



**West Harpeth Christian Tutorial (WHCT)**

P.O. Box 681972  
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<https://www.westharpeth.org>

# 2022-2023

## WHCT Family Handbook

1/29/23

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## Mission Statement and Organization

The mission of West Harpeth Christian Tutorial (aka WHCT) is to provide select supplemental graded coursework from a deliberate and informed Christian perspective for area homeschooling families for the purpose of supplementing (not supplanting) the homeschool. (Taken from WHCT Bylaws)

West Harpeth Christian Tutorial (WHCT) consists of a Board of Directors, sub-committees, and homeschooling families that have hired tutors to instruct coursework for grades 6th through 12th. Our goal is to aid parents of homeschooling families, seeking to enhance or extend home education. Significant parental involvement is vital to student success.

The tutorial is a non-profit organization governed by a Board of Directors. The Board oversees an Executive Director who then is responsible for overseeing the implementation of policies approved by the Board for committees including Student Affairs, Academic Affairs, Finance, and Registration. The Executive Director serves as the primary contact for the administrative needs of the families.

West Harpeth Christian Tutorial is not an umbrella school. As such, we do not maintain official student records of grades or attendance. All homeschool students kindergarten through twelfth grades must be registered with an umbrella organization. Parents should report records of academic performance and attendance to their umbrella school each semester.

## Admissions

- Our goal is to aid parents seeking to enhance or extend home education. Significant parental involvement is vital to student success. Therefore, we welcome applications from families who will accomplish the supervision and extension of class instruction, families who are active in a local church, and families who have complied with the Tennessee Homeschool Law regarding umbrella school registration (TCA-49.6).
- It is required that families must have homeschooled for at least one year prior to applying to WHCT.
- We are not a school; therefore, we do not offer tutor training, academic advising, or special programs for students with special academic needs.

## Academics

- We strive to be a program of academic excellence. We desire to see each student progress spiritually, academically, behaviorally, and emotionally. We want each student to realize his or her full potential in Christ. If a student is not growing according to his or her individual abilities, we will schedule a conference between the parents, tutor(s), director, and student to find ways to help the student.
- If a student scores below 70% in a class, they are placed on academic probation in that class.. *If the grade stays below 70% for two consecutive quarters the student will be dismissed from the class with NO refund.* A student who has been dismissed from or has dropped more than two classes in a year may not be invited to return to WHCT the following year.

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- All assignments are to be completed and returned to the tutor the following week. Parents are asked to serve as the accountability to their students for the completion of assignments. You can expect a student to have four to six hours of outside work for each class.

### *Grading*

- Quarterly reports including academic grades, absences, and tardiness are posted on the student's Schoology account every eight weeks. Students will be evaluated according to the following scale:

**A: 90-100**

**B: 80-89**

**C: 70-79**

**Failing: 69 and below**

### *Absences and Tardies*

- Because of the nature of our program, there is no way to offer make-up classes following a student absence. The student will have assignments from the tutor. Students may call a friend to get notes. If the absence is planned, ask a friend to record the class or get the class notes.
- After an absence, the student should check with the tutor about missed quizzes and assignments. Make-up work should be completed within the same eight weeks that the absence occurred. For safety reasons, parents are requested to notify the tutor or Director before or on the day of an unexpected absence, either by email or phone.
- Students are only allowed to miss up to two weeks per semester per class. Students who exceed this number of absences will need to petition the Academic Affairs Committee for permission to continue in the class for the remainder of the school year.
- It is important for the flow of the class for the students to be on time. *A tardy is considered 3 minutes late to class and two tardies will equal an absence.*

### *Late Assignment versus Make-up Assignment*

- In the event that a student has missed class due to illness or a pre-planned absence, the student is allowed to turn in their assignment on the following tutorial day. This is called a ***make-up assignment***, and it will receive ***full credit***. There must be communication between the student/family and the tutor or Director for the reason for the absence in order for the work to be considered a make-up assignment.
- In the event that a student comes to class unprepared and does not turn in an assignment *on its DUE DATE*, this is called a ***late assignment***. ***Late assignments*** must be turned in ***within one week*** and ***will not*** receive full credit. *For example, an assignment missed on a Tuesday must be turned in by the next Monday at midnight or before. Each tutor can determine their own partial credit for late assignments. Any assignment turned in after one week, will receive **zero credit**.*

