



**W**illott **R**oad

**C**hristian **A**cademy

**High School Handbook**

**2009/2010**

Dear Parents:

I would like to welcome you and say that we are glad you have chosen Willott Road Christian Academy. WRCA is a ministry of Willott Road Community Church. We consider it an honor that you have entrusted us with the education of your student.

Willott Road Christian Academy began in 1995 with 52 three and four year old students and 3 teachers. At that time it was known as "Friends for Ever" Preschool. Those beginnings were born out of a vision that God had given our Pastor, Steve Koeneman, several years before.

In 1998, we added our first Kindergarten class and changed the name of the school to Willott Road Christian Academy. We have continued to add a grade each year. The fall of 2009 we will add the ninth grade and continue through 12<sup>th</sup> grade.

We have always made it a priority to make Willott Road Christian Academy a Christ-centered school. I know as we continue to look to Him for guidance, we will achieve all of the goals He has set before us.

May God Bless You,

Pastor Steven Sparks  
Pastor of Administration

Dear Parents,

It is a privilege to introduce you to Willott Road Christian Academy's High School. Our objective at WRCA is to provide a high-quality education that is distinctly Christian. We desire that all students establish or deepen their personal relationship with Jesus Christ. All students will be provided a sound academic foundation that will prepare them for the rigors of college. Spiritually, we approach education with the understanding that God is the Creator of all things and that true wisdom comes through Him. Accordingly, Bible-study is a daily part of each student's schedule.

At WRCA, our educational concerns are not limited to just the spiritual and intellectual development of our students. We are also interested in developing Christian character, leadership, discipline, and physical health. The importance of the extracurricular opportunities must also not be overlooked. Student Government affords opportunity in leadership, parliamentary procedure and team effort. Our extracurricular athletic program provides both male and female students the chance to develop their physical skills and the discipline necessary for success in team sports. Choir, band, art and drama allow for artistic expression and performance. Groups are established to meet student interests and help students develop and grow in those specific areas. Collectively, these extracurricular activities help instill a sense of pride, commitment, loyalty and perseverance.

Quality education takes team work and partnership. We envision WRCA's role as being a partner with parents, to achieve a thorough and well-rounded education so that your student will excel in wisdom and character as well as academics.

The purpose of this handbook is to provide answers to questions that you may have about the policies and procedures of our school. The handbook includes answers to the most common questions that parents and students ask. In the handbook, you will find some of the rules that we feel are necessary to have a safe and well-managed school. Each teacher will have certain rules that are pertinent to his or her class, but all rules will align with our overall school objectives.

You may contact the school office between the hours of 7:00 a.m. and 5:00 p.m. if you have additional questions.

“Make my joy complete by being like-minded, having the same love, being one in spirit and purpose.”  
(Philippians 2:2)

In His Ministry

Mrs. Connie Bixler, Principal

# Contents

<b>Mission/Philosophy</b>	
Welcome Letters	2-3
Mission Statement/Philosophy	6
Non-discriminatory Policy	6
WRCA Verse/Colors/Mascot/Song	7
Family Commitment	8
<b>Organization</b>	
Member ACSI	9
Administration	9
Faculty and Staff	9
Parent Organization	9
Directory	10-11
<b>General Policies</b>	
Daily Schedule	12
Tardies	12
Early Dismissal	13
Attendance and Absences	13-14
School Closings	14
Snow Announcements	14
School Property	15
Lunchroom	15
Complaint or Problem Procedures	15
Student Standard of Conduct	15-16
Discipline Procedures	16-17
Lockers	17
Dress Code	17-18
Student Transportation	18
Lost and Found	18
Restrooms	19
Telephone Use	19
Textbooks	19
Student Search and Seizure	19
Change of address and Phone number	19
Distribution of Printed Material	19
<b>Academic Program</b>	
Academic Policies	19-20
Chapel and Ministry	20
Service Opportunities	20
Student Government	20
Library	20
Schedule Change Procedure	20
Standardized Testing	20-21
Progress Reporting/Report Cards	21
Grading Scale	21
Academic Probation/Intervention Program	21-22
Student Records	22
Honor Awards	22
Parental Help and Encouragement	22
Parent Conferences	23
Study Habits/Classroom Procedures	23
Special Activities	23
High School Curriculum	23-25

<b>Health and Safety</b>	
Student Insurance/Insurance Coverage	26
Health Records/Medical Release Forms	26
Immunizations	26
Sickness/Accidents	26
Medication Guidelines	27
Reporting Suspected Child Abuse	27
Restraining Orders	27
Emergency Evacuation Procedure	27
Safety Procedures	27
Photographing/Video Taping	27
<b>Business and Finance</b>	
Tuition/Discounts	28
Returned Checks	28
Financial Aid	28
Fees	29
Withdrawal Procedures	29
<b>Athletic Policies</b>	
Athletic Program Guidelines	29
Athletes Responsibilities/Eligibility	29-30
Sports Programs	30
Athletic Fees	30
Communications with Coaches	30
<b>Amendments to Handbook</b>	30

## SECTION 1

### **Mission/Philosophy**

#### IN THIS SECTION

*WRCA Mission Statement*

*WRCA Philosophy*

*WRCA Nondiscriminatory Policy*

#### **Mission Statement**

The mission of WRCA is to work in partnership with the families to develop children spiritually, intellectually, emotionally, physically, and socially.

#### Goals:

Spiritually: To grow students in the knowledge of the Lord Jesus Christ and to help them discover God's plan for their lives. Eph. 2:10

Intellectually: To empower students with the knowledge needed to face the challenges of the future. Luke 2:52

Emotionally: To train students to bring their emotions in line with Biblical truth. Proverbs 4:23

Physically: To develop self-control and discipline in physical appearance, healthy eating, and bodily exercise. 1Corinthians 3:16

Socially: To train students to think and live in a way that reflects the influence of Scripture and the Holy Spirit in their lives. Deut. 6:5

#### **Philosophy**

WRCA is committed to providing a quality Christ-centered education. As believers, we affirm the divine authority of the Bible; the Lordship of Jesus Christ; and empowering believers lives through the Holy Spirit.

Classes are conducted in an atmosphere of Christian love and prayer, which provides a sense of security and safety; students will experience social, emotional, intellectual, and spiritual growth under the guidance of experienced Christian supervision.

Our goal is to support and encourage families in child rearing and to promote the development of initiative, independence, responsibility, curiosity, cooperation, and respect for self and others in our students.

#### **Nondiscriminatory Policy as to Students**

Willott Road Christian Academy admits students of any race, color, national or ethnic origin to all of the rights and privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin in administration of its educational policies, scholarship programs, and other school administered programs.



**School Verse**

“... The righteous are as bold as a lion.” Proverbs 28:1

**School Colors:**

Red stands for the blood of Christ that was shed for our sins

White represents the forgiveness of sins and the perfection that will come as we receive  
Christ as our Savior.

Blue reminds us to courageously stand strong for the Lord.

**School Mascot:**

**Lion**

Symbolizes the Kingship of Christ Jesus.

**Fight Song:**

Hail our lions

Hats off to thee

To our colors

True we will be

Red, White, 'N Blue

United we stand

Winning ever

Losing never

Pulling for our teams together

Lions, we think you're grand!

### **Family Commitment**

We, the parents/guardians, accept and agree to the following statements regarding the education of our student/student's at Willott Road Christian Academy. If we do not abide by the policies stated in the handbook, we understand our student may be removed from the school.

