



---

# Student Handbook 2015-2016

## WICKENBURG CHRISTIAN ACADEMY

---

260 West Yavapai, Wickenburg, AZ 85390

928-684-5916, Fax: 928-684-6104

[www.wickenburgchristianacademy.org](http://www.wickenburgchristianacademy.org)



# CONTENTS

<u>Page</u>	<u>Content</u>
4 - -	MISSION & VISION STATEMENT
6 - -	PHILOSOPHY STATEMENT OF FAITH
8 - -	STANDARDS OF CONDUCT ADMISSIONS
9 - -	RENWEB/PARENTSWEB TUITION PAYMENTS REFUND POLICY SCHOOL GOVERNING BODY PARENT-TEACHER FELLOWSHIP
10 - -	HEALTH AND MEDICAL INFORMATION TRANSPORTATION SCHOOL SUPPLIES LUNCHES LOST OR DAMAGED BOOKS LOST AND FOUND VISITORS AT SCHOOL PARENT-TEACHER CONFERENCES
11 - -	GRADING SCALE HONOR ROLL HOMEWORK POLICY ELIGIBILITY
12 - -	ELIGIBILITY cont. STUDENT GRADE ADVANCEMENT CHAPEL FIELD TRIPS
13 - -	DRESS CODE
14 - -	K-6 BOYS K-6 GIRLS P.E. Special Events
15 - -	Legacy Secondary Academy (7 <sup>th</sup> -12 <sup>th</sup> )
16 - -	DISCIPLINE CODE OF CONDUCT CODE OF ETHICS
17 - -	ETIQUETTE
18 - -	CONDUCT ON THE SCHOOL GROUNDS CLASSROOM STANDARDS CHAPEL CONDUCT LUNCH AREA CONDUCT
19 - -	DISCIPLINE ACTION POLICIES
20 - -	DISCIPLINE ACTION POLICIES cont. PROBATION AND DISMISSAL

- 21 - - **CHRISTIAN AMERICANISM**  
**PLEDGE TO THE AMERICAN FLAG**  
**THE CHRISTIAN FLAG**  
**THE BIBLE**  
**INSURANCE**  
**ATTENDANCE/ABSENCES**
- 22 - - **ATTENDANCE/ABSENCES cont.**  
**OFF-CAMPUS PRIVILEGES**  
**GRIEVANCES**
- 23 - - **LEGACY SECONDARY SUPPLEMENT**
  - Absent/Tardy Policy
  - Grading and Transcripts
- 24 - -
  - Grading cont.
  - Field Trips
  - Ethical Standards
  - Community Service Requirements (9-12)
  - Christian Service Requirements (7-8)
  - Add/Drop Policy
  - Book Return Policy
  - Tutoring
  - Parental Appointments and Interaction

## **Mission**

Our mission is to inspire students  
and their families  
to know and love God and to love and serve others.

We employ classical methods and  
collaborate with Christ-centered ministries,  
equipping students to  
fulfill their unique role in the body of Christ.

## **Vision**

We strive to be  
a premier, Christ-centered, educational leader;  
serving as a catalyst  
for innovative learning and creative application  
in our community, nation and world.



## **EDUCATIONAL 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 and 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, WCA, along with the Church, becomes a partner in giving this education.

## **STATEMENT OF FAITH**

The following statements are the foundation of beliefs from which the philosophy and practice of Wickenburg Christian Academy and Legacy High School are based. These statements are also essential elements of biblical Christianity that we will purposefully and clearly teach to our students through all grade levels.

The substance of these statements will be considered **primary doctrines** at our School. **Secondary doctrines** are issues that are non-essential to biblical Christianity; such positions will not presented as primary doctrine. Secondary doctrines (i.e. the use of charismatic gifts, modes of baptism, or denominational distinctives) may be discussed in class.

However, Wickenburg Christian Academy and Legacy High School shall not promote, condone, or adopt secondary doctrinal positions. When inquiries or concerns regarding such doctrines and their meaning arise, students will be referred to their families and local churches for counsel.