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## Academic Integrity

- **Plagiarism definition:** Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own. In an educational setting, it can include, but is not limited to, not having a works cited page, not including parenthetical citations, copying and pasting from internet documents, or copying all or a portion of another person's paper word-for-word.
- **Types of Plagiarism:** *Unintentional plagiarism* can occur when a student, usually 6-9th grade, does not have a good understanding of the research process. This student is not meaning to cheat, but they have not had the proper instruction of research methods. *Intentional plagiarism* occurs when a student, usually 10th grade and above, has been instructed in the proper methods of research but chooses to take dishonest routes to finish their assignments in one of the ways described above. **Note:** *It should be left up to the tutors' discretion as to which of the above was committed, but should be based upon age, grade level, how long a student has been at WHCT, and what instruction they have received in regard to research and writing.*
- **Consequences of Plagiarism:** *If it is determined that the offense was unintentional*, the student will receive a warning from the tutor, the parent should be notified via the tutor, and the assignment should be rewritten with instruction on how to properly cite their sources. *If it is determined that the offense was intentional, the following are the consequences:* First offense: Consequences can be decided by the tutor, but should include being written up for records purposes. Other actions can be redoing the assignment and/or a significant grade reduction for the assignment. Second offense: A zero should be given for the assignment with no opportunity for redoing it. The tutor should write the student up for disciplinary action that would be mandated by the disciplinary board. Third offense: The student and parent(s) will meet with a panel made up of members of the disciplinary and/or operating board in order to determine the student's future at WHCT.
- **Cheating:** Academic Affairs must be notified immediately when a student is caught cheating. This can be anything from cheating on tests to copying other students' homework assignments. The student will receive a "0" (zero) for the assignment and a written statement/warning will be sent to the parent, Academic Affairs, and the Director. A second offense must be reported immediately to Academic Affairs. The committee will determine the severity of the situation and will determine the appropriate action, the maximum penalty being dismissal from the class with no refund.
- **Testing:** All take-home tests and quizzes will be sent home in a sealed envelope to be opened and administered under the supervision of the parent. The test must be returned in a sealed envelope provided by the tutor and signed by the parent. Study hall monitors may not sign the envelope. This work must be completed at home and be brought to the tutorial sealed, *therefore tests and/or quizzes cannot be completed during study hall.*

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## Financial Commitments

- After acceptance, your student will be enrolled upon the payment of all registration, operational and lab fees.
- Tutors are paid 4 times a year (dated August, October, January, and March).
- All tutor payments for the year will be collected at registration.
- It is necessary for the operation of this type of program that both tutors and parents make a commitment for the entire academic year. Therefore, all tuition and fees are non-refundable after the last May registration date. Although late registration is possible through the summer, all checks collected at the time of late registration are non-refundable.
- Families who have registered in the spring have the opportunity to drop classes up to the last day of registration in May. Tuition, lab fees, and operational fees for dropped classes will be refunded. Registration fees and application fees will not be refunded, and no other refunds will be possible after that last May registration date.
- If a child is withdrawn from the program for any reason including issues with learning disabilities, tuition and fees will not be refunded. It is the responsibility of the parent to assess their student's ability to work within the standards of the program. We ask that you prayerfully consider your child's abilities before choosing classes.
- If a child is dismissed for academic or disciplinary reasons, all tuition and fees are non-refundable. If a parent fails to abide by the commitment made through the parent contract, their students may be dismissed, and all tuition and fees are non-refundable. (see *Disciplinary Action* page 8)
- By enrolling your student, you are agreeing to purchase the books and materials needed for class prior to the first day of classes.

