

# WHETSTONE ACADEMY & THERAPEUTIC BOARDING SCHOOL (STUDENT MANUAL)



August, 2015

Whetstone Academy & Therapeutic Boarding School exists to provide a Liberal Arts-based education in a uniquely integrated setting designed to strengthen the mind, open the heart and equip both body and spirit. We do so by empowering our students with skills to be life-long learners who recognize the benefits of intellectual curiosity and academic rigor. It is our goal that they, along with their families, can find success where there was failure, hope where there was fear and life where there was loss.

## **I. TRANSFER / ACADEMIC PLACEMENT**

- A. Step One:** Prior to enrollment, parents must request that an official transcript be sent to Whetstone from the student's current school. (*See application packet for transcript request form.*) Upon receipt of the student's transcript, it will be reviewed by the headmaster to determine transfer credits.
- B. StepTwo:** Within the first week of a student's enrollment in Whetstone Academy, he will be given a series of diagnostic tests in Math, English, Reading and Spelling. These tests, along with the official transcript, will determine where the student is placed in each academic subject. Often times, a student will have "learning gaps" that need to be filled. Once these "gaps" have been addressed, the student can continue at his grade level.
- C. Step Three:** The student will be issued 48 "Pace" booklets in 4 core subjects: Math, English, Science and Social Studies. Completion of the program at Whetstone requires that each student complete a minimum of 48 Paces, 12 from each core subject.

## **II. CURRICULUM**

### **A. A.C.E. – CORE CLASSES - "Filling the Bucket"**

This first part of our program consists of mastery-based curriculum and materials that are self-instructional, character-building, and individually prescribed. Whether the student is a high achiever, a moderately paced learner, or a slow learner, the A.C.E. educational process begins at the exact level determined by the child's ability. This individualization makes it possible for each student to master the subject matter (80% or better) before moving on. Such mastery is the foundation upon which all future learning is built. Today, **200 staff members** provide training services, curriculum, and materials for an international network of **6,000 schools** and **thousands of home educators** in over **140 countries**.

#### **1. The Pace System**

- a. Accelerated Christian Education<sup>®</sup> has taken the conventionally styled textbook and divided it into bite-sized, achievable, work texts called PACEs. Each PACE is similar to a unit in a textbook. Each level consists of 12 PACEs in each subject. PACEs integrate character-building lessons into the academic content, and self-instructional activities are carefully designed to develop thinking skills and create mastery learning. Throughout the curriculum, the introduction of new vocabulary words is carefully controlled so that no new vocabulary word is used without the student first learning its meaning and pronunciation. Also, these words are repeated a certain number of times to ensure mastery.

- b. Full-color explanations and illustrations add excitement to each lesson, and innovative learning activities reinforce the interesting text material.
- c. Each PACE contains several Checkups, which are quizzes covering a section of the PACE. If mastery in an area is not achieved, the Checkup will reveal that weak area. Students can then take the time necessary to review and learn those concepts before proceeding to the next.
- d. Upon completion of the activities and Checkups, students prepare to take the Self Test. Here students evaluate themselves, and a supervisor/tutor determines readiness for the final PACE Test. When the Self Test is successfully completed, the student turns in the PACE and takes the PACE Test the next school morning. The PACE Test, which is graded by the teacher, objectively measures student mastery of the material.
- e. Since 1970, A.C.E. PACEs have proven to be effective tools for goal setting and for achieving academic excellence.

## 2. **Five Laws of Learning**

- a. Students must be at subject levels where they can perform
- b. Students must set reasonable goals.
- c. Students must be monitored and motivated.
- d. Learning must be measurable.
- e. Learning must be rewarded.