1. **We believe** the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Tim. 3:16; 2 Pet.1:20-21; Matt. 5:18; John 16:12-14).
2. **We believe** there is only one God, eternally existent in three persons - Father, Son and Holy Spirit (Deut. 6:4; 2 Cor. 13:14).
3. **We believe** God is absolute and sole creator of the universe, and that Creation was by divine order, not through evolutionary process (Genesis 1).
4. **We believe** in the deity of Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His resurrection, His ascension to the right hand of the Father, and His personal return in power and glory (John 1:1; Luke 1:35; Rom. 3:24-25, 8:34; 1 Pet. 1:3-5, 2:24; Eph. 1:7; Acts 1:9; Heb. 7:25, 9:24; 1 John 2:1-2).

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 and 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 1:12; Acts 16:31; Rom. 10:13; 1 Pet. 1:18-19).
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 (Matt. 25:46; John 5:28, 39).
7. **We believe** in the spiritual unity of believers in our Lord Jesus Christ (1 Corinthians 12).
8. **We believe** in the present ministry of the Holy Spirit whose indwelling enables the Christian to live a godly life (Gal 5:16-25; Eph. 4:22-24; Col. 3:10; 1 Pet. 1:14, 16; 1 John 3:4-9).



## **STANDARDS OF CONDUCT**

Every institution has standards of conduct. These can be stated as rules, do's and don'ts, 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; teachability; 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 school is obtained by written application and a personal interview with the school administrator. 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 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. However, some accommodations and services are available by arrangement. Please direct related questions to the WCA Office.

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)
- basic colors. (black, green, red, yellow, blue, orange, purple, brown)

## **RENWEB/PARENTSWEB**

RenWeb is an important tool for WCA families and staff, using an online system for grading, attendance, enrollment, applications, communication, and much more. Connection to RenWeb for parents/families is simple by creating a user name and password in ParentsWeb. For detailed directions, please contact the office or visit the school website, [wickenburgchristianacademy.org](http://wickenburgchristianacademy.org).

**Attendance:** Teachers keep attendance for all students K-12 in RenWeb. This includes tardies, half days, and absences. Parents are able to track attendance each week on ParentsWeb.

**Grades:** Grading for classes is also maintained in RenWeb for all students K-12. Progress reports, report cards, and transcripts are generated from this information. Teachers may also send communications on specific classes as needed regarding grades.

**Homework:** ParentsWeb allow parents to check the homework for each student, as posted by their teacher(s). Students who miss classes for any reason will be encouraged to check their ParentsWeb student page to check for homework assignments.

**Communication:** The WCA office staff and teachers use RenWeb as our primary source of communication for all students and families. It is imperative that the information provided to RenWeb be current, both for everyday communications and emergency situations.

**Application/Enrollment:** The application and enrollment/reenrollment process is now completely online for all students. New students follow three major steps to be admitted to WCA: application, interview, and enrollment. Both the application and enrollment steps are part of the online RenWeb system. Reenrolling students need only to access their ParentsWeb account to go through the reenrollment packet. Each packet (application and enrollment/reenrollment) is required to be completely filled out and submitted along with a processing fee.

## **TUITION PAYMENTS**

Tuition is split into 11 equal payments, due on the 1<sup>st</sup> of each month, July through May. 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 in June for students who graduate or who will not return the following school year.

## **SCHOOL GOVERNING BODY**

The Board of Directors of Wickenburg Christian Academy, Inc., a non-profit corporation, is 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.

## **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 training of the child. PTF Fundraisers are integral to the financial success of the school and help to keep tuition cost as low as possible. Every parent/guardian is expected to become an active participant in our PTF.

## **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.

**NOTE: 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 are uncertain, 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**

Transportation is not provided by the school. K-6 students may not be on campus before 7:45 am and must be picked up by 3:45 pm. Parents needing child care before 7:45 am may make prior arrangements to 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 K-12 students should bring a book bag/backpack. Designs should be minimal and discrete, Logo wear and characters should be avoided.

NOTE: Supply list will be available four weeks before the start of school in the front office or on-line at [www.wickenburgchristianacademy.org](http://www.wickenburgchristianacademy.org).