## Student Affairs

### *Weather Cancellation Policy*

- *The decision to close school for weather related issues is decided upon by members of the Board of Directors. Families should check the WHCT website, [www.westtharpeth.org](http://www.westtharpeth.org), or the Facebook or Instagram pages for current information on tutorial closings. Additionally, a school wide news blast will be sent out to the families in the case of a weather-related school closing by 6:30am of the affected day.*

### *Cell Phones/ Texting*

- Students may have cell phones on campus, but they must be put away and silenced during class.
- Students may not make or receive calls or text messages while class is in progress.
- If a tutor or study hall monitor feels a cell phone is being used inappropriately, then he/she has the right to confiscate it for the rest of the period. Tutors reserve the right to collect cell phones at the beginning of class and return them at the end of class. If a parent needs to get a message to a student, please call Jennifer Shand at 615-830-5063. *This is her personal mobile phone and should only be used for important matters.*

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### *Electronics Policy and the Internet*

- WHCT takes the appropriate use of electronics and the internet seriously. We recognize that many students today have access to the internet (without adult supervision) on their phones and devices. Permission for use of the internet at WHCT is up to the parents. Therefore, it is the responsibility of the parent to instruct their student in appropriate use of the internet while at WHCT.
- ***For the safety of all of our students, appropriate internet access at WHCT implies NEVER viewing or sharing music, images, or videos which contain graphic/explicit language, suggestive sexual material, or nudity. If a parent or student is uncertain whether the content is graphic/explicit, suggestive, inappropriate,, or knowingly would offend someone, then it should be considered inappropriate. (A good rule of thumb is if the material can be heard or viewed by the young children we often have on campus, then it would be considered appropriate for everyone.)***
- **Violations to these guidelines may result in dismissal from WHCT. To ensure a safe environment for our students, all adults and students affiliated with WHCT must report violations of the above guidelines to the Director.**

### *Driving Policy*

- WHCT does have a driving policy honor code. When a student begins driving to or from campus, [this form](#) needs to be obtained from the Director and signed by both the student and the parent.
- We share the parking lot with the church office and expect that all parent and student drivers keep their speed under 10mph while driving through the parking lot.
- Anyone parking their vehicle on campus should park in one of the marked parking spaces of the parking lot. (i.e., not on the grass)

### *Student Dress Code*

- In I Corinthians 6:19, we are told that the body given to us by God is indeed the “temple of the Holy Spirit and that young or old, we are to be an example to others “in word, in conduct, in love, in spirit, in faith, and in purity”: (I Timothy 4:12).
- The message we communicate to others about ourselves and about our Lord can be greatly affected by our dress. While it is not our desire for West Harpeth Christian Tutorial to become the “fashion police”, we do request that parent and student work together in the choice of apparel that will reflect the faith, conduct, and purity mentioned in the verse from I Timothy. We should not dress in a way that puts the body on display, but rather in a way that is consistent with Christian moderation.

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**Guidelines while on campus and at WHCT events:**

- Clean, Modest Clothing: stomach, cleavage, and undergarments must be completely covered.
- Skirts or dresses must be at the knee length. Mid-thigh skirts or dresses are allowed if wearing leggings or finger-tip length shorts underneath.
- Shorts should be to the length of the student's fingertips (when arms hang to the side) or longer.
- Sleeveless shirts that are at least 3 fingers wide are allowed. Arms holes should be reasonably snug and not allow the visibility of undergarments.
- Logos, images, and messages on clothing should be appropriate and non-offensive.
- Pants worn near the natural waistline.
- Leggings are allowed only if worn with a tunic or long shirt /sweater that completely covers one's backside.
- Holes in pants are allowed as long as no skin is visible above the fingertip length.
- Visible tattoos must be appropriate.
- Shoes are required at all times. (Exceptions are made for theater performances.)

**Formal event guidelines (ex: Christmas party, prom, etc.):**

***Ladies:***

- For formal events & specific theater costumes only, girls are allowed to wear sleeveless or strapless dresses as long as no undergarments show.
- Backless (defined as below the bra line), or low-cut fronts (with cleavage) are not appropriate.
- Dresses must be at least finger-tip in length at the shortest point (including slits) with shoulders completely relaxed. Dresses above the knee require shorts underneath.
- Bodycon and Midriff styles are not permitted.
- ***If you have questions about your specific attire, please ask for approval from the Student Affairs Committee or the Director.***

***Gentlemen:***

- Gentlemen are to wear a suit or dress shirt with dress pants.
- ***If you have questions about your specific attire, please ask for approval from the Student Affairs Committee or the Director.***

***(Dress Code Continued on page 8)***

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**Steps taken when the dress code policy is violated:**

- If it is determined that a student has violated the dress code policy necessitating an incident report, the report will be sent to the parent and the Director notified. At the Director's discretion the student may be asked to change or be sent home and unable to attend class that day. The incident report should be signed by the parent and student and returned to the Director.
- If a second offense should occur, a written dress code violation notice will be given to the student and asked to be returned, signed by both the student and the parents. Again, at the Director's discretion the student may be sent home and unable to attend class that day.
- If a third dress code violation should occur, the student will be sent home and unable to attend class that day. Every subsequent day the student is in violation of the dress code for the remainder of the year, the student will be sent home and unable to attend class.