## 3. **Accreditation**

The ACE Curriculum is used by Lighthouse Christian Academy (LCA), which was awarded full accreditation status as a distance education provider by Middle States Association Commissions on Elementary and Secondary Schools (MSA-CESS). LCA was awarded full accreditation status as a distance education provider by Accreditation International (Ai). Ai is a recognized member in good standing with National Council for Private School Accreditation (NCPSA), the Council on Occupational Education (COE), and the International Council for Education. While Whetstone does not automatically enroll students in LCA, we do have a dual-enrollment option because of our “Quality” Status. We do receive a yearly visit from an ACE representative, who certifies our status, providing a third-party assessment of our school’s adherence to the high standards of an ACE School. In addition, because it is an accredited “distance learning” curriculum, parents have the option to continue using ACE as a home school curriculum after Whetstone. [CLICK HERE](#) to see an extensive list of colleges and universities that have accepted A.C.E. alumni.

## **B. “Lighting a Fire” – ELECTIVES**

### **1. MUSIC APPRECIATION**

- a. Residents will be given experience (through Mr. Liimatta’s extensive vinyl record collection) to a variety of genres, including but limited to the following: Rock (and its many sub-genres), Blues, Classical, Country, Folk, Funk, Gospel, Jazz and Soul.
- b. 4-5 hours are spent listening to music each day during school. In one sense, each day is a kind of laboratory study, designed to increase their appreciation of music that they didn’t know existed before coming to Whetstone.
- c. Each week, students will be tested, in both summative and cumulative fashion, on their understanding of Musical History, Genre and Form. They will also be expected to connect artists with the songs and albums for which they have achieved public and critical praise.
- d. Each quarter, students will be tested on their knowledge of the artists/bands introduced in the previous three months.
- e. Before graduating, students must pass a 200 question Final Exam over every artist/band covered during their tenure at Whetstone. (Approximately 150 different artists.)
- f. Many students end up collecting a nice little trove of records to add to their personal collection, by using merits to purchase records in the merit store and by earning 45 records awarded for personal achievements.
- g. Students will view several films and videos to supplement Mr. Liimatta’s lectures. (These include *Hard Day’s Night*, *Don’t Look Back*, *Ray*, *Walk the Line*, A& E Biographies, etc.)
- h. Students will deliver one lecture on a newer artist of their choice (with Mr. Liimatta’s consent). They will be responsible for researching the material, outlining their information, and designing a small quiz that sums up the important content.
- i. Failed tests will result in more preparation and in retakes until mastery is achieved. Privilege Restrictions may result from failure.

### **2. FILM STUDIES/SEMINAR**

- a. Residents will view 1 movie each Friday night. Staff will be present during these films, and residents will be held accountable for movie-viewing etiquette. Demerits and work hours may result from breaches in etiquette.
- b. Most films will be Oscar-nominated in one or more categories.
- c. Films are chosen to give residents exposure to a wide variety of heroes, time periods, genres, acting styles, editing/story-telling techniques.
- d. Care is given to show films that will be of interest to young men while contributing to their personal growth – moral and aesthetic.
- e. All films will have multiple connections to one or more of the 12 level traits.

- f. June, July, and August films will cover the Level One Traits: Honesty, Self-Control and Kindness, in that order.
- g. September, October and November films will cover the Level Two Traits: Responsibility, Loyalty and Purity, in that order.
- h. December, January and February films will cover the Level Three Traits: Excellence, Humility and Perseverance, in that order.
- i. March, April and May films will cover the Level Four Traits: Wisdom, Servant Leadership and Joy, in that order.
- j. No other films will be shown without prior approval from Mr. Liimatta.
- k. Lectures will be delivered on Friday afternoon, focusing on the academic aspects of film such as Setting, Acting, Directing, Cinematography and Critical Reception.
- l. Boys will be given writing/note-taking assignments to be completed during and after the film. These notes will be collected first thing Monday morning. Failure to complete these assignments will result in demerits and possibly work hours.
- m. Residents will meet with staff, as a group, on Monday after lunch, to engage in a higher level discussion/learning seminar about the film and related issues.
- n. Students will be tested in both summative (monthly) and cumulative (quarterly) fashion, on their understanding of Film History, Genre and Technique. They will also be expected to connect actors and directors with the films for which they have achieved public and critical praise.
- o. Failed tests will result in more preparation and in retakes until mastery is achieved. Privilege Restrictions may result from failure.
- p. (Note: Consequences may not be worked off during Reading Hour or during Film Viewings.)

