



Wickenburg
Christian
Academy

***WICKENBURG CHRISTIAN ACADEMY
LEGACY HIGH SCHOOL
K-8
STUDENT HANDBOOK***

2011 – 2012

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PURPOSE

The purpose of Wickenburg Christian Academy is to provide an educational program of excellence which upholds a standard of academic excellence providing Biblical-based instruction that enables students to develop a Christian worldview, and prepares the students to fulfill their God-ordained role in the home, the church, their country and the world.

PHILOSOPHY

The educational philosophy of Wickenburg Christian Academy (WCA) is based on a God-centered view of truth and man as presented in the Bible: Since God created and sustains all things through His Son, Jesus Christ, the universe, and all life are dynamically related to God and have the purpose of glorifying Him. This is pointedly true of man/woman, who was made in God's image, different in kind from all other creation with the unique capacity to know and respond to God personally and voluntarily. Because man/woman is a sinner by nature and choice, however, he/she cannot in this condition know or honor God in his/her life. He/She can do this only by being born again through receiving Jesus Christ as his/her personal Savior and Lord and thus be enabled to do God's will, which is the ultimate purpose of his/her life.

The entire process of education is seen as a means used by the Holy Spirit to bring the student into fellowship with God, to develop a Christian mind in him/her and to train him/her in godly living, so that he/she can fulfill God's total purpose for his/her life personally and vocationally.

- He/She must be taught the Bible so that he/she may understand God as well as his/her own nature and role as God's image.
- He/She must be developed and related to God as a whole person - spiritually, mentally, physically, and socially;
- He/She must learn to see all truth as God's truth and to integrate it with and interpret it by God's Word;
- He/She must be educated as an individual with his/her own unique abilities and personality who must learn to live and work with others at home, in the church, and in a changing secular society; and,
- He/She must interact with and be taught by the parent/guardian and teacher models who are themselves born again and have this perspective on life. The authority for such an education comes both from God's command that children be taught to love God and place Him first in their lives and from the fact those parents/guardians are responsible for the total education and training of their children (Deuteronomy 6:6-9, Ephesians 6:4). At the parent's/guardian's request the WCA, along with the Church becomes a partner in giving this education.

STATEMENT OF FAITH (Association of Christian Schools International)

1. **We believe** the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (2 Timothy 3:15; 2 Peter 1:21).
2. **We believe** there is only one God, eternally existent in three persons - Father, Son and Holy Spirit. (Genesis 1:1; Matthew 28:19; John 10:30).
3. **We believe** in God as absolute and sole creator of the universe, and that Creation was by divine order, not through evolutionary process. (Genesis 1:1-27; John 1:1-3; Colossians 1:16-17)
4. **We believe** in the deity of Christ (John 10:33) His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35) His sinless life (Hebrews 4:15; 7:26) His miracles (John 2:11) His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9) His Resurrection (John 11:25; 1 Corinthians 15:4). His ascension to the right hand of the Father (Mark 16:19) His personal return in power and glory. (Acts 1:11 and Revelation 19:11).

5. **We believe** in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men/women are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith, alone we are saved. (John 3:16-19; 5:24; Romans 3:23; 5:8-9; Ephesians 2:9-10; Titus 3:5).
6. **We believe** in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. (John 5:28-29).
7. **We believe** in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).
8. **We believe** in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13-14; 1 Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18).

STANDARDS OF CONDUCT

Every institution has standards of conduct. These can be stated as rules, dos and do not's, or as principles to live by. Rules tend to promote a legalistic and regimented interpretation and response. For example, a rule would say: "Don't hit another student". You could "obey" that rule and still have hatred in your heart for another student. In doing so, you'd miss the spirit of love implied in the rule. However, a principle would say: "Love your fellow students and treat them the way you'd treat the Lord". This principle would have many applications implied in it: giving of yourself to other students, supporting and helping them, putting them first, not doing or saying anything that would hurt them, etc. Principles tend to promote a heart response or change in attitude that goes far beyond superficial behavior or outward actions.

