



Student Handbook 2018-19
Wickenburg Christian Academy
Legacy Secondary Academy

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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.

Philosophy of Christian Education

The educational philosophy of Wickenburg Christian Academy (WCA) and Legacy Secondary Academy (LSA) (LSA is here to after included as a part of WCA unless otherwise specified) is based on a God-centered view of truth and man as present 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 able 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 students 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.

1. 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.
2. He/She must be developed and related to God as a whole person – spiritually, mentally, physically, and socially.
3. He/She must learn to see all truth as God's truth and to integrate it with, and interpret it by, God's Word.
4. 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 school, and in a changing secular society.
5. 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 that 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 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 be 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 Secondary Academy 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.

We believe:

- The Bible to be the inspired, infallible, authoritative, inerrant Word of God. (2 Tim. 3:16; 2 Pet. 1:20,21; Matt. 5:18; John 16:12-14)
- There is only one God, eternally existent in three persons – Father, Son and Holy Spirit. (Deut. 6:4; 2 Cor. 13:14)
- God is absolute and sole Creator of the universe and that creation was by divine order, not through evolutionary process. (Gen. 1:1)
- 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 and 8:34; 1 Pet. 1:3-5 and 2:24; Eph. 1:7; Acts 1:9; Heb. 7:25 and 9:24; 1 John 2:1,2)
- 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)
- 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)
- In the spiritual unity of believers in our Lord Jesus Christ. (2 Cor. 12)
- 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 3:5-9)

Societal Sins

The Board of Governors, administration, and teachers of Wickenburg Christian Academy believe that our society is committed to a number of activities that are abominations in the eyes of a holy God and which He condemns in His Word.

Among these societal sins are abortion and homosexuality. We believe that abortion is the wanton destruction of human life, which God condemns in the Ten Commandments (Exodus 20:13). Also, we believe that homosexuality in all forms is a sinful perversion of God's order for marriage, for the family, and for men and women, and God's Word clearly condemns the practice of homosexual behavior (Leviticus 18:22; Romans 1:24-27; I Corinthians 6:9-11). We believe, as Paul states in Romans 6:23, "the wages of sin is death, but the free gift of God is eternal life in Christ Jesus our Lord."

Our role, therefore, is not to judge or condemn, but to teach the "good and perfect" ways of God, as presented in the Bible. We are to love and nurture people so they might be inspired to embrace the grace that God extends to all, and by doing so discover the freedom and joy that comes from walking with Him in faith.

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.

- 1. 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.*
- 2. Pledge to the Christian Flag:** In addition to the pledge to the American flag, the Primary grades use a call and response drill in opening daily.

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. (Col. 1:20)

- 3. Pledge to the Bible:** In addition to the pledge to the American flag, the Primary grades use a call and response drill in opening daily.

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 Tim. 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)

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 (2 Pet. 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; cleanliness; 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 in agreement with our statement of faith. WCA admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

Admission to the school is obtained by online application and 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 registrar.

Enrollment at WCA is not considered complete until a birth certificate, immunization records, and student records from previous school have been received and reviewed. WCA has the sole right to accept or reject credits for transfer, according to WCA's standards and graduation requirements. Additional information may be required such as course requirements, description, syllabus. A placement test or content mastery assessment may be required. It is the parent's responsibility to verify transferability of credits when enrolling in WCA and/or when withdrawing from WCA to enroll in a different program.

No student will be allowed to attend Wickenburg Christian Academy without meeting the legal requirements for immunization against disease (including tuberculin test), unless the student has an

exemption for health, religious, or personal reasons as provided by law. Students who do not submit a certificate of immunization (state prescribed form) or present a valid exemption shall be denied admittance and/or continued attendance until such a certificate or exemption is received.

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 must be presented with initial enrollment. See Appendix for Kindergarten entrance requirements.

The enrollment procedure includes:

- A. Carefully read the “Student Handbook”.
- B. Complete all forms in the “Enrollment and Student Cumulative Record Packet”.
- C. Parents/Guardians schedule an interview with the school official and/or admissions committee. The student may also be requested to attend the interview.
- D. Parents/Guardians will be notified of acceptance or rejection of the student’s registration by the Administrator.
- E. School schedules with parents/guardians testing and placement time for each student
- F. Parents/Guardians make the necessary financial arrangements required by the school.
- G. Parents/Guardians attend orientation.

Parent/Guardian Involvement

Wickenburg Christian Academy assumes there will be active and substantial parental involvement in the education of their children. Therefore, parents/guardians are expected to participate, as a prerequisite to student admission and continuance, in the following activities:

- A. Parent/Guardian Orientation Sessions prior to the opening of each academic school year.
- B. All scheduled parent/guardian conferences to discuss student progress.
- C. All scheduled “Parent/Guardian Information Nights” designed to better equip parents/guardians for their task and to enhance understanding of the parenting role.
- D. Daily monitoring and assisting with academic subjects as assigned by the classroom teacher.
- E. Parents/guardians are encouraged to assist with campus projects and activities.
- F. Annual Spaghetti Dinner Fundraiser.

RenWeb/ParentsWeb

RenWeb is an important tool for WCA families and staff, using an online system for grading, attendance, enrollment, applications, behavior notices, communication, and much more. Connection to RenWeb for parents/families is a simple process; for detailed directions, please contact the office or visit the school website, wickenburgchristianacademy.org.

Attendance: Teachers keep attendance for all students PS-12 in RenWeb. This includes tardies, half days, and absences. Secondary teachers keep attendance and tardies for each period/class. Parents are able to track attendance each week in 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 and progress.

Homework: ParentsWeb allows parents to check homework for each student, as posted by their teacher(s). When students miss classes for any reason they and their parents will be encouraged to check their ParentsWeb student page to check for homework assignments.

Communication: The WCA office staff and teachers use RenWeb as a primary source of communication for all students and families. It is imperative that the contact info, health information, custody arrangements, restrictions, etc. provided to RenWeb be current, both for everyday communications and emergency situations.

Application/Enrollment: The application and enrollment/reenrollment process is 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. Re-enrolling students need only to access their ParentsWeb account to go through re-enrollment process, once each school year. Each packet 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 1st of each month, July through May. Accounts become delinquent 10 days after the due date and may be subject to service charge. 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. Students with an outstanding balance at the end of a school year will not be re-enrolled for the next school year until the balance is paid or arrangements have been made.

Refund Policy

Because expenses continue whether or not every child is present every day, tuition cannot be prorated in 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.

Scholarship Opportunities

WCA works closely with several Student Tuition Organizations (STOs) to help families with tuition costs. Parents/guardians are encouraged to apply to these STOs each year for financial assistance, much of which is not income-based. For more details on how to apply or a list of organizations WCA works with, please inquire to the office or visit the school website, wickenburgchristianacademy.org.

School Governing Body

The Board of Directors (also referred to as the school board) of Wickenburg Christian Academy, Inc., a nonprofit 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 (PTF)

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. Parents/guardians are encouraged to actively participate in PTF.

Health and Medical Information

Communicable Diseases: Please inform the office when your child has any type of childhood illness or communicable disease, which may endanger or otherwise affect the health of other students.

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 29 CFR 12910.1030).