### 3. PUBLIC SPEAKING

Students are given multiple opportunities to practice Public Speaking at Whetstone. We believe this to be an important skill for young men as they prepare to lead their families and communities. It develops confidence and encourages them to think deeply on important topics. It aids with organizational skill, and hones the intellect. Opportunities include Book Reports, Formal Debate, Level Advancement and Graduation Ceremonies, Chapel and Community Involvement.

### 4. READING

There is perhaps no greater instrument of change than a good book. For this reason, one hour each evening is reserved for “**Sustained Silent Reading.**” Mr. Liimatta will work with each student individually to find an appropriate book, and he will assign the deadline for the Book Report which includes at least two pages of neatly organized/outlined notes, as well as an oral report delivered to the group. This report should demonstrate good public speaking skills, and a clear/in-depth understanding of what happened from cover to cover.

If an acceptable report is not delivered on time, students will be assigned Level One privileges until the report is successfully completed. Residents may lose daily points and receive work hours for each school day that the written report is not handed to Mr. Liimatta, and they Students not reading at 350 words per minute on grade level, are required to use Readmaster as instructed until they can pass three consecutive computer drills on grade level.

Residents are required to read and report on 1 book to complete Level One, and 2-3 books (*depending on length and difficulty*) for Levels Two, Three and Four.

Boys are also required to use the Read Master computer program to increase their reading comprehension and speed. Merits are awarded when a boy increases his speed by 5 wpm. The earlier in the week that a boy passes, (two 80%'s or one 90% -100%) the more merits he earns (75 merits on Monday, 50 on Tuesday, 25 on Thursday and 15 on Friday.) If he fails to attempt Read Master before 12:00 on Tuesday, he loses 25 merits for that day and every other day that he fails to attempt. Once on grade level, merits are awarded according to wpm, starting at 250 wpm and then in 50 wpm increments. For example, if he scores a 90% at 250 wpm, he earns 250 merits; when he reaches 300 wpm, he earns an additional 300 merits.

*(Note: Residents who have consequences on the board may not read during free time, or any other time during which they can complete consequences. In addition, residents should not share books without permission. No unapproved book should be in a resident's possession)*

**5. AGRICULTURE** – Students have the opportunity to gather 300 community service hours during a twelve month stay. These hours consist of projects and service completed on and off campus, with priority given to off-campus opportunities when available. These diverse experiences include but are not limited to:

- a. Daily care and feeding of farm animals.
- b. Sorting, branding, and doctoring cattle
- c. Processing chickens and pigs
- d. Extracting Honey
- e. Building fences
- f. Putting up hay
- g. Taking soil samples
- h. Gardening
- i. Landscaping
- j. Tree planting
- k. River clean-up

NOTE: During these times, boys work alongside many other individuals, and they are evaluated on both attitude and performance. Progress in our program is

directly connected to their full participation.