## **LUNCHES**

WCA does not currently have a lunch program. Students are required to bring lunch from home. Please pack lunches in thermal bags with an ice pack or in a thermos. Students do not have access to refrigerator space or means to cook or (re)heat food.

## **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 in the front office 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**

All visitors must sign-in at the front office. Parents/Guardians who desire to visit their child's classroom during school hours are always welcome. Please schedule with teachers in advance to minimize disruptions.

## **PARENT-TEACHER CONFERENCES**

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

## **GRADING SCALE (K-12)**

<b>A</b>	<b>90-100 %</b>
<b>B</b>	<b>80-89 %</b>
<b>C</b>	<b>70-79 %</b>
<b>D</b>	<b>60-69 %</b>
<b>F</b>	<b>00-59 %</b>

## **HONOR ROLL**

Students may qualify for Honor Roll and Principal's Honor Roll based upon "balanced excellence" in both academic achievement and in character development. Evaluation will take into consideration the areas of a) cooperation, b) enthusiasm, c) initiative, d) scholarship, and e) deportment. Although the general evaluation is based upon a 100 point system, final decisions will be made by homeroom teachers based on overall student performance and attitude.

## **HOMEWORK POLICY**

Homework assignments will be collected at the beginning of the period. Any assignment turned in after the first collection is considered late and the grade will be reduced by 10%, up to 2 days, after which the assignment will not receive credit.

*Exception:* Deadline for work missed due to legitimate unplanned absences (illness or family emergency) will be extended by the number of school days student was absent, up to three days. Teachers may use discretion, and may consult administration, for longer periods of absence.

*Suspension* - Students missing school due to suspension will be expected to complete all assignments given to their class during their suspension, and will be graded in a manner consistent with standard grading policy. Teachers may choose to coordinate testing or other major assignments for after student returns to class.

### **Legibility**

Individual answers that are illegible will be marked incorrect. Teachers may choose not to accept any assignment which is not legible.

### **Academic Probation Policy**

Students are expected to maintain a minimum of a C grade or 2.3 GPA during any two consecutive quarters. (not including electives or independent study courses)

- If a student does not maintain the minimum, that student will be placed on academic probation during the following quarter, and a parent-teacher conference arranged.

- If at the end of the next quarter the student's grade/GPA has not improved to the C / 2.3 minimum, the student will be subject to corrective measures, including, but not limited to mandatory tutoring, loss of privileges, home study and/or expulsion.

- Students on academic probation are ineligible to participate in extracurricular activities. (may include sports, performing arts, field trips, etc.)

### **Extra Credit**

Extra Credit should not be used in lieu of a failing or low grade on a test or assignment.

## **ELIGIBILITY**

Students participating in extra-curricular activities must maintain a minimum C average (primary) or an overall grade point average (GPA) of 2.5 at the end of the quarter preceding the start of the sport season, and must not have a failing average in any one class. This requirement should be maintained throughout the entire season.

"Eligibility Checks" will be run by the office each Monday morning to determine eligibility for the week. Primary students below a C average or Secondary students with a GPA below 2.5 or with an F average in any one class will not be eligible to participate in the next practice/game.

Standard grading guidelines will be adhered to regarding project deadlines, missed work or make-up assignments.

Students must be present in school at least 1/2 day in order to be eligible to practice/compete on that day.

Students are expected to attend practice to be eligible to compete.

Ineligible students are expected to suit up and support their team throughout their ineligible period. Any athlete who does not attend practice, fails to appear for a game, or fails to attend team or individual meetings will not be eligible to practice or play for a period to be determined by the coach. Excessive absences may be cause for removal from the team.

Missed Academic Time - Absences for Athletics and other extra-curricular activities should be arranged well in advance by the coach and/or athletic director.

Academic assignments and project will be expected to be completed on time, according to the Teacher's discretion.

Please see "Athletic Expectations and Etiquette" policy for details.

### **STUDENT GRADE ADVANCEMENT**

For a student to advance to the next grade, the student must achieve a minimum grade average of 70%.