Health Issues that result in students not being allowed at school:

1. Fever of 100 or greater. Must be 24 hours fever free before returning.
2. Vomiting and/or diarrhea. Must be vomit free for 24 hours before returning.
3. Any illness that requires antibiotics. Must be 24 hours out from first dosage before returning.
4. Lice. Must be 24 hours lice free and demonstrate evidence of treatment to main office.
5. Pink Eye. A doctor's note is required for clearance back to school. Note: WCA does not have medical professionals on staff. When pink eye is suspected WCA reserves the right to send students home for medical evaluation.
6. Please contact the office if you are uncertain.

Medicines: If it is necessary for your child to take any medicine during school, he/she is required to take the medicine in the original container to the office immediately upon arrival at school. When a student has been given medication, and the appropriate time has been allowed for it to work, and it has not helped the parent will be notified. **No medication may be kept by students in backpacks, lockers, on person, etc.** **NOTE: No medication**, including aspirin/Tylenol/Advil, will be given without permission from the parent/guardian.

NOTE: State Law concerning the use of continuing medications by students contains the following requirements:

1. *The parent must inform the office of the medication being taken in writing.*
2. *The medication should be in the original container with the prescription clearly visible OR or a written note with current dosage and name of supervising physician.*

Health Record & Immunizations: A health record is kept for each student. Before school starts each year, please make certain your child is up to date on all childhood immunizations unless a religious exemption form has been filed with the office. 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 and without a written exemption may be excluded from school activities until state requirements are met.

Transportation & Campus Hours

Transportation is not provided by the school. K-12 students may not be on campus before 7:45 a.m. and must be picked up by 3:45 p.m., unless participating in tutoring, athletics, or other official school activity. If a student needs to be on campus past those hours, arrangements must be made beforehand with the WCA office and teachers as necessary.

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 and off campus. We would appreciate that your child not be taken out of school unnecessarily. Missing school creates a hardship for the student. It hurts their acquisition of skills and grades. We can give a student the missed assignments but we can not make up all they have missed in the way of instruction, review, activities, and practice.

- 1. Absences:** Absence is defined as: not being present for at least 20 minutes of a 50 minute or longer course. Whenever a child is absent from school, it is the responsibility of the parents/guardians to notify the office by phone, email or text, or in writing by 8:30 the morning of the absence. **Verbal messages from other children are not satisfactory notification.** When it is anticipated that your child will be absent, the parents/guardians are expected to contact the teachers or consult ParentsWeb to ensure that missed work will be completed. Excessive absences will result in a parent/guardian conference and further attendance at WCA may be denied. Students who are absent more than 24 days a year (12 days a semester), require a conference with the administrator and may be required to repeat the grade. Absences for final exams for secondary students, other than for excused emergencies or illness, may constitute a zero grade for the missed exams.
- 2. Truancy:** Truancy is defined as an absences without the knowledge and consent of parents/guardians 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 and is considered a major violation. Parents/guardians will be notified and a conference requested.
- 3. 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 student to be taken out of school before dismissal, the school office and teacher must be notified by the parents as early as possible. No K-8 student will have permission to leave campus unless accompanied by his/her parent/guardian, or by a person designated **in writing by the parent/guardian.** Early dismissal of high school students is at the discretion of the Legacy Team Leader and/or administrator.
- 4. Tardies:** Tardy is defined as: not being seated at the allotted start time for school or class. Being prompt demonstrates self-discipline and responsibility. Each student will be in the classroom, fully prepared with needed materials at the beginning of each class period. Accumulation of 5 tardies results in a detention. See Discipline Policy for detention details. Accumulation of 10 tardies will be entered as an absence.
- 5. Presence on School Grounds:** The school is not responsible for children on the WCA property outside of regular school hours as specified including 15 minutes before school begins and 15 minutes after school ends. When it is necessary for students to be on-campus outside of school hours, they must be supervised by parents/guardians or designated adults.

Student Sign Out

Students are to remain on campus during regular school hours, regardless of class schedule. Parents/guardians may make arrangements through the office for early dismissal. Parent must sign student out with the front office. Students may not leave with other students unless express permission has been provided by parents of both students to the WCA Office.

School Supplies

All K-12 students should bring a book bag/backpack and a water bottle. Additional classroom supply lists are available through the school website or in the WCA office.

Lunches

WCA does not currently have a lunch program. Students are required to bring a lunch from home. Please pack lunches in thermal bags with an ice pack as needed. Primary students do not have access to refrigerator space or a means to cook or reheat food. Secondary students have limited access to refrigerator and microwave in Legacy Commons.

Lost and Found

A "Lost and Found" box is kept by the front office for items that are left on school grounds. 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. Items left in lost and found at the end of the school year will be donated to the school yard sale or a local charity.

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.

Insurance

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

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. However, 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 a joint conference with involved staff and parents.
- C. If the problem is recurring and seemingly irresolvable, please submit a grievance letter 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

Student Information, K-12

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. As an academic and Christian community, WCA takes seriously the call for integrity and penalizes breaches of academic integrity.

- 1. Plagiarism:** Plagiarism as defined by dictionary.com: “an act or 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 grade for the assignment. Repeated plagiarism will constitute a conference with the administrator and possible suspension.***
- 2. Cheating:** Cheating as defined by dictionary.com: “a deliberately dishonest transaction, especially for gain.” ***Any cheating will constitute a zero grade for the assignment. Repeated cheating will constitute a conference with the administrator and possible suspension.***

Code of Conduct

The attitudes of our students should reflect the atmosphere our school tries to create. Students will demonstrate proper respect and honor to adults in general, particularly seniors and members of the community. Students are expected to demonstrate the following general attitudes and behaviors:

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

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. Philippians 2:3-4

There are numerous ways that students are encouraged and expected to show kindness and respect to one another, and to all teachers and staff at WCA. These actions should become part of the daily fabric of WCA and their lives.

1. *Submit to one another out of reverence for Christ. Ephesians 5:21*

We want to train our young men to show consideration and respect for the ladies in the school.

- a. Open and hold doors for all ladies, whether parents, teachers, or students. Always allow the ladies to exit or enter the room first.
- b. In the common areas, men are chivalrous and defer to the ladies by giving them space and avoid running into them.
- c. In all events where food is served, the ladies are to be served and seated first. We want to train our young ladies to accept the sacrifice of the young men with humility and thankfulness.

2. *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. 1 Peter 2:13-17*

We want to train our students to show proper respect to their teachers, staff, and administrators.

- a. Students should address their teachers by Mr., Miss, or Mrs.
- b. Students should respond by saying "yes" or "no" in a polite manner; "sir" and "ma'am" are always welcome as well.
- c. Students should say "thank you" to a teacher or staff member when leaving a class.

3. *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*

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 primary students when they are together.

4. *WCA students are encouraged to make a special effort to welcome visitors and newcomers.*
 - a. When adults visit a class, the students should stand until the teacher instructs them to sit again.
 - b. Greet parents and guests who visit during school assemblies. Make sure that the ladies have a place to sit.
 - c. Make a special effort to welcome students who are new to WCA.

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, electronic devices other than those approved for classroom use, matches, knives, real or toy weapons, illegal substances, or anything deemed inadvisable by the administration.
- E. Chewing of gum is not allowed at school for grades K-8 unless approved by administration.
 - a. Chewing of gum is a privilege extended to grades 9-12, which can be revoked if abused.
- F. Food and drinks are allowed in classrooms only at designated times.
- G. 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.
- H. Students are to follow the "hands off" policy: no public display of affection, no fighting, hitting, pushing or other rough-housing.
- I. Profane or vulgar language is not allowed.