## 6. HEALTH & FITNESS

### a. Running Policies

1. Boys must always wear dark athletic shorts or running/jogging pants, along with neon shirt or long-T/sweater with neon vest.
2. Boys should never attempt to touch a moving vehicle or any person in a moving vehicle.
3. Boys must always run on the right side of the road.
4. Boys must drink approximately one liter of water before and after lunch.
5. Boys must wait on the front porch if they finish before staff.
6. No two boys can run together unless they are given permission.
7. Stopping to urinate or defecate is strictly prohibited.
8. Cold weather running will require some or all of the following: hat, gloves, baklava, layering, drying off and warming up afterwards, longer time for stretching.
9. Boys should never talk to strangers.
10. Boys must stretch before and after run for 3-5 minutes. (No lying or sitting down.)
11. Boys must tie their shoes correctly and firmly.
12. Boys must always wear/carry watch.
13. Boys must record details about run in the running log immediately after chapel the next morning.
14. Absence/Non-Compliance
  - a. If a resident misses a daily run for any reason, he must make it up by running laps on property in a timely manner – meaning *before* the next run if possible. If he misses for a legitimate reason (i.e., sickness, injury, doctor's appointment, counseling), he will not be on privilege restriction, unless the distance is not made up in a timely and appropriate manner.
  - b. Boys who can't run because of illness or injury may be assigned an alternate fitness exercise, and must write 250 words in their fitness journal each day about some or all of the following:
    - How they became sick/disabled
    - What they might have done to prevent it
    - Doctor's orders, diagnoses, prescriptions
    - A plan detailing how they will get better

- Daily diet, rest, hygiene and other relevant health factors
  - Progress towards or regression from optimal health and elimination of symptoms.
- c. If a resident chooses to walk, or if he completes the run in a time that exceeds 2 minutes over his best time, he may be put on privilege restriction until he makes up the run with an equal or in some cases greater number of laps.
  - d. Lap times will be a factor in deciding whether or not the make-up run counts.
  - e. If a resident refuses to make up the run, he will lose his daily point and be assigned work consequences.
  - f. Boys must make progress towards their individualized running goals to be eligible for level advancement. NOTE: If reasonable progress is not achieved and if run times do not decrease steadily over time, other consequences such as work hours and/or loss of daily points may be assigned.
  - g. Any violation of the running policy will result in loss of merits and possible work hours.

15. Record Times (200 merits + a 45 record)

1 mile

- At each 30 seconds above 7:00
- At each 15 seconds below 7:00
- At each 10 seconds below 6:30
- At each 5 seconds below 6:00

2 miles:

- At each 60 seconds above 20:00
- At each 30 seconds below 20:00
- At each 15 seconds below 15:00
- At each 10 seconds below 14:00
- At each 5 seconds below 13:00
- At each 3 seconds below 12:00

3 miles:

- At each 60 seconds interval above 25:00
- At each 30 seconds below 25:00

- At each 15 seconds below 23:00
- At each 10 seconds below 22:00
- At each 5 seconds below 21:00.

**NOTE: Record runs must be attested/witnessed by WBR staff.**

## 16. Non-Record Times

### 1 Mile:

- Finishing within 0:15 of your best 1 mile time = 75 merits
- Finishing within 0:30 of your best 1 mile time = 50 merits
- Finishing within 1:00 of your best time = 25 merits
- Finishing over 1:30 of your best time = 50 demerits for each 0:15
- Merits for 1mile run times under 7:00 will be doubled.
- Merits for run times under 6:30 will be tripled.
- Merits for run times under 6:00 will be quadrupled.

### 2 Miles:

- Finishing within 0:30 of your best time = 75 merits
- Finishing within 1:00 of your best time = 50 merits
- Finishing within 1:30 of your best time = 25 merits
- Finishing within 2:00 of your best time = 0 merits
- Finishing over 2:00 past your best time = 50 demerits for every 0:30
- Merits for times under 15:00 will be doubled.
- Merits for times under 14:00 will be tripled.
- Merits for times under 13:00 will be quadrupled.

### 3 Miles

- Finishing within 0:30 of your best time = 150 merits
- Finishing within 1:00 of your best time = 100 merits
- Finishing within 1:30 of your best time = 75 merits
- Finishing within 2:00 of your best time = 50 merits.
- Finishing within 2:30 of your best time = 0 merits.
- Finishing over 2:30 of your best time = 50 demerits for every 0:30
- Merits for times under 25 minutes will be doubled.
- Merits for times under 23 minutes will be tripled.
- Merits for times under 21 minutes will be quadrupled.