### **CHAPEL**

Kindergarten through 6th grade students attend Chapel every Wednesday morning; 7-12 grade students attend Chapel every Wednesday afternoon. Chapel programs may include pastors, missionaries, and other selected guest speakers. Parents are encouraged to attend.

### **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. A parent/guardian may be requested to participate in field trips (assist in transportation and supervision, etc.)

To be eligible to participate in a field trip or special event, students must maintain an over-all GPA of 2.5 without any "F's".

## **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 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. While not exhaustive, the following guidelines are intended to provide guidance for appropriate attire at school and school-sponsored functions. ***If a student arrives at school dressed in violation of this dress code, or a student outgrows his/her approved uniform making it too short or tight, the student’s parent(s) will be called to bring clothes for the student to change into.***

### **K-6 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
  - d. No bleached or dyed hair
2. Shoes
  - a. Shoes must be worn at all times.
  - b. Predominantly white, black, gray, navy blue, or brown athletic shoes or dress shoes in good repair are acceptable. Matching socks must be worn at all times.
  - c. Sandals or 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, cargo pants, baggies, 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. Belts
  - a. Solid color leather or fabric belts may be worn to compliment outfit. Belts with large buckles, studs or other “bling” are not acceptable.
7. Fragrances
  - a. Use of fragrances is not permitted.

## **DRESS CODE** (cont.)

### **K-6 Girls**

1. Hair
  - a. Must be clean and neatly groomed, with natural appearance. Extensions, bleaching, bold colors, etc., are not acceptable.
  - b. Must not cover eyes.
  - c. Haircut must be in keeping with feminine appearance.
2. Shoes
  - a. Shoes must be worn at all times.
  - b. Predominantly white, black, gray, brown, or navy blue athletic shoes, dress shoes or sandals (with a back strap) in good repair are acceptable when coordinated with outfit. Bright colors and “bling” (glitter, sequins, studs, etc.) are not acceptable. Matching socks or plain, natural tone hosiery (no patterns or fishnets) must be worn at all times except with sandals.
  - c. Flip-Flops are not permitted.
3. Dresses/Slacks
  - a. Only official school uniform slacks, shorts, or capris in navy blue or khaki will be allowed. Official school uniform jumpers, skirts and skorts will be permitted as long as they are no more than 1” above the floor when the student is kneeling. For modesty during outside activities shorts must be worn underneath skirts or jumpers. Tights or leggings may be worn with skirts (solid white, black, khaki or navy colors only).
4. Blouses
  - a. Polo-style shirts are considered standard dress. Polos may be khaki (dust/yellowish brown), red, white, hunter green (dark/forest), blue (light, navy, royal) or soft pink. 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. Jewelry must be minimal without being distracting and feminine in appearance. Except for earrings, one (1) per ear, body piercings are not acceptable.
  - c. Hair clips and other accessories may be worn if they complement outfit and must not be distracting to other students.
6. Fragrances
  - a. Use of fragrances is not permitted.
7. Belts
  - a. Solid color leather or fabric belts may be worn to compliment outfit. Belts with large buckles, studs or other “bling” are not acceptable.

### **Physical Education:**

During P.E., students are encouraged to wear black, blue or khaki sweat pants or gym shorts and plain, loose fitting T-shirts. Otherwise, standard school dress code is expected. Athletic shoes are mandatory for P.E.

### **Special Occasion Expectations:**

For special events where students are requested to “dress up,” the following guidelines will be followed:

**Girls:** Skirt and blouse, dress, or dress pants and skirt. No form fitting or revealing dresses, shirts, or skirts. Dresses or skirts must be no shorter than 1 inch above the floor when kneeling. Sheer or lace overlays do not count towards length. Sheer or lace tops must have a modest tank underneath (no spaghetti straps). Sleeveless dresses or shirts must have a shirt, jacket, or sweater worn over them. One shoulder or strapless shirts or dresses are not permitted.

**Boys:** Dress shirt and dress pants. Clothes should be neatly pressed and shirts tucked in. Tie and/or jacket is optional.