This after all, is what learning the ways of God is all about; not just learning the "right thing to do" or how to "get by", but having the nature of Christ formed in us (II Peter 1:3,4). Therefore, the following principles are set forth as a standard or plumb line for WCA:

1. **Faithfulness:** covenant love, laying down your life for the brethren and the Lord; being dependable and trustworthy; patient and forgiving.
2. **Honor:** the fear of the Lord and respect for those in authority; preferring one another; humility, submissiveness and obedience; teach ability; gratefulness.
3. **Harmony:** dwelling together in unity; friendship and sharing; peace and joy; cooperation.
4. **Honesty:** being truthful with God, yourself and others; integrity and sincerity; transparency; fairness.
5. **Purity:** holy to the Lord; cleanness; modesty and decency; noble and lovely.
6. **Order:** under discipline and self-discipline; neat and orderly; organized and clear thinking.
7. **Stewardship:** accountability and responsibility; serving; diligence and perseverance; labor; bringing things to excellence; sowing and reaping.

ADMISSIONS

WCA exists to offer Christian education in a Christian environment. Students will, therefore, be carefully selected in order to maintain a student body of high academic and moral standards. WCA admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available at the school.

Admission to the WCA is obtained by written application and a personal interview with the school

administrator or designee. Report cards, school records, recommendation concerning character, attitude, and general promise of the student, and testing will be used in determining admission. All new students will be tested before accepted and are placed on a nine week academic and social probation period. This school does not provide special education for students who have emotional or learning disabilities.

Kindergarten children shall be five years old by September 1. Children will be considered for entrance to kindergarten and first grade based upon the results of developmental testing and prior educational experience. A birth certificate should be presented with the initial registration. The kindergartner should be able to recognize:

- all the letters of the alphabet. (letters not in order)
- numbers 1 to 10. (not in order)
- the basic colors. (black, green, red, yellow, blue, orange, purple, brown)

TUITION - LATE PAYMENTS

Monthly tuition is due on the 1st of every month. Tuition and fees are payable on the due dates described in “tuition and Fee Schedule”. Accounts become delinquent 10 days after the due date and a service charge of \$25.00 will be added to these past due accounts. If an account becomes more than one month past due, the child may be excluded from school until the balance is paid in full or arrangements are made to do so with the administrator.

REFUND POLICY

Because our expenses continue whether or not every child is present every day, no tuition refunds can be made in the case of absence for illness or any other reason. As long as we hold a place for your child, your tuition charges continue. When a child withdraws from school, a refund for a partial month will not be given. Refunds for positive credit balances will be given for students who graduate or do not return the following school year in June.

SCHOOL GOVERNING BODY

Wickenburg Christian Academy, Inc., a non-profit Corporation, and its Board of Directors are solely responsible for operating and governing WCA. The board is comprised of Christian men and women who are committed to the total education of children through a Bible oriented curriculum.

HEALTH AND MEDICAL INFORMATION

Communicable diseases - A health record is kept for each child. In order to keep this record up to date, please inform the office when your child has any type of childhood illness or communicable disease.

Chronic illness: If your child has any physical limitations due to chronic illness or other cause, please discuss this with your child’s teacher and make the office aware of the problem.

Illness or injury at school: If a child becomes ill or is injured at school, the parents/guardians will be contacted. It is most important that you notify the school of any change of telephone number so that

contact may be made immediately in case of emergency. The school is required to take additional steps in the event of incidents where an individual is contaminated with another person's blood. (Per OSHA Standards).

Medicines- If it is necessary for your child to take any medicine during school, he/she should take the medicine in the original container to the office immediately upon arrival at school, along with a school provided permission slip which includes information such as the name of the medicine, dosage, frequency, etc.

No medication, including aspirin/Tylenol, will be given without permission from the parent/guardian.

Immunizations- Before school starts each year, please make certain your child is up to date on all childhood immunizations. If you do not know, please ask your child's doctor. Our office will require this information prior to admission. Students who are not current on required immunizations will be suspended until state requirements are met.

Transportation Policy

Transportation is not provided by the school. K-8 students may not be on campus before 7:45 am and must be picked up by 3:45 pm. High School students may not be on campus before 8:00 am. High School students need to get permission with teaching staff or Administrator to be on campus outside of the school day. Parents needing child care before 7:45 am may drop off their student beginning at 7:00 am to the After School Program. Students not picked-up by 3:45 pm will be taken to the After School Program. Parents will be charged accordingly for the services used to a minimum of one hour per week.