- J. Griping and whining are not tolerated anywhere.
- K. Students will not engage in activities which have the potential to endanger themselves or other students.
- L. 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. Students are not permitted to operate motorized vehicles on school grounds without permission.
- M. Cell phones may not be used during the school day without permission. Cell phones will be checked in to designated teachers in the morning and checked out at the end of the day.
- N. Electronic devices used to support academic activities may be used only with expressed permission and supervision from the teacher.

Classroom Standards

- A. Students are allowed only in their own classroom unless authorized by a teacher.
- B. Students should be in supervised areas at all times.
- C. Running in the classroom is prohibited.
- D. Students will help maintain desks, materials, equipment, and all school property.
- E. Students are responsible to provide, and have ready at the start of every class, 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 will abide by the following guidelines:
 1. I will be quiet in class and follow the classroom rules of etiquette as set by the teacher.
 2. I will stay in my seat until I have permission to get up.
 3. I will care for and treat others the way I want to be treated.
 4. I will stand to acknowledge guests and answer adults with proper titles.

Technology Use Policy

Technology has dramatically changed our world and impacted the educational process. Some of these advances are useful tools and others have presented a difficulty in the classroom. WCA desires a balanced approach, seeking wisdom when utilizing technology. In keeping with our mission to provide students with the tools of learning, and focusing on teaching them how to think biblically about the world, we have concluded that the following policies are best for our students at this time.

Computers, Laptops, Tablets, and Similar Devices:

1. WCA maintains a computer lab and offers computer classes at appropriate levels to all students. The Acceptable Use Policy for computer network and internet use is found in Appendix A. **The use of the network is a privilege, not a right. WCA reserves the right to revoke these privileges if required in the best interest in the school, students, and personnel. Parent/Guardian Acceptable Use Policy Agreement signed by parent is required for all students to have the privilege of on campus computer use.** Consequences for violation of the Acceptable Use Policy are delineated in Appendix A.
2. Laptops, Tablets, and similar devices may be used in class *with teacher permission* to work on class specific assignment, research project, or class presentation.
3. WCA allows use of personal electronic devices with permission of teacher and/or administrator for educational and school related purposes in designated areas under full supervision of teacher and/or administration. Unauthorized use of any electronic device or improper use will result in immediate confiscation.
4. When permission for use of electronic devices has not been given by the teacher, student devices must be turned off and closed, face down, or in a cover.

5. Inappropriate material discovered on these devices may be reported to law enforcement as required by law.

Internet Policy:

WCA has instituted a campus-wide password protected wireless network. Students are assigned passwords. School resources are intended to be used for school related activities. ***Without Permission***, the ***Student agrees while on campus to NOT:***

1. Use the internet for any social media.
2. Access e-mail other than what is needed for class.
3. Use the internet for non-educational purposes.
4. Access any inappropriate material (pornography, drugs, alcohol, etc.).
5. Instant message, unless it is pertaining to school materials.
6. Watch movies, play games, and listen to music.

While on the internet the ***Student will agree to:***

1. Work only on assignments for a class they are in at that time, unless given permission to work on an assignment from another class.
2. While working on the internet, if a student accidentally accesses an inappropriate site, they will immediately exit the site and report the incident to the teacher.
3. Students and parents will sign the WCA Acceptable Use Policy Agreement. See Appendix A.

Cell Phone and similar devices:

Students are discouraged from bringing cell phones, smart watches, and other similar devices to school, as access is extremely limited.

1. During school hours (including breaks and lunch), cell phones are to be turned off and put in the designated cell phone depositories. Students may not use phones during school hours without permission and supervision
2. Any unauthorized use of such devices, including use of social media, during the school day will result in immediate confiscation and may include disciplinary action.
3. As per state law, and to prevent bullying, cell phones and similar devices may not be used to take photos or videos without the express permission of a teacher or staff member while on campus. Students are also forbidden to upload photos or videos taken on campus to any social networking site without permission of the teacher and/or administrator.
4. Inappropriate material discovered on phones may be reported to law enforcement as required by law.
5. The only exception for use of cell phone and similar devices is when a teacher expressly asks the student to use these devices in a class activity.
6. If parents need to contact students during school hours, messages should go through the WCA office. To minimize disruption, messages will be delivered at the first available break except for emergencies.

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 teachers based on overall student performance and attitude each semester. See Appendix F for Honor roll criteria.

Homework Policy

Generally, it is the policy of the school not to assign large amounts of homework. When homework is assigned it is geared to the student's ability and designed to develop healthy and appropriate work study habits. Recommended homework time is 10 minutes per grade level (for instance at grade 3, $3 \times 10 = 30$ minutes) in addition to reading. Homework assignments will be collected at the beginning of a period, or upon teacher request. Any assignment turned in after the first collection is considered late and the grade may be reduced by 10%, up to 2 days, after which the assignment may 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 the 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. The assignments will be due at the regular time and graded in a manner consistent with standard grading policy. Teachers may choose to coordinate testing or other major assignments for after the student's return to class.

Legibility: Teachers may choose not to accept any assignment which is not legible.

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

Missed Academic Time: Absences for athletics and other extracurricular activities should be arranged well in advance by the coach and/or athletic director. Academic assignments and projects will be expected to be completed on time, according to teacher's discretion.

Tutoring

WCA teachers may provide individual tutoring. Arrangements for tutoring will be contingent upon agreement between teacher and parents/guardians. The purpose of tutoring is to provide assistance with learning concepts rather than time for doing homework.

Book Return Policy

All texts and non-consumable books must be returned in useable condition at the end of the school year. Parents will be charged the replacement cost for books missing or damaged beyond use.

Eligibility

Students (including homeschool students) participating in WCA/Legacy extracurricular activities must maintain a minimum C (70) average, and an overall (GPA) of 2.3, and must not have a failing grade in any one class.

"Eligibility checks" will be run by the office each Friday morning to determine eligibility for the following week. Homeschool parents will be asked to submit proof of eligibility prior to games and competition registration deadlines. Students that have a lower than C (70) average or a failing grade in any one class will not be eligible to participate in, at minimum, the first practice, game, or activity of the following week and continuing until the grade(s) is brought up or at the discretion of WCA/Legacy staff.

Students must be present in school at least $\frac{1}{2}$ day in order to be eligible to participate in extracurricular activities on that day.

Students are expected to attend practice(s) to be eligible to compete.

Ineligible students are expected to suit up for games and support their team throughout their ineligible period. Ineligible students will not be allowed to attend practices. 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 determined by the coach. Excessive absences may be cause for removal from the team.

Please refer to the “Athletic Expectations and Etiquette” policy that all athletes and parents are required to fill out at the beginning of each sports season and any information provided for each sport or activity.

Academic Probation Policy

Students are expected to maintain a minimum of a C (70) grade or 2.3 GPA (not including electives or independent study courses). 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/or the administrator.

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

If the student’s grades/GPA do not improve to the minimum, a student may be subjected 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 both practices and competitions (may include sports, performing arts, field trips, etc.). Students will be expected to use that time to complete eligibility requirements.

Student Grade Advancement

For a student to advance to the next grade, the student must achieve a minimum grade average of 70%. Credit will not be given for classes with failing grades (below 70%).

