

**The J. Frank White Academy**

**2009-2010**

**Student Handbook**



***Information Line***  
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***THE J. FRANK WHITE ACADEMY  
Of  
Lincoln Memorial University***

***2009-2010  
Student Handbook***

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## **Message from the Principal**

*August 2009*

*Dear Student:*

*In September of 1989 I had the wonderful privilege of being a part of the opening of a brand new school. It was a bold step for Lincoln Memorial University and a new concept for the local community. When those first twenty-seven students gathered in the Arnold Auditorium of the Abraham Lincoln Library and Museum to hear how their first day at the J. Frank White Academy was going to run, it was a milestone none of us in attendance will ever forget.*

*It is hard to believe we are in our twentieth year. As we are hearing from more and more of our graduates who now live and work all over the world, we are so proud of their accomplishments and we are grateful for the wonderful ambassadors they have been for JFWA. Our 2009-2010 student body promises to be a great one, and we are confident they will do well wherever they choose to go after they leave this campus.*

*We appreciate your decision to make JFWA your school this year. We know you have choices and we are pleased you chose the Academy. We promise to work hard to make this a great year for you. Our teachers are caring, hardworking people and you can count on them to give you the individual attention that has been characteristic of the Academy's program since its opening.*

*Be sure to read your handbook carefully. It will help our new students get a good overview of the Academy and our program. For our returning students, it will serve as a guide to any updates, changes and new opportunities coming with the new school year.*

*Please let me know if I can help you in anyway. My door is always open and you are welcome to come see me any time. Have a wonderful year.*

Sincerely,

*Sylvia Lynch*

Sylvia D. Lynch, Ed.D.  
Principal

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# **STATEMENT OF MISSIONS AND GOALS OF LINCOLN MEMORIAL UNIVERSITY**

## ***Mission and Purpose***

Lincoln Memorial University is a values-based learning community dedicated to providing educational experiences in the liberal arts and professional studies. The University strives to give students a foundation for a more productive life by upholding the principles of Abraham Lincoln's life: a dedication to individual liberty, responsibility, and improvement; a respect for citizenship; recognition of the intrinsic value of high moral and ethical standards; and a belief in a personal God.

The University is committed to teaching, research, and service. The University's curriculum and commitment to quality instruction at every level are based on the beliefs that graduates must be able to communicate clearly and effectively in an era of rapidly and continuously expanding communication technology, must have an appreciable depth of learning in a field of knowledge, must appreciate and understand the various ways by which we come to know ourselves and the world around us, and must be able to exercise informed judgments.

The University believes that one of the major cornerstones of meaningful existence is service to humanity. By making educational and research opportunities available to students where they live and through various recreational and cultural events open to the community, Lincoln Memorial University seeks to advance life in the Cumberland Gap area and throughout the region through its teaching, research, and service mission.

***Approved by the Board of Trustees: May 2009***

## ***Institutional Goals***

Lincoln Memorial University is a private, independent, non-sectarian University with a clearly defined mission that distinguishes it from other educational institutions. While the University cherishes its heritage and rich traditions, it recognizes that dynamic growth and change are required to meet the needs of today's students. The University has identified the following goals, which are derived from its mission and reflect its vision for the future:

1. Secure and maintain fiscal integrity in all its activities, programs, and operations through concerted efforts to continuously increase its endowment and financial standing.
2. Provide quality educational experiences that have their foundation in the liberal arts and professional studies, promote high personal standards, and produce graduates with relevant career skills to compete in an ever-changing, increasingly global market.
3. Make educational opportunities available to all persons without reference to social status. The University seeks to stabilize undergraduate enrollment by strengthening recruitment efforts and increasing student retention through the creation of an academic and social environment that facilitates success and rewards achievement.
4. Advance the Cumberland Gap and tri-state region through community service programs in continuing education, leadership development, recreation, and the fine and performing arts.
5. Continue as a critical educational, cultural, and recreational center for the area, and to develop and maintain facilities, which are safe, accessible, and conducive to the development of body, mind, and spirit.
6. Attract and retain a highly qualified faculty and staff, committed to teaching, research, and service, by providing the best compensation program possible.
7. Commit resources to support the teaching, research, and service role of the institution and the faculty.
8. Continue to strengthen the faculty and staff development program with priority for allocation of resources determined by institutional needs.

9. Increase technology for all educational sites. Specifically, the University seeks to continuously improve its computer and other technological resources for faculty and students.
10. Develop and implement academic programs in response to anticipated or demonstrated educational need, and to continuously evaluate and improve the effectiveness of current programs.
11. Continue the tradition of providing a caring and nurturing environment where students, faculty, and staff with varied talents, experiences, and aspirations come together to form a community where diversity and growth in the pursuit of academic and career goals are encouraged. The University seeks to develop students' potential in a supportive environment while challenging them to grow intellectually and personally.
12. Provide high quality educational opportunities through selected undergraduate and graduate degree programs for students who live or work a significant distance from the Lincoln Memorial University main campus, and for whom other options are not as accessible or satisfactory.

### ***Statement of Nondiscrimination***

In support of the Mission Statement and the principles on which it is based, Lincoln Memorial University is committed to equal opportunity for all students, staff, and faculty and to nondiscrimination in the recruitment, admission, and retention of students and the recruitment, hiring, promotion, and retention of faculty and staff.

Lincoln Memorial University reaffirms its commitment to personnel and educational policies that comply with the requirement applicable to equal opportunity/affirmative action laws, directives, executive orders, and regulations to the effect that no person at Lincoln Memorial University shall, on the basis of age, color, creed, disability, ethnic/national origin, gender, military status, pregnancy, race, religion, sexual orientation, or any other class protected by applicable law, be excluded from participating in, or be denied benefits of, any employment or educational opportunity.

### ***THE J. FRANK WHITE ACADEMY MISSION STATEMENT***

life sKills  
 excelleNce  
 indivIduality  
 colleGe preparation  
 etHics  
 Teamwork  
 Success

**KNIGHTS, life skills for success!**

#### **Desired Learner Outcomes and Indicators**

1. Learning-to-Learn Skills
  - a. Students make a commitment to creating quality work and striving for excellence.
  - b. Students use a variety of learning strategies, personal skills, and time management skills to enhance learning.
  - c. Students reflect on and evaluate their learning for the purpose of improvement.
2. Expanding and Integrating Knowledge
  - a. Students connect knowledge and experiences from different subject areas.
  - b. Students use what they already know to acquire new knowledge, develop new skills, and expand understanding.
  - c. Students demonstrate integrated knowledge and skills in applying multi-disciplinary approaches to solving problems or completing tasks
3. Communication Skills
  - a. Students communicate with clarity, purpose and understanding of audience
  - b. Students integrate the use of a variety of communication forms and use a wide range of communication skills.
  - c. Students recognize, analyze, and evaluate various forms of communication

4. Thinking and Reasoning Skills (Creative Thinking, Problem Solving and Critical Thinking)
  - a. Students gather and use information effectively to gain new information and knowledge, classify and organize information, support inferences, and justify conclusions appropriate to the context and audience.
  - b. Students utilize, evaluate, and refine the use of multiple strategies to solve a variety of types of problems.
  - c. Students generate new and creative ideas by taking considered risks in a variety of contexts.
5. Interpersonal Skills
  - a. Students work with others in a variety of situations to set and achieve goals.
  - b. Students have the ability to evaluate their behavior as group members.
  - c. Students deal with disagreement and conflict caused by diversity of opinions and beliefs.
6. Personal and Social Responsibility
  - a. Students take responsibility for personal actions and act ethically (e.g., demonstrate honesty, fairness, integrity)
  - b. Students respect themselves and others, and understand and appreciate the linguistic and cultural diversity, and interdependence of all people.
  - c. Students demonstrate an understanding of and responsibility for global and environmental issues.
  - d. Students act as responsible citizens in the community, state, and nation.

### **Statement of Objectives**

In order to accomplish this educational philosophy, The J. Frank White Academy has established the following goals:

1. To provide a demanding and exciting academic curriculum which will adequately prepare each student for college and for later life.
2. To provide experiences which enhance the student's ability to think analytically, critically, and creatively.
3. To assist the student in the development of his/her ability to communicate.
4. To identify and fulfill each student's learning needs while realizing the benefits of group instruction.
5. To provide an atmosphere wherein individual differences may be appropriately recognized, developed, and expressed.
6. To recognize each student's achievement in order to promote this continuing success and sense of worth.
7. To provide professional and concerned guidance to assist the student in his/her academic, emotional, ethical, and social development.
8. To provide a program which encourages the student's appreciation of esthetic values and which fosters the development of artistic creativity.
9. To foster in each student an understanding of and appreciation for the cultural diversity of his/her world and nation.
10. To provide a wide range of extracurricular opportunities to increase the academic, creative, and recreational outlets for students to achieve individual and group development and success.
11. To promote recreational activities to encourage lifetime participation.
12. To provide the student with knowledge of good health practices and the opportunity for improved physical growth.
13. To provide excellent interscholastic opportunities to foster healthy competition, sportsmanship, and an appreciation of team goals.
14. To provide experiences for the student to develop an awareness of and an appreciation for democratic values and responsibilities.
15. To teach civic awareness and responsibility by encouraging the student to become involved with community activities of the school and with the community agencies outside the school.
16. To provide experience for the student to examine the problems of living in an age of rapid technological and sociological change.
17. To provide each student guidance, encouragement, and support in continuing his/her education in the finest colleges and universities for which JFWA has prepared him or her.

### ***FACTS ABOUT THE J. FRANK WHITE ACADEMY***

- JFWA is a private co-educational high school for grades 5 through 12 that was opened on September 5, 1989.
- The Academy is fully accredited by the Southern Association of Colleges and Schools.
- The Academy is housed in the former DAR-Whitford Hall on the beautiful campus of Lincoln Memorial University in Harrogate, Tennessee.
- Academy students enjoy the use of University facilities, such as the Harold M. Finley Resource Center, which has an impressive collection of both technological and traditional research materials, Farr Hall chemistry and biology labs, various recreational facilities, such as the pool, the tennis courts, the Mary E. Mars Gymnasium, the Tex Turner Arena, and the campus food services. Academy students also participate in the University's convocations programs.
- Advanced students desiring to take university classes may participate in a dual credit program with Lincoln Memorial University, or take those classes for university credit only.