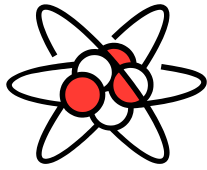
SCHOOL SUPPLIES

All classes need to refer to the supply list as essential for each grade and teacher. The website has each class listed.

All K-8 students should bring a book bag/backpack.



Supply list will be available four weeks before the start of school in the front office or on-line at www.wickenburgchristianacademy.org.



Science Lab Fee-

\$10.00 per semester, \$20.00 per year
4th thru 8th Grades

LUNCHES

All students will bring a sack lunch to school each school day. No refrigerators or microwaves are available for student use.

Lunch 1	K-4 th	11:30-12:20
Lunch 2	5 th -8 th	12:15-12:45
High School		12:15-1:00

Kindergarten thru fourth graders will need a snack every day. No student will be permitted to leave the school grounds to go for lunch unless his/her parent/guardian or other adult approved by his/her parent/guardian in writing comes for their student. Other special arrangements should be made through the office and the procedure for checking out at the office must be followed. Parents are welcome to have lunch with their child during lunch time.

LOST OR DAMAGED BOOKS

The student and parents/guardians are responsible to pay the replacement cost of any lost or damaged books.

LOST AND FOUND

A “Lost and Found” box is kept for items that are left on the school grounds or in the classrooms. We suggest that all lunch boxes, sweaters, coats, etc., be marked with the student’s name so that lost items can be easily returned when found. Many items are left behind because no one claims them. Please encourage your child to look for items that may be lost.

VISITORS AT SCHOOL

Parent/Guardians who desire to visit their child’s classroom during school hours are always welcomed. Parent/Guardians must sign-in at the front office and are encouraged to participate in the classroom anytime.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences will be scheduled a minimum of twice each school year to discuss the progress of your child. Other conferences will be held on a case basis and may be requested by either party. Parents/Guardians are expected to attend.

PARENT TEACHER FELLOWSHIP (P.T.F.)

The Parent-Teacher Fellowship is an organization that is designed to bring into close relation the home and the school so that parents/guardians and teachers may cooperate effectively in the education of a child. PTF Fundraisers are integral to the financial success of the school & help to keep tuition cost as low as possible. Every parent/guardian is required to become an active participant in our PTF. Attendance at scheduled meetings should be given highest priority.

GRADING SCALE

90-100	A
80-89	B
70-79	C
60-69	D
00-59	F

HIGH SCHOOL STUDENTS REFER TO GRADING SCALE ON WEBSITE FOR FURTHER CLARIFICATION.

HONOR ROLL

WCA recognizes achievement in our students in both academics and character quarterly. A rubric is used for the areas of cooperation, enthusiasm, initiative, scholarship and discipline.

STUDENT GRADE ADVANCEMENT

For a student to advance to the next grade, the student must achieve a minimum grade average of 70% to be promoted to the next grade level. Percentage grades are converted to an A through F display on the student's report card.

High School students who desire to graduate will be required to meet the graduation prerequisites as outlined by the Legacy Education Council.

HOMEWORK POLICY

For each days or class absence, a student will be given one day to complete homework.

CHAPEL

Kindergarten through 12th grade students attends Chapel weekly. Chapel programs can include pastors, missionaries, and other selected guest speakers.

FIELD TRIPS

Field trips are planned for their educational value and will be scheduled by appropriate teachers. Notification reflecting the Field Trip details is sent home with the student to obtain their parents' permission to attend. All students will be expected to attend unless prior arrangements are made with the administrator or High School Director. A parent/guardian may be requested to participate in field trips (assist in transportation and supervision, etc.)