1. We agree to actively participate in our student's academic education at this school by assisting our student with homework, keeping apprised of progress through continuous and appropriate communication with the teacher, participating in the school's activities and attending Parent/ Teacher conferences.
2. We agree to make our tuition payments and all other fees in a timely manner as stated in the WRCA Handbook.
3. We understand that if our student/students do not attend WRCA none of the fees are refundable including the July or any other tuition payment.
4. We agree with the disciplinary policy of this school as described in the school handbook. We authorize the faculty and administration to administer such disciplinary measures, as may be deemed necessary, proper and within the disciplinary policies of this school.
5. In the event our student/students will no longer attend WRCA, we understand we will be obligated to pick up a withdrawal form from the WRCA school office and put such a change in writing to the office two weeks prior to the child's last day.
6. We also understand we will be responsible to pay for the coming month if two weeks notice is not given, or if our student/students have already attended any days in the next month. This will include the July 1<sup>st</sup> payment. If a formal withdrawal form is not filled out by June 16<sup>th</sup>, the family is still responsible for the July 1<sup>st</sup> payment.
7. In the event that our student is dismissed from WRCA, by the administration, we understand we are responsible for the tuition for that month as well as any other fees still owed at the time of dismissal.
8. Should any legal actions, for any reason, be taken against Willott Road Christian Academy, or any employee or agent thereof, on my student's behalf and the school or it's agent is not found to be at fault, I agree to pay any attorney fees, court fees, damages, or other costs Willott Road Christian Academy or it's agent should incur to defend itself against such action.
9. I understand that should my marital status change, it is my responsibility to have a corrected Family Commitment form updated, signed and delivered to Willott Road Christian Academy.
10. We understand that photographs and/or video tapes may be taken during school programs and activities. These photographs may be used in our yearbook or school projects. Videos of programs or events may be sold to school families.

## SECTION TWO

### Organization

#### IN THIS SECTION

*Academic Affiliation*  
*Administration*  
*Faculty and Staff*  
*Parent Organization*  
*Directories*  
*Whom Should I Call*

#### **Academic Affiliation**

WRCA is a member of the Association of Christian School International (ACSI). This is a worldwide organization of Christian Education Institutions committed to developing excellence in Christian Education.

#### **Administration**

Senior Pastor  
Steve Koeneman  
Pastor of Administrator  
Steve Sparks  
Principal  
Connie Bixler

#### **Faculty and Staff**

WRCA requires all of our teachers to be committed Christians. All teachers are degreed or highly skilled in their teaching area. The school encourages continued education by providing opportunities to attend in-service classes through Fort Zumwalt School District, the Association of Christian Schools International Conferences, as well as other continuing educational training.

#### **Parent Organization**

This is a group of parents that meet once a month to provide a structure in which parents and staff can work together to:

- Achieve the mission and vision of WRCA
- Build the morale of the school, students, and staff.
- Fellowship together
- Communicate with and encourage one another

Our PTF is responsible for coordinating many programs that benefit the school. Some of the programs are the following:

- **Volunteers**

Our school does not have points or fees parents must earn. Instead, we encourage all parents to volunteer in a variety of ways such as:

1. Library helpers
2. Tutoring students
3. Room parents
4. Auction Committee Member

- **Family Night Outs**  
It is the desire of the school to provide opportunities for families to gather for fellowship while helping out the school. We do not want students to go door to door to sell items so instead we provide Family Night Out as opportunities to raise extra money for items for the school. Some of the opportunities are the following:
  - a. **McTeacher's Night**
  - b. **Red Robin Night**
  - c. **Papa Johns Pizza**
  - d. **Oberweise Weekend**
  - e. **Pizza Street Night**
  
- **Entertainment Book Sales:** We provide these books for families to purchase if they desire.
  
- **Silent Auction:** Each year in March, WRCA has a Silent Auction. This event provides a significant income and is used to purchase items to enhance our students educational experience.

## Directory

**School number - 636-926-3595**

	<b>Ext.</b>	<b>E-Mail</b>
<b>Administration</b>		
Pastor Koeneman	223	<a href="mailto:stevekoeneman@wrcca.org">stevekoeneman@wrcca.org</a>
Pastor Sparks	222	<a href="mailto:stevesparks@wrcca.org">stevesparks@wrcca.org</a>
Mrs. Bixler	209	<a href="mailto:conniebixler@wrcca.org">conniebixler@wrcca.org</a>
<b>Office Staff</b>		
Teri Snyder, Receptionist	211	<a href="mailto:terisnyder@wrcca.org">terisnyder@wrcca.org</a>
Melanie Cooper, Financial Sec.	221	<a href="mailto:melaniecooper@wrcca.org">melaniecooper@wrcca.org</a>
Beth Sweeney, School Sec.	220	<a href="mailto:bethsweeney@wrcca.org">bethsweeney@wrcca.org</a>
Kathy Koeneman - Nurse	205	<a href="mailto:kathykoeneman@wrcca.org">kathykoeneman@wrcca.org</a>

## **Whom Should I Call in Regard to . . . .**

The following directory lists the person you need to speak with about that particular topic. Refer to the directory on the previous page for e-mails or extension numbers.

### **Absences/Tardiness**

School secretary, Mrs. Beth Sweeney

### **Admissions**

Principal, Mrs. Connie Bixler

### **Athletics**

Athletic Director, Bill Young

Principal, Mrs. Connie Bixler

### **Business**

Pastor Steve Sparks

### **Classrooms Concerns:**

Contact the classroom teacher first.

Then if there is no resolution contact: Principal, Mrs. Connie Bixler.

At the end of the conference, if there is still no resolution, a meeting will be scheduled with the teacher, principal, and Pastor of Administration.

### **Academic Concerns:**

Contact the classroom teacher first.

Then if there is no resolution contact: Principal, Mrs. Connie Bixler.

At the end of the conference, if there is still no resolution, a meeting will be scheduled with the teacher, principal, and Pastor of Administration.

### **Discipline Concerns:**

Contact the classroom teacher first.

Then if there is no resolution contact: Principal, Mrs. Connie Bixler.

At the end of the conference, if there is still no resolution, a meeting will be scheduled with the teacher, principal, and Pastor of Administration.

### **Drop Course and/or Schedule Change:**

Principal, Mrs. Connie Bixler

### **Financial:**

Mrs. Melanie Cooper

### **Illness of student:**

School nurse, Mrs. Koeneman

### **Library:**

Mrs. Erin Gilmer, Librarian

### **Personal Problems of Family:**

Principal, Mrs. Connie Bixler

### **Transcript/Report Cards**

School secretary, Mrs. Beth Sweeney

## SECTION THREE

### General Policies

#### IN THIS SECTION

*Daily Schedule*

*Tardiness*

*Complaint or Problem Procedures*

*Student Standard of Conduct*

*Textbooks*

*Search & Seizure*

*Change of address/phone number*

*School Property*

*Lunchroom*

*Restrooms*

*Telephones*

*School Closings*

*Snow Schedule*

*Student Transportation*

*Student Transportation*

*Lost & Found*

*Early Dismissal*

*Attendance & Absences Discipline*

*Lockers*

*Dress Code*

*Distribution of Printed Material*

#### **Daily Schedule**

Drop off begins at 7:40 a.m. Class starts at 8:00 for secondary school.

8:00-8:55 1<sup>st</sup> Period/Homeroom

9:00-9:50 2<sup>nd</sup> Period

9:55- 10:45 3<sup>rd</sup> Period

10:50-11:40 4<sup>th</sup> Period

11:40-12:10 Lunch

12:15-1:05 5<sup>th</sup> Period

1:10-2:00 6<sup>th</sup> Period

2:05-2:55 7<sup>th</sup> Period

3:00 Dismissal

#### **Drop off procedure:**

In the morning students will be dropped off in front of the lower level school building where they may proceed into their hallway. If arriving after 7:55, parents should drive to the upper lot where the student needs to check in at the main office for a late pass.

Since elementary recess does not end until 2:20, cars are not to come onto the lot to line up prior to 2:30. We will not be able to allow you to line up earlier because we back up onto Willott Road, and it makes it very unsafe.

Students will be dismissed at 3:00 using the following pick-up method:

Please place your name card (which you receive on open house day in August prior to the start of school) in your front window or hang it from a pant hanger on your rear view mirror. If you carpool with another family, please add their name to your card. Pick up procedure is the same as the drop off procedure. Pull into the lot to the left and circle the lower parking lot. Someone will be out in the lot to direct you up to the middle lot where 3 lines are formed. When high school students are called, they may proceed to their cars. Security cards are not used in secondary school.