### **Right to Privacy Act Under Public Law 93-380**

The J. Frank White Academy of Lincoln Memorial University complies with the provision of the Family Educational Rights and Privacy Act, 1974, as amended. Under provision of this law, parents and students over 18 may review their records according to procedures established by the University.

This law indicates that directory information may be routinely released by the Academy and/or the University without the parents' or student's consent. If a parent or student over 18 requests, in writing to the Principal, that information is not to be released, it will remain confidential. The following information is considered directory information:

1. Student's name and ID number
2. Student's address and telephone number
3. Date and place of birth
4. Current enrollment and class status
5. Participation in officially recognized activities and sports
6. Weight and height of members of the athletic teams
7. Awards received
8. Most previous educational agency or institution

## ***ADMISSIONS***

### **Admissions Policies and Procedures**

JFWA welcomes applications from all average and above average, motivated students in grades 5-12 who are interested in excelling academically. Since we offer a college preparatory curriculum, we assume our students plan to further their education after high school. We normally accept students who meet the following criteria:

1. Have a desire for a college preparatory education;
2. Are interested in an environment which fosters high moral and ethical values;
3. Show evidence of ability to excel in the type of curriculum we offer;
4. Have no history of a learning disability that will significantly interfere with the learning process; the Academy does not provide remedial classes, modifications, or other special education-related services; the Academy normally does not admit students whose academic success is dependent on those types of services.
5. Have no history of chronic disciplinary problems;
6. Have not been suspended or expelled from other schools for drug use, alcohol use, or other offenses;
7. Do not have a criminal record;
8. Have at least a 2.0 GPA.

To enroll in JFWA students must submit a completed application form, official transcripts from previously attended schools, standardized test scores, immunization records, drug form, principal's recommendation, and an essay on the topic designated. A non-refundable application fee of \$25.00 must be included with all applications. The Academy reserves the right to contact all references listed on the application form and any principals, counselors, or teachers from the last school attended. An Admissions Committee comprised of the principal, the director of admissions, the assistant principal and the school guidance counselor will review all submitted materials. Parents will be notified by mail of the results of that evaluation.

A parent or guardian who enrolls a student at JFWA acknowledges that the student will be accountable for all written and verbal policies of the Academy. The parent or guardian also acknowledges that enrollment is for a full academic year or the portion remaining for students enrolling after classes have begun. ***If a student withdraws or is dismissed from the Academy, tuition will be due for the time the student attended JFWA.***

### **Home Schoolers**

Students who have been home-schooled may be required to take Academy tests in subjects for which they are requesting credit. These tests will also be used for placement purposes and must be taken before enrollment in classes. For students requesting admission to the middle school (grades 5-8) examinations may be required for the last grade completed. After a student is accepted, he/she must pay the \$100.00 enrollment fee (see below). More information about our home schooler program appears in the homeschooler section of the handbook.

### **Conditional Admissions**

Some students who do not meet the regular admissions standards may be conditionally admitted. Such students may be those who do not have a 2.0 grade point average, but whose test scores and teacher recommendations indicate the student's true ability may not be reflected in his or her grade reports. Students who are conditionally admitted may not be granted the full probation period afforded a regularly admitted student. Terms of the conditional admission will be spelled out in a letter addressed to the parents upon acceptance.

Conditional admissions are granted only in cases which have the full agreement of the admissions appeals committee, which consists of the Dean of the Carter and Moyers School of Education, the Academy principal, director of admissions and the guidance counselor.

### **Re-Admissions/Enrollment**

Students at JFWA are reevaluated at the end of each year to determine whether they will be admitted to the Academy for the next year. By the end of April, students shall complete the readmission forms, supply the necessary signatures, and return the forms to the Academy by the date specified in the cover letter. Students must maintain at least a 2.0 g.p.a. for readmission without conditions. The admissions committee will evaluate each student's progress and determine whether it is in the best interest of the student to return to the Academy the following year. Quotas for each grade have been established and when a quota is reached, the class size will be capped and students will be placed on a waiting list, so the prompt submission of the re-enrollment form is encouraged.

### **Withdrawal from School**

Students desiring to withdraw from school must obtain a withdrawal form from the school counselor. The student and his/her parent(s) must participate in an exit interview with the principal and the school counselor. Withdrawal is not official until the completed form with all required signatures has been returned to the school counselor and fees have been paid in full. No transcripts or other reports will be forwarded until these procedures have been followed.

Transcripts and/or grades will not be sent until all unpaid accounts are cleared. **If a student withdraws or is dismissed from the Academy, tuition will be due for the time the student attended JFWA.**

### ***Tuition and Fees***

JFWA strives to maintain low tuition. Tuition is \$4,930 for 2009-2010, with payment options available. The Academy offers two payment options: full payment at the time of registration or tuition may be paid in monthly installment through Tuition Management System. If payments begin in June, as many as 12 monthly payments can be made through TMS for the following school year. Parents who wish to enroll for TMS payments must complete a form available in the LMU Finance Office. Payments are made by monthly bank draft, check, money order or credit card.

Not included in the tuition costs are art supplies, lab fees, workbooks or other consumable materials, the JFWA yearbook, parking permits for those students driving to school (\$30), textbooks and literature novels (approx. \$250), and a van fee for students riding school vans. ***An all-you-can-eat lunch in the LMU cafeteria is included in the tuition.***

### **Unpaid Accounts**

The Academy follows the policies and procedures stated in the *Lincoln Memorial University Student Handbook* concerning returned checks, late payments, and other applicable business procedures. Those policies are as follows:

1. No grades or transcripts will be sent for students with outstanding accounts, including unpaid library fines or materials not returned, school materials which have not been returned, parking or traffic violations, or van fees owed until such accounts are paid in full or borrowed materials are returned.
2. Students with unpaid balances on their accounts at the end of the school year will not be allowed to register for classes for the new school term until the balance owed is paid in full.
3. Students with overdue accounts may also be required to pay in cash at the beginning of the school year with no opportunity to utilize a monthly payment plan.
4. Students whose accounts are 60 days overdue will be removed from athletic activities and eligibility, in compliance with TSSAA (Tennessee Secondary School Athletics Association) rules (Article II, Section 16).

### **Scholarships**

The J. Frank White Academy offers a limited number of scholarships to assist with tuition costs. These funds are provided by donors who have made contributions to the Academy to help fund scholarships, and most of those who have contributed have set guidelines for awarding them. Students who are interested in being considered for assistance must complete a scholarship application when they apply to the Academy. The scholarship

committee will review the applications and award available funds according to the pre-set criteria for each scholarship. **All JFWA scholarship awards are for one year only and are not automatically renewed for succeeding years. We do not offer full tuition scholarships. Students who wish to be considered for scholarships must re-apply for them each year. Scholarship applications are due June 1 for the school year beginning in August of that same year.** The following scholarships are currently available:

The Harley and Annie Headley Endowed Scholarship; Criteria: To assist a J. Frank White Academy student with excellence in the field of education. Recipient must be a student who is going into the field of education, must maintain a GPA of at least 2.7, must demonstrate financial need, and must demonstrate life standards set forth in the LMU creed.

The George White and Stanley Thompson Endowed Scholarship; Criteria: To assist a student at the J. Frank White Academy with leadership ability who demonstrates high moral standards and academic ability. An essay from the student is required which states future plans and goals.

Marie Estes Houston Memorial Endowed Scholarship; Criteria: No set criteria; may be awarded by the awards committee to a deserving student.

Robertson Endowed Scholarship; Criteria pending.

From time to time, donors may create annual scholarships, which are one-time awards and are presented on an annual basis.

## **ACADEMICS**

### ***Guidance Program***

The mission of the guidance department at JFWA is to place each student in the appropriate classes, to maintain frequent communication with the parents and the students, and to closely monitor academic progress throughout the student's stay at the Academy. The guidance counselor also oversees all testing programs and communicates requirements and other related testing information to students and to parents.

#### **Academic Advising**

Each student receives individual academic advising from the guidance counselor and/or the principal before the beginning of each new school year, and an advisement review is conducted at the beginning of the spring semester. Students and parents are involved with the creation of the four-year plan, which outlines the student's entire educational program and develops over the course of the student's high school career. It begins with an initial assessment of transcripts to see where a student needs to be placed or if additional testing is needed and a review of previous standardized tests taken. Advisement also includes results of the "college match" program that juniors take during the spring semester. The program is based on a workbook of the same title and guides students through a self-survey, creating a resume and admission profile, researching colleges and identifying the right college, college visits and the college application process itself.

### ***Testing Program***

#### **College Entrance Examinations**

Materials for registering for college entrance exams (ACT, SAT), registration deadlines, and exam dates are available from the school counselor. Students are encouraged to see the school counselor concerning appropriate times to take these exams. Announcements concerning the exams are posted on bulletin boards throughout the building and the school counselor includes pertinent information, such as registration and test dates, in *The Guiding Knight*, a monthly newsletter from the guidance department.

#### **PSAT, PLAN**

The school counselor administers the PSAT and PLAN tests in the fall to students in the 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grades. The PLAN is taken by freshmen and sophomores, and the PSAT is taken by sophomores and juniors. Payment of appropriate fees is the responsibility of the student. The PSAT is a preliminary exam for the SAT, and is recommended for all juniors as it is used to select National Merit Scholarship finalists during the junior year.

#### **TCAP**

JFWA students are administered the Tennessee Comprehensive Assessment Program (TCAP) in the spring of each year in grades 5-8. The TCAP measures progress in math, social studies, English and science. The writing component for grades 8 and 11 is administered in the fall. The Academy pays all costs for the TCAP test.

### **Gateway Tests**

Academy students are required to take Gateway tests in Algebra I, Biology I and English II when they are enrolled in those classes.

### **ASVAB**

All 11<sup>th</sup> graders and any 12<sup>th</sup> graders who have not previously taken it and desire to do so may take the Armed Services Vocational Aptitude Battery. Results are not sent to Armed Services personnel, and there is no cost to students for the test.

### ***Class Load***

**All students must take six (6) classes each year during the regular school day at JFWA.** Junior or senior level students who meet certain requirements (see below) may be allowed to take a university course for college or dual credit. A dual credit agreement form must be completed **prior** to the student's enrolling in the course. Students normally may take only one such course per semester.