***Our heart is not to focus on the outward appearance,  
but to create a comfortable, distraction-free environment for learning.***

*Gender Identity and Sexuality Policy*

- WHCT affirms that marriage is between one man and one woman, and that as believers we are to be committed to a lifestyle in keeping with values as set forth in the Bible. Therefore, as a tutorial, we believe that the practice of homosexuality is sinful and outward promotion of and/or practice of a homosexual lifestyle will not be permitted at WHCT.
- WHCT believes that men and women are created differently (Genesis 1:27), with intention (Psalm 139: 13-16), and are to remain the gender God made them at birth. WHCT cannot support a gender transition and cannot allow a student to remain at WHCT who is clearly and intentionally engaging in a gender transition process.
- We understand that a student's struggles are often different than what they believe to be right. We believe that the student's identity is not defined by a temptation, but rather by the virtues and lifestyle they embrace. Students struggling with homosexual temptations or gender identity issues are welcome at tutorial as long as the student abides by the handbook, dress code, and honor code that all students are subject to at WHCT.
- WHCT recognizes that each family's circumstances are unique, and these situations will be handled on a case-by-case basis.



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## Disciplinary Action

In the event that an incident occurs while on campus during a tutorial day or a WHCT social event, disciplinary action will be taken to uphold the rules that have been mentioned above. There is not a specific set of consequences for every infraction. As a general rule, the offender will be informed that any negative behavior is unacceptable and must not occur again. Negative behavior that is repeated will be passed on to the Discipline committee. Consequences will increase with incident repetition and/or severity of offense up to possible expulsion. A student who is expelled is not entitled to any refund of tuition or fees.

### **Student/Family Appeal Process:**

***Matthew 18: 15-17: In the event that a conflict between persons occurs that cannot be resolved among those involved, an appeals process has been implemented to help with the resolution of conflict.***

- First step: Persons involved meet and attempt to resolve conflict together.
- Second step: If the first step does not result in resolution, then the persons involved are to contact the Director to mediate between parties. The Chair of the appropriate committee will be contacted depending on the nature of the issue. If necessary, the issue will be brought before that particular committee.
- Third step: If the second step does not result in resolution, then the Director will meet with the Disciplinary Committee to recommend further action if necessary.

## Honor Codes and Forms

[Registration Contract](#)

[Parent Honor Code](#)

[Student Honor Code](#)

[Student Driving Honor Code](#)

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## Statement of Faith

- We believe the Bible to be the verbally inspired and only infallible, authoritative, inerrant, Word of God. (II Timothy 3:16; II Peter 1:21).
- We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit. (Genesis 1:1; John 10:30, 37-38).
- We believe in the death of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His cross, in His bodily resurrection, in His personal return in power and glory. (Isaiah 7:14; Matthew 1:23; Luke 1:35; Hebrews 4:15; Hebrews 7:25; John 2:11; Hebrews 9:12; Hebrews 1:14; John 11:25; Acts 1:11; and Revelation 19:11-16).
- We believe that man is sinful by nature and that regeneration by the Holy Spirit is essential and an absolute necessity for his salvation. (Romans 3:19,23; John 3:16,17; John 5:24; Ephesians 2:8-19; Titus 3:5,6).
- We believe in the continuing ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Ephesians 5:18; Ephesians 4:30; I Corinthians 3:16; I Corinthians 6:19,20).
- We believe in the resurrection of both the saved and the lost, they who are saved unto eternal life and they who are lost unto eternal damnation. (John 5: 28,29).
- We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8: 9; I Corinthians 12:12,13; Galatians 3:26)
- We believe in the creation of man by the direct act of God. (Genesis 1:26-28; Genesis 5:1,2).