#### **Tardiness**

Tardiness is disruptive to the classroom and also has an adverse effect on your student's educational progress. It is the responsibility of the parent to insure that their middle school student arrives at school on time. School starting time is noted above. Any student who is not in **his/her seat prepared for class work at 8:00 will be counted tardy** and sent back to the office for a late slip.

- **Excused Tardy**

Reasons for an excused tardy include but are not inclusive to:

1. doctor or dental appointments
2. specific car trouble
3. bad weather conditions
4. family emergency

- **Unexcused Tardy**

Reasons for an unexcused tardy include but are not inclusive:

1. getting a late start
2. forgetting to set the alarm
3. other family members or riders caused you to be late

- **Consequences for Tardiness**

The secondary school doors will be locked, and the student's parent will need to drive the student around to the front entrance. The student is to check in at the main office.

**First Offense:** Verbal Warning - Parents must sign and return the card the next day.

**Second Offense:** Parents must sign card & will be required to pay a \$15.00 fine

**Third Offense:** Parents may be required to meet with the principal, and there will be a \$20.00 fine imposed at that time.

**Each tardy after the third tardy will incur a \$25.00 fine.**

*Each semester starts a clean slate. It is the student's responsibility to get the work missed. Excessive tardiness may result in other consequences.*

- **Late to Other Classes**

Being late to a class after first hour will not be excused unless the student has a note from the previous hour's teacher. If a student is late to any of other classes, discipline will be administered. Excessive tardiness may result in more consequences.

### Early Dismissal

If a student needs to leave school early for an appointment, **you must inform the teacher in writing.** When you come to pick up your student, you will need to sign them out at the office. The office will then call the teacher to have the student sent to the office.

### Attendance

Attendance at school provides a student with the classroom environment in which to learn. This experience is comprised of participation in class activities and direct instruction conducted by the teacher. The instructional program is progressive and sequential in nature. It is generally impossible for that experience to be made up. For this reason, more than seven absences during a quarter or ten times during a semester, whether excused or not, is considered excessive and may be addressed with the student and parent by the principal. If extenuating circumstances cause the student to exceed this limit, then it is the parent's responsibility to submit evidence that the student has received outside tutoring and that all assignments are complete.

A student is considered absent from school an entire day if more than four hours in a school day are missed. Attendance is taken in each hour by the classroom teacher.

- **Reporting an Absence**

It is the responsibility of the parent to contact the school office **before 9 a.m. each day the student is absent.** The office is to be informed if a student has a communicable disease or is hospitalized. **Failure to contact the office by 9 a.m. each day will result in an unexcused absence.** Upon returning to school, the student should submit to his/her teacher a dated note from the parent stating the reason for the absence.

- **Excused Absence**

It is the responsibility of the parent to secure any assignments. Homework will be available in the office between 3 - 5 P.M.

1. It is the responsibility of the parent to go to the student's locker to get the books needed.
2. All course work and homework assignments are generally due the day the student returns to class. **Work and tests assigned before the absence are due on the day the student returns to school. Any other arrangements will be at the teacher's discretion.**
3. Long term projects are expected to be turned in on the date due whether the student is present or not.
4. After a prolonged absence, work must be made up and submitted within two weeks. Students not finishing the make-up work on time will receive zeros.

5. Reasons for excused absences include the following, but are not inclusive:
  - a) Personal illness
  - b) Serious illness in the family
  - c) Death in the family
  - d) Medical or dental appointments
  - e) Court appointments
  - f) absences due to providential hindrances
6. If a class is missed for any reason, all class work must be made up. It is the student's responsibility to obtain missed work for the teacher.
7. Family Trips: Taking a student out of school for vacation or planned family event is discouraged. However, if this occurs, a teacher must be notified in writing at least a week in advance. All written work and tests are due on the day they return to school unless prior arrangements have been made with the teacher.
8. A dated doctor's note must be given to the P.E. teacher to be excused from P.E. class.

- **Unexcused Absence**

1. Reasons for unexcused absences include the following but are not inclusive to:
  - a. truancy
  - b. leaving school without prior permission
  - c. staying at home while parents work or babysitting
  - d. any other reason not approved by the principal
  - e. failure to notify the office by 9 A.M. each day the student is absent.

2. **Unexcused absences will result in a one percent-per-day reduction in the quarter grade in each course.** Students will be required to make up missed work according to the direction of the appropriate teacher. Classroom work will be made up at the discretion of the appropriate teacher.

### School Closings

In the event of weather related school closing, we will make an announcement on the following radio and television stations:

School website: [www.wrcca.org](http://www.wrcca.org)

Channel 2 or website: [www.myfoxstl.com](http://www.myfoxstl.com)

Channel 4

Channel 5 or website [ksdk.com](http://ksdk.com)

KMOX Radio 1120 AM

If weather conditions are expected to worsen during regular dismissal, please listen to the above stations. In most cases if school is cancelled so are all extra curricular activities.

In the case of early dismissal, there will be no afternoon extended care. Students are not to be picked up prior to the specified early dismissal time.

### Snow Schedule

- If road conditions are expected to improve later in the morning, watch the above stations for "Snow Schedule". If we call for "**Snow Schedule**, school will **start at 10 a.m.**

**Drop off:** 9:30-10:00

10:00-10:35 1<sup>st</sup> Hour

10:40-11:15 2<sup>nd</sup> Hour

11:20-12:00 3<sup>rd</sup> Hour

12:05-12:40 4<sup>th</sup> Hour

12:40-1:15 Lunch

1:15-1:45 5<sup>th</sup> Hour

1:50-2:20 6<sup>th</sup> Hour

2:25-3:00 7<sup>th</sup> Hour

- Snow days are built into the calendar. If more are needed, they will be made up at the discretion of the administration.

### **School Property**

WRCA is a testimony to the faithfulness of the Lord and the generosity of church and school families who have invested in this facility. It has been entrusted to us, and all of us must assume the responsibility for its care and upkeep. Any damage to the building or property must be repaired (or replaced) by those responsible for the damage. A student may also be subject to disciplinary action if they willfully caused the damage.

### **Lunch Room**

Students may bring their lunch or purchase a lunch from the cafeteria. We offer a nutritious lunch daily. There will be a salad bar and milk in addition to a hot entrée. Students may also opt out of the hot entrée and choose a cold cut sandwich or peanut butter and jelly sandwich along with the salad bar. Students may choose to bring their own lunch and purchase milk. Soda will be permitted for high school students. Microwaves are available to high school students. If a student forgets his lunch, he must purchase lunch that day.

After picking up a lunch, students must check in with a teacher to have their lunch account charged. Second servings are usually available for an additional charge. Parents will be invoiced each month for the lunches charged.

Students are expected to use good manners, to keep their area clean while eating, and to dispose of trash after finishing. No food or drink is permitted outside the lunchroom. Students are not permitted in the kitchen area.

Student Government runs a snack bar on Fridays. Students may purchase snacks to go along with their meal. No snacks will be sold during class times.

### **Complaint or Problem Procedures**

Often problems can be avoided if we communicate effectively with one another. Therefore, WRCA encourages parents, teachers, and staff to follow Matthew 18:15-18. "If your brother sins go and show him his fault in private; if he listens to you, you have won your brother. But if he does not listen to you, take one or two more with you, so that by the mouth of two or three witnesses every fact may be confirmed. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector. Truly I say to you, whatever you bind on earth shall have been bound in heaven; and whatever you loose on earth shall have been loosed in heaven".

Based upon this passage and other principles in Scripture, our policy for dealing with situations and complaints is as follows:

- All questions, problems or complaints should be brought to the teacher first before discussing it with others.  
The teacher and parent should try to resolve the issue between them.
- If the issue is not cleared up at this level of communication, then it should be brought to the principal who will meet with the teacher and the other party involved.
- If the first two steps are followed without satisfactory results, then the matter may be addressed in a meeting with the Pastor of Administration, teacher, and principal.