17. Running is cancelled in case of the following:

- Heat index over 100 degrees
- Wind chill below 25 degrees.
- Lightning within 30 minutes of start
- In the event that snow, ice or mud accumulation makes running on the road hazardous, boys will run on Whetstone property.

**b. River Rock Recreation Program**

Our Full time Recreation Coordinator designs a comprehensive monthly program that introduces residents students to a variety of life-sports and work-out regimens, the detail of which are contained in a separate Ranch document. Please inquire for details.

**CHOOL CLASSROOM POLICIES**

**A. School Schedule**

8:00-8:30 Chapel  
8:30-9:25 Morning Session A (1 Goal)  
9:25-9:30 Break  
9:30-10:15 Morning Session B (1 Goal)  
10:15-10:30 Break/Snack  
10:30-11:15 Morning Session C (1 Goal)  
11:15-11:30 Break  
11:30-12:15 Morning Session D (1 Goal)  
12:15-1:00 Lunch/Clean-up

“Filling a Bucket”



“Lighting a Fire”



1:00-2:15 Afternoon Seminar A (Music Appreciation, Film Studies, Writer’s Workshop, Journaling, Public Speaking, Book Reports, etc.)  
2:15-2:30 Break  
2:30-3:15 Afternoon Seminar B (Follow-up/Break-out or Study/Homework)  
3:15-3:30 Announcements/Clean-up  
3:30-4:00 1, 2 or 3 mile run

B. **Merit Opportunities** (*Merits are redeemed every 2 weeks on “Merit Store Thursday,” where students can buy snacks, candy, school supplies, records, clothing, office décor, etc.*)

- Exhibiting Level Traits (5-100 merits)
- Completing daily goals – includes scoring and correcting: (25-100 merits)
- Personal Bests/Feats of Strength – running, disc golf, free-throws, etc.: (5-1000 merits)
- Quality writing assignments – (Creative Writing, Film Analysis, PACE work...)(5-500 merits)
- Applying for and Earning Privilege Status on Friday (100-200 merits)
- Memory Work – Bible verses, quotes, poems, mission statement, etc. (5-200 merits)
- Book Report – Oral report of 10-15 minutes, with Q&A, accompanied by a neatly written 2-page outline. Both written and oral reports must demonstrate mastery of content. (50-200 merits)
- Oral Report on Current Event (10-100 merits)
- Tie Tuesday (150 merits)
- Tri-Bond Fridays (5-50 merits)
- Passing Music Tests (15-75 merits)
- Passing Film Tests (100-300 merits)
- Passing Readmaster, Typemaster, Mathbuilder and/or Wordbuilder (25-500 merits)
- 6 and 12 PACE averages
  - 100% = 1,000/2,000 merits
  - 96%-99% = 500/1,000 merits
  - 91-95% = 250/500 merits
  - 86-90% = 100/200 merits
  - 80-85% = 50/100 merits
- Passing Tests:
  - 100% = 200 merits
  - 96-99% = 150 merits
  - 91-95% = 100 merits
  - 86-90% = 75 merits
  - 80-85% = 50 merits

C. **The Merit System/Privilege Levels (W-B-R)** – (To be determined each Friday morning, for the following week. Students must complete a Privilege Application and schedule a brief conference with Mr. Liimatta, before 3:15 on Thursday afternoon, to explain why they deserve privilege status. If students fail to make time for this conference, they will not

be on privilege status. If a student fails to earn privilege for 2 weeks in a row, they will lose 50 merits for each week thereafter, and could potentially be assigned Privilege Restriction.