Please note that LMU summer courses require a minimum number of enrolled students to constitute full payment for the professor. Academy students and tuition remission students do not count toward this minimum number. If the required number of students is not enrolled in a summer course, Academy students may have to pay for the class. LMU summer classes can only be taken for university credit and **must be pre-approved by the principal**; only those students who are excelling academically will be permitted to enroll in a university course. **Students who take an LMU class must have a 3.0 grade point average and a 17 or above on the ACT.** Academy students may take a total of six semester hours per academic year (fall and spring only) without paying additional tuition. Academy students must pay all fees other than tuition associated with these classes. Students desiring to take additional courses will be required to pay tuition and fees as assessed by the university.

Additionally, students may take up to six semester hours of university courses at no additional cost to the student beginning in the summer following their sophomore year at the Academy, and in the summers following their junior and senior years at the Academy. In order to take University classes in the summer, a student must have been enrolled in the Academy for the duration of the previous year.

### ***Requirements for Diploma***

In order to receive a diploma from JFWA, a student must have the following:

1. A minimum of 24 credits. Each student must take and pass six classes each year. Students who do not receive six credits each year may be required to attend summer school in order to graduate on schedule (see "Summer School").
2. **Five (5)** credits in English, including Grammar & Writing
3. **Three (3)** credits in social studies, including 1 credit in American History and 1 credit in economics.  
\*World history is recommended for Kentucky colleges.
4. **Three (3)** credits in science (one credit must be in physical science and one credit from the life sciences)
5. **Four (4)** credits in mathematics (must include Algebra I, Geometry, Algebra II)
6. **Two (2)** credits in the same foreign language.
7. **One (1)** credit in wellness
8. **Two (2)** credits in fine arts
9. **Four (4)** credits in electives; electives can include LMU courses.
10. **An approved attendance and conduct record. JFWA reserves the right to refuse a diploma to any student whose conduct record is not satisfactory or who may poorly represent this institution as a graduate.**
11. Graduating seniors must have at least a 2.0 GPA at the end of their eighth semester to be eligible to graduate.
12. **All fees and tuition must be paid in full before a diploma will be issued or before transcripts can be released.**

**Seniors who have failed to meet all requirements for graduation by commencement date, including required class credits, or those who have outstanding financial obligations will not be allowed to participate in commencement exercises. Diplomas for students who fail to meet graduation requirements by the scheduled commencement date will be mailed when all requirements are satisfied.**

### **Tennessee Hope Scholarship**

J. Frank White Academy students are eligible for the Tennessee Hope Scholarship (lottery scholarship) if they are Tennessee residents (for at least one year before applying), score at least a 19 on the ACT or have a 3.0 or above unweighted overall grade point average and attend a state or accredited college or university in the state of Tennessee. Seniors should see the guidance counselor early in the senior year for further information.

## ***COURSE OFFERINGS***

### **Grades 9-12**

**Our program of study is designed to be completed in four years. Any student who does not pass a course must take summer school or a pre-approved correspondence course in order to graduate on time. Seniors who do not have all credits completed at the end of the senior year will not be allowed to participate in graduation exercises.**

Not all the following course are offered every year. Some are offered on an as needed basis:

#### **ENGLISH**

Grammar & Writing *Co-Requisite* English I  
English I *Co-Requisite* Grammar & Writing  
English II *Pre-Requisite* English I  
English III *Pre-Requisite* English II  
English IV *Pre-Requisite* English III

#### **MATHEMATICS**

Algebra IA  
Algebra 1B  
Algebra I  
Geometry *Pre-Requisite* Algebra I  
Algebra II *Pre-Requisite* Algebra I and Geometry  
Pre-Calculus *Pre-Requisites* Algebra II and Geometry  
Calculus *Pre-Requisite* Pre- Calculus

#### **FINE ARTS**

Beginning Art  
Advanced Art *Pre-Requisite* Beginning Art  
Beginning Strings  
Advanced Strings

#### **SCIENCES**

Physical Science  
Biology I  
Biology II *Pre-Requisite* Biology I  
Chemistry I *Pre-Requisite* Algebra I and Physical Science  
Chemistry II *Pre-Requisite* Chemistry I and Algebra II  
Anatomy and Physiology *Pre-Requisite* Biology I, Chemistry I or Physical Science  
Physics *Pre-Requisite* Biology I, Algebra II and Geometry

#### **SOCIAL STUDIES**

American History  
Economics  
Government ½ credit  
World History  
World Geography ½ credit  
Tennessee History ½ credit

#### **FOREIGN LANGUAGES**

Spanish I  
Spanish II *Pre-Requisite* Spanish I  
Spanish III *Pre-Requisite* Spanish II  
Spanish IV *Pre-Requisite* Spanish III

#### **WELLNESS** (Health and Physical Education)

Wellness  
Fitness and Conditioning (does not count for required wellness credit)

## ***Academic Honor Rolls***

JFWA recognizes students who excel academically by naming them on the honor roll at end of each nine weeks' grading period. These lists will appear in local newspapers. Honor rolls recognize academic achievement according to the following categories:

"All A" Honor Roll

"A and B" Honor Roll

Ranking of seniors will only be done for the purpose of determining honors, such as honor students and valedictorian and salutatorian, and on college applications only when requested. The Academy maintains both a cumulative numeric average for all students and an average based on the 4.0 grading scale. **Class rank and honor students are based on the numeric average.**

## ***Academic Awards***

Each year, at the annual JFWA Awards, the faculty recognizes students who excel academically. The award for the highest average in individual subjects is determined by comparing the cumulative average middle of the spring semester. The awards presented include but are not limited to the following:

- An award for the student obtaining the highest average in each subject. Instructors name these in each subject.
- Principal's Award for Excellence: Given to the student displaying all-around achievement as well as the ability to go above and beyond what is normally expected. The award recognizes students who will be good ambassadors for the Academy after graduation, and is normally given to seniors.
- DAR Good Citizenship Award: Given to the senior who is nominated by faculty and selected by fellow seniors for dependability, service, leadership, and patriotism.
- Commercial Bank Citizenship Award: Given to a student who is judged by the faculty to exhibit outstanding citizenship qualities.
- Valedictorian Award\*: Given to the graduating senior who has completed the entire junior and senior years at JFWA and who has the highest cumulative numeric average.
- Salutatorian Award\*: Given to the graduating senior who has completed the entire junior and senior years at the Academy and who has the second highest cumulative numeric average.
- Honor Students\*: Given to graduating seniors who have attended the Academy for at least four full semesters and have maintained a cumulative numeric average of 93 or above.

*\*Valedictorian, Salutatorian, and Honor graduates are determined by cumulative numeric averages up to the mid-term of the eighth semester. **Should a student's average drop dramatically at mid-term of the eighth semester, or should the student earn an unsatisfactory attendance or disciplinary record, the student may lose academic honor rank.***

## ***Grading Policies***

The faculty at the Academy is committed to providing individual attention and structuring instruction so that students can be successful in their coursework. Grades are the primary indication of how students stand academically; therefore, we encourage parents to review all grade reports and to communicate with the faculty should questions arise.

The academic year is divided into two semesters. Students receive report cards at the end of each nine weeks' grading period. Cumulative semester grades are included in the report card at the end of the semester. Teachers at JFWA also issue mid-term progress reports by mail to parents to indicate how a student is progressing at that point in the grading period. Parents of students who are on probation or who are having difficulty may receive weekly reports, as those students are subject to closer monitoring and reporting standards.

The grading scale for JFWA is as follows (no minuses or pluses are given, as this is an exact scale):

A = 93-100	Superior	(4 points)
B = 85-92	Above Average	(3 points)
C = 75-84	Average	(2 points)

D = 70-74	Below Average	(1 point)
F = Below 70	Failing	(0 points)

Number grades are recorded on the transcript, with a legend that states the Academy's grading scale. **In the case of LMU classes, or classes taken elsewhere and assigned only a letter grade, no numerical conversion will be made and those grades will be listed on the transcript as letter grades.**

**Students may not receive averages above 100. Teachers who give extra credit work must not report averages above 100. Additionally, a average of 100 must be a pure 100 – not rounded up from 99.5% or higher. That is, a student with a 100 average should be a student who has earned a perfect score on every test and graded assignment during the grading period. Teachers may round grades up from .5%, with the exception of 99.5. This is to ensure that highest average awards and senior rankings are fair and precise.**

In some cases, if a student fails one semester of a course that runs yearlong, he or she may only need to repeat one-half of the course. In other cases, the whole year of class would need to be repeated. Such policies are cited in the course syllabus handed out in each class at the beginning of the term.

### ***Incompletes***

Students may receive an incomplete for a nine-week or semester grade *only* if extenuating circumstances (severe illness, death in family, or school related absences) beyond the student's control make it impossible for the student to complete the assignments in the normal make-up period (two days for each day absent). A maximum of **two weeks** after the extended absence will be given to make up the missed work, after which, a zero will be recorded for all missing work. **All incompletes must be approved by the guidance counselor prior to assigning them.**

### ***Homework***

Most of the courses at the Academy require daily homework. Completing homework and turning it in on time to the teacher is the responsibility of the student. **Teachers may reduce a grade or assign zeros for work not turned in on time.**

### ***Summer Reading***

The English Department may provide a summer reading list to all rising 7<sup>th</sup>-12<sup>th</sup> graders. Students are required to read the assigned books during the summer break and be prepared for discussions and an exam during the first nine weeks of school. The summer reading exam grade is included in the first nine weeks average.

### ***Academic Probation***

The faculty and administration at JFWA are committed to maintaining high academic standards for the Academy and its students. Students who fall below a 2.0 GPA for a nine-week grading period may be placed on academic probation. Students on academic probation attend *mandatory* weekly meetings with the school counselor, tutoring and receive weekly progress reports. Students placed on academic probation must finish the following nine-weeks with at least a 2.0 GPA. If the student fails to achieve a 2.0 GPA for the probationary period, he or she must go before the academic appeals committee for evaluation of his or her progress. (The academic appeals committee consists of the Dean of the Carter and Moyers School of Education, the principal, the assistant principal and the guidance counselor.) At that time, the appeals committee may recommend corrective measures and allow the student to remain at the Academy, or the committee may determine it is in the best interest of the student and the Academy to dismiss the student for unsatisfactory academic progress.