## **DRESS CODE** (cont.)

### **Legacy Secondary (7<sup>th</sup>-12<sup>th</sup>)**

Students at Legacy Secondary are required to adhere to designated uniform specifications. Required Uniform, including shirt with Legacy logo, pants, skirt, and sweaters, all must be purchased from our vendor (Land's End) to maintain a strict congruity with dress code. Natural style hair colors and neatly groomed hair must be maintained. Female ear piercings (1) are the only allowable piercings to remain in while in uniform. Tattoos must not be visible while in uniform. Use of fragrances is not permitted.

#### **Gentlemen:**

Navy or gray dress pants, with PRESSED white or blue shirt with logo, solid dark color shoes (navy blue blazer, vest or sweater through vendor is optional for colder weather. No substitutions allowed).

#### **Ladies:**

Navy, gray or plaid (set colors) skirt with PRESSED white or blue shirt with logo, black dress shoes (navy blue sweater through vendor is optional for colder weather. No substitutions allowed). Skirts must be no more than 3" above the floor when the student is kneeling. Tights or leggings may be worn with skirts (solid white, gray, black, or navy colors only).

Allowable substitutions for overcoats, shoes, socks and back packs must be adhered to:

overcoat: navy blue or black (logo optional)

shoes: closed toed, casual dress

men's belt: black dress (opt.)

backpack: black or gray

men's socks: black

ladies' socks: white knee high or white tights (plain, no patterns or added colors)

### **Friday Casual Dress Day**

Jeans in good repair, with polo shirt; closed-toe shoes, no sandals or flip-flops.

### **Physical Education**

Students may wear black, blue, or khaki loose-fitting sweat pants or gym shorts (no tight, form-fitting workout clothes) and loose fitting T-shirts; athletic shoes or closed-toe shoes are mandatory for P.E.

### **Special Occasions and Chapel**

For special events where students are requested to "dress up," the following guidelines will be followed:

**Ladies:** Skirt and blouse, dress, or dress pants and skirt. No form fitting or revealing dresses, shirts, or skirts. Dresses or skirts must be no shorter than 3 inches above the floor when kneeling. Sheer or lace overlays do not count towards length. Sheer or lace tops must have a modest tank underneath (no spaghetti straps). Sleeveless dresses or shirts must have a shirt, jacket, or sweater worn over them. One shoulder or strapless shirts or dresses are not permitted.

**Gentlemen:** Dress shirt and dress pants. Clothes should be neatly pressed and shirts tucked in. Tie and/or jacket is optional.



## **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.

“Obey all the way, right away, every day, in a cheerful way.” 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.

## **CODE OF CONDUCT**

The attitudes of our students should complement the atmosphere our school tries to provide. Students are expected to demonstrate the following general attitudes and behavior:

- A. Reverence to the Bible, God’s House, 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 or areas off limits: Other students’ work areas, teachers’ and aides’ desks, chairs, or files. (Acts 17:26).

## **CODE OF ETHICS**

Students are on their honor to complete assignments with honesty and integrity. Academic dishonesty involves intentionally or unintentionally stealing the intellectual property of others. Students are expected to be familiar with and adhere to the school's policy on academic integrity found in the Student Handbook. As an academic and Christian community, WCA takes seriously the call for integrity and penalizes breaches of academic integrity.

## **STUDENT ETIQUETTE**

*“Teacher, which is the greatest commandment in the Law?” Jesus replied: “Love the Lord your God with all your heart and with all your soul and with all your mind.’ This is the first and greatest commandment. And the second is like it: ‘Love your neighbor as yourself.’” Matthew 22:36-39*

“Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others.” (Phil. 2:3-4) There are numerous ways that students are encouraged and expected to show kindness to one another and to their teachers during their hours at WCA. Periodically, students will receive teaching and reminders about these expectations. It is our hope that these actions will become part of the daily fabric at WCA.

“Submit to one another out of reverence for Christ.” Ephesians 5:21

1. First, we want to train our young men to show consideration and respect for the ladies in the school. (“Husbands, in the same way, be considerate as you live with your wives, and treat them with respect as the weaker partner and as heirs with you of the gracious gift of life, so that nothing will hinder your prayers.” I Peter 3:7). As some applications of this truth, we want the young men to:

1. Open doors for all ladies - whether parents, teachers, or students. Always allow the ladies to exit the room first.
2. In the common areas, men are chivalrous and defer to the ladies by giving them space and avoid running into them.
3. In all events where food is served, the women are to be served and seated first.