### **Level “W”**

#### **Responsibilities**

- No more than 100 demerits the previous week
- Academic Balance
- No failed Tests (PACE, Music or Reading)
- On PACE to take all tests on time (= no more than 2 days behind schedule in 2 subjects; 1 day behind in 4; or 2 days behind in and 1 day behind in 2)
- Level I verses memorized + Mission Statement
- 85% test average
- Book Report delivered on-time

#### **Privileges**

- 10-15 minute morning break; able to earn game merits.
- No signature to use Score Keys, except before Check-Ups and Self-Tests; must still get required signatures when instructed to do so.
- Comfortable Chair
- Choice of Snacks
- Able to purchase coffee and/or treats when offered or auctioned.
- 100 Merits
- 1 Honor Point

### **Level “B”**

#### **Responsibilities**

- No more than 50 demerits the previous week
- Academic Balance
- No failed Tests
- Level Two or above
- On PACE to take all tests on time
- Level I, II, and III verses memorized + Mission Statement
- 250 wpm on grade level
- 88% Test average
- Book Report delivered on time

## **Privileges**

- 10-15 minute morning break; able to earn game merits
- No signature to use Score Keys, except before Check-Ups and Self-Tests; must still get required signatures when instructed to do so.
- Comfortable Chair
- Choice of Snacks
- Able to purchase coffee and/or treats when offered or auctioned.
- One free mint and/or piece of candy each day
- Free coffee on Friday
- 125 Merits
- 1 Honor Point

## **Level “R”**

### **Responsibilities**

- No more than 25 demerits the previous week
- Academic Balance
- No failed Tests
- Level Three or above
- On PACE to take all tests on time
- Level I, II, III and IV verses memorized +Mission Statement + Extended Passage
- 350 wpm on grade level
- 90% Test average
- Book Report delivered on-time

### **Privileges**

- 10-15 minute morning break; able to earn game merits
- No signature to use Score Keys, except before Self-Tests; must still get required signatures when instructed to do so
- Comfortable Chair
- Choice of Snacks
- Able to purchase coffee and/or treats when offered or auctioned.
- One free mint and/or piece of candy each day
- Coffee on Friday and one other day of your choice
- Able to select one record/tape/cd...with teacher approval.
- Able to use mp3 w/headphones for one morning or afternoon each week.
- 150 Merits
- 1 Honor Point

**D. Minor Violations** (Unless permission is granted, these will result in the loss of 5-25 merits, depending upon severity and regularity of the violation, as well as how long the boy has been in the program.)

1. Physical Appearance Issues:
  - a. Dress code violation (*See section on Dress Code.*)
  - b. Personal Grooming (hair, teeth, breath, feet, deodorant, finger nails, chapped hands)
  - c. Not wearing glasses, insert or other assistive/prescribed accessories.
  - d. Putting stuff in your mouth (fingers, pencil, pen, paper, eraser, etc.)
  
2. Goal Card Issues:
  - a. Not placing test date and pages per day in middle row/“W”
  - b. Not placing the number of PACE in subject box
  - c. Not making next day’s goal after completing today’s goal
  - d. Unauthorized goal changes
  - e. Not indicating Check-ups and Self Tests
  - f. Duplication of goals
  - g. Not crossing out goals when completed
  - h. Crossing out goals before they are complete, i.e., scored *and* corrected
  - i. Not posting goal card in the correct position
  - j. Not placing flags near goal card
  
3. PACE issues:
  - a. Sloppy handwriting
  - b. Not placing name and date at top
  - c. Not following PACE directions
  
  - d. Not obtaining signatures for ANY of the following:
    - i. Outside Reading
    - ii. Memory Work
    - iii. Writing Assignments
    - iv. “Learn” or “Memorize” or “Read” or “Find”
    - v. Check-ups
    - vi. Self-Tests
    - vii. Yellow Strips
  
  - e. Not circling pages when complete
  - f. Not circling “X’s” when corrected
  - g. Not scoring Check-ups and Self Tests
  - h. Not looking up and writing page numbers for Bible verses.
  - i. Not “learning” or “memorizing” when instructed to do so. (Always write these things down in your notebook!)
  - j. Falling behind by more than 3 days in a PACE.