Confidence and respect of others is expected in order to protect the health of our community. Failure to follow this process may be considered grounds for removal from this school

### **Student Standard of Conduct**

Our objective in establishing standards of conduct is to maintain an environment consistent with Christian values. Students are expected to arrive to class on time, to be prepared for that day's lesson, and to be in possession of all required materials. The classroom behavior will conform to all school classroom rules as determined by the teacher. All students are expected to adhere to the honor code. The WRCA Honor Code will be respected at school and at all school activities.

#### **Honor Code:**

1. I pledge to give myself to intellectual pursuits and to use the full powers of my mind for the glory of God.
2. I pledge to do individual work on all tests and assignments requiring individual preparation. I will not cheat or plagiarize.
3. I pledge to be truthful and obey in all my dealings with the faculty and administration.

4. I pledge not to curse or to use crude or offensive language.
5. I pledge not to steal, lie, or be a talebearer.
6. I pledge to use technology for academic and legitimate school purposes only.
7. I pledge to abide by the rules and regulations in the student handbook.

**Infractions of these rules by a student will result in disciplinary action.**

### **Discipline**

Willott Road Christian Academy strives to provide a standard of excellence both academically and living to honor Christ in daily lives. This standard is only possible in an environment that promotes Christian conduct among students. Students are expected to be obedient and respectful. We do not view discipline as a punishment, but rather as discipleship or training.

No set of rules can cover everything that can occur during a school year, but the following will call attention to some of the items. Discipline for each situation is based on the severity and frequency of the problem. Individual teachers will handle inappropriate behavior in their own classrooms including but not exclusive to the following:

- Dress code violations
- Poor manners
- Talking in the classroom without permission
- Incomplete work
- Being unprepared for class

The principal has the responsibility and authority to deal with problems even though the specific problem might not be listed in this handbook.

**Any of the following infractions may result in an immediate detention, suspension, or expulsion of a student.**

**These are not written in any order of severity.**

1. Inappropriate language
2. Public display of affection
3. Bringing annoying or hazardous items to school (iPods, etc.)
4. Damaging and/or destruction of school property
5. Sexually explicit material (notes, comments, or material)
6. Profanity, taking God's name in vain
7. Disrespect to an authority
8. Fighting/ horse play
9. Cheating (on a test, quiz, or copying homework)
11. Disobedience of a direct instruction from a faculty staff member
12. Forgery
13. Lying
14. Possession of drugs or alcohol
15. Possession of weapons
16. Spoken or written threats
17. Skipping school or class
18. Intimidation of others, verbal or physical conduct of a racial, ethnic or offensive nature
19. Stealing

- **Detentions**

This is a period of time a student is required to stay after school for disciplinary reasons. Rules for detention are as follows:

1. Parents are notified and must make arrangements for transportation.
2. Students must arrive on time for detention.
3. Detention students must be picked up promptly.
4. A fee of \$15 per 60 minutes is charged for each detention. This fee is placed in the Library fund.
5. Multiple detentions in any one class or a combination of classes may result in a

1-3 day suspension.

6. Students who do not conform after repeated disciplinary steps have been taken may be expelled.

- **In-School Suspensions**

During an in-school suspension, students will spend their school day isolated from others. They are not allowed to participate in any special or extra-curricular activities that day. They will report to the principal's office at 8:00 with enough academic work to occupy his/her time for the day. The suspended student's absences may be counted as unexcused, resulting in a 1% reduction in all quarter grades in all periods for each day of suspension. A fee of \$25.00 is charged.

- **Out of School Suspensions**

Students will be required to complete any work missed due to the suspension. A suspended student's quarterly grade will receive a 1% reduction in all periods for each day of suspension. Students suspended may not participate in any school sponsored extra-curricular activity.

- **Expulsion**

Students who do not respond to corrective measures and continue to exhibit negative behavior and/or attitudes or who are involved in serious misconduct may be expelled or asked to withdraw.

### **Lockers**

Lockers will be assigned to all secondary school students. The school will provide a combination lock for each locker. Once the student is assigned a locker that student can not transfer to or use another locker. Students are to keep their lockers locked at all times. They should not divulge locker combinations to any other student. WRCA students are expected to take pride in keeping their lockers neat and clean. Food is not to be left overnight in the lockers. Decorations and pictures in the lockers must be neatly displayed and consistent with the values of a Christian school. Lockers assigned for students are the property of WRCA and are subject to inspection at any time by the faculty. A fee of \$5.00 may be assessed for the loss or replacement of a lock. Defacement or damage to a locker may result not only in payment of the repairs but also in the loss of locker privilege. The school assumes no responsibility for articles lost from lockers or left unattended. If students have a problem with their locker, it must be reported to a teacher immediately. Everything must be kept in the locker not on top or on the floor.

### **Dress Code**

We want to honor the Lord in all that we do at Willott Road Christian Academy. Each student's dress reflects on the Lord, them, their parents, and their school. We require our elementary and middle school students to wear uniforms. We require uniforms in the early years of development to establish appropriate style, avoid all the inappropriate fads, and teach cleanliness and order. By the time our students reach high school age, we expect that they are starting to be self-disciplined and to develop the ability to make good choices. We want to help them grow in the process of self-discipline. Therefore, we will not require uniforms in high school, instead using the following scriptural guidelines we ask that our students use good judgment in selecting the appropriate attire during all school activities.

Proverb 3:5-6 **"In all your ways acknowledge Him,** and He will make your paths straight."

1Corinthians 6:19 **"Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own you were bought at a price. Therefore honor God with your body."**

Ephesians 5:15 **"Be careful then how you live** not as unwise but as wise making the most of every opportunity because the days are evil."

1Peter 2:12 **"Live such good lives** among the pagans that though they accuse you of doing wrong they may see your good deeds and glorify God on the day He visits."

Ecclesiastes 7:18 **"The man who fears God will avoid all extremes."**

The Leadership staff of Willott Road Christian Academy will make the final determination as to whether or

not a student's choice of clothing is appropriate or not. If it is determined that a student's dress is inappropriate they will be required to either go home and change or wear clothing provided by the school.

To assist students in their clothing selection the following guidelines should be used.

1. All clothing should be clean and in good repair.
2. Clothing should be modest and cover the body appropriately. cleavage hips, and midriff should be covered at all times.
3. Skirts may be no shorter than three inches above the knee cap.
4. Hair should be clean and well groomed.
5. Body piercing and tattoos will not be permitted.
6. Hats, scarves, bandannas, sweatbands, or sunglasses are not to be worn in the building.

- **Chapel Dress Code:**

Girls:

Dress, skirt, or dress slacks worn with a blouse or sweater. No casual tee shirts or sweatshirts. Docker style slacks are acceptable.

Boys:

Collared shirts, polo shirts or turtlenecks.  
Shirts tucked in  
No casual tee shirts or sweatshirts.  
Docker style slacks are acceptable.

- **Secondary School Physical Education Uniform: - Required**

Sweatpants/sweat shirt: Navy (May be purchased elsewhere)

T-Shirt: Heather gray – (Fischer's)

P.E. Shorts: Navy double mesh – (Fischer's)

Shoes: Tennis shoes must be worn with shoe laces and tied.

- **Personal Grooming**

1. Girls should not wear excessive make-up
2. Girls are required to wear their hair in a modest hairstyle and with natural hair colors only.
3. All students will refrain from conducting personal grooming in the classroom.
4. Boys' hair must be neat, clean and modest and with natural hair colors only. Hair must be neatly trimmed above the eyebrows, above the shirt collar, and mid ear. No hair tails or extreme styles will be permitted.
5. Boys are not permitted to wear earrings at school.
6. Visible tattoos and body piercing, with the exception of girls' earrings, are not prohibited for both genders. Girls may not have more than two earrings per ear.

The school reserves the right to monitor the dress of WRCA students during school hours and at after school functions.

### **Student Transportation**

Whenever a student leaves the school on a school related trip, parents will be required to sign a permission form acknowledging their approval. Transportation of students to school-related events occurring during the school day will be provided by a school bus.