DRESS CODE

The Bible commands the Christian to “do all to the glory of God” (I Corinthians 10:31). In today’s society, this command has special reference to the fact that God may be honored or dishonored by our personal dress and grooming. In dress, as well as doctrine, the Christian is to “test all things, hold fast to what is good, abstain from every form of evil” (I Thessalonians 5:21- 22). The Christian is to have a regard for things that are “pure...of good report...of virtue...and praise” (Philippians 4:8). WCA has chosen to follow and create an atmosphere to encourage the high Christian standards of conduct and appearance. WCA believes that these commands have a practical application to the students’ dress and grooming. Outward appearance is a significant way in which we reflect our inward character. WCA has always been in favor of tasteful, contemporary dress. In all areas of appearance pertaining to clothes, hair styles, and makeup, students should look neat, natural, with emphasis on cleanliness and modesty. For these reasons, WCA students will wear approved uniforms to all school and school-sponsored functions. **If a student arrives at school dressed in violation of this dress code, or a student outgrows their approved uniform making it too short or tight, the student’s parents(s) will be called to bring a change of clothes for the student to change into.**

HIGH SCHOOL STUDENTS PLEASE REFER TO WEBSITE

Boys

1. Hair
 - a. Must be clean and neatly groomed.
 - b. Length to be above collar, mid-ear and above eyebrows
 - c. No bowl cuts, sculptured cuts or design cuts
2. Shoes
 - a. Shoes must be worn at all times.
 - b. White, black, or navy blue tennis shoes in good repair are acceptable. Except H.S.
 - c. Socks must be worn at all times.
 - d. Sandals & flip-flops are not permitted.
3. Pants
 - a. Only official school uniform slacks or shorts in navy blue or khaki will be allowed.
 - b. No jeans, overalls, or sweat pants.
4. Shirts
 - a. Only khaki (dust/yellowish brown), red, white, hunter green (dark/forest), blue (light, navy, royal) or maroon polo style or white dress shirts will be allowed. Long sleeves or short sleeves are permitted.
 - b. Shirts are to be worn tucked in at all times, while on school grounds.
5. Jewelry
 - a. Watches are the only acceptable jewelry for boys at school.

6. Fragrances
 - a. Use of fragrances is not permitted.

Girls

1. Hair
 - a. Must be clean and neatly groomed.
 - b. No hair in eyes.
 - c. Haircut must be in keeping with feminine appearance.
2. Shoes
 - a. Shoes must be worn at all times.
 - b. White, black, or navy blue tennis shoes in good repair are acceptable.
 - c. Socks or hosiery must be worn at all times except with sandals.
 - d. Flip-Flops are not permitted
3. Dresses/Slacks
 - a. Only official school uniform jumpers, shorts, slacks, skorts or Capri pants in navy blue or khaki will be permitted. 7th and 8th grade girls may also choose to wear navy blue or khaki skirts. Skirts, jumpers and skorts must be no more than 1” above the floor when the student is kneeling. For modesty during outside activities, girls in grades K-6 must wear shorts under jumpers.
4. Blouses
 - a. Only khaki (dust/yellowish brown), red, white, hunter green (dark/forest), blue (light, navy, royal) or pink polo style or white dress shirts will be allowed. Long sleeves or short sleeves are permitted.
 - b. Shirts are to be worn tucked in at all times, while on school grounds.
5. Jewelry/Makeup
 - a. No makeup is to be used by kindergarten through sixth grade.
 - b. Makeup for 7th-8th grade girls must be minimal and in keeping with the
 - c. Jewelry must be minimal and feminine in appearance.
6. Fragrances
 - a. Use of fragrances is not permitted.

Physical Education:

During P.E., school uniforms, sweat pants or gym shorts and loose fitting T-shirts will be permitted. Tennis shoes are mandatory for P.E.

DISCIPLINE

The purpose of discipline in a Christian school is to bring each student to a maturity in Christ so that he/she will exercise self-control at school, at home, at church, and in every other area of his/her life.

All students are expected to obey all the rules and regulations of the school. We also expect the students to obey and respect their teachers and aides. It is important that parents/guardians teach this character quality to their children. **If parents/guardians undermine this respect by listening to a child's complaints or accusations about a teacher without following them up with the teacher, a foundation of disrespect is laid, and is usually irreversible.**

Disciplinary measures will be taken when necessary for the proper growth of the child. Parents/Guardians will be notified whenever there is a disciplinary problem. Parents/Guardians will be called for a conference when the situation warrants it.