Academic probation may be extended at the discretion of the academic appeals committee. If a student enters JFWA on probation, goes on probation after the second nine-weeks, or is on probation for any two nine-week periods, that student is technically eligible for **academic suspension**. Academic suspension will only occur at the end of each semester so that suspended students can transfer to other schools with the least disruption to their schedules. **The Academy does not offer remedial programs;** however, tutoring by Academy teachers is a service offered to Academy students who may be having difficulty in certain subject areas. PLEASE NOTE: Teachers are not required to tutor, although many choose to do so. **Arranging tutoring outside of the class is the responsibility of the parent/student.**

### ***Writing Program***

The J. Frank White Academy English Department has instituted a writing program designed to enhance writing skills. Although students are exposed to all genres of writing each year, specific modes are emphasized at each grade level and special focus is given to those genres. The English teacher will choose representative work from each emphasized genre and that work will go into the student's writing portfolio.

### ***Class Changes***

Each student is offered the opportunity to receive academic advising on a one-on-one basis and his or her schedule is carefully planned during pre-registration. Therefore, students are not allowed to change classes except under very special circumstances. Changing a class requires permission from the instructors involved, the principal, and the school counselor. A change of class form must be completed with the proper signature before the student is officially dropped from a class or enrolled in a new class. **No class changes will be permitted after the third day of the semester.**

### ***Correspondence Courses***

Academy students may take **one** correspondence course for credit towards graduation **with prior approval of the principal and the guidance counselor**. All correspondence courses must be taken from an accredited or state approved program. **Correspondence classes may only be taken in situations where such action is absolutely necessary to meet graduation requirements deadlines.**

### ***Summer School***

The principal and the guidance counselor must grant **prior** approval for any summer school courses taken by Academy students. Summer school courses must be taken from a SACS or state accredited program. Only those classes that have been failed or are needed to complete graduation in a timely fashion will be approved for summer coursework and subsequent credit transfer to the Academy. Credit from no more than **two** summer school courses may be used for graduation requirements.

## ***LMU COURSE GUIDELINES***

Juniors and seniors who score at least a 17 on the ACT and maintain a cumulative 3.0 GPA may take one 100-level LMU class per semester and two classes in the summer. Students must complete the necessary forms in the guidance counselor's office and obtain prior approval of the guidance counselor and the principal before going to the LMU Registrar's Office to register for classes. **Any grade below a C in a college course will not be accepted for credit by the Academy.**

Dual credit can be given for successfully completed university courses. This credit may replace required Academy classes, including elective credits. To receive dual credit, a JFWA dual credit agreement form must be completed and approved when the student registers for LMU classes. A three-hour university course equals one half (1/2) Academy course credit. If a student does not need Academy credit and his/her schedule permits, then LMU course(s) may be taken for university credit only. Students may take up to six semester hours of summer LMU classes for university credit (as long as the LMU class makes\*) beginning the summer after their sophomore year. There is no additional charge for the six hours of summer coursework.

**Students must sign out and sign in on a special sign out sheet in the office when going to or returning from LMU classes. Students are not allowed to drive to LMU classes. Students enrolled in LMU classes are responsible for maintaining satisfactory attendance and punctuality habits as mandated by LMU course guidelines for individual classes. If Academy classes are cancelled, it is the students' responsibility to check whether LMU classes are in session. JFWA personnel will not intervene regarding grading and/or attendance issues on behalf of Academy students. When enrolled in an LMU class, Academy students are considered to be LMU students and are accountable for compliance with policies set forth in the LMU handbook and course syllabi.**

\*An LMU course that "makes" is one that has the minimum number of students required by LMU; for example, 7 students might be required for a class to "make." Information on the minimum number required will be available at the beginning of each school year. Students desiring to take summer classes will not be allowed to register until the first day of class if the class makes. See also "Class Load."

### **\*\*\*100 Level Courses Are Allowed in the Following Areas:**

- Computers
- Communication
- Art
- Music

- History
- Sociology
- Psychology
- Geography
- Biology
- Chemistry (and other sciences)
- \*\*English
- \*\*Math

\*\*LMU Math and English may be taken for elective credit after satisfying Academy requirements.

\*\*\*Occasionally, other courses may be substituted at the discretion of the principal and with the permission of the LMU chairperson of the appropriate academic department. The LMU catalog should first be checked for pre-requisites before registering for LMU classes.

**Students are not normally permitted to enroll in the following courses:**

- Physical Education courses
- 200 level or higher courses
- Courses that cause time conflicts with a student's JFWA class schedule
- Credit that duplicates the content of a previous Academy course

**Any grade below a C in a college class will not be accepted at the Academy. LMU courses taken for dual credit will be calculated into the student's overall GPA.**

**Alternate Day Guidelines for students in LMU classes**

On days LMU classes are not meeting, Academy students enrolled in those classes are expected to be in the designated area for supervision. Rolls are prepared and attendance is taken. Students are to use those times to study. Activities not permitted in regular classes, such as sleeping and talking on phones, are not permitted in these sessions. Students are not to leave assigned areas without permission from the staff member in charge. Leaving an assigned area without permission will be treated as skipping class. Students who chronically abuse the time by failing to follow conduct expectations or chronically failing to report may be subject to loss of privileges to take college classes. Students who lose the privilege will be assigned to Academy classes. All policies cited in the *Student Handbook* regarding classroom behavior and procedures apply to designated study areas. Students who have first period LMU classes or 6<sup>th</sup> period LMU classes may check in late or check out early on days their LMU classes are not meeting. The proper permission forms signed by parents must be on file prior to such dismissal. The Academy is not responsible for supervision of students who are under such an arrangement; however, unacceptable student conduct any time an Academy student is on campus is subject to enforcement of school policies and procedures, including the application of stated disciplinary action.

## ***STUDENT CONDUCT***

**The Student Conduct Section of the handbook is written with three basic assumptions:**

- Students at JFWA are here because they desire a college preparatory education;
- Students at JFWA will conduct themselves as young ladies and gentlemen;
- The handbook cannot mention everything that is expected, but is rather a framework for students. Since all situations and rules cannot be cited in this book, the principal reserves the right to add to this listing and to handle these situations in an appropriate manner.

### ***Honor Code Agreement***

Upon acceptance at the Academy, all students are required to sign an honor code agreement which addresses expectations about behavior while enrolled as a student. The honor code follows:

*“As a student at the J. Frank White Academy, I understand it is my responsibility to conduct myself in a manner consistent with the goals, mission, and principles of the school as stated in the Student Handbook. I recognize that JFWA students are required to maintain high ethical standards of truthfulness and fairness. I realize that I am expected to follow such standards in academic work, which includes avoiding cheating and plagiarism. I promise not to injure or threaten other people, and I pledge not to steal or damage property. I recognize that I and all JFWA students must respect the right and dignity of others, and that such respect involves avoiding behavior and speech that insults or degrades other people or their culture or backgrounds. I understand that my violating the JFWA honor code may result in disciplinary action being taken against me, which could include my dismissal from the school.”*

### ***Suspension and Expulsion***

Since we believe we are working with young ladies and gentlemen who are committed to a quality, college preparatory education, JFWA does not practice corporal punishment. We realize, however, that we must maintain an atmosphere conducive to learning to preserve and to protect the rights of other students. Consequences of infractions may be in the form of conferences with teachers, parents, or administrators, detention, out of school suspension, or expulsion.

**Suspension is a serious punishment.** If at any time a student poses a danger to himself or to others, out-of-school suspension will occur. During a suspension, students cannot attend or participate in school functions. They will receive a zero on all assignments, including tests, during the time of suspension and will not be allowed to make up the work. The length of the suspension will be based on the nature of the infraction. If the duration is not specified in this handbook, the length of the suspension will be determined by the principal. Suspension offenses include, but are not restricted to, fighting, harassment, inappropriate touching, verbal or physical abuse of another student or a faculty or staff member, vandalism of school property, and theft.

**Expulsion denotes permanent separation of the student from the Academy.** Possible expulsion offences include, but are not limited to, drug use or possession, endangerment of another student or staff member, etc. When a student is expelled permanently from the Academy, no refund will be made of tuition or fees.

All students have the right to a disciplinary hearing with the principal before being suspended or expelled. Parents will be notified of the infraction and date of the hearing and may be present and/or may be asked to be present at the hearing. The student and/or the student's parents may ask for an appeal of a suspension or expulsion. The Dean of the Carter and Moyers School of Education will hear all appeals and the request for an appeal must be made to the dean **in writing within 24 hours of the verdict**. The decision of the dean will be final.

### ***Attendance***

The state of Tennessee has established laws concerning school attendance that must be obeyed. Additionally, JFWA and all its programs are fully accredited by the Southern Association of Colleges and Schools (SACS) and therefore are required to meet contact time standards under SACS guidelines in order to receive credit for a class. We feel that excessive absenteeism seriously affects a student's academic standing. **Students who miss eight days during a nine-week grading period will receive an automatic “F” in each class where the absences occurred.** The student may then make an appeal to the academic appeals committee if he/she so desires at which time the committee may deem it appropriate to remove the “F.” **An appeal does not guarantee such action will be taken.**

Attendance is taken each day and absentee lists are distributed to teachers. Students who are reported absent in homeroom and are present in any class during the day will be sent to the office unless the student has an “admit to class” slip.

**The Academy does not recognize excused or unexcused absences; an absence is an absence. Students are allowed to make up work for five absences during any nine weeks period. These five absences are allowances for important purposes only (illness, funerals, etc.); they are not “personal” days to be used each semester just because they are allowed. Students should also be aware that if they miss more than two consecutive days, they must present a doctor's excuse or other hardship evidence. A determination will then be made by the principal about making up work missed. Students should use their allowed absences wisely. Should illness or unavoidable circumstances occur after the student has already used the allowed absences, he/she will not be allowed to make up missed work.**

Appeals involving the absence policy will be heard by the principal only in cases of extreme hardship. The decision of the principal is final. Absences incurred due to avoidable circumstances will not be eligible for appeal.