**NO SIBLINGS MAY BE BROUGHT ALONG ON SCHOOL RELATED TRIPS - NO EXCEPTIONS WILL BE MADE.**

### **Lost and Found**

Unclaimed articles will be placed in the lost and found box located in the High School hallway. Valuable items will be taken to the school office for safe keeping. Any items left on top of lockers or in the classrooms may be placed in the lost and found. At the end of the year, unclaimed items will be given or thrown away.

### **Restrooms**

Students are encouraged to use the restroom before and after school, between class periods, and during lunchtime. Loitering in the restrooms is not permitted.

### **Telephones/Cell Phone**

Once a student enters the building, his/her cell phone must be turned off (prohibited to ring or vibrate) and secure in the student's locker. Cell phones should not be kept any place other than inside a locker. It is critical that cellular phones be turned off during the school day to prevent disruption of the learning environment and to prevent using the messaging functions. Text messaging and the taking of pictures with cell phones is strictly prohibited. WRCA is not responsible for loss, damage, or theft of any electronic device brought to school.

If necessary, students may use them to call parents after school **if permission is granted by a teacher**. On occasion students will be permitted to use the classroom phones, if necessary.

### **Textbooks**

All textbooks are purchased by the families at the beginning of each year. When possible we encourage families to purchase used textbooks from other families to save money. Some classes may require special supplies or materials. These will be listed on the supply list handed out at the beginning of the year.

### **Search and Seizure**

WRCA recognizes that occasions may arise which jeopardize the health, safety, or welfare of our students or staff, and it may become necessary for school officials to search student's lockers and/or personal property. Officials may search a student's outer clothing, pockets, or property or ask a student to remove items from their person at the discretion of the WRCA administrative staff.

### **Change of Address and Phone Number:**

Parents and guardians are required for safety reasons to notify the school secretary and classroom teacher if there is a change of address or telephone number (business, home, or cell).

### **Distribution of Printed Material**

Printed material must be approved by the Principal prior to being posted or handed out.

## SECTION FOUR

### **Academic Program**

#### IN THIS SECTION

*Chapel*

*Service Opportunities*

*Student Government*

*Library*

*Schedule Change Procedure*

*Daily Schedule*

*Standardized Testing*

*Progress Reports*

*Report Cards*

*Grading Scale*

*Academic Probation*

*Student Records*

*Honor Awards*

*Parental Help*

*Parent Conferences*

*Resolving Concerns*

*Study Habits*

*Classroom Procedures*

*Curriculum/Course Selection*

WRCA Secondary School will continue the tradition of excellence in all we do. It is the mission of WRCA to equip our students with a Christ-centered education so they are ready to impact the world for Christ. The curriculums, taught by our Christian faculty, provides each student with academic instruction rooted in a God-centered view of life, and this view holds that God's truth is the standard for all truth. WRCA is primarily a college preparatory program.

Learning in the secondary school is different from elementary. Secondary school students leave the protective, hand-holding, environment of the elementary school to enter the academic world of decisions and consequences. Homework and study become a real part of everyday life. Persistence and determination are very important. The

students will be faced with much new information, and it will take concentration and effort to be able to assimilate and use it.

In secondary school under the guidance of the principal and teachers, students are responsible for their education. It is the student's responsibility for earning good grades through study and applying the knowledge they received in class. They must accept that responsibility by making wise decisions in the use of their time and in developing good study habits.

It is our intention that the secondary school program meets or exceeds the State of Missouri's educational requirements and prepares the students to leave with a strong Biblical worldview. This will be accomplished through Biblical and academic instruction, leadership opportunities, community service, extra curricular activities, and a variety of other opportunities to develop their God-given talents.

### **Chapel**

Chapel services play an important role in the spiritual development of WRCA students. It is a key element in providing students an opportunity to worship God and grow in their knowledge of Jesus Christ. Guest speakers are invited to minister to our students twice a month. Students are encouraged to participate by providing special music or by assisting with the worship service and with prayer and pledges.

### **Service Opportunities**

Our school sponsors needy children through the organization of World Vision. We encourage the students to bring in money they earn to place in the container for the underprivileged children in other parts of the world.

Once each quarter students are required in Bible classes to participate in a community service project. The completion of this project is equivalent to one test grade. These projects must meet the following standards:

- Two hours of service is required each quarter.
- Project must help someone in need.
- Parental approval is required.
- A written report must be turned in after completing the project.

Each year the student government coordinates our school's annual food drive to help a local food pantry. Families are encouraged to donate canned or boxed goods during this time.

### **Student Government**

The Student Government consists of an executive committee plus representatives from each class. The goal is to develop leadership through a variety of activities. This council has an integral role in the administration of school life and the activities at WRCA. The student council promotes projects and social events that are beneficial to the overall development of WRCA students. Students must maintain a B- in all classes.

### **Library**

In order to promote literacy, each student will be provided the opportunity to check out a library books. Checking out books is a privilege and will serve as a tool to help teach responsibility to the student. In order for students to continue to check out books, all books must be returned before another may be checked out. Late fees accrue at a rate of \$.25 a week. A fee to cover the cost of the book or tape will be charged after a two week period. Students with outstanding fines at the end of the year will not receive their grades.

### **Schedule Change Procedure**

Students will be permitted to drop or add a class within the first two weeks of the semester. To add or drop a class, students must have approval from the teacher involved, their parent, and the principal. Students are permitted only one class hour of study hall per day. A schedule change form must be filled out and filed in the principal's office.

### **Standardized Testing**

The Explorer exam will be administered in the fall to all ninth grade students. This exam contains information about your skills, interests, plans, and goals. Explorer shows your strengths and weaknesses in four subject areas: English, math, reading, and science.

Each spring WRCA administers the Stanford Achievement Standardized Tests. Historically, our students have scored in the top 15% of the national rankings. A copy of the yearly standardized test results is mailed to parents during the summer.

Other testing administered by WRCA include the following:

- Academic testing before grade placement of new students, if deemed necessary to insure the correct placement of a student.

### **Progress Reporting**

A progress report will be sent home to each student twice each quarter. These reports will inform parents and students of areas that need to be improved before the next report card. If a student has an F in any subject, he will be placed on academic probation and will be required to write an academic intervention plan for improving his grade. See Academic Intervention plan.

### **Report Cards**

Report cards are distributed every nine weeks, four times a year. The first report card will be given out at parent conferences which are held in October. After the first quarter, all report cards will be mailed from the office. Final reports or transcripts will not be mailed if there are outstanding financial obligations.

### **Grading Scale**

Students are expected to perform to the best of their God-given abilities. Teachers do not accept sloppy work, but strive to instill in students a desire to accept responsibility and to produce their best work as unto the Lord.

The grading scale is as follows:

<u>LETTER GRADE</u>	<u>PERCENTAGE</u>
A+	100
A	95-99
A-	90-94
B+	87-89
B	84-86
B-	80-83
C+	77-79
C	74-76
C-	70-73
D+	67-69
D	64-66
D-	60-63
F	59 & below

### **Academic Probation and Intervention Program**

This program is designed to facilitate the success of all students attending WRCA by providing a mechanism for improvement of the student's grades and communication among administration, teaching staff, student and parent(s). Our academic standard is that students must not fail any class over an evaluated grading period. If a student is failing in any class when the first progress report is issued, he/she will be placed on Academic Probation. A student on Academic Probation will be required to follow the following procedure

1. A form will be sent home with the progress report and a letter notifying the family that the student has been placed on Academic Probation. The form needs to be filled out by the parents and the student. The purpose of this form is to develop a plan for the student to begin improving his/her grades. This informal plan should be returned to the teacher four days after the receipt of the form.
2. The plan should state specific actions to be taken by the student with time commitments identified.

Examples:

- I will outline the assigned reading before attending class each day (30 minutes).
- I will rewrite my notes after each class session (30 minutes).