- k. Not completing at least 3 goals each day.
- 2 goals = 50 demerits + 30 minutes of work.
  - 1 goal = 100 demerits + 1 hour of work.
  - 0 goals = 150 demerits + 2 hours of work.

NOTE: One homework PACE is allowed each night; if completed that evening, it will count towards your daily goal, *although demerits will still be assessed.*)

- l. Not replacing score key properly and neatly within folder
- m. Not knowing check-ups, self-tests, and memory work at 90% accuracy. This includes pronunciation and appropriate speed of response. (1st time = 10 demerits, 2<sup>nd</sup> = 20 demerits, 3<sup>rd</sup>-? = 30 demerits)

4. Student Office Issues:

- a. Unapproved items
- b. Messy Work Station
- c. Not keeping right side of office organized according to directions: (ex: “to do” PACES, completed PACES, goal card, flags, spiral binders, record box, pencil box, 5 star folder, wisdom notes, music notes, film notes, etc.)
- d. Not sitting on the left side of your desk
- e. Not cleaning coffee mug
- f. Not emptying garbage
- g. Not completing elective notes in a correct, timely or neat manner
- h. Not placing goal card at bottom right of desk at the end of the day
- i. Not placing “SERVICE” on Wednesday boxes
- j. Dirty Carpet (mud, dirt, scraps, crumbs, etc.)
- k. Forgetting, losing, wasting or defacing school supplies/books/materials
- l. Getting out of chair without permission
- m. Head down on desk
- n. Leaning back in chair
- o. Slouching in chair
- p. Leaving chair out (*Seat of chair must be pushed completely under desk top.*)

5. Disturbance Issues:

- a. Not raising your flag to ask a question
- b. Humming, tapping or bouncing to music
- c. Turning or looking around
- d. Writing or passing notes
- e. Burping and farting
- f. Laughing or talking to yourself
- g. Sneezing and coughing without attempting to muffle sound
- h. Undoing any article of clothing outside of bathroom
- i. Any unapproved talking in the Learning Center
- j. Any relatively minor disturbance in the Learning Center

6. Behavior Issues:
  - a. Not saying “please” and “thank-you”
  - b. Not saying “yes, sir” or “no, sir”
  - c. Arguing, whining and/or complaining
  - d. Inconsistent work habits (dozing, staring, doodling, etc.)
  - e. Being tardy to class (to chapel, after chapel, to lunch, changing clothes, “line-ups”)
  - f. Taking too long in the bathroom
  - g. Hoarding snacks. (All food must be consumed within school day.)
  - h. Bringing food or drink into the Learning Center

7. Miscellaneous Issues:
  - a. Not bringing water bottle to and from school.
  - b. Not drinking enough water. (1 liter before lunch; 1 after lunch)
  - c. Not wearing/bringing watch to school or while running.
  - d. Not completing Readmaster, Typemaster, Wordbuilder and/or Mathbuilder assignments
  - e. Not retaking failed Music or Film test the next day. Notes must be rewritten neatly and handed in before test

E. **Major Violations** *(These result in serious consequences, such as privilege restriction, loss of daily point(s), and/or the loss of at least 50 merits.)*

1. Cheating on PACE work or test. This includes but is not limited to the following:
  - a. Cheat sheets
  - b. Leaving and reentering testing area before test is completed
  - c. Extra red marking on PACE
  - d. Writing on hands/arms/clothes, etc.
  - e. Leaving answers to check ups and self tests within view while taking them
  - f. Going to scoring station with a pencil or eraser
  - g. Copying other students’ work
  - h. Improperly “assisting” another student
  - i. Writing on check-ups/self tests before getting initials
  - j. “Overlooking” incorrect answers
  - k. Crossing out goals that have not been completed
  - l. Skipping exercises/pages without permission
  - m. Discarding inserts
  - n. Not obtaining supervisor initials when required
  - o. Removing score keys from the scoring station
  - p. Using a red pen anywhere other than the scoring table

**NOTE:** In addition to demerits and loss of daily point(s), students caught cheating will forfeit allowance for the week, begin the PACE from the beginning, and assume immediate Privilege Restrictions until the make-up PACE is passed.