2. Second, we want to train our young ladies to accept the sacrifice of the young men with humility and thankfulness.

3. Third, we want to train our students to show proper respect to their teachers and administrators. (“Submit yourselves for the Lord’s sake to every authority instituted among men; whether to the king, as the supreme authority, or to governors, who are sent by him to punish those who do wrong and to commend those who do right.” I Peter 2:13-17)

1. Students are expected to stand and be silent when requested by their teacher. They should remain standing until instructed to take their seats.
2. Students should address their teachers by Mr., Miss, or Mrs.
3. Students should respond by saying “yes” or “no”, not “yeah” or “ugh”. (“Sir” and “Ma’am” are always welcome.)
4. Students should stand when a teacher, administrator, or guest enters the room.

4. Fourth, at WCA the secondary students cannot avoid being an example to the younger students. We want them to be a good example. Secondary students are to be considerate and defer to the elementary students when they are together. (“Don’t let anyone look down on you because you are young, but set an example for the believers in speech, in conduct, in love, in faith and in purity.” 1 Timothy 4:12)

5. Finally, WCA students are encouraged to make a special effort to welcome visitors and newcomers.

1. When adults visit a class, the students should stand until the teacher instructs them to be seated again.
2. Greet parents and guests who visit during school assemblies. Make sure that the ladies have a place to sit.
3. Make a special effort to welcome students who are new to WCA.

Conclusion: WCA should be a place where visitors sense a difference. Specifically, the aroma of Christian love. (“But thanks be to God, who always leads us in triumphal procession in Christ and through us spreads everywhere the fragrance of the knowledge of him. For we are to God the aroma of Christ among those who are being saved and those who are perishing. To the one we are the smell of death, to the other, the fragrance of life.” II Corinthians 2:14-15)

## **CONDUCT ON 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.
- C. There will be no playing in the restroom areas.
- D. The following items will not be allowed on the school grounds except where special permission is given by the administrator: toys, radios, cassette recorders, CD Players, matches, knives, guns, toy guns, water guns, skateboards, illegal substances, or anything deemed inadvisable by the administration.
- E. Chewing of gum is not allowed at school.
- F. 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.
- G. Students are to follow the "hands off" policy: no fighting, hitting, pushing, or other rough-housing.
- H. Profane or vulgar language is not allowed.
- I. Students will not engage in activities which have the potential to endanger themselves or other students.
- J. Riding of bicycles, scooters, skateboards, etc. on the school grounds is prohibited. When used as a mode of transportation to and from school, these items will be walked or carried on campus and stored in appropriate areas.
- K. Gripping is not tolerated anywhere.
- L. Students are not permitted to operate motorized vehicles on school grounds.
- M. 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. Students may earn the privilege of using other electronic devices to support academic activities, with expressed permission of their teacher.

## **CLASSROOM STANDARDS**

- A. Students are allowed only in their own classroom unless authorized by a teacher.
- B. Students are not to be in any 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 stand to acknowledge guests and answer adults with proper titles.

## **CHAPEL CONDUCT**

- A. Students are to come into Chapel in a quiet and orderly manner, supervised by their teacher.
- B. Students in Grades 2-6 will bring their Bibles to Chapel.
- C. Students will actively participate by singing, answering questions, sitting quietly, listening, and demonstrating reverence and respect.

## **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.
- E. Students will clean up their own eating area.
- F. Eating of food and drink will be limited to the designated areas.

## **DISCIPLINE ACTION POLICIES**

### **MINOR VIOLATIONS:**

Minor violations are cumulative for one quarter unless a student has reached suspension. In this case, the principal 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 or other electronic devices.
5. Out-of-seat or out-of-classroom without permission.
6. Unnecessary roughness in play.