- I will make note cards for new vocabulary or concepts described in the assigned reading or in class (15 minutes).
  - I will complete all class work assignments and turn them in by the due date.
3. A meeting will be scheduled within the following week with the student, parents, Principal, and the class teachers in which the student is performing below the above standard. The purpose of this meeting will be to formalize the academic intervention plan that will be implemented to promote the student's learning progress.
  4. The Individual Academic Intervention Plan will be followed and grades will be evaluated at the end of the quarter. If the student's grades are above the academic standard, the student will be removed from the academic probation.
  5. If the student's grades are still under the established standard, the academic plan will continue to be followed until the next mid-quarter. Also, at this time, the student may be removed from all extra curricular activities.

This policy is designed to facilitate the success of all students attending WRCA by providing a mechanism for improvement of the student's grades and communication among administration, teaching staff, the student and their parent(s).

All students must have passing grades in all classes over an evaluated grading period. Failure to meet this academic standard would result in academic probation. **Students on academic probation are ineligible to participate in extra curricular activities.**

### **Student Records**

Cumulative files are kept in the school office which contains report cards, standardized testing scores, and other pertinent information. Information from the cumulative files is not released outside the school without parental permission.

### **Honor Awards**

We believe that students who follow the rules and work hard academically should be acknowledged for their efforts. Therefore, we have the following awards for students to work toward.

1. **Timothy/Deborah Award:** This award will be given to one male and one female student who exhibits Godly character during the school year.
2. **Perfect Attendance Award:** Students who do not miss any school days and are not tardy receive recognition.
3. **Honor Roll:** Students with all A's and B's will be placed on the Honor Roll.
4. **100 % Club:** Students may be eligible for this honor if the following criteria has been met:
  - A. No grades lower than 90%.
  - B. Only 1 absence for sickness per quarter. No tardies other than for Doctor appointments.
  - C. No incomplete assignment in any class during year.
  - D. No detentions during the year.

### **Parental Help and Encouragement**

The primary items needed by secondary student are parental support, love and stability. While everything about the student's life is changing, he needs to know that his parents are going to consistently support him. However, supporting him and condoning all his new ideas and interests are entirely different things. Support is that underlying knowledge that you, his parent, think he is okay. At this time it is most important that you help him build his self-esteem. While peer pressure and peer opinion is very important to the secondary school student, it can never equal the opinion of a parent. While it may seem that your student does not care about your approval, when it is missing he is devastated, and peer approval at that time cannot really make him feel good about himself. This is a time in his life when his self concept is likely to constantly be up and down.

A second way to help your student is by involvement in what he is doing at school and letting him know that you are interested in math, science, English, social studies, etc. He needs to feel that he is not alone in the educational process.

A third way to help your student is by helping him be responsible for his actions; a time must come when he faces the consequences of the decisions made. If he learns there are consequences to minor decisions, he will realize there are greater consequences to greater decisions. When he is faced with a crisis, he will have a greater chance of making good decisions.

### **Parent Conferences**

The first report card will be given out at Parent Conferences which are held near the end of October. Daytime as well as evening conferences are available in order to make it convenient for parents to attend. It is important that home and school cooperate and communicate. Conferences with a teacher at any time during the school year are both welcomed and encouraged.

### **Study Habits**

Studying is a conscious effort to learn. It requires:

1. Concentration both during class and when working at home.
2. Listen carefully (This skill needs a great deal of attention as a student embarks upon a secondary school education.)
3. Asking questions to clarify information not fully understood.
4. Read material carefully. (This usually means reading the material more than once. The first reading helps the student to get a general concept of the information and discover any new vocabulary. The second reading should be for picking up details. The third reading should be a review.)

### **Classroom Procedures**

In order for students to make the most of every class period, certain basic requirements and understandings have been established. As a school that is dedicated to glorifying God and growing in Him, it is important that each student contributes to each learning activity and opportunity in a positive way.

- Homework is part of the educational program at WRCA. Students in middle school will receive a reasonable amount of homework in each class in order to enhance and individualize learning. Homework is a tool used to help students prepare for the next day, as well as develop self-discipline and responsibility.
- Homework assignments are expected to be handed in on time. There will be consequences for late work.
- Students who miss class for any reason are expected to obtain the assignments and make them up by the next class period.
- Proper spelling, correct punctuation and neatness are required. A student may be asked to redo sloppy work.
- A student's attitude and demeanor should reflect Christ's command for us to love one another. Students are not to speak when the teacher or a fellow student is speaking.
- Students must come to class with needed materials (textbooks, notebook, paper, pen or pencils, etc.)
- The teacher and not the bell will dismiss the class. Students are not to pack up to leave if the teacher is giving instructions.
- WRCA believes a student's time should be spent doing a job well the first time; therefore, extra credit work is not given.
- A course is completed on the day of the final exam. No makeup work may be submitted after the exam day for that course.

### **Special Activities**

Each year WRCA offers a variety of extra curricular activities such as photography club, international club, yearbook, newspaper, drama, science club, and a variety of competitive sports. These activities will vary according to student interests. Students are encouraged to participate in these activities to further round out their educational program.

### **High School Curriculum**

We fulfill the Missouri graduation requirements for all courses. Additionally, we provide four years of instruction in Bible, which is foundational to our Christian curriculum. For the core curriculum classes, Bob Jones Curriculum is used. This table shows Missouri graduation requirements, as well as the credits we offer at WRCA, in each area of instruction. High School Graduation Requirements: The graduation requirements for the class of 2010 and all subsequent graduates will be required 26 credits (MO minimum is 24 credits) and will include the following:

Area of Instruction	Missouri Requirements	WRCA Course Offerings
Communication Arts/English	4 credits	4 credits
*Mathematics	3 credits	4 credits
*Science	3 credits	3 credits
*Social Studies	3 credits	4 credits
Fine Arts	1 credits	1 credits
*Practical Arts	1 credits	1 credits
Physical Education	1 credits	1 credits
Health Education	.5 credits	.5 credits
Personal Finance	.5 credits	.5 credits
Speech	.5 credits	.5 credit
*Community Service	.5 credit	.5 credit
Electives	7 credits	3 credits
*Bible	0 credits	4 credits
<b>Total</b>	<b>24 credits</b>	<b>27 credits</b>

- \*Mathematics- High School Algebra and beyond. Algebra taken in 8<sup>th</sup> grade may count.
- \*Science- Required: One physical and one biological- one must include a lab
- \* History- Missouri law requires that students must pass the U.S. Constitution and Missouri Constitution tests.
- \* Practical Arts- 0.5 credit must be computer skills
- \* Community Service- This credit is included in the class requirements for Bible.
- \*Bible – Students must earn 1 credit of Bible for each year they attend WRCA. Bible may be counted as an elective.

### **HIGH SCHOOL COURSE SELECTION**

For the core curriculum classes, Bob Jones Curriculum is used.

Program Courses of Study (Projected Offerings) by subject area:

#### **Bible:**

- 9<sup>th</sup> grade – Lessons from the Early Church
- 10<sup>th</sup> grade – Themes from the Old testament
- 11<sup>th</sup> grade – Directions for Early Church
- 12<sup>th</sup> grade – Patterns for Christian Living

#### **Mathematics:**

- 9<sup>th</sup> grade – Algebra 1/Geometry
- 10<sup>th</sup> grade – Geometry/Algebra 2
- 11<sup>th</sup> grade – Algebra 2/Pre-calculus
- 12<sup>th</sup> grade- Pre-Calculus /Calculus
- 11<sup>th</sup> or 12<sup>th</sup> – Consumer Math

#### **English/ Literature:**

- 9<sup>th</sup> grade – Writing, Grammar and Vocabulary / Fundamentals of Literature
- 10<sup>th</sup> grade – Writing, Grammar and Vocabulary / Elements of Literature
- 11<sup>th</sup> grade – Writing, Grammar and Vocabulary / American Literature  
(Includes interviewing process)
- 12<sup>th</sup> grade – Writing, Grammar and Vocabulary / British Literature  
(Covers college application essays)

#### **History:**

- 9<sup>th</sup> grade – World Geography
- 10<sup>th</sup> grade – World History
- 11<sup>th</sup> grade – U.S. History
- 12<sup>th</sup> grade – American Government and State and Local Government

U.S. Constitution Test / Missouri Constitution Test

11<sup>th</sup> or 12<sup>th</sup> grade – Economics

This course provides an introduction to the fundamental principles of economics including free enterprise, supply and demand, money and banking, and market structure.