Discipline

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

We expect students to obey and respect teachers and staff members. It is important that parents/guardians teach this character quality to their children. *If parents/guardians undermine the respect by listening to a child’s complaints or accusations about a teacher without following up with the teacher, a foundation of disrespect is laid, and is usually irreversible.*

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.

Discipline Action Policies:

Minor Violations: Minor violations include breaches of classroom rules and etiquette or school policies that are typically dealt with by classroom teachers and staff.

Major Violations: Major violations include, but are not limited to:

1. Minor Violations that are repeated without evidence of repentance may be handled as major violations.
2. Insubordination (refusal to comply with a reasonable request or disrespect to school personnel).
3. Insolence (attitude of contempt).
4. Mockery (malicious insults, malicious gossip, etc.).
5. Harassment (verbal, physical, or sexual).
6. Intimidation or threats of violence or reprisal.
7. Use of profane, vulgar, or obscene language or actions.
8. Possession of obscene and/or offensive materials.
9. Truancy.
10. Use of any type of tobacco products, alcohol, drugs, or inappropriate use of other substances.
11. Willful destruction or defacement of school or private property on school grounds.
12. Theft.
13. Possession or use of fireworks, lighters, etc.
14. Possession of any kind of dangerous weapon.
15. Sexual immorality.
16. Forgery.
17. Lying.
18. Cheating (giving or receiving any information on any 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 physical, mental, or spiritual health, safety, or well-being of oneself or others.
20. Any behavior in action or words that occurs on or off campus during school sponsored activities 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).
21. Repeated misuse of cell phones, computers or other electronics.

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

1. Warning; Consequence decided by teacher.
2. Detention and phone call to parents from teacher or administrator.
3. Suspension (may be in-school suspension) determined by the administrator with phone call or conference with the parents/guardians.
4. See Discipline policies for Primary..

Discipline steps for Major Violations: Procedures for dealing with major violations include, but are not limited to, the following.

1. Immediate removal of student from the classroom.
2. Parent contacted by the administrator.
3. Administrator determines consequence (probationary period, detention, in-school suspension, recommendation for expulsion, etc.)
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.

Disciplinary Probation: After evaluation and consultation with administrator, faculty, and parents, a student may be placed on disciplinary probation. Any student receiving two (2) disciplinary suspensions 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 action. During probation:

1. The student is ineligible from participating in any extracurricular activity for the duration of the probationary period.
2. Probation is one quarter or a specified 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 expelled 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 expelled from school at the end of the probationary period.

Grounds for Dismissal from WCA: It is not the desire of WCA to ever have to ask a student to leave. However, the following situations are grounds for consideration of dismissal.

1. Attitudes reflecting a “flaunting of sin.”
2. Attitudes which create “negative tenor” for other students.
3. Attitudes with continue to “dampen” spiritual growth in others.
4. Verbal abuse to fellow students and/or staff.
5. Failure of parents to cooperate in the discipline process.
6. Failure to demonstrate a commitment to academic progress.

Chapel and Chapel Conduct

All students K-12 attend chapel once a week, usually split into primary and secondary chapels. Parents are encouraged to attend.

Students will enter Chapel in a quiet, orderly fashion, supervised by their teacher. Students will bring a Bible to Chapel and actively participate and show reverence and respect.

Field Trips

Field trips are planned for their fellowship opportunities, experiential learning opportunities, and educational value and will be scheduled by appropriate teachers and/or the WCA office. Notification reflecting the field trip details is sent home with the student to obtain parents’/guardians’ permission, which is required to attend. All students will be expected to attend unless prior arrangements are made with the teacher and/or administrator. A parent/guardian may be requested to participate in field trips (assist in transportation and supervision, etc.).

Attending field trips is a privilege which may be rescinded for behavior issues, ineligibility, or failure to turn in permission slip by deadline at the discretion of the teacher and/or administrator.

Dress Code

The Bible commands the Christian to “do all to the glory of God” (1 Cor. 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” (1 Thess. 5:21-22). The Christian is to have a regard for things that are “pure...of good report...of virtue...and praise” (Phil. 4:8). WCA has chosen to create and follow 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, hairstyles, and makeup students should look neat, natural, and with emphasis on cleanliness and modesty. While not exhaustive, the guidelines are intended to provide guidance for appropriate attire at school and school-sponsored functions. See specific dress code guidelines for each department. *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 or a uniform may be provided if available.*

Sports & Extracurricular Activities

The sports programs at WCA are designed to develop Christ-like character in our student athletes. Submission to authority, encouragement of teammates and opponents, quiet spirit, personal reliance on the Lord, forgiveness, joyfulness, kindness, holiness, thankfulness, peacefulness, and love for Christ are the qualities we ask every athlete to strive to achieve. Teaching the basics of each sport, its skills, and techniques are the main goal.

Good sportsmanship is a must! All athletes are expected to respect other athletes, coaches and officials at all times. Athletes must be coachable by displaying a willingness to accept praise and correction with the proper attitude. Unacceptable conduct will be addressed from a biblical standard and coaches will work with the student to bring about Christ-like character as described above. (2 Tim. 2:15)

A variety of sports and extracurricular activities, to ensure the development of the whole child, are provided as coaches, teachers, and student numbers allow. Guidelines for each sport or activity will be handed out at the beginning of each activity. Students in grades 5-12 are allowed to participate in competitive sports. Students in grade 4 are allowed to participate in practices only to learn skills in some sports with coaches' permission. All students must maintain eligibility, and sign and turn in appropriate permission slips to participate in extracurricular activities.

Sports regulated by Canyon Athletic Association (CAA) require current physicals for all student athletes. WCA recommends physicals for all student athletes.

Athletes may lose eligibility for participation if any of the following occur:

Academic Eligibility: Athletes are eligible if they are earning a passing grade (70% or higher) in each course. Attitude and effort will be considered and averaged into the grade. Student athletes will remain ineligible until a passing grade is achieved, or a conference with teacher and administrator occurs and special permission is received. Ineligibility due to incomplete assignments will be at the discretion of the teacher. Please see school eligibility policy for more details.

Behavior: Inappropriate behavior at school or during a sports event may result in a student becoming ineligible. The administrator or coach may suspend athletes from athletic participation for violations of school codes. The administrator and/or athletic director will be notified of behavior infractions and determination of ineligibility will be at his/her discretion. An athlete assigned detention after school will complete the detention before reporting to practice or a game.

Unexcused absences and tardies: Student athletes are expected to have consistent and prompt attendance at school, practices, and games. Attendance at practice the week of a game/competition is required in order to compete. Exceptions to this rule include doctor and dental appointments, and absences that have the administrator's approval. Students must be in school at least half-day on the day of a game/competition (Friday, if the event is on Saturday) in order to participate.

Dress Code for sports and extracurricular activities: Students represent WCA and Christ at all times. For all sports, uniforms and guidelines for dress code are provided by WCA. When not in uniform, student athletes are expected to adhere to appropriately modest dress for the event.

Preschool

A preschool handbook is available on the ParentsWeb site and through the WCA office or Preschool Team Leader.

Primary (K-6)

Grading Scale

A= 90-100%

B= 80-89%

C= 70-79%

D= 60-69%

F = 00-59%

Discipline Policies

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 consulted

Dress Code

Images can be found in Appendix C for Dress Code.