When students are absent, unless a parent or legal guardian calls to report the absence at the beginning of the school day, a call home may be placed to confirm the parents' knowledge of the absence. Parents who wish to have the school call when a student is absent should inform the office at the beginning of the year. All parents are advised to call in advance of an absence or place a call to the school before 8:30 a.m. When the student returns to school, he or she will have two days per day of absence to make up any missed work, including tests. **Students will receive a zero for the work not made up within two school days. Students are responsible for scheduling an appointment with the teacher for making up tests. Please Note: Long-term assignments (research papers, reports, projects, etc.) will be due on the date originally announced and will not qualify for the two-day make-up policy.** Students should avoid checking out before a test. Students who bring a note to check out will be asked whether there are scheduled tests that day and that information will be communicated to parents. Under these circumstances, students checking out with parental permission will have to take the test the next day they are in school. **Students who are in class on the day a test is announced will be required to take the test on the scheduled day even if they are absent on days between the announcement of the test and the actual test date.**

Absences for school-sponsored activities do not count toward the five day limit; however, in order for an absence to be considered a legitimate school-sponsored activity, a note must be obtained from the principal before work can be made up. Absences caused by participation in organizations not connected with the Academy cannot be considered school activities and will therefore count as absences. Juniors and seniors are allowed **one** college visit with **prior approval** of the principal or guidance counselor, and this absence does not count against the allowable absences. Students must provide proof of their visit in the form of written notification from the college admissions officer. We appreciate the cooperation of parents in helping us enforce this policy.

### ***Tardiness***

Since tardiness detracts from the continuity of the educational environment, students are expected to be punctual. Instructors and staff will keep records of tardiness. **Three tardies in any class will equal one absence for that class and will be counted against the allowable absences.** Students are reminded that each teacher monitors tardies for each individual class, so being tardy during the day may result in exceeding the allowable absences in a class.

### ***Skipping Classes***

Skipping or leaving class without following proper check-out procedures will result in a parent conference and possible suspension. Leaving campus without permission warrants suspension from school.

### ***Leaving Class***

After class has begun, students may be permitted to leave class in the event of an emergency only with permission from the instructor/staff member in charge. Students out of class without permission may be considered as skipping class.

### ***Students with Injuries***

Should a student come to school with an injury that requires crutches, wheelchairs or other conditions that prohibit the student from using the stairs, classes may be relocated to a classroom downstairs for easier access. Please note that relocation of classes will require a doctor's excuse stating the injured student is prohibited from using the stairs due to medical reasons. The note should include an estimate of the length of time the student will be incapacitated. A release will be required before the student will be allowed to resume normal activity.

### ***Check-out Procedures***

The school day at JFWA begins at 8:15 a.m. and ends at 2:30 p.m. JFWA operates a closed campus; therefore, students are expected to remain on campus all day, including lunch periods or other release times. Students are not allowed to check out at lunch even with written parental permission. Parents may, however, check out students in person.

As a senior privilege, seniors are allowed to check out for lunch on Fridays with **prior written** parental approval. Students may not ride with other students unless permission is granted by both students' parents. Seniors are not allowed to bring food back for other students during Friday lunch check-out. Students are allowed to visit eating establishments only during this time. Students who are repeatedly late returning from senior lunch or who do not go where they are signed out to go may lose their senior lunch privilege.

As a general rule, students are not permitted to check out of classes during the day. This practice contributes to excessive absenteeism and can seriously affect a student's academic standing. We understand that there are occasional circumstances that necessitate a student's leaving school early, and we request that a parent come into the office and pick up the student. If this is not possible, we must have confirmation by writing, which we may follow up with a phone call to parents. This policy is for the students' protection and to keep parents informed of their children's whereabouts. **Students will not be allowed to check out and drive themselves without a written note and/or phone confirmation from parents.** If a student who drives to school becomes ill during the school day, a parent will be required to give permission for the student to leave.

**The Academy does not offer after school duty or supervision except for sponsored activities. Parents should be advised that students are not supervised after 3:00 p.m. unless they are with a staff member or teacher for a specific activity, such as tutoring, athletics or special club events.**

Students are not allowed to go to the bookstore, make phone calls, etc. during class time and are expected to be in class. Students going to other locations on campus are to be accounted for at all times by the instructor. Students are not allowed to drive to other buildings on campus.

### ***Inclement Weather Policy***

The Academy does not follow county school system schedules in making a decision about closing for inclement weather. Since the Academy does not run buses and our students come from several area school systems, decisions about closings are made based on what the administration feels is best for our constituents' safety. Every effort is made to announce closing status by 6:00 a.m., but that is not always possible if weather conditions deteriorate later in the morning. **Parents can get information about school closing from Knoxville television stations WBIR-TV and WATE-TV (both on the air and on their website). Parents who do not have access to these stations may call the Academy's information line at 423-869-6404 to hear the status in the event of inclement weather.** We realize that since our students come from four counties, road conditions can vary greatly. **Parents are advised to use their own judgment about whether it is safe to send students on those days school may be open when area roads are not completely clear.** We make every effort to close when we feel students' safety is an issue, but we understand there are areas that do not clear as readily as others. If parents call to inform us that roads in their area are still not acceptable for safe travel, students will not be counted absent that day.

### ***Alcohol/Drug Policy***

JFWA believes that students need a safe, healthy environment in which to study. We wish to protect our students from the dangers of drug and/or alcohol abuse by making every effort to provide a drug and alcohol free environment. Substance abuse will not be tolerated among our students. **Students should be aware that use of or possession of any controlled substance on school property at any time and/or during school sponsored activities, including transportation to and from such activities, may result in permanent expulsion from the Academy.**

As part of the effort to create and maintain a drug and alcohol free school, one admissions/retention requirement of JFWA is that students submit to a drug/alcohol test administered by appropriately trained personnel. Students may not be tested by relatives or by improperly trained persons. The time and place for the test will not be announced in advance. Testing may occur with randomly selected groups throughout the course of the school year. Some students may be tested more than once. Random testing will be administered throughout the school year at no extra charge to students, unless a student's test comes back positive. Random testing will be done throughout the school year with or without cause.

Students who exhibit erratic or suspicious behavior suggesting drug and/or alcohol use (as determined by the principal or the assistant principal) may be asked to submit to testing. In the case of a positive result the student may be permanently expelled from the Academy, and the cost of the test must be paid by the student's parents or guardian. If the test is negative, the cost will be borne by the Academy. In those very rare instances where a student may be allowed to remain after a drug or alcohol violation, the student must agree to submit to random drug/alcohol testing without specific cause and agree to counseling at parents' expense. Other conditions for the student's remaining at the Academy may be required.

## ***Academic Integrity***

It is the aim of LMU and JFWA to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present someone else's work as his/her own is regarded by the faculty and administration as a very serious offense and renders the offender subject to severe consequences, including possible suspension.

1. **Cheating.** Dishonesty of any kind on examinations or on written assignments, illegal possession of questions, the use of unauthorized notes during an examination from another student, assisting others to cheat, altering grade records, and illegally entering an office are examples of cheating. Talking (other than to a teacher) during test time will be considered cheating. No notes, books, or notebooks should be open or near students during testing, unless specifically permitted by the teacher.
2. **Plagiarism.** Offering the work of another as one's own without proper acknowledgment is plagiarism; therefore, any student who fails to give credit for ideas, quotations or essentially identical material taken from books, magazines, internet sources, encyclopedias or other reference works, or from themes, reports, or other writing of a fellow student, has committed plagiarism.

**Consequences of cheating or plagiarism include a zero for the test or paper grade with no opportunity for make-up, a phone call home to parents, as well as a written report by the teacher to the principal.**

## ***Dress Code***

Students are expected to dress in a way that reflects the academic and professional goals of JFWA. The clothing worn by Academy students during school hours, including after school tutoring or activities, must comply with the following guidelines:

- Students may wear denim jeans which have **no patches, holes or tears**, khaki slacks or dress pants of any make or color. Athletic pants and/or wind suits will be allowed in gym class only. Bike pants are not permitted.
  - Students may wear knee-length shorts and/or Capri-style pants. Athletic-style shorts will be allowed in gym class.
  - Girls may wear skirts or dresses that extend to the knees or lower; skirts and dresses must not extensively reveal the thigh above the knees.
  - Mini-skirts and short dresses are not permitted.
  - No hats or caps may be worn in the building at any time. This includes lunch time and other release times during school hours.
  - Students may wear a collared shirt of any color or T-shirts issued by the Academy or the University or shirts with name brands.
  - The print, pictures, or designs on shirts, sweaters, sweatshirts, dresses, etc. must not be offensive, vulgar, or suggestive.
  - Shirts and dresses must not extensively reveal shoulders or necklines.
  - Students may not wear shirts/blouses that are cut below the arm pit. (Tank tops are not allowed.)
  - The hem of shirts must be long enough to cover the waistband of the pants or skirt at all times; in other words, the hem must be long enough to be tucked into pants or skirts.
  - The waistline, abdomen, and undergarments must be covered at all times (no skin showing).
  - Students may not wear any low-riding or hip-hugger jeans or pants. No underwear should be showing. **One warning only will be given for sagging pants. Students will be sent home on the second offense.**
  - Students may choose to wear sweaters or sweatshirts during cooler weather.
- Clothing should have appropriate language, ideas, themes, etc. Determination of inappropriate clothing will be made by the principal and/or the assistant principal.
- Shoes of any kind are allowed except where specific activities such as gym class require a particular type of footwear. In such instances, students must follow the guidelines provided by the instructor, coach, etc.
  - Visible body piercing is limited to the ear only. Eyebrow, nose, lip, tongue, belly button piercing are not permitted. Students may not wear any accessory that is studded, spiked, contains chains or can tabs, or that presents a potential danger.
  - Tattoos (whether permanent or temporary) should be covered at all times.
  - **Clothing must not have holes, tears, rips, or be frayed, extensively worn-out (including patches or holes designed by the manufacturers).**

### **Additional Guidelines:**

- Students must dress for gym after arriving at Mars gym and must dress for the next class prior to returning to the Academy.
- **Students who do not follow the dress code will be asked to call home to have appropriate clothing brought to them.**
- Students who consistently violate the dress code will face other consequences that could include suspension.

## ***Student Vehicles***

Students are not to drive cars on campus except for morning arrival and afternoon departure. During the school day, students may not drive to the library, the gym, the Campus Center, the Arena, etc. Sitting in cars during the school day is not allowed. Students must get out of their cars and enter the building upon arriving on campus. JFWA student parking locations are announced at the beginning of the school year, and students should park only in the designated areas.