**Science:**

9<sup>th</sup> grade – Physical Science

10<sup>th</sup> grade – Biology and Lab

11<sup>th</sup> grade – Chemistry

12<sup>th</sup> grade - Physics

**Health**

10<sup>th</sup> grade

**Foreign Language:**

Rosetta Stone

**Fine Arts:**

- Art 1
- Drawing 1  
Students will be exposed to various drawing techniques and a variety of various drawing media such as pencil, chalk, charcoal, pen, and ink. Prerequisite Art 1
- Painting 1  
Students will explore various painting techniques and media such as watercolor, oil, and acrylic paints. Prerequisite Art 1
- Art History
- Music Theory
- Choir- pre-requisite- Instructors permission
- Concert Band- pre-requisite- previous band experience

**Practical Arts:**

- Yearbook
- Newspaper
- Computer
- Drama  
Students will have instruction in speaking and acting skills. This course prepares students for a performance.
- Foreign Language- Colleges recommend you have 2 years of the same language.

**Physical Education**

Units of instruction are designed to improve understanding and skills in physical fitness and a variety of sports. Students are graded on participation, skill and knowledge of each unit presented. Emphasis is placed on conduct and sportsmanship consistent with Christian Character.

**Speech**

The focus of this course will be on the process and techniques by which effective communication takes place. Students will learn the skill of interviewing as well as delivering different types of speeches such as extemporaneous, impromptu, manuscript, and from memory.

**Community Service**

This is incorporated into Bible class. Students will be exposed to the importance of serving others and the scriptural value of serving. They will be educated in appropriate behavior in various volunteer circumstances. Areas of service will be approved and supervised by a designated faculty member.

***All courses are offered pending student interest and enrollment. Not very class listed is offered every school year. Additional courses are also being considered.***

## SECTION FIVE

### Health and Safety

#### IN THIS SECTION

*Student insurance*  
*Insurance coverage*  
*Health records*  
*Medical release forms*  
*Immunizations*

*Sickness and accidents*  
*Medication guidelines*  
*Reporting suspected Child abuse*  
*Restraining orders*  
*Emergency Evacuation Procedure*

*Safety Procedures*  
*Security*  
*Photographing/Videos*

#### **Student Insurance**

In the case of students participating in sports, insurance is required, and proof of adequate insurance coverage will be required.

#### **Insurance Coverage**

The church carries proper liability insurance for the school as recommended by our insurance provider. In case of an accident or injury, it will pick up the excess that the student's family's private insurance does not pay.

#### **Health Care Records – Due July 1<sup>st</sup>**

As required by the State of Missouri, health records are kept by WRCA on all of the students. Every new student as well as all students entering the 6<sup>th</sup> grade must have on record a completed medical form. This form must be completed by the student's physician and returned to the school with the July payment. For those enrolling after July 1<sup>st</sup> the form must be completed **prior to the student's first day of school.** **All students must have a new Medical Release form each year.**

#### **Medical Release Forms – Due July 1<sup>st</sup>**

All students are required yearly to turn in a signed and completed Medical Release form. This form allows the school to seek emergency medical care for your child, if needed.

#### **Immunizations**

The state law of Missouri requires all children to be immunized or exempted from immunization against certain communicable diseases. **This form is due July 1<sup>st</sup>.** Student's who have not been immunized or exempted will not be allowed to attend WRCA. Exemption is typically allowed, upon certification of a licensed physician, if the immunization would seriously endanger the student's health or life, or upon completion of a Religious Exemption form. **Each student must have a current immunization record on file prior to the first day of school or your student will not be allowed to start with his/her class.**

- A TD booster is required ten (10) years after the last dose of DTap, DTP, DT, or Td.

#### **Sickness and Accidents**

If your student must miss school the parents must notify the school before **9:00 a.m. each day.** Please do not send your student to school if any of the following conditions exist:

1. A temperature of 100 degrees or more - must be fever free, without use of medication, for 24 hours before returning to school.
2. Any inflammatory eye condition.
3. More than one bout of diarrhea - must be diarrhea free for 24 hours before returning to school.
4. Sore or inflamed throat.
5. Students must have had last bout of vomiting 24 hours before returning to school.
6. Head lice: must be nit-free before returning to school. Student is required to be checked by the school nurse before returning to class.
7. Other skin disease until student has obtained a statement from his/her physician.

If your student's contracts chicken pox, head lice, or any other contagious illness that puts other students at risk, the school office must be notified immediately.

When a student becomes ill at school, the parents will be notified and must pick up the student promptly so as not to jeopardize the health of others.

Upon returning to school, the student should submit to the teacher a dated note from the parent or guardian, stating the reason for the absence.

### **Medication Guidelines**

Below are the guidelines that must be followed when you bring medication for your student:

1. Students may not carry medication or self-administer any medication - this includes cough drops, vitamins, or other nutritional supplements.
2. All medication must be sent directly to the nurse's office.
3. All prescription medication must be in the original container labeled with the student's name, instructions, and the physician's name. In addition, the Prescription Medication form, provided by the school, must be completed.
4. All non-prescription medication must be labeled with the student's name and instructions. In addition, the Non-Prescription Authorization form, provided by the school, must be completed.
5. Short-term medication, such as antibiotics, which are administered two or three times daily, should be given at home.

### **Reporting Suspected Child Abuse**

In accordance with state law and school policy, the school staff is obligated under penalty of fine and jail term, to report any reasonable suspicion of physical abuse, sexual abuse, or child neglect.

### **Restraining Orders**

Our school will abide by all lawful orders of a court of competent jurisdiction. However, we do not wish to be placed in a position of determining which orders are lawful and still in effect. Therefore, it is the policy of this school that **we only accept a certified copy of the restraining order which has been served upon this school by an official officer of the court.** Any parent that has been restrained from contact and has subsequently had the restraining order rescinded must have a certified copy of said rescission served upon this school by an officer of the court.

### **Emergency Evacuation Procedure**

In the event of an emergency evacuation, we have made arrangements with nearby schools and churches to be used as locations for temporary housing. In the event of this taking place, we will have staff available at the school to communicate the emergency location.

### **Safety Procedures**

WRCA will provide a continuous positive program of safety education. Fire, tornado, and earthquake drills are conducted throughout the school year, as well as security drills. Students are responsible to learn and follow the procedures in which they are instructed for each drill.

To keep WRCA's learning environment safe, all doors are locked throughout the day. Visitors to the school must check in at the main office on the upper level. Visitors are to sign in and receive a visitor's pass from the main office. So as not to interrupt the learning environment, parents are not to go to classrooms without permission.

### **Photographing /Video Taping**

From time to time we take photographs or video tape students, (school programs, sporting events, field trips, etc.) These photos may be used in our yearbook or school projects. Videos of school programs or events may be sold to our school families.

## SECTION SIX

### Business & Finance

#### IN THIS SECTION

*Tuition*

*Fees*

*Tuition Discounts*

*Withdrawal Procedure*

*Returned Checks*

*Insurance Coverage*

*Financial Aid*

#### **Tuition**

Tuition payments are made in 10 monthly installments. The first tuition payment will be made on July 1<sup>st</sup> and the last is due May 1<sup>st</sup>. The withdrawal procedure applies to these payments. There will be no grace period for the first and last payment. Your student will be removed from our class lists if the payment is not made by July 1<sup>st</sup> and May 1<sup>st</sup>. If a formal withdrawal form is not filled out by June 16<sup>th</sup> the family is still responsible for the July 1<sup>st</sup> payment. No tuition payment will be made in August to allow our families to pay for their books.