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. Socks that match in white, navy, brown, or black; 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, khaki, or navy color that complement the skirt color).
4. Blouses
 - a. Polo-style shirts are considered standard dress. Polos may be red, white, navy blue, or soft pink. White dress shirts will be allowed. Long sleeves or short sleeves are permitted.
 - b. Shirts are to be worn tucked in whenever indoors.
 - c. Students are requested to have at least one white polo or dress shirt with the school emblem embroidered on the left chest for special occasions.
 - d. A matching color, long sleeved, crew-neck undershirt may be worn under the polo or dress shirt during cool weather.

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 or tattoos (temporary or permanent) are not acceptable.
- c. Hair clips and accessories may be worn if they complement outfit and must not be distracting to other students or themselves.

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.

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 or dress shoes in good repair are acceptable. Socks that match in white, navy, brown, or black must be worn at all times.
- c. Sandals and 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 red, navy blue, or white polo are allowed. Long or short sleeves are permitted.
- b. Shirts are to be worn tucked in at all times whenever indoors.
- c. Students are requested to have at least one white polo or dress shirt with the school emblem embroidered on the left chest for special occasions.
- d. A matching color, long sleeved, crew-neck undershirt may be worn under the polo during cool weather.

5. Jewelry

- a. Watches are the only acceptable jewelry for boys at school.

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.

K-6 Physical Education

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

K-6 Special Occasion Dress 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 shirt. 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 tops 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 or dress jeans. Clothes should be neatly pressed and shirts tucked in. Tie and/or jacket is optional. .

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 and not share food.
- E. Students will clean up their own eating area.
- F. Eating of food and drink will be limited to designated areas

Legacy Secondary (7-12)

Legacy Honor Code

Legacy Secondary students and their parents are expected to read, sign, and agree to follow the Legacy Honor Code. See Appendix B.

Off-Campus Privileges

- 1. Students in grades 7-11 will remain on campus during regular school hours, regardless of class schedule, unless a parent makes arrangements for early dismissal.
- 2. Seniors must have written permission from the parent/guardian on record in the office to be able to sign themselves out.
- 3. Students leaving campus must coordinate with teachers of affected classes and check out with the Legacy Team Leader.
- 4. Off campus privileges will be revoked if abused.

Locker Privileges

- 1. Having a locker is a privilege which can be revoked.
- 2. Lockers are school property and students are expected to maintain them properly. Damages to lockers will be the responsibility of parents.
- 3. Staff have the right to access lockers as needed.

Detention for Tardies: After accumulating 5 tardies, students will be required to serve a 30 minute after-school detention. The purpose of detention is to be a deterrent. Therefore, the student will not be allowed to talk with others or work on homework while serving detention. Use of detentions served for other purposes will be determined by teacher and/or administrator.

Drop/Add Class Policy (elective classes only)

Students enrolled in an elective are only allowed to drop/add within two weeks of start date. Parental permission is required.

Community Service Requirements

Each Legacy Secondary Student is required to submit signed documentation of completed community service hours.

Grades 7-8 are required 5 hours per semester, a total of 10 hours per academic year. Because this is intended to establish a habit of service students may not do the entire year's hours in one semester. Grades 9-12 are required 10 hours per semester, a total of 20 hours per academic year.

Community service is defined as an unpaid act of work that benefits someone other than themselves. Students in grade 7-8 are highly encouraged to participate in church service activities including but not limited to: VBS, church nursery, choir, worship team, tech, grounds and maintenance, etc.

Students in grades 9-12 are highly encouraged to reach out into the community for service opportunities including but not limited to: Wise Owl, Food Pantry, St. Vincent de Paul, New Life Pregnancy Center, Humane Society, Cops Who Care, Umpiring, Refereeing, Coaching, Missions trips, etc.

Questions regarding acceptable community service should be pre-approved by Legacy Team Leader or Home Room Teacher.

Legacy Grading Scale & GPA Calculation

<u>FROM</u>	<u>TO</u>	<u>LETTER GRADE</u>	<u>ASSIGNED GPA</u>
<u>97%</u>	<u>100%</u>	<u>A+</u>	<u>4.2</u>
<u>94%</u>	<u>96%</u>	<u>A</u>	<u>4.0</u>
<u>90%</u>	<u>93%</u>	<u>A-</u>	<u>3.7</u>
<u>87%</u>	<u>89%</u>	<u>B+</u>	<u>3.3</u>
<u>84%</u>	<u>86%</u>	<u>B</u>	<u>3.0</u>
<u>80%</u>	<u>83%</u>	<u>B-</u>	<u>2.7</u>
<u>77%</u>	<u>79%</u>	<u>C+</u>	<u>2.3</u>
<u>74%</u>	<u>76%</u>	<u>C</u>	<u>2.0</u>
<u>70%</u>	<u>73%</u>	<u>C-</u>	<u>1.7</u>
<u>60%</u>	<u>69%</u>	<u>D</u>	<u>0.0</u>
<u>0%</u>	<u>69%</u>	<u>F</u>	<u>0.0</u>

**All classes are included in the GPA calculation, however, classes below 70% receive no credit.*

Dress Code

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 one of our vendors 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. Images can be found in Appendix C and ordering information can be found at [Lands' End](#) or [Education Outfitters](#), our uniform retailers.

Gentlemen:

- Navy or gray dress pants
- Pressed white or blue/French blue shirt, long or short sleeves, Legacy crest required
- Polo shirt in Carolina Blue; Legacy Crest required. (specific brand only, please see Appendix C)
- Solid dark color shoes (closed-toe)
- Navy blue blazer, vest, or sweater through vendor is optional for colder weather, no substitutions
- Tie optional, must be from vendor (navy).
- Belt: black dress, optional
- Black socks

Ladies:

- Navy, gray or plaid (set colors) skirt. Skirts must be no more than 3” above the floor when the student is kneeling.
- Grey or navy dress pants (specific brands/styles only, please see Appendix C)
- Pressed white or blue/French blue shirt with logo, short, long, or 3/4 sleeves; Legacy crest required.
- Polo shirt in Carolina Blue; Legacy Crest required. (specific brand only, please see Appendix C)
- solid black shoes, closed toe
- Navy blue or gray sweater (with crest) through vendor is optional for colder weather.
- Tights or leggings may be worn with skirts: solid white, gray, black, or navy colors only
- Ladies’ socks: white knee high or low ankle (plain, no patterns or added colors)

Friday Casual Dress Day

Jeans in good repair, with a polo shirt, T-shirt with no slogans or images, or button down dress shirts; dress blouses with modest necklines, may be sleeveless as long as undergarments are not visible during regular activity. Closed-toe shoes will be worn, no sandals or flip-flops. Modesty matters.

Physical Education

Students should wear navy blue gym shorts, at least fingertip length, and loose-fitting grey T-shirt with Legacy Crest. Items are available through uniform vendor. 2 sets of P.E. clothes are recommended. Athletic shoes or closed-toe shoes are mandatory for P.E.

Special Occasions

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 shirt. 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). Dresses or shirts with a modest neckline may be sleeveless as long as undergarments are not visible during regular activity or may have a shirt, jacket, or sweater worn over them. One shoulder or strapless shirts or dresses are not permitted. Modesty matters.