Students will lose ALL merits earned for Tests and PACE work completed during the previous 3 weeks.)

2. Falling behind by more than 3 days on any PACE.
3. Lying
4. Stealing
5. Defiance
6. Disrespect of self or others
7. Obscene gestures
8. Filthy or impure language
9. Trying to access the internet without permission
10. Tampering with another student's work station or school materials.
11. Physical contact / Horseplay
12. Property damage
13. Repeated minor offenses

#### **F. Dress Code**

On Monday and Thursday, students will wear ranch-issued khaki pants with a leather belt, and shined dress shoes or clean cowboy boots which remain on at all times. If dress shoes are worn, dark blue or black mid-calf socks must be worn. Students can either wear a short or long sleeve Western shirt with snap buttons, along with a neutral-colored insulated vest, v-neck sweater or sweater vest over it. A white undershirt should be worn beneath, and shirts must remain tucked at all times. Only the top button should remain unbuttoned. All clothing should be clean and relatively wrinkle-free. Hair should be wetted and combed. Body and breath odor must be controlled.

On "Tie-Tuesday," students may wear khaki dress pants, a white collared dress shirt, an approved tie, dress shoes and dark mid-calf socks, for 150 merits. Students may choose to dress up like this on any other day for 100 merits.

On Friday, students have the option to wear their ranch-issued George Strait blue jeans instead of their khakis. All other dress code rules remain in effect.

#### **G. Homework**

Students may bring home only one pre-approved PACE for homework each evening, unless they have permission to bring home more. If completed as homework, they must show it to a supervisor first thing the next school morning. If satisfactory, students may receive credit for one additional goal for the previous school day to erase work hours. NOTE: PACEs should never be worked on during recreation, film, chapel, meal or reading time.

#### **H. Testing Procedures**

PACE must be totally complete and handed in the day **before** a test is taken. Only the student's notes can be taken home to study. (Self-Test should be passed with at least 90% proficiency.) On the day of a test, the student must first prioritize his daily tasks and update

his elective folder. After taking a few minutes to do this, he may move to the testing table. He must roll sleeves up to the elbow and keep both hands on the table at all times. *There should be no talking or communication whatsoever.* Students will be given a time-limit to complete the test, at which time, the test will be collected. Students may not leave the testing table before test is complete. If he finishes before time expires, the student must raise his hand until the teacher/monitor comes to collect it. Only then may he return to his office and resume his daily tasks. If a test is not passed with 80% or higher, the entire PACE must be redone within one week, including any supplementary materials such as extra writing, memorization, labs, wisdom inserts, etc. Each student is allowed to fail one pace in each Subject without further consequence. Every failed PACE after this will result in the loss of 100 merits and 5 dollars of allowance.

### III. **GRADUATION/TRANSFER FROM WHETSTONE ACADEMY**

If the student receives a "Certificate of Completion" from Whetstone Academy/LCA, and all of the financial responsibilities have been paid in full, the school will issue a completed transcript to any institute for further education (i.e., universities, colleges, technical or trade schools, military, etc.), upon formal request from the responsible party.

School staff will work directly with the Counseling Department and Administrative Staff of the school where parents hope their son will transfer. In the vast majority of cases, credits have transferred without any issues. If an issue does arise, the Whetstone staff will work to clear up any misunderstanding and to provide the necessary paperwork. Parents are strongly encouraged to discuss our school program and transfer credits with their son's school counselor before enrollment.

If a student transfers to another school before completing the program, an official transcript will only be issued from Whetstone Academy if he is in good standing within Whetstone's terms of enrollment. Any student removed prior to completing the withdrawal procedure may receive a grade of "incomplete" in all subjects, and no transcript will be issued.