Payments are always due on the first of each month and become delinquent after the tenth of the month. A late fee of \$25.00 is then added to your tuition fee for that month. If your payment is not received by 5 p.m. on the 16<sup>th</sup> of the month, your student will not be able to attend classes until payment is received. A check will not be acceptable for this payment. This payment must be received in the form of cash, money order, or credit card. There is a charge of 3% if credit card is used. The absence will be an unexcused absence and the student will receive a zero for work missed. If payment is not received before the 1<sup>st</sup> of the following month, the student will be dropped from the rolls. If you chose to re-enroll, you will be required to be current on all your financial obligations and will be charged a \$25.00 re-enrollment fee per student.

Tuition checks should be made to **WRCA** and brought or mailed to the office, or sent in your child's backpack. It is the responsibility of the parent/guardian to make timely tuition payments.

#### **Tuition Discounts**

**Prepay Discount:** is a 5% discount given to anyone paying the entire tuition by no later than July 1<sup>st</sup>. No exceptions to the July 1<sup>st</sup> date will be made.

**Member's Discounts:** A discount of 10% is given to Willott Road Community Church members who are in good standing. A member in good standing is someone who has attended C.L.A.S.S. 101, our new member's class, signed the membership covenant, and regularly attends weekly services. In addition, members are expected to be supportive of the vision that God has given our church with their gifts, talents, and weekly offerings to the church.

**Pastoral Discount:** A Pastor's discount of 25% is given to full time pastors, youth ministers, music ministers, ministers of education, senior adult ministers, children's ministers, etc., whose majority and main source of income is from the church of which they are on staff.

**Church Employee Discount:** is a 15% discount given to full-time church staff, i.e. church administrators, financial administrators, secretarial staff, custodial staff, etc., whose majority & main source of income is from the church of which they are on staff.

**Multi-Child Discount:** The 10% multi-student discount will begin with the second child. The oldest child will pay full tuition and the following siblings will each be given the multi-child discount. **Fourth Child attends free.**

#### **Returned Checks**

A \$32.00 fee will be assessed for all returned checks. After the second returned check occurrence, you will be required to pay with either cash, money order, or credit card (3% charge if credit card is used) for all financial transactions for the remainder of the year.

#### **Financial Aid**

Willott Road Christian Academy offers a limited need-based financial aid program available to all families through an outside assessment agency that can provide the kind of third party objectivity and confidentiality families appreciate. Families must first be enrolled for the current school year, before the application will be considered for aid. Financial Aid materials are available on-line or in the school office. **Deadline to apply for financial aid is April 15<sup>th</sup>. You may not apply for financial aid unless you are current on your previous year's tuition.**

## Fees

- **Enrollment fee** - **This is an annual fee that is not refundable.** Students will not be placed on a class list until the enrollment form is complete and the proper enrollment fee has been paid.
- **Student Activity fee** - This is a **non-refundable** fee charged to students to cover field trip transportation costs, yearbook, testing, lab fees. The fee is due August 1<sup>st</sup>. Fee will vary according to grade level. While we try to include everything, this fee may not be all inclusive.
- **Athletic fee is a one-time charge to every athlete** regardless of the number of sports in which they intend to participate. No fees will be refunded if an athlete is removed from the team or voluntarily chooses not to participate on the team.

## Withdrawal Procedures

If a student withdraws at anytime, (whether prior to the official start of school or during the school year), it is the parent's responsibility to obtain the withdrawal form from the office. This form must be turned in **two weeks** in advance or the full tuition for the following month must be paid. Tuition will not be refunded for the month in which the child has already attended. Library books must be turned in and any financial matters must be completed for student records to be released.

**ALL FEES ARE NON REFUNDABLE.**

## SECTION SEVEN

### Athletics

*In this section*  
*Athletic Guidelines*  
*Sports Program*  
*Coaching*

#### **ATHLETIC PROGRAM GUIDELINES**

We believe in the value of athletics as a tool to teach life skills and life lessons as well as to provide an excellent opportunity for physical and social development. It is WRCA's aim to teach Christian character and values in all athletic experiences whether we win or lose.

Athletics are "extra-curricular" activities, which imply that they are not a required part of the normal curricula. Participation should be viewed as a privilege, not an entitlement.

The overall purpose of the athletic program at WRCA is to do our best (Colossians 3:23a) for the Lord (Colossians 3:23b). The first part (doing our best) is our responsibility, and the second part (for the Lord) is our motivation. The end result will ultimately be to bring honor and glory to the Lord Jesus Christ by promoting the Biblical definition of "winning:"

1. Doing our best (action- Colossians 3:23a) for God's glory (motivation- Colossians 3:23b)
2. Succeeding: (the scoreboard, winning the contest) – We should strive to win the contest - "Run in such a way as to get the prize." (1Corinthians 9:24). There's nothing wrong with striving to win. But, when we don't win, we should not be discouraged if we did our best, and we should be motivated to continue improving.
3. Acknowledging God in all areas (win or lose).
4. Athletic Success: "The confidence that comes from knowing that one did his very best to the glory of God."

The success of our athletic program is not measured by won/loss records, but by how faithfully we endeavored to fulfill the mission of the school.

#### **Athletes Responsibilities/Eligibility**

##### 1. Medical Release Forms and Waivers

A signed and completed Medical release form, athletic waivers (for all athletes) and a sports physical form must be filled out and returned to the coach prior to the first practice of the season.

##### 2. School Attendance

Excused absences in the athletic department are to be consistent with the excused absence policy of the school.

Students must be in school for a minimum of 4 class periods the day of a game in order to be eligible to compete (exception: death in family, or other serious family emergency). The decision regarding a special case absence will be made by the principal.

Students going home sick from school the day of a game will be deemed too ill to compete in that day's game.

3. Transportation to and from Games: It is the parent's responsibility to provide transportation to and from home and away games, as well as, to and from practices. If a parent is unable to transport their athlete, it is their responsibility to make alternate arrangements for the athlete's transportation.
4. Athletes must maintain at least a "C" average (74-76%) and not be failing any class over the evaluated grading period.
5. Demonstration of an overall positive attitude, effort in classes, and honorable behavior. An athlete may either be put on probation or dismissed from the team if the principal receives input from academic teachers and coach that a student is not demonstrating these qualities. A parental conference would precede any dismissal.
6. Students in good standing will be considered eligible for athletic competition. Cuts will be made when necessary to have a manageable size team.
7. A student unable to participate in that day's Physical Education class will not be eligible to participate in that day's athletic event.
8. School issued sports uniforms should not be worn to school without specific permission from the coach. Lost uniforms will result in financial reimbursement to the school.
9. Players who are dismissed from a team for disciplinary reasons may not be allowed to play on another team for the calendar year.

### **Sports Programs**

There is a variety of sports offered each year for High School students to participate in after school. Sports offered each year will be determined by the interest of the students and enrollment.

#### **Girls**

Volleyball- Junior Varsity/Varsity

Basketball-Junior Varsity/ Varsity

Soccer- Junior Varsity/ Varsity

#### **Boys**

Soccer- Junior Varsity/ Varsity

Basketball -Junior Varsity / Varsity

### **Athletic Fees**

An athletic fee is a one-time charge to every athlete regardless of the number of sports in which they intend to participate. No fees will be refunded if an athlete is removed from the team or voluntarily chooses not to participate on the team.

### **Communication with Coaches**

At this time our coaches are parent volunteers. Each coach has been fingerprinted and a security check has been done. Proper communication with coaches is very important to maintain a positive and Christ-like atmosphere. If you have a concern in keeping with the Mathew 18 principle we ask you to go to the coach.

Matthew 18:15-18. "If your brother sins go and show him his fault in private; if he listens to you, you have won your brother. But if he does not listen to you, take one or two more with you, so that by the mouth of two or three witnesses every fact may be confirmed. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector. Truly I say to you, whatever you bind on earth shall have been bound in heaven; and whatever you loose on earth shall have been loosed in heaven".

### **Amendments to Handbook**

Amendments may be made to this handbook as the administration of Willott Road Christian Academy deems necessary.