We believe it is a privilege to attend WCA. A student who continually breaks the rules, refuses to cooperate in the educational process, or has a consistent negative attitude toward authority will be subject to suspension or expulsion from school.

GENERAL SCHOOL RULES

We want the attitudes of our students to complement the atmosphere our school tries to provide. We expect all our students to demonstrate the following general attitudes and behavior:

- A.** Reverence to the Bible, God's School and the American and Christian flags.
(Psalm 89:7; Leviticus 19:30)
- B.** Respect and obedience to all school and staff members, respect for fellow students.
(Matthew 22:37-40; Hebrews 13:7)
- C.** Stewardship in proper care of school property-(Luke 16:1-13; 1 Corinthians 4:1-2)
- D.** Cleanliness in work, in actions, in speech, and in dress. (1 Corinthians 10:31)
- E.** Orderly, courteous conduct in the classroom, chapel, lunch area, playground, and restrooms.
(Acts 21:24).
- F.** Respect for boundaries and areas off limits: Other students' work areas, teachers' and aides' desks, chairs, or files. (Acts 17:26).

CONDUCT ON THE SCHOOL GROUNDS

- A.** Students will remain in supervised areas at all times.
- B.** Students will not run or be noisy near the classrooms or office. There will be no playing in the restroom areas.
- C.** The following items will not be allowed on the school grounds except where special permission is given by the administrator: radios, cassette recorders, CD Players, matches, knives, guns, toy guns, water guns, skateboards, illegal substances, or anything deemed inadvisable by the administration.
- D.** Chewing of gum is not allowed at school.
- E.** Respect must be shown for the rights and property of others. Stealing will not be tolerated. The parents/guardians shall be held liable for all damage to property caused by their student.
- F.** Students are to follow the "hands off" policy: no fighting, hitting, pushing, or other rough-housing.
- G.** Profane or vulgar language is not allowed.
- H.** Students will not play with sticks or throw anything at another student (dirt, rocks, etc.).
- I.** Riding of bicycles, scooters, skateboards on the school grounds is prohibited. When used as a mode of transportation to and from school, these items will be secured in an approved place.

- J. Gripping is not tolerated anywhere.
- K. Students are not permitted to operate motorized vehicles on school grounds.
- L. Cell phones may not be used while school is in session. They will be checked in with the homeroom teacher in the morning and checked out at the end of the day.

CLASSROOM STANDARDS

- A. Students are allowed only in their own classroom unless authorized by a teacher.
- B. Students are not to be in the classroom without teacher supervision.
- C. Running in the classroom is prohibited.
- D. Students will help maintain desks, materials, and equipment.
- E. Students are responsible to provide, and have ready when required, all materials, and supplies to function properly in class.
- F. Teachers will expect the cooperation of all students in these four major rules of classroom conduct. Students agree to the following rules:
 - I will be quiet in class and raise my hand to speak.
 - I will stay in my seat until I have permission to get up.
 - I will care for and treat others the way I want to be treated.
 - I will answer adults with proper titles.

DISCIPLINE ACTION POLICIES

Minor Violations:

Minor violations are cumulative for one quarter unless a student has reached suspension. In this Case, the Administrator will outline consequences for the next quarter. These violations include but are not limited to:

1. Food in the classroom, gum, candy, mints.
2. Dress code (removal to office until corrected)
3. Public display of affection.
4. Unauthorized use of cell phone.
5. Out of seat or out of classroom without permission
6. Unnecessary roughness in play.

Discipline Steps for Minor Violation:

The office consequences for discipline accumulate as follows:

- 1-2 - Warning- Teacher consequence
- 3-4 - Detention and phone call to parents from teacher or administrator
- 5-6 - Detention from administrator
- 7-9 - 1 day suspension (may be in-school suspension) and phone call
- 10-11- 2 day suspension and conference and conference between parents/teacher/administrator
- 12- Recommendation for expulsion from school to School Board

Detention:

A detention is a one-hour period served. Detention involves extra work assigned by the detention teacher or the administrator. Student will not be allowed to talk with other students while serving detention.