In-class behavior indicators for daily behavior in the primary grades are as follows:

- Blue – Exceptional
- Green – Expected
- Yellow – Warning, Loss of privilege
- Red – Inappropriate Behavior, Administration contacted

### **Discipline Steps for Minor Violation:**

The consequences for discipline may include, but are not limited to:

- Warning- Teacher consequence
- Detention and phone call to parents from teacher or administrator
- Detention from administrator
- 1 day suspension (may be in-school suspension) and phone call
- 2 day suspension and conference and conference between parents/teacher/administrator
- Recommendation for expulsion from school to School Board

### **Detention:**

A detention is a one-hour period served after school. 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 (verbal, physical, or sexual).
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. or working together on an assignment that was intended to be completed individually). Taking someone else's work and making it your own (plagiarism).
19. Endangering the health, safety, or well-being of oneself or others.
20. Any 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, 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 minimum GPA of 2.0, with no failing grades, is required for students to participate in activities and progress to the next grade or graduate. 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, and parents, a student may be placed on academic and/or disciplinary probation. Any student receiving two (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 unless a different period of time is 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 at the end of the probationary period.

### **Grounds for Dismissal from WCA:**

It is not the desire of Wickenburg Christian Academy to ever have to ask a student to leave. However, the following situations 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 staff.
5. Failure of cooperation of parents in the discipline process.
6. Failure to demonstrate a commitment to academic progress.

## **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.

## **THE CHRISTIAN FLAG**

What does the Christian flag represent? The Christian flag is a symbol of unity for believers around the world, representing our Savior, the sacrifice of His life to pay for our sins, His victory over death, and the promise of life everlasting with Him because of that victory. (Colossians 1:20)

## **THE BIBLE**

Why do we study the Bible? The Bible is God's Holy Word. It is profitable for teaching, reproof, correction, and training in righteousness. (1 Timothy 3:16) The Word of God is 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. (Psalm 119:105, 11)

## **INSURANCE**

WCA is covered by an institutional liability insurance policy. We strongly urge parents/guardians to arrange for health and accident coverage for your child, at parents'/guardians' expense.

## **ATTENDANCE/ABSENCES**

Faithful attendance to regular school days and school functions is important. The learning experience is not just found in the classroom. Opportunities to grow and mature can also be found during special school gatherings such as field trips and events held on campus and off campus.

- 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 also contact the teacher to provide the opportunity for work at home. Parent/Guardians will be advised that when a student accumulates excessive absences, a parent/guardian conference will be scheduled and further attendance at WCA may be denied. Students who are absent more than 24 days a year (12 days a semester), may be required to repeat that grade.  
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. We can give a student the 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.**

## **ATTENDANCE/ABSENCES**(cont.)

- 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. An absence will be entered after 10 tardies, affecting attendance awards.
- 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.

## **OFF-CAMPUS PRIVILEGES**

### 18+ y/o Students

Students who are 18+ must have a completed parent consent form on record in the office to be able to sign themselves out. Privilege may be revoked if abused.

Students must coordinate with homeroom teacher and check out with the High School Director.

### PS-12th

Students are to remain on campus during regular school hours, regardless of class schedule, unless a parent makes arrangement for early pick up.

Absences/ off campus activities must be parent initiated. (note or phone call from parent in advance). Parent must sign student out with front office. Students may not leave with other students unless express permission has been provided by parents of both students to the WCA Office.

## **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, following the principles of Matthew 18:

- 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 the next scheduled meeting.
- E.** The Board will give a written response within (3) three working days of the Board meeting.
- F.** The Board may request persons involved to appear at a Board meeting to resolve the situation.

## LEGACY SECONDARY ACADEMY HANDBOOK SUPPLEMENT

### **Absent/Tardy Policy**

Absence is defined as: not being present for at least 35 minutes of a 50 minute course.

Tardy is defined as: not being seated at the allotted start time for class.

Attendance will be recorded for each class. 8 absences from one class within a semester, constitutes zero credit. Every ten tardies equals 1 absence.

Absences for final exams (held the week prior to Christmas break and the week prior to school's end) other than emergency, illnesses, and the like will constitute a zero for the missed exams.

### **Grading & Transcript Policy**

The school year consists of 2 semesters, grades will reflect a final grade for each semester on report cards and transcripts.