All students must register their vehicles with the Office of Student Affairs in Duke Hall. Registration materials are available through the JFWA main office. The cost of a parking sticker is \$30.00. Registration for a vehicle is for one year. The numbered sticker is non-transferable to any other vehicle. Temporary seven-day tags will be available in the event of special circumstances. Academy students are expected to observe all LMU campus traffic rules and regulations. Students who receive fines for traffic violations must clear those fines before grades and/or transcripts will be released. The following are traffic and car registration policies for students driving on campus:

1. A numbered sticker registered to the vehicle and driver must be attached inside the lower right corner of the rear window of the vehicle.
2. Vehicles must park in appropriately designated areas as indicated by painted lines and/or signs.
3. Numbered or otherwise indicated spaces are for staff/faculty parking only.
4. The campus speed limit is 10 M.P.H. (unless otherwise indicated).
5. The driver to whom a sticker number is issued will be held responsible for violations of any vehicles that indicate that sticker number.
6. No parking areas for students include:
  - a. The parking lot adjacent to Duke and the Chapel
  - b. The visitor lot beside Duke
  - c. Parking behind and along the road to Avery Hall
  - d. Spaces which are numbered or marked "reserved" including those immediately behind Farr Hall
  - e. Residential parking lots
  - f. Along road sides or in the road unless the spaces are clearly marked
  - g. On grass or sidewalks
  - h. In driveways, near dumpsters, or in loading zones
  - i. In spaces which are indicated by "X" or diagonal lines
  - j. Handicapped spaces unless official handicapped tag is visible
7. Drivers must obey all traffic signs, directional signs and directions from security.
8. Fines for traffic violations must be paid by cash or check in the Office of Student Affairs within 9 working days. Fines for violations are as follows:
  - a. \$7.00 for illegal parking
  - b. \$10.00 for each incident of an unregistered or unidentified vehicle.
  - c. \$25.00 for speeding
  - d. \$20.00 and/or suspended driving and parking privileges for one month for reckless driving
  - e. \$25.00 for discarding and/or tearing up a ticket
  - f. \$25.00 for parking or driving on the grass, plus any damages to the area
  - g. A \$2.50 service charge is added when fines must be billed to driver's account rather than accepting payment in the Office of Student Affairs (these fines must be paid in cash to the Finance Office)
  - h. \$50.00 fine for unauthorized vehicles parking in handicapped parking areas.
9. Traffic patterns on campus are all two-way streets
10. The Dean of Students will hear all traffic appeals or refer them to an appropriate council (a student must appeal a ticket within 9 working days with the Office of Student Affairs)
11. LMU Security is not allowed to unlock or jumpstart cars; however, security officers may help students contact area businesses which offer these services.

**Any student who receives a ticket from security for reckless driving will not be allowed to drive his or her car on campus for the rest of the semester. If the student needs to drive his or her car for transportation to school, he or she must park at the Museum and walk to the Academy from there.**

## ***Profanity***

We encourage and nurture an environment conducive to our students' learning and mutual respect. Therefore, we require our students to refrain from using profanity while on our campus. Students will receive a verbal warning upon the first offense and a written warning and call to parents on the second offense. Frequent offenders may receive a suspension.

Please note that abusive or flagrant use of profanity, for example when used in front of a class or directed towards an individual, may be cause for immediate suspension, as this may constitute harassment.

### ***Harassment***

Harassment can take many forms: verbal, physical, sexual, etc. **Regardless of its nature, harassment will not be tolerated at JFWA. Teasing, bullying, improper touching, wrestling, disturbing another's property and name-calling are just a few examples of harassment.** The consequences for harassment may include suspension or expulsion, depending on the severity of the harassment, as determined by the principal. Jokes or pranks carried to an extreme will be considered harassment and will be punished accordingly. Harassment should be reported immediately to the principal. **The initiating or spreading of malicious gossip will be considered harassment.**

### ***Online Harassment***

JFWA administration cannot be responsible for students' behavior when they are at home or otherwise under parental supervision. Instances of Facebook, MySpace, email, blog and other electronic postings created outside the school environment should be handled between the involved parties and their parents. If, however, such behavior causes disturbances during the school day, students who post offensive and/or libelous remarks about other students, faculty or staff will be called in and parents will be involved. Consequences, such as suspension or other measures, will occur as deemed appropriate by the principal. Students who post, text or otherwise publish insults or gossip during the school day will be suspended for a period of time to be determined by the principal.

### ***Cellular Telephones***

**Students are allowed to bring cellular telephones to school; however, use of such phones in the classroom is strictly prohibited. Use of phones includes sending or reading received text messages. Cell phones may not be used above the first floor of the Academy building. Phones should be turned off during class time. Teachers are to confiscate phones which are out during class time and bring them to the office. *On the first offense, the phone will be returned to the student at the end of the day. On the second offense, the phone may be held until the end of the current grading period. Third offenses may result in loss of privileges; specifically, the student will not be allowed to bring a cell phone to school.***

**The phones in the office and in the classrooms are for official school business only.** Students are not allowed to use the office phones except in cases of emergency. We do not ordinarily call students to the phone, and only urgent messages will be taken. Students will not be called out of class to answer phone calls.

### ***Restricted Areas***

The doors at the north end of the second and third floors have been classified as emergency doors and the fire escape on the north end of the building is for emergency use only. Students will not be allowed to use these doors or the fire escape as exits or routes for daily traffic.

**Because of confidentiality issues, students should not enter offices without permission. Under no circumstances are students to be in offices or faculty work areas without the presence of a faculty or staff member.**

**Students at JFWA are not allowed to visit LMU students' dorm rooms.** This includes visitation times and weekends. There are **no** visitation times for Academy students in the University dorms. Academy students who violate this policy may be subject to expulsion from the Academy.

Parents and students should realize that in most cases, LMU facilities are not chaperoned after Academy school hours. Unless athletic practice is being conducted, supervision is not provided at the Mary E. Mars Gymnasium or Tex Turner Arena. The Student Center and other classroom buildings are similarly unsupervised. **Neither LMU nor JFWA will be responsible for Academy students after school with the exception of scheduled Academy activities. Students who are on campus on weekends when no activities are scheduled or who are on campus after facilities are closed may be questioned by campus security and may be reported to the principal.** Academy students may not participate in LMU student activities unless specifically permitted by the Academy.

*Special note on Internet access:* JFWA students have access to the Internet on computers at the library. This access is not monitored after school when students may be using the library.

### ***Smoking/Tobacco Products***

Pursuant to state laws, students may not possess or use tobacco products of any kind on JFWA or LMU property or at JFWA or LMU functions/events. Consequences as specified by law will result from possession or use of tobacco products, including the reporting of the student to the Claiborne County juvenile judge.

### ***Technology Policy***

All parents and students must sign a "Technology Use Policy" stating agreement to terms for use of computers in the JFWA James Rose Technology Lab. These computers are filtered, unlike those at the LMU library or other LMU labs. Students are allowed to access LMU-issued e-mail accounts only when using these computers. These accounts will be used to distribute announcements, etc. and some teachers may impart information to students through email accounts.

### ***Visitor Policy***

Students interested in learning more about JFWA are welcome to visit our school. Visitations must be pre-arranged through the director of admissions. Normally prospective students do not visit for the entire day. Under no circumstances will visitations be allowed without a prior arrangement. Students may not visit on test days or on days when they should be attending classes at their own school. If the visit is approved, the visiting student should stop by the office upon arrival and pick up a visitor's pass. The pass is to be presented to the teachers throughout the day and returned to the office at the end of the school day. Teachers will not allow visitors in the classroom without a pass. Academy students are not to have visitors during lunch or other release times unless visitors are on an approved prospective student visit. Unauthorized visitors may be asked to leave campus. Academy students are not allowed to invite guests without the proper procedures being followed. Only prospective students are allowed to visit the Academy. Parents should call the director of admissions to request visitor policies and procedures.

### ***Vandalism***

Any student who defaces or damages school property is subject to suspension and is responsible for paying the cost of repairing and/or replacing the damaged property. The principal will determine the duration of the suspension

### ***Threats of Violence***

Any student who threatens bodily harm to other students or to faculty or staff members, whether written or oral, may be subject to immediate suspension and/or expulsion. "Joking" about such behavior will be treated as a true threat. This includes threats involving weapons, bombs, beatings, or other violent and/or illegal behavior. Such incidents will be taken seriously, regardless of the manner in which they are presented. Campus security will be notified and local authorities may also be called, especially in instances of bomb threats, weapons or threats of bodily harm.

### ***Weapons***

Employees, students, and visitors are not allowed to bring a weapon to school or on school property. Campus security will be notified of any breach of this policy and the principal will determine punishment, which could involve immediate suspension or expulsion.

### ***Gambling/Wagering***

Gambling of any sort is not permitted on campus. This includes activities such as betting on pool or card games, pitching coins or other such activities where wagering is involved. Students who engage in such activities are subject to suspension.

### ***Public Displays of Affection***

Students are to refrain from kissing, petting, and other such activities that are inappropriate for the school environment. Hand holding is allowed, but the privilege may be revoked if students engage in inappropriate touching. The penalty for such activities will be as follows:

- First offense: a verbal warning will be issued and reported to the principal;
- Second offense: parents are notified;
- Third offense: the students involved will be suspended from school for one day;
- Extreme, extensive, or flagrant incidents may result in immediate suspension without prior warning.

## ***STUDENT SERVICES***

Students at JFWA are especially fortunate to have the opportunity to utilize Lincoln Memorial University facilities. We must remind students, however, that the Academy functions separately from the University in day-to-day operations. Students should honor restrictions that may apply concerning social events, athletic programs, etc. We receive the same courtesy from LMU students, and we want no less from our own student body.

### ***Food Services***

Tuition includes a hot all-you-can-eat lunch in the cafeteria. All students must go to the cafeteria during lunch, as teachers have duty-free lunch. Students may not remain in the building during lunch. When students are dismissed for lunch, they must proceed to the cafeteria and are to remain in the cafeteria or in other allowed areas of the campus center until it is time to return to the Academy for the next class. All students report to the cafeteria at the beginning of lunch until released by duty personnel to go upstairs at the campus center. Students are not allowed to take food upstairs in the building.