Major Violations:

These include, but are not limited to:

1. Insubordination (refusal to comply with a reasonable request or disrespect to school personnel).
2. Insolence (attitude of contempt).
3. Mockery (malicious insults, malicious teaching, etc.).
4. Harassment.
5. Intimidation or threats of violence or reprisal.
6. Use of profane, vulgar or obscene language or actions.
7. Possession of obscene and /or offensive materials.
8. Truancy.
9. Use of any type of tobacco products (cigarettes, cigars, chewing tobacco).
10. Willful destruction or defacement of school or private property on school grounds.
11. Theft
12. Possession or use of fireworks, lighters, etc..
13. Possession of any kind of dangerous weapon.
14. Sexual immorality.
15. Inciting or contributing to the disruption of the school program
16. Forgery.
17. Lying.
18. Cheating (giving or receiving any information on an assignment, quiz, etc.). Taking someone else's work and making it your own (plagiarism).
19. Endangering the health, safety, or well-being of oneself or others.
20. An behavior in action or words that occurs on or off campus that is antagonistic to the basic goals and objectives of the school, or has an adverse effect on the other students (e.g. illicit sexual behavior, gambling, drinking).

Wickenburg Christian Academy has a **ZERO-TOLERANCE POLICY** for possession, use, or sale of alcohol, drugs, explosives, firearms, dangerous weapons, or sexual immorality. These activities on or off campus will result in recommendation for immediate expulsion.

Discipline Steps for Major Violations:

Procedures for dealing with major violations include, but are not limited to the following:

1. Immediate removal of student to the office.
2. Parent contacted by the administrator.
3. Administrator determines consequence (detention, in-school suspension, recommendation for expulsion).
4. Written Disciplinary Referral and Warning on the first offense will go in the student's permanent file.
5. Repeat offenses may result in expulsion from school.

Academic Probation:

A student in danger of failing one or more courses at WCA may be placed on academic probation at the discretion of the classroom teacher and the administrator. Terms for the length of the probation, responsibilities of the student to correct the situation, responsibilities of parents and teacher, and set follow-up meeting dates will be specified by written contract.

Academic and Disciplinary Probation:

After evaluation and consultation with administrator, faculty, Education Council and parents, a student

may be placed on academic and/or disciplinary probation. Any student receiving (2) suspensions resulting from discipline consequences and / or major violations will be placed on disciplinary probation. The administrator reserves the right to extend probationary status at any time to any student that warrants such. During probation:

1. The student is disqualified from taking part in all extracurricular activities (including athletics, musical programs, etc.) for the duration of the probationary period.
2. Probation is for one quarter or a period of time set by the administrator.
3. At the end of the probationary period the student must meet with parents and administrator for a follow-up evaluation in order to be removed from probation.
4. A student who receives two (2) suspensions while on probation will be dismissed from school.
5. A student who fails to make progress in correction of the issue that resulted in probation may be required to remain on probation or be removed from school.

Grounds for Dismissal from WCA:

It is not the desire of Wickenburg Christian Academy to ever have to ask a student to leave. However, a difficult time may come. The following are grounds for possible dismissal:

1. Attitudes reflecting a "Flaunting of Sin".
2. Attitudes which Create Negative Tenor for Other Students
3. Attitudes which Continue to "Dampen" Spiritual Growth in Others.
4. Verbal Abuse to Fellow Students and /or Teachers.
5. Failure of Cooperation of Parents in the Discipline Process.

CHAPEL CONDUCT

- A. Students are to come into Chapel in a quiet and orderly manner, supervised by their teacher.
- B. Students in Grades 2-12 will bring their Bibles to Chapel.
- C. Students will sit quietly, listen, and be reverent in Chapel.
- D. Students are encouraged to sing when Chapel is singing.

LUNCH AREA CONDUCT

- A. Students will eat quietly without loud talking or shouting.
- B. Students will remain in their seats until dismissed.
- C. Students will not play with or throw food.
- D. Students are expected to eat the lunch they bring. No trading.
- E. Students will clean up their own eating area.
- F. Eating of food and drink will be limited to the designated areas.

CHRISTIAN AMERICANISM

Christian Americanism places emphasis upon the greatness of America's heritage and the sacrifices of its heroes. America is a republic which guarantees liberties to educate its people and preserve their freedom. We unashamedly teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to law, and love for flag and country.