#### **Grading Scale for Legacy Secondary Academy**

<b><u>FROM</u></b>	<b><u>TO</u></b>	<b><u>LETTER GRADE</u></b>	<b><u>ASSIGNED GPA</u></b>
<b><u>97%</u></b>	<b><u>100%</u></b>	<b><u>A+</u></b>	<b><u>4.0</u></b>
<b><u>94%</u></b>	<b><u>96%</u></b>	<b><u>A</u></b>	<b><u>3.7</u></b>
<b><u>90%</u></b>	<b><u>93%</u></b>	<b><u>A-</u></b>	<b><u>3.5</u></b>
<b><u>87%</u></b>	<b><u>89%</u></b>	<b><u>B+</u></b>	<b><u>3.3</u></b>
<b><u>84%</u></b>	<b><u>86%</u></b>	<b><u>B</u></b>	<b><u>3.1</u></b>
<b><u>80%</u></b>	<b><u>83%</u></b>	<b><u>B-</u></b>	<b><u>2.9</u></b>
<b><u>77%</u></b>	<b><u>79%</u></b>	<b><u>C+</u></b>	<b><u>2.7</u></b>
<b><u>74%</u></b>	<b><u>76%</u></b>	<b><u>C</u></b>	<b><u>2.5</u></b>
<b><u>70%</u></b>	<b><u>73%</u></b>	<b><u>C-</u></b>	<b><u>2.3</u></b>
<b><u>60%</u></b>	<b><u>69%</u></b>	<b><u>D</u></b>	<b><u>0.0</u></b>
<b><u>0%</u></b>	<b><u>69%</u></b>	<b><u>F</u></b>	<b><u>0.0</u></b>

**Core Classes** (Math, English, History): To successfully pass a core class, student must have an average of a 70% (C-, 2.3) or higher.

**Late Assignments**: 20% deducted for each day that an assignment or exam is late. By midnight the 3rd school day, that assignment or exam becomes a zero.

**Retakes**: Retakes are not permitted at this time.



Grades will be updated and submitted bi-weekly to parents via Renweb software. Please make an appointment through the office for grade needs prior to the end of month submission. Additionally, transcripts will be requested through the website-generated form. Please allow one week for transcripts to be sent to a college, another school or yourself.

### **Field Trips**

Students on academic probation may be excluded from field trips.

### **Ethical Standards**

Plagiarism as defined by dictionary.com: an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author.

***\*any act of plagiarism (intentional or unintentional) will constitute a zero for the assignment. Repeated plagiarism will constitute an office visit and possible suspension.***

Cheating as defined by dictionary.com: a deliberately dishonest transaction, especially for gain.

***\*Any cheating, will constitute a zero on the assignment. Repeated cheating will constitute an office visit and possible suspension.***

### **Community Service Requirements (9-12):**

Each Legacy Secondary student in grades 9-12 is required to submit signed documentation of 20 hours of community service. Community service is defined as an unpaid act of work that benefits the community of Wickenburg outside of "in church" or "in school" activities.

### **Christian Service Requirements (7-8):**

Each Legacy Secondary student in grades 7-8 is required to submit signed documentation of 5 hours "Christian Service" per semester. The intention is to have these students involved in local churches "in church" to prepare for a focus on outreach in the upper grades.

### **Add/Drop class policy (elective classes only)**

Students enrolled in an elective class are only able to drop with parent's permission and within two weeks of attendance. Adding an elective class can only be permitted within two weeks of the class' start and with parent's permission.

### **Book Return Policy**

All books outside of Omnibus course reading material must be turned back into Legacy Secondary School. Any books not returned by the end of the school year will be invoiced to parents for replacement cost.

### **Tutoring**

We enjoy providing additional help in subjects where students need assistance. Various teachers will be assigned to tutor various subject matters. This will be subscribed during orientation, please heed office hours for tutoring as well as ensuring that students are not using tutoring to learn the material but to receive assistance on the learned material.

### **Parental Appointments and Interaction**

The instructional day is a difficult time to interact with parents desiring to discuss their student's academic or behavior issues. Thus all parent teacher meetings must be made in a timely manner through the office.