\*For questions regarding food service, please contact:

Mr. Mayur Patel  
(423) 869-3446  
mpatel@centuryinter.net

### ***Library Services***

JFWA students may use the Harold M. Finley Learning Resources Center, where the Carnegie-Vincent Library is located. The Center houses collections totaling over 198,000 bound books and periodicals. Users also have access to extensive electronic and audiovisual texts/materials. Students and faculty of JFWA have complete access to the library. The Harold M. Finley Learning Resources Center is located on the main campus quadrangle, directly facing Duke Hall.

Telephone: (800)325-0900  
Extension 6397-Public Services;  
Extension 6219-Circulation Desk  
Fax: (423)869-6426  
Web site: <http://www.lmunet.edu/library>

### **Library Policies**

The purpose of the Harold M. Finley Learning Resources Center is to support the curriculum of both the University and the Academy's programs. Each student enrolled is entitled to full use of all resources and services provided by the library. Students are required to have a library card to check out materials from the library. A library card is issued at no charge at the circulation desk of the library. It is advised that your library card not be shared with anyone else. If someone borrows your card, you will be responsible for any charges incurred on your card.

In order to enable pleasant and fair treatment of all users, the student is requested to be familiar with and follow the regulations below:

1. Students may not use tobacco products in the library.
2. All food and drink is restricted to a specified area inside the Academic Support Center located on the second floor of the library.
3. Students should observe all loan periods and return borrowed material on time.
4. Students must handle library materials with care.
5. Materials may be checked out only to students who have a currently validated ID and a current library card.
6. Students should allow ample time for response to special requests.
7. Students may be asked to stop for a book check when leaving the library.
8. Students who violate library policy are subject to fines and/or loss of library privileges.

### **Library Hours**

#### *\*Fall and Spring Semesters*

Mon.-Thurs.: 8:00 a.m.-12:00 p.m.  
Friday: 8:00 a.m.-4:30 p.m.  
Saturday: 10:00 a.m.-5:00 p.m.

#### *Summer Sessions*

Mon.-Thurs.: 8:00 a.m.-7:00 p.m.  
Friday: 8:00 a.m.-4:30 p.m.  
Saturday and Sunday: CLOSED

Sunday: 2:00 p.m.-12:00 p.m.

*National Holidays:* CLOSED unless otherwise posted

### **Locations**

**Stack Area:** The general collection is shelved on both the first and second floor.

**Reference Room:** Reference books, periodical indexes, bound periodicals and newspapers and all microfiche and microfilm, along with appropriate hardware are located to the right of the main entrance in the Reference Room. Videos are in the Reference Room.

**Tagge Center for Excellence:** The Tagge Center is located on the second floor of the old addition. Tutoring, computer terminals, and counseling are available.

### **Services**

**Aid and Instruction:** The library staff helps students identify and locate needed materials and demonstrates unfamiliar equipment.

**Inter-library Loans:** Materials not in the library may be obtained from other libraries by library staff. Students should make requests at the circulation desk or online from the library's web site and allow at least two weeks for materials to be delivered.

**Copier:** A coin-operated photocopier is available next to the circulation desk (\$.10 per copy).

**Microform Readers/Printers:** Specific microfiche and microfilm reader machines are equipped to copy the materials being read (\$.10 per copy).

**Other Services:** Laminating, purchase of transparency sheets and computer disks.

### **Circulation Policies**

**Books:** 14 days, one renewal

**Videos:** 5 days, one renewal

**FINE:** \$.15 per day per book

**LOST BOOK CHARGE:** cost of book plus \$20 fee

**Renewals:** Maximum of one renewal may be made for all materials by presenting the materials due at the circulation desk or by telephone. Renewal is allowed only if the item does not have a recall status.

**Overdue/Lost Materials:** Patrons with overdue items will be charged \$.15 per item per day starting on the 10<sup>th</sup> overdue day (there is a 9-day grace period) up to a maximum fine of \$3.00 per item. Items 30 days or more overdue will be considered lost and the patron will be charged the maximum overdue fine of \$3.00 per item, a \$20.00 processing fee per item, and the cost of replacing each lost item. Fines and fees will be processed as follows: Student fines and fees will be sent to the Bursar (Finance Office) for posting to the student's account. **NOTE:** The Academy will not release grades or process requests for transcripts to be sent until all library fines and fees levied against the student are cleared.

### ***Lost and Found***

A lost and found department is located in the office of the school administrative assistant. Students finding items that may belong to others should bring those items to the lost and found department. JFWA cannot assume responsibility for the loss or damage of a student's personal property.

### ***Student Center***

JFWA students have access to the facilities of the Student Center. This includes use of the bookstore, vending machines, and other food areas. Students are not permitted to go to the Student Center during class hours. While at the campus center, Academy students are expected to behave in a manner consistent with the standards of the Academy and JFWA students are not permitted on the top floors of the building.

### ***Health Services***

Students who enter JFWA must produce a complete record of immunization, according to state law.

Students who become ill while at school will not be permitted to remain in the restrooms or in the office during class. Ill students should report to the principal or the assistant principal. A decision will then be made concerning whether the student should be sent home. If a student becomes too ill to remain at the school, a phone confirmation from the parent or guardian is necessary before the student will be allowed to go home, and in most cases the parent will be required to drive the student home. All injuries, no matter how minor, must be reported **immediately** to the principal or the assistant to the principal.

Students are asked to take prescription or over-the-counter drugs before coming to school or after school so as not to have those drugs in their possession during school hours. **If a student must take medication during school hours as directed by a physician, the student must leave the medication in the office where the appropriate personnel will secure and administer the medication as directed; written parental permission including a phone number where the parent(s) can be contacted is required and should be brought to school with the medication.**

**In cases of an extreme medical emergency, it may be necessary for staff member to transport an ill or injured student for medical treatment. Parents who do not wish for authorized school personnel to take such action should send written instructions to the school indicating what measures the school should follow in those cases.**

JFWA is within reasonable proximity to medical clinics and community hospitals. The DeBusk College of Osteopathic Medicine (DCOM) also operates a clinic which is open to students. Information about clinic schedules and policies may be obtained from the Academy office. Two medical clinics are located within one mile of the campus; two hospitals are located within five and twelve miles of campus.

### ***Student Insurance***

JFWA students are covered by an accident insurance policy which is provided at no extra charge to the student. Claims must be filed by the school with proper accompanying documentation. This **secondary** policy is only for accidents that occur at school or during school-related activities. Health insurance is the responsibility of the parents. **Effective Fall 2008 all Lincoln Memorial University and J. Frank White Academy students will be required to show proof of health insurance coverage. It is the responsibility of the parents to provide such proof. Students who do not have health insurance will be required to purchase insurance through the University's program. Rates and coverage information are available and may be obtained by calling the main office of the Academy.**

### ***Extracurricular Activities***

In order to provide opportunities for recreation and to help encourage the development of life-long interests for leisure time, JFWA offers a variety of extracurricular activities. The athletics program includes interscholastic team sports such as boys' and girls' basketball, tennis, cross-country, and golf; baseball; co-ed soccer; and cheerleading. The Academy is a member of the Tennessee Secondary School Athletic Association (TSSAA).

Clubs at the Academy include Junior and Senior Beta Clubs, National Honor Society Chapter, First Priority Club and academic knowledge teams, such as Science Olympiad. Participating students should adhere to club constitutions and by-laws which are on file in the principal's office. Students should be reminded that all school policies and procedures apply during school trips and activities on or off campus. Students may also participate in World School, a unique opportunity for foreign travel available to juniors and seniors. JFWA is the only high school in the United States to participate in World School. Other classes may offer opportunities for foreign travel as well, including foreign language classes.

### ***Yearbook***

Yearbooks may be purchased at an additional charge and are distributed in the spring each year.

### ***National Honor Society***

The entry requirements for NHS are a 95 average for admission and a 92 average to remain a member. Disciplinary infractions on the student's record, including documented cheating or plagiarism will be viewed as part of the acceptance process. The elements of leadership, service, and character are critical to the selection process.

## ***Junior and Senior National Beta Club***

Beta Club entrance requirements are an 87.5 average with maintenance average of 85. Character and service are also important factors in this organization with one service project required per month. Junior Beta Club is for students in grades 5-9 and Senior Beta Club for grades 10-12.

### ***Athletics Policy***

JFWA encourages students to participate in our athletic programs. The faculty and staff of the Academy feel that such opportunities are important to developing a well-rounded student. However, the Academy curriculum is a demanding one, and students who elect to take part in extracurricular activities must do so with the understanding that class work and grades must not suffer because of such participation.

All Academy sports are TSSAA sanctioned and applicable policies are in force. TSSAA handbooks and policies are on file in the office of the director of athletics/assistant to the principal or can be viewed at [www.tssaa.org](http://www.tssaa.org).

For all sports participation, students must be in good academic standing at JFWA. Specific guidelines appear in the JFWA Athletics Handbook. Students must sign a participation agreement for each sport they choose to play before they will be allowed to participate, and their parents must attend a preseason meeting. The participation agreement will specify TSSAA, JFWA, and team policies. **If a student is suspended for disciplinary or academic infractions, he/she is not allowed to participate in sports in any capacity.** He/she will not be allowed to play, practice, or sit on the bench. Under TSSAA rules, scholarship students are not allowed to participate in TSSAA athletics.

Each coach will supply his team with an Athletic Handbook and individual team policies at the start of the season. These policies will be approved by the principal and the director of athletics prior to distribution to the players. Policies about practice, uniform maintenance, physical requirements, etc. will be enforced.

All JFWA students must take six classes to be eligible to participate in TSSAA athletics.

### ***Fundraising***

Fundraising is an important part of the financial viability of the J. Frank White Academy. Annually, JFWA must raise funds to supplement tuition income in order to be able to provide scholarships, offer athletics (supported entirely by non-tuition revenue), and to fund general operating costs. Fundraising resources in the community supporting JFWA are limited, and careful consideration is given to each fundraising initiative to make sure it does not impinge upon or eliminate opportunities to meet any of the Academy's other fundraising needs. As such, all fundraising efforts must be coordinated with and incorporated into the Academy's annual fundraising plan which is in concert with the fundraising efforts of LMU. **A proposal for any fundraising done on behalf of any group, team, activity, etc. under the auspices of the J. Frank White Academy must be submitted to the principal prior to the event. A proposal that is not timely may not be approved.** Large-scale fundraising may also require approval by the University's Office of University Advancement.