PLEDGE TO THE AMERICAN FLAG

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one Nation, under God, indivisible, with liberty and justice for all.

PLEDGE TO THE CHRISTIAN FLAG

I pledge allegiance to the Christian flag, and to the Savior for Whose Kingdom it stands, one Savior crucified, risen, and coming again with life and liberty for all who believe.

PLEDGE TO THE BIBLE

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.

INSURANCE

WCA is covered by a liability insurance policy, carried by Brotherhood Mutual Insurance Company. We strongly urge parents/guardians to have your child covered under your family health and accident policy, at parents/guardians expense.

ATTENDANCE/ABSENCES

Faithful attendance to regular school days plus school functions is important. The learning experience is not just found in the classroom, but opportunity to grow and mature can also be found during special school gatherings such as field trips.

- A. Absences.** Whenever a child is absent from school, it is the responsibility of the parent/guardian to notify the school by phone or in writing by 8:30 the morning of the absence. **Verbal messages from other children are not satisfactory notification.** Students must bring a "parent/guardian excuse" to the office upon returning to school after an absence of one or more periods of any regular school day (if parents/guardians have not previously notified the school). When it is anticipated that your child will be absent for several days in a row, the parent/guardian should contact the teacher to provide the opportunity for work at home. Parent/Guardians will be advised that when a student accumulates several absences, a parent/guardian conference will be scheduled and further attendance at WCA may be denied. Students who are absent more than 8 days a semester or 16 days a year may be required to repeat that grade. **Excused Absence:** illness, doctor appointments, and a death in the family are reasons to miss school. **Unexcused Absence:** all other absences not listed above will be listed as unexcused unless prior approval from administrator has been given. We would appreciate that your child not be taken out of school unnecessarily. Missing school creates a hardship for your child. It hurts their skills and grades. Student may make-up missed assignments, but we cannot make up all they have missed in the way of instruction, review, activities, and practice.
- B. Truancy.** Truancy is defined as an absence without the knowledge and consent of parent/guardian or school staff. This would include leaving school without permission before the end of the day or staying out of any scheduled class without permission. Such action will not be tolerated. Parents/Guardians will be notified and a conference requested.
- C. Dismissal.** Checking out of school early is highly discouraged. Parents/Guardians should try

to schedule all medical appointments on off days or after school hours. However, if it is necessary for the child to be taken from the school before dismissal, request must be made in writing to the school office. No student will have permission to leave unless accompanied by his/her parent/guardian, or by a person designated **in writing by the parent/guardian**.

- D. Tardiness.** It is important that students be on time, both to school and to class. When prompt, the student is demonstrating self-discipline and responsibility. Self-discipline in this area is not only important for proper academic achievements, but it is essential for the development of good habits which are characteristic of success and good citizenship in every walk of life. Each student will be in the classroom during assigned classroom time and must come to class fully prepared with the materials needed for class. A student is considered tardy if he/she is not in the opening ceremony by 8:00am. High School students will be tardy when not in class by 8:30am.
- E. Presence on “School Grounds”.** The school is not responsible for children on the WCA property outside of regular school hours as specified in the annual calendar. Typically, these hours are from 15 minutes before the start of school to 15 minutes after the end of school.

GRIEVANCES

Any problems or concerns a parent/guardian may observe concerning their student should first be discussed with the teacher. Every effort will be made to resolve the situation in this manner using the Bible, the Student Handbook, and prayer as our guides. If the situation still cannot be resolved, we suggest the following procedure:

- A.** The parties involved should first set aside some time to pray about the situation. God has the power to solve any problem if you ask Him (John 14:13, 14).
- B.** If a solution is not agreed upon, then the administrator should be consulted for mediation.
- C.** If the problem is reoccurring and seemingly irresolvable, please submit a parent grievance form (can be found in front office) and submit to administrator.
- D.** As per Board policy, the administrator will present the grievance before the board at their next scheduled meeting.
- E.** The Board will give a written response within (3) three working days of the Board meeting.
- F.** If necessary, the board may request appearance, at a board meeting, of the persons involved to resolve the situation.