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

Lunch Area Conduct

- A. Students will eat in designated and supervised areas only.
- B. Students will clean up their own eating area.
- C. Students will remain in supervised areas for the entire lunch period.
- D. Students have limited use of microwave and small refrigerator in Legacy Commons.

Appendix A

WCA/Legacy Acceptable Technology Use Policy

for computer and internet use

Wickenburg Christian Academy/Legacy Secondary (WCA/LSA) is pleased to offer all high school students access to a computer network for access to electronic mail and the Internet. The Internet is a global network of computers that allows individuals to share information, send electronic letters, voice and video messages, pictures, and programs. Internet use enables teachers and students to bring a vast amount of resources and experts right into the school and the classroom. Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world.

With access to computers and people all over the world also come availability of material that may not be considered to be of educational value in the context of the school setting or that is contrary to the educational vision of the school. WCA/LSA has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials. While the purposes of the school are to use Internet resources for constructive educational goals, student may find way to access other materials. We believe that the valuable information and interaction available on this worldwide network outweighs the possibility that users may procure material that is not consistent with our educational goals.

Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. WCA/LSA specifically denies any responsibility for the accuracy of information for any source. The user has the ultimate responsibility for how the Internet/Network is used and bears the risk of reliance on the information obtained.

Students are held responsible for appropriate behavior on the school's computer network just as they are in a classroom or on the sports fields. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with the school's standards and the specific rules set forth in the Student Handbook.

The use of the network is a privilege, not a right. WCA reserves the right to revoke these privileges if required in the best interest of the school, students and staff.

Upon entry into the school community, all students and staff will go over and sign the AUP agreement, thereby indicating their commitment to the standards it expresses.

What are the rules?

- **Privacy** – Network storage areas may be treated like school lockers. Network teachers and/or administrators may review communications to maintain system integrity. This will insure that students are using the system responsibly.
- **Storage** – Users may save their work in an online storage folder or network, including but not limited to Google docs, etc., or on a school computer. Students are responsible for appropriate storage and backup of their data.
- **Vandalism** – Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user locally or connected to WCA/LSA via Internet. This

includes, but is not limited to, the uploading or creation of computer viruses. Vandalism will result in cancellation of privileges.

- **Inappropriate materials or language** – No profane, abusive, disrespectful, or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is to never view, send, or access materials of which you would not want your teachers and parents to see. Should students encounter such material by accident, they should back out of the site and report the occurrence to their teacher immediately. Students who become aware of other students who encounter inappropriate sites are required to notify the teacher immediately.
- **Social Networking** – Students at WCA/LSA may not use the school network to access social networking sites for personal use. Express and limited permission is required from staff when using for specific school activities.

Guidelines for acceptable use of network privileges at school

Staff and students using the Internet are representing the school. They are responsible for ensuring that the Internet is used in an effective, ethical, and lawful manner.

Examples of acceptable use are:

- Using Web browsers and the school's network to obtain information from Websites that conform to this policy.
- Accessing databases for information as needed.
- Using email for school-related activities only.
- Using the school's network to promote the exchange of information to further education and research that is consistent with the mission of the school.
- Using the network/Internet in a manner which respects rights and property of others.
- Keeping all accounts and passwords confidential and inaccessible to other students.
- Showing responsibility by making backup copies of material critical to you.
- Showing responsibility by taking precautions to prevent viruses when possible.
- Upon receipt of an attachment, checking to make sure it is from a known source.
- Backing out of an accidentally encountered site that contains materials that violate the rules of acceptable use, and notifying a teacher or supervising adult of the occurrence immediately.

Examples of unacceptable use are:

- Use of the Internet for purposes that are illegal, unethical, harmful to the school, or nonproductive.
- Sending or forwarding chain email, i.e., messages containing instructions to forward the message to others.

- Broadcasting email, i.e., sending the same message to more than 10 recipients or more than one distribution list.
- Conducting personal business using school resources.
- Transmitting any content that is offensive, objectionable, harassing, or fraudulent.
- Using inappropriate language: do not swear, use vulgarities or sexual innuendos.
- Using programs that infiltrate a computing system and/or damage the software components is prohibited.
- Doing harm to other people or their work.
- Doing damage to the computer or network in any way.
- Interfering with the operation of the network by installing illegal software, shareware, or freeware.
- Plagiarizing and violation of copyright laws.
- Sharing your passwords with another person. Doing so could compromise the security of your files.
- Wasting limited resources such as disk space, band-width, or printing capacity.
- Trespassing in another's folders, work, or files.
- Removing or copying software from the computer lab or other school resources.
- Giving out personal information such as your home address or telephone number. Use the school's address instead, but not the school's phone number.
- Downloading software, programs, or apps from the Internet without specific authorization from the IT manager.
- Viewing, sending, or displaying offensive messages or pictures.
- Accessing sites that contain pornography; that spread hatred; that promote discrimination; that give instruction for acts of terrorism, harassment, murder, suicide, or other illegal activity.

Monitoring

All messages created, sent, or retrieved over the school's network are the property of the school and may be regarded as public information. WCA/LSA reserves the right to access the contents of any message sent over its facilities if the school believes, in its sole judgment, that it has a need to do so.

All communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. This means, don't put anything into your email messages that you wouldn't want to see on the front page of a newspaper or be required to explain in a court of law.

Violations of these guidelines may result in disciplinary action in accordance with regular school policy. The disciplinary action will take into account the type and severity of the violation, whether it causes any liability or loss to the school, and/or whether the action is a repeat violation.

Due to fast-paced changing technologies, WCA reserves the right to update the AUP as required.

Parent/Guardian Acceptable Use Policy Agreement

SAMPLE

Name of Student _____

Grade _____ School Year _____

We have read the Wickenburg Christian Academy / Legacy Secondary Academy (WCA/LSA) Acceptable Use Policy and agree to its terms.

We understand that WCA/LSA does not allow WCA staff or students to transmit or receive any electronic content that is illicit, unsavory, abusive, pornographic, discriminatory, harassing, or disrespectful.

We also understand that WCA/LSA cannot guarantee that all students participating in school activities will abide by the Policy's terms. However, we realize that WCA/LSA will seek to enforce the Policy's terms to the best of its ability.

Students are not allowed to use cell phones or electronic devices, except for specific academic purposes, during school hours or during regular school activities (practices, clubs, etc.). Specific parameters for use during travel to events may be allowed, to be determined on a case by case basis.

WCA/LSA students in grades 7-12 will be assigned a school email address to be used to correspond with teachers. This email will also serve as a login credential for Moodle and other official school activities. WCA Administration reserves the right to monitor, close, freeze, or otherwise manage the email account, including passwords.

Parent/Guardian Signature _____

Print Name _____

Date _____

Teacher's Signature _____

This completed form will be kept by the school in the student's file and a copy will be sent to his/her parent or guardian.

Appendix B

HONOR CODE SAMPLE

The intention of this “honor code” is to facilitate the attainment of our educational purpose, and to foster obedience in the student’s walk with Jesus our Lord.

