child's care plan, maintain an epinephrine prescription for the student in the office.

To ensure that all of our students with food allergies are safe, White Stone Academy recommends that all foods given to students during normal school hours come from an identifiable source and be presented in a sealed, original container with the manufacturer and all ingredients clearly identified.

## EMERGENCY PREPAREDNESS

Emergency preparedness drills and procedures are in place for fire, storm, and intruder situations. Teachers and staff are trained on proper protocols and procedures to ensure student and staff safety.

## CHILD ABUSE

White Stone Academy staff is trained in the detection of child abuse and/or neglect and is required by law to support any signs of suspected child abuse.

## DROP-OFF/PICK-UP

Daily drop off begins at 8:45am and pick up begins at 2:30pm. If your student regularly needs to be at school any earlier or any later than those times, please inform the office and refer to the Before and After Care section of the handbook.

## NON-PERMITTED ITEMS

The following items are not permitted to be brought onto campus by any individual including, but not limited to, students, teachers, parents, administrators, staff, and guests. State law prescribes a maximum penalty of six (6) years imprisonment and a fine not to exceed three thousand dollars (\$3,000) for carrying weapons on school property. (TCA §39-17-1309) As an added precaution, students are not permitted to bring fake or toy weapons to school.

- Guns
- Knives
- Pepper spray
- Laser Pointers
- Illegal drugs
- Tobacco
- Electronic cigarettes and any vape related products
- Alcohol
- Fireworks
- Fake or toy weapons

In addition to the previously stated weapons and items, the following recreational items are not permitted on campus due to safety concerns:

- Skateboards, roller skates, hoverboards, ripsticks, or any similar items
- Hard baseballs

## INCLEMENT WEATHER, SCHOOL CLOSINGS, EARLY DISMISSAL

In the event of adverse weather conditions prior to the beginning of the school day, a decision to meet in person will be made by White Stone Academy Administration by 7:00am.

Our inclement weather procedure is as follows:

- Teachers will all have walkie talkies and will keep them on at all times
- The office will make an emergency announcement on the walkie talkies
- Admin will check and double check the restrooms
- All students and staff will report to the designated areas
- Once all students have arrived in the emergency location, teachers will take attendance again and report it to the office
- The office will be in communication with parents and families the whole day

In the event of early dismissal, White Stone Academy will notify parents/guardians of its decision about early dismissal via email, text and/or FACTS family portal.

In the event that Maury County Schools is closed due to illness, White Stone Academy will NOT close, unless deemed necessary by the administration.

## GENERAL INFORMATION & PROCEDURES

### SCHOOL HOURS

White Stone Academy's hours of operation are Tuesday, Wednesday, and Thursday from 9:00 a.m.- 2:30p.m. Beginning in the 0-03 school year, we are offering a Monday/Friday option for students as well. Please contact the office for more information.

Students may arrive at 8:45 a.m.

Students must be promptly off campus at 2:30 p.m. Any student remaining after 2:45p.m. could be subject to additional after care fees as required by the school unless the student is enrolled in the after-school program.

### CAMPUS VISITORS

For student safety, White Stone Academy is not an open campus. Exterior doors will be locked at all times. When visiting the school for any purpose prior to the 2:30 p.m. dismissal, please report to the office. Do not go directly to the classroom. Items to be delivered to a student should be brought to the office (such as lunches, money, homework, books, etc.).

#### Parent/Guardian Classroom Visitation

The best procedure is to contact the teacher to determine the most satisfactory time for such a visit. The following should be noted:

- Visitors must report to the office before visiting a classroom during school hours.
- Visitors may be asked to present a valid photo ID.
- Courtesy dictates that proper attire be worn at all times.
- There is no smoking at any time in any of the buildings.
- Weapons and other non-permitted items may not be brought onto the premises.

#### Visitation by Students

Students wishing to visit the school during school hours should follow these guidelines:

- They must be prospective students desiring information.
- They must obtain prior permission from the principal.
- They must conform, as nearly as possible, to the dress standards of the school.