### ***Publication Policy***

All student publications must be reviewed by the principal and/or the assistant principal before release. The principal reserves the right to prohibit the publication of materials which may be detrimental to the spirit or mission of JFWA. All press releases must also be approved by the principal and disbursed through the University's Director of Marketing and Public Relations.

### ***Student ID's***

Each student at JFWA is issued a student ID. **Students are required to wear the ID at all times.** ID's are needed for checking out materials from the library, meal ticket plans, and for other identification purposes. There will be a charge to the student to replace lost ID's. Student ID's must be properly validated in order to ensure full use of campus facilities.

### ***Textbooks***

Textbooks are provided through the university's bookstore in the Student Center. Students may sell their books back to the bookstore at the end of each year and are therefore advised not to unnecessarily deface them. Bookstore policies will be followed in the selling back of textbooks.

### ***Lockers***

Students are assigned lockers at the beginning of each school year and are encouraged to keep all personal belongings in their lockers. **Lockers and other storage areas are the property of the Academy, and are, therefore, subject to search without prior notification.**

Students may provide locks for their lockers as long as the combination or key is provided to the office. Students should not open or take possessions from other student's lockers. Food may not be kept in lockers. Students are cautioned not to store valuables including money in their lockers. At the end of the school year, students are required to clean out their lockers.

Students are not allowed to switch lockers or use unused lockers without permission from JFWA staff. Items found in unassigned lockers will be removed.

Backpacks and athletics bags may not be stored in the hallways or other traffic areas. This represents a violation of fire code.

### ***Emergency Drills***

Faculty, staff, and students participate in emergency evacuation drills. All persons are required to participate in these drills and follow proper procedure.

## ***MIDDLE SCHOOL COMPONENT***

The mission statement, philosophy, and objectives for the fifth through eighth grades are generally the same as those for the existing levels of grades nine through twelve. However, the objectives for the middle school level shall be expanded as follows:

The academic program for the middle school component of the Academy is designed to provide preparation for the secondary years at the Academy. Students are given the opportunity to cultivate good study skills and work habits. Writing is stressed throughout the curriculum, as are independent research and projects. Students in the middle school component receive basic instruction in library use and research. They are oriented to the campus and to the programs of the Academy.

### **Language Arts**

The language arts component for the fifth through eighth grades is designed to introduce the students to the rhetorical modes that they will use as they continue at the Academy or at any other high school. They are taught the basics of organization, thesis development, proofreading techniques, etc. They are also given an opportunity to improve their skills in mechanics and grammar. Through the literature strand, the instructors seek to develop good reading habits for life and to introduce the students to classic literature and literary criticism techniques. Good penmanship is encouraged, and students are provided the opportunity to improve their spelling through regular instruction in spelling and vocabulary development. The four major elements of language arts are stressed: reading, writing, speaking, and listening.

### **Math**

Students in the seventh grade take a math course that is a basic pre-algebra or introduction to algebra. Eighth graders who have taken pre-algebra may take Algebra I or Algebra 1A. Students who wish to receive high school credit in Algebra I must maintain an overall "B" average for the year. Students who do not maintain a "B" average will not receive high school credit and will be expected to repeat Algebra I or Algebra 1A in the ninth grade at the Academy. Students may be permitted to take Algebra I, Algebra 1A or pre-algebra at an earlier grade with teacher recommendation.

### **Social Studies**

Students in the middle school receive a broad overview of all the social studies as preparation for high school level social studies.

### **Physical Education**

Physical education is designed to help students cultivate recreational interests which will carry over into their adult lives. Students participate in team sports, but also have the opportunity to swim, play tennis, walk, jog,

play badminton, and take part in other activities they can do individually. Middle school physical education also emphasizes skill-building in specific sports.

### **Science**

Middle school science courses are designed to give students an introduction to all the sciences, to laboratory use and procedure, and to scientific research. Specifically, in the seventh and eighth grades earth and life sciences are taught alternatively at this level.

### **Fine Arts**

Fine Arts are offered for middle school students. Not all choices for fine arts classes are offered every year; some course offerings may alternate years. Art emphasizes basic skills in drawing, design and other media along with art criticism and appreciation. The strings class is a beginning program which teaches basic musical knowledge utilizing violins and a few other stringed instruments.

### **Extracurricular Activities**

Middle school students may participate club and other student activities for which they are eligible. Special middle school activities and student life opportunities will also be offered.

### **Meals Program**

Students in the middle school have the same lunch options as students in grades 9-12.

### **Policies**

Middle school students are responsible for knowing all policies and procedures in this Student Handbook concerning discipline, absences, academic probation, and other applicable policies. Students in the middle school who do not have a "C" average at the end of the year may not be allowed to continue as an Academy student for the following year. Students who do not pass a class may be asked to repeat the class. Fifth and sixth graders may have a different time schedule than that of the 7-12 graders. Students in these grades will be chaperoned when they move to other buildings on campus.

## ***PART-DAY HOMESCHOOL STUDENTS***

The J. Frank White Academy offers part-day attendance opportunities for area home school students. Students who wish to participate in the part-day program must complete a part-day student application and must meet all admittance requirements for regular Academy students. Part-day students are also accountable to all applicable policies and procedures regarding grading, attendance, disciplinary policies, etc. Part-day students must also sign the Academy's honor code. Tuition is pro-rated and varies according to the number of courses attended. Parents of home school students must submit evidence of the grade level the student is currently classified, a description of the home school program, and any official affiliations of the home school program in which the student is enrolled. Copies of most current standardized test scores must be submitted with the application. Grades received from Academy classes are recorded on a transcript and filed in the Academy's guidance counselor's office.

**JFWA**  
**School Calendar**  
**2009-2010**

**August**

- 5-6 – Senior Portraits (by appointment)
- 7 – ACT registration deadline for Sept. 12 test
- 10-14– Faculty/Staff In-service
- 13 – Parent Orientation
- 17 – JFWA first day of classes
- 17 – LMU registration
- 18 – LMU classes begin
- 26 – Last day to complete LMU registration

**September**

- 7 – *Labor Day; no school/no LMU classes*
- 9 – SAT registration deadline for Oct. 10 test
- 12 – ACT Test
- 14 – Senior Photo order assistance, 3:00-5:00 p.m.
- 16 – Underclassmen/faculty/staff pictures/Senior retakes
- 18 – ACT registration deadline for Oct 24 test
- 21 – Progress reports mailed

**October**

- 1 – SAT registration deadline for Nov. 7 test
- 7 – Last day to drop LMU course without “WD”
- 10 – SAT Test
- 14 – PSAT Test (grades 10 & 11)
- 12-16 – LMU mid-term exams
- 19 – World School team leaves for Tokyo, Japan
- 19-20 – *Fall Break- JFWA & LMU*
- 21 – End 1<sup>st</sup> nine weeks
- 23 – Last day to drop LMU class without “F”
- 24 – ACT test
- 26 – 1<sup>st</sup> nine weeks report cards mailed
- 26 – LMU early registration begins for spring semester
- 27 – Underclassmen picture retakes
- 30 – SAT registration deadline for the Dec. 5 test
- 31 – World School team returns from Tokyo, Japan

**November**

- 6 – ACT registration deadline for the Dec. 12 test
- 7 – SAT test
- 13 – PLAN Test (grades 9 & 10)
- 14 – Make-up day for PLAN test
- 24 – Progress reports mailed
- 25-27 – *Thanksgiving holiday – JFWA*
- 26-27 – *Thanksgiving holiday – LMU*

**December**

- 4 – LMU classes end
- 5 – SAT Test
- 5 – Winter formal
- 7-11 – LMU Final Exams
- 12 – ACT Test
- 15 – SAT registration deadline for Jan. 23 test
- 18 – Senior grades due, to Ms. Nadvi
- Dec. 21- Jan.1 – Christmas break*

**January**

- 4 – JFWA classes resume
- 4 – LMU registration
- 5 – LMU classes begin
- 5 – ACT registration deadline for Feb. 6 test
- 11 – End 2<sup>nd</sup> nine weeks/ End fall semester
- 13 – Last day to complete LMU registration
- 15 – 2<sup>nd</sup> 9-weeks report cards mailed
- 18 – *M. L. King Day; JFWA/ LMU - no classes*
- 23 – SAT Test

**February**

- 2 – TCAP Writing Assessment (grades 5, 8, & 11)
- 3 – Make-up day for TCAP Writing Assessment
- 4 – SAT registration deadline for March 13 test
- 6 – ACT Test
- 17 – Progress reports mailed
- 19 – Last day to drop LMU class without “WD”
- 22-26 – LMU mid-term exams

**March**

- 5 – ACT registration deadline for April 10 test
- 10 – Last day to drop LMU classes without “F”
- 13 – SAT test
- 15-19 – *JFWA-LMU Spring Break*
- 23 – End 3<sup>rd</sup> nine weeks
- 25 – SAT registration deadline for May 1 test
- 29 – 3<sup>rd</sup> nine weeks report cards mailed
- 29 – LMU early registration for summer classes

**April**

- 1 – ASVAB Test (grades 10 – 12)
- 2 – *Good Friday- JFWA/ LMU - no classes*
- 5 - 8 – TCAP Achievement Tests (grades 5 to 8)
- 9 - Make-up day for TCAP Achievement Tests
- 10 – ACT test
- 23 – LMU Classes end
- 26-30 – LMU Final Exams
- 29 – Progress reports mailed
- 29 – SAT registration deadline for June 5 test

**May**

- 1 – SAT Test
- 4 – Gateway Mathematics exam
- 5 – Gateway Language Arts exam
- 6 – Gateway Science exam
- 7 – Make-up day for Gateway exams
- 7 – ACT registration deadline for June 12 test
- 15 – Prom
- 17 – School wide field trip
- 20 – Awards Ceremony- Mary Mars Gym
- 21 – Seniors last day
- 21 – Commencement practice- Mary Mars Gym
- 22 – Commencement – Mary Mars Gym
- 26 – End 4<sup>th</sup> nine weeks/ End spring semester
- 26 – Last day of school (attendance will be taken)
- 31 – *Memorial Day*

**June**

- 1 – Final report cards mailed
- 5 – SAT Test
- 12 – ACT Test