I, _____, as a student of Legacy Secondary, and more importantly, as a representative of Christ, agree to the following:

I. **Scholastic Code of Honor**

- a. I will put forth my best effort in my studies, understanding that my erudition is dependent upon my willingness to learn and comprehend.
- b. I will not cheat in any way, as my desire to gain knowledge and wisdom outweighs my desire for temporary success.
- c. I will not procrastinate in completing assignments or readings, as I understand that organizing my time is a life lesson that will enhance who I become as an adult.
- d. I understand that the results of my education rest solely on the effort I place in using the tools given to me by my teachers, as well as my parents, during my scholastic years.
- e. I understand that my education is preparation for future learning and achievement as an adult, and I will therefore apply myself accordingly throughout this program.
- f. The work that I submit will be earmarked by my best effort, whether constructing assignments in my weakest subject, or my most advanced area of understanding.
- g. My coursework will be turned in on schedule, and my reading finished promptly.
- h. If I am unable to attend an instruction day, I will ensure that my review of that day’s studies will be made promptly.
- i. I will filter all teaching through Scripture and verify its theology, understanding that critical thinking and considering everything I learn in light of Scripture is of utmost importance.
- j. I will be graded on my personal and individual growth as a student to ensure that the education I receive is not standardized in any way, but promotes my growth as a man or woman of God.
- k. I will abide by the uniform code of Legacy Secondary in an effort to contribute to the professional atmosphere of learning.

II. **Moral Code of Honor**

- a. I will uphold Biblical law to the best of my ability. I will do this not for salvation but as a result of salvation.
- b. I will portray an attitude of love that glorifies Christ to the very best of my ability.

I, _____, am willing to be held answerable, and will hold my fellow students accountable, to these tenets, and will accept the consequences if I do not abide by my word.

Student Signature _____ Date _____

I, _____, the parent or guardian of the student above, commit to help implement this honor code, and understand its purpose.

Parent/Guardian Signature _____ Date _____

Appendix C

Primary Dress Code Examples

*Please note, the photos below are sample photos only.
Please see dress code guidelines for complete list of colors and styles available.*

Boys:



Girls:



Secondary Dress Code Examples

*Please note, the photos below are sample photos only.
Please see dress code guidelines for complete list of colors and styles available.*

Ladies:



*Women's Apt. 9® Magic Waist
Tummy Control Bootcut Pants (Kohl's)*



*School Uniform Girls
Dress Pants (Land's End)*



*Women's Apt. 9® Torie Modern Fit
Straight-Leg Dress Pants (Kohl's)*



*School Uniform Girls Boot Cut
Stretch Chino Pants (Land's End)*



Men:



P.E.:



*for style only, must be grey



Appendix D

Sports Participation Forms General (volleyball, basketball, track, swim, etc.)

SAMPLE

Participation Guidelines for WCA Sports Programs

The sports programs at W.C.A. are designed to develop Christ-like character in our student athletes. Submission to authority, encouragement of teammates and opponents, quiet spirit, personal reliance on the Lord, forgiveness, joyfulness, kindness, holiness, thankfulness, peacefulness and love for Christ are the qualities we ask every athlete to strive to achieve.

Good sportsmanship is a must! All athletes are expected to respect other athletes, coaches and officials at all times. Athletes must be coachable by displaying a willingness to accept praise and correction with the proper attitude. Unacceptable conduct will be addressed from a biblical standard and coaches will work with the student to bring about Christ like character as described above. (2 Tim. 2:15).

Athletes may lose eligibility for participation if any of the following occur:
(Athletes must initial the following four eligibility criteria.)

_____ Academic eligibility: Athletes are eligible if they are earning a passing grade (70%) or higher in each course. Attitude and effort will be considerations that are averaged into the grade. Student athletes will remain ineligible until a passing grade is achieved or a conference with teacher and administrator occurs. Ineligibility for incomplete assignments will be at the discretion of the teacher. Homeschool students will be required to provide proof of eligibility prior to games and competition registration.

_____ Behavior – Inappropriate behavior at school or during a sports event may result in a student becoming ineligible. The school administrator or coach may suspend athletes from athletic participation for violations of school disciplinary codes. The administrator will be notified of behavior infractions and ineligibility will be at their discretion. An athlete serving detention after school will complete that detention before reporting to practice or to a game.

_____ Unexcused absences and tardies – Student athletes are expected to have consistent and prompt attendance at school, practices and games. Exceptions to this rule include doctor and dental appointments, and absences that have the administrator’s prior approval.

_____ Uniforms will be issued to every participant. Uniforms are to be only worn during games. At the end of each sport season, uniforms will be returned laundered or a \$45.00 fee per item will be charged if uniforms are lost or soiled.

The reinstatement of an ineligible student will be determined and approved by the W.C.A. Administrator after conferring with athlete, teacher and parent when appropriate.

Wickenburg Christian Academy Parental Consent and Emergency Medical Treatment Waiver Form

I give my consent for _____ to participate in the Wickenburg Christian Academy Athletics Program. I authorize the school to obtain, through a physician of its own choice, any emergency medical care that may become necessary for my child in the course of such activities or travel. I understand that such activities involve the potential for catastrophic injury, or even death, which is inherent in all Athletics activities. I indemnify and save Wickenburg Christian Academy, its employees, and agents, harmless from any liability or medical payment resulting from my child participating in this activity or travel. I understand that in the case of injury the student's own insurance is the primary insurance carrier.

Parent/Guardian signature: _____

Parent/Guardian printed name: _____

Contact Number: _____

Date: _____

In Case of emergency please notify (to be notified after parent/guardian above is necessary):

Name: _____

Phone: _____

Please list any medical conditions that we should be aware of below:

Please list any allergies below:

Archery

Wickenburg Christian Academy

SAMPLE

Participation Guidelines for W.C.A. Archery Program

The sports programs at W.C.A. are designed to develop Christ-like character in our student athletes. Submission to authority, encouragement of teammates and opponents, quiet spirit, personal reliance on the Lord, forgiveness, joyfulness, kindness, holiness, thankfulness, peacefulness and love for Christ are the qualities we ask every athlete to strive to achieve.

Good sportsmanship is a must! All athletes are expected to respect other athletes, coaches and officials at all times. Athletes must be coachable by displaying a willingness to accept praise and correction with the proper attitude. Unacceptable conduct will be addressed from a biblical standard and coaches will work with the student to bring about Christ like character as described above. (2 Tim. 2:15).

Athletes may lose eligibility for participation if any of the following occur:
(Athletes must initial the following four eligibility criteria.)

- _____ Academic eligibility: Athletes are eligible if they are earning a passing grade (70%) or higher in each course. Attitude and effort will be consideration averaged into the grade. Student athletes will remain ineligible until a passing grade is achieved or a conference with teacher and administrator occurs. Incomplete assignments will be at the discretion of the teacher. Homeschool students will be required to provide proof of eligibility prior to games and competition registration.

- _____ Behavior – Inappropriate behavior at school or during a sports event may result in a student becoming ineligible. The school administrator or coach may suspend athletes for athletic participation for violations of school disciplinary codes. The administrator will be notified of behavior infractions and ineligibility will be at their discretion. An athlete serving detention after school will complete that detention before reporting to practice or to a game.

- _____ Unexcused absences and tardies – Student athletes are expected to have consistent and prompt attendance at school, practices and games. Attendance at practice the week of a shoot is required in order to compete at the shoot. Exceptions to this rule include doctor and dental appointments and absences that have the administrator’s prior approval.

The reinstatement of an ineligible student will be determined and approved by the W.C.A. Administrator after conferring with athlete, teacher and parent when appropriate.

- _____ Archery uniform Shirts will be worn with jeans (in good condition), with closed-toe shoes.