Students from other schools who are on the school premises before, during, or after school and have no official business or reason for being on the premises may be asked to leave by members of the faculty or administration (scheduled sports events, special assemblies, or such events excepted.)

## LUNCH & SNACKS

White Stone Academy students bring their own lunches (in a labeled lunch box). It is best to send your child to school with items that do NOT need to be microwaved or refrigerated. On occasion, specialty food items may be available for sale. Food prepared in homes may only be given by the parent/guardian to their own son, daughter, or dependent and not shared with other students. Please provide refillable water bottles for students, as White Stone will not always have plastic water bottles to hand out.

## CELEBRATING BIRTHDAYS

Teachers love to celebrate students and each class will have a special way to honor birthdays. To not disrupt the learning environment, family-sponsored birthday parties are not allowed at school, but students may bring in a simple treat for all the students in their class (snacks, pencils, erasers, books, stickers, etc.) or donate a classroom item (book, game) to celebrate their special day. \*\*If choosing an edible treat, please note that, due to food allergies, all foods given to students during normal school hours must come from an identifiable source and be presented in a sealed, original container with the manufacturer and all ingredients clearly identified.

## CELL PHONE USE

All technology is to be used in a manner consistent with White Stone Academy's values and established policies.

White Stone Academy students may bring cellphones to school. However, they must be turned off and put out of sight from 9:00 a.m.- 2:30 p.m. unless a teacher or administrator has given permission otherwise. If cell phones are seen, heard, or used, the phone will be confiscated, and the student must go to the office to retrieve it from the administrator. Parents will be notified by email regarding every infraction. Administration may require students to turn in phones at the office desk at the beginning of the day.

An important part of education is knowing when to use a cell phone and when not to use a cell phone. White Stone Academy encourages common-sense use of cell phones. We hope students will see cell phone use as an etiquette issue, that they will be present in the moment, have conversations with people in the room, realize that they do not have to check messages constantly, and give undivided attention to friends, associates, teachers, and learning.

## EARBUDS

Earbuds are a frequently used school item but are intended to be used in classes only. Students may not use earbuds at White Stone Academy without teachers' permission and may not use them or have them in sight during school hours.

## WITHDRAWAL FROM SCHOOL

The date of student withdrawal will be effective the date the written notice is received by the school or date sent, if sent via certified or registered mail. Please see the Financial Guidelines & Policies section for information on tuition.

## BEFORE & AFTER SCHOOL CARE

Whitestone Academy offers before and after school care for our families on Tuesday through Thursday. Before care is from 7AM-5PM in Dickson and 6:30AM-5PM in Columbia.

This service is a non-refundable flat fee of \$575 for the year, whether your student attends one day or all three days. Students are allowed to bring devices or books to entertain themselves during this time.

## ACCESS TO RECORDS

Student records are confidential. Such records include all information relating to student academic performance, financial status of a student or the student's parent or guardian, and medical or psychological treatment or testing. Access and disclosure of student information shall be done solely for an educational purpose. Such records shall not be made available to unauthorized personnel of White Stone Academy, or to the public or any outside agency, without the consent of the student or the parent or guardian of a minor student, except as otherwise provided by law.

Rights of Noncustodial Parents:

Noncustodial parents of a student enrolled in White Stone Academy may request to receive a copy of their student's grades that would normally appear on a report card, notice of school attendance, names of teachers, class schedules, standardized test scores, and any other records customarily available to parents. A written request to the office is required. The request must include the noncustodial parent's mailing address. (See TCA §49-6-90.)

## MEDIA RELEASE

The school may publish the image and/or intellectual property of students in order to recognize or promote individual, group, school, or community accomplishments. Intellectual property includes, but is not limited to, photographs, audio/video productions, and other written and graphic works. These reproductions can be used to publicize/promote the child's school through the commercial print or television

3

media and through its own media productions. This also includes school yearbooks, school newspapers, and programs for school events such as platforms, field-trips, recitals, shows, etc.

Unless parents notify the school in writing that they do not grant White Stone Academy the right and permission to publish their child's image and/or intellectual property, these images and/or intellectual property may be used for publication, broadcast, or reproduction without limitations, or reservation, or any fee. Notification must be made within 15 days of enrollment.