Additional Information for Archery participants (Parents please initial):

- _____ NASP guidelines recommend that students be accompanied to shoots by a parent whenever possible.
- _____ Only BAI certified instructors may serve as coaches for students at NASP shoots. (Parents may not coach their children if not certified instructors.)
- _____ Students must follow all safety rules, and directions of all instructors at all times. Any infractions will result in loss of shooting opportunities. Repeated infractions will result in removal from the club.

_____ Damage to equipment due to careless or malicious behavior, or to failure to use proper procedures will result in the parent being charged to replace the equipment.

Wickenburg Christian Academy Parental Consent and Emergency Medical Treatment Waiver Form

I give my consent for _____ to participate in the Wickenburg Christian Academy Athletics Program. I authorize the school to obtain, through a physician of its own choice, any emergency medical care that may become necessary for my child in the course of such activities or travel. I understand that such activities involve the potential for catastrophic injury, or even death, which is inherent in all Athletics activities. I indemnify and save Wickenburg Christian Academy, its employees, and agents, harmless from any liability or medical payment resulting from my child participating in this activity or travel. I understand that in the case of injury the student's own insurance is the primary insurance carrier.

Parent/Guardian signature: _____

Parent/Guardian printed name: _____

Contact Number: _____

Date: _____

In Case of emergency please notify (to be notified after parent/guardian above is necessary):

Name: _____

Phone: _____

Please list any medical conditions that we should be aware of below:

Please list any allergies below:

Appendix E

Pre-Kindergarten Students Kindergarten Entrance Standards and Expectations

Wickenburg Christian Academy

As Wickenburg Christian Academy students enter Kindergarten each August, whether from preschool, homeschool, or other, it is expected that they be able to perform the following activities to general satisfaction. **Individual exceptions would be open to evaluation and discussion.**

Age:

- Student will be five years of age by Sept. 1st as evidenced by birth certificate.

Fine Motor:

- Able to correctly hold (using a standard grip) and use a pencil
- Able to trace straight lines
- Able to color within the lines of a picture (no scribbling)
- Able to write their name legibly in all capital letters
- Able to copy a few words from a model in front of them
- Able to write most, if not all, letters of the alphabet
- Able to correctly hold and use scissors
- Able to cut on a straight or slightly curved line
- Able to paste/glue after cutting

Gross Motor:

- Run
- Skip
- Kick a stationary ball
- Throw a ball from a stationary position

Basic Recognition:

- All letters of the alphabet, not necessarily in order
- Numbers 1 to 10, not necessarily in order
- Basic colors: black, green, red, yellow, blue, orange, purple, and brown

Phonemic Awareness:

- recognize beginning sounds of a word
- recognize rhyming words
- recognize consonant blends
- able to match sounds with letters

Math and Number Awareness:

- recognize written numbers 1 to 10
- write numerals correctly
- comprehend one-to-one correspondence (5 objects)
- able to count orally from 1 to 10
- recognize and continue simple patterns (ABAB – apple banana apple banana)
- sort objects by color, shape, and size

Visual Discrimination:

- Observe and understand science demonstrations and experiments

Body Image:

- Understands the symmetry of the body and its image; for example that arms and legs extend from the torso and not from the head

Auditory Processing:

- Follow a two-step command

Behavioral Awareness:

- Able to sit quietly for 20 to 30 minutes for lesson
- Able to wait for teacher or help without crying
- Able to transition without disruption or incident

Appendix F

WCA Honor Roll

What is an honor roll? What achievements should a Christian school honor? Should we honor academic achievement while ignoring character development? In Ephesians 4:17 we're commanded to: "No longer live as the Gentiles do, in the futility of their thinking." How do the Gentiles (unbelievers) handle honor rolls? They base them on totally external and one-sided measurement of grades alone.

But, the Lord gives us a different standard for showing honor: "...Those who honor me, I will honor..." (I Samuel 2:30) and: "...You accept honor from one another, yet make no effort to obtain the honor that comes from the only God?" (John 5:44). The implication of this work is that we should honor what and whom God honors, but withhold honor where it is not due.

Should a Christian school put students on the honor roll who have good grades but fail to walk in the ways of God, the light of the Lord? To do so would be inconsistent with the purpose for having a Christian school. If we're going to teach the need for development of Christian character, then we must include it in the evaluation for being placed on our honor roll.

I Corinthians 3:10-15 talks not about the QUANTITY of what a person does, but about the QUALITY of what HE BECOMES. The requirement, then, for being on the honor roll should be a BALANCED EXCELLENCE in both academic achievement and in character development.

It then becomes necessary to identify and define both the levels and the areas of achievement that will be considered. (See: Honor Roll Evaluation Sheet) Students will then be judged in five areas of achievement and given an overall evaluation

Levels:

- A. Outstanding (always excels)
- B. Above average (usually excels)
- C. Average (sometimes excels)
- D. Below Average (seldom excels)
- E. Poor (never excels)

Areas:

- A. Cooperation: honor & support of teachers, compatibility with other students, teachability
- B. Enthusiasm: attendance, punctuality, and participation in class discussion & projects
- C. Initiative: leadership, work habits, daily goals
- D. Scholarship: grades/ academic work
- E. Deportment: self-discipline, adherence to rules, and numbers of detentions

Area & Level	Points
A. Cooperation: Honor & Support of Teachers, Compatibility with other students, and teachability.	
1. Outstanding: Full, consistent support and honor towards others	16-20
2. Above Average: frequently adds to team spirit	11-15
3. Average: Gets along well with most others	6-10
4. Below Average: Some problems in relationships	1-5
5. Poor: Rebellious, defiant, discordant	0
B. Enthusiasm: Attendance, Punctuality (tardies), & Participation in class discussions and group projects	

1. Outstanding: Always there, always active	16-20
2. Above Average: Good Participation, seldom misses, usually involved	11-15
3. Average: Some Participation, some absence	6-10
4. Below Average: Needs much encouragement, frequent tardiness	1-5
5. Poor: Never participates, chronic absenteeism or tardiness	0
C. Initiative: Leadership, work habits, meeting daily goals, & homework	
1. Outstanding: A leader, never satisfied with less	12-15
2. Above Average: Usually progresses without being told	8-11
3. Average: Progresses with reminders	4-7
4. Below Average: Lacks motivation, homework frequently late	1-3
5. Poor: Shuns responsibility and growth	0
D. Scholarship: Academic work and grades	
1. Outstanding: Academic balance, A's, superior grades	20-25
2. Above Average: Balance, B's, very good grades	14-19
3. Average: Some balance, C 's, average grades	8-13
4. Below Average: little balance, D's, low grades	1-7
5. Poor: No balance, F's, failing grades	0
E. Deportment: Self-discipline, adherence to rules, number of detentions	
1. Outstanding: No detentions, follows rules	16-20
2. Above Average: 1-3 detentions, usually follows rules	11-15
3. Average: 4-8 detentions, needs reminders to adhere to rules	6-10
4. Below Average: 9 or more detentions, some difficulty with rules	1-5
5. Poor: Put on probation or suspension, difficulty with following rules	0

Honor Roll Qualifications:

To qualify for Honor Roll, a student must have a minimum total of 75 points. Honor Roll Qualification is 75-89 points. Principal's Honor Roll is 90-100 points.