## PARENTAL INVOLVEMENT

### PARENTAL SUPPORT POLICY

White Stone Academy's hybrid model reflects that we value parental involvement in the educational process. Many factors contribute to the wholeness and success of students, and we invite families to stay involved. Of particular importance is that parents stay abreast of homework/online assignments and verify that homework, particularly work on Friday/Monday,

is completed. Also we would like for parents to volunteer for special roles or events, such as being a school tutor, being a room parent, organizing a platform, and attending special events throughout the year.

## PARENT CONFERENCES

Parent/Teacher Conferences are scheduled twice annually. Additional appointments with the classroom teacher must be arranged in advance. Parents/guardians may not go directly to the classroom before or after school to meet with the teacher, as each teacher has duties, activities, and official functions at these times that are important to fulfill and an unscheduled visit will disrupt the flow of the day. Teachers are happy to meet with parents by appointment by contacting the teacher or administrator directly via email or phone. Parents are free to request a meeting with Administration or the Campus Director, however, WSA reserves the right to refuse or accommodate the request.”

## PARENTAL CUSTODY

When one parent of a student has custody of the child, a photocopy of the official custody papers must be submitted to the admissions office. When this document is on file, a student will not be released to the non-custodial parent without the permission of the custodial parent. A non-custodial parent may not designate another person to pick up a child without the custodial parent’s consent.

## FINANCIAL GUIDELINES & POLICIES

Current tuition rates can be found on the school website, under the Learn More tab. Families are required to set up a FACTS financial account in their FACTS family portal to manage tuition payments and other miscellaneous fees.

White Stone Academy must make financial commitments on an annual basis to provide adequate faculty, staff, and other resources to educate its students. Because of those commitments, parents are obligated under the enrollment contract to pay tuition for the entire academic year once registration is complete, regardless of dismissal or withdrawal. White Stone Academy attempts to balance the financial needs of our school and financial burden of families in a reasonable manner. In the instance of withdrawal or dismissal, White Stone Academy is not obligated to refund any fees or tuition payments that have already been made prior.

## FEES & OPTIONAL SERVICES

Certain educational support may require additional fees (ie. speech and language therapy, occupational therapy, dyslexia tutoring, etc.) outside the cost of annual tuition. Before & after school programs will require additional, non-refundable fees outside the cost of annual tuition. Extracurricular activities such as participation fees, class trips, platform activities, etc. will be outside the cost of annual tuition.

## WITHDRAWAL

Because of White Stone Academy’s financial commitments, students who are withdrawing from school are obligated under the enrollment/registration contract to pay the tuition charges

for the entire academic year upon completion of registration. A written notice of withdrawal of your student by the specified times must be received by White Stone Academy so that we are aware of the withdrawal. The date of withdrawal will be effective the date the financial account is balanced and written notice is received by the school or the date that it is sent, if sent via certified or registered mail to guarantee the date. White Stone Academy is not obligated to refund any fees or tuition payments that have already been made prior to the students' withdrawal.

## DISMISSAL/EXPULSION

Any student on disciplinary probation who has exhausted interventions and support, has failed to develop acceptable behavior patterns, has committed a major infraction of school policy (i.e. deliberate harm to another, vulgarity, possession of a non-permitted item, etc.), or has refused to comply with the values of White Stone Academy will be subject to potential dismissal and/or enrollment ineligibility. While WSA strives to implement interventions in order to course correct student conduct, serious enough infractions may result in a quicker escalation of potential consequences. In the case of expulsion or dismissal, White Stone Academy is not obligated to refund any tuition or fees that the student's family has paid up to that point. Any remaining tuition balance, including fees and special services, must be paid upon dismissal/expulsion in order for White Stone Academy to release student records.

## FAILURE TO PAY

White Stone Academy attempts to balance the financial needs of our school and financial burden of families in a reasonable manner. Because of White Stone Academy's financial commitments, failure to pay tuition by the agreed upon dates could result in suspension, withholding school records, etc. White Stone Academy reserves the right to withhold records until financial accounts are balanced.