



Willott **R**oad

Christian **A**cademy

Elementary Handbook

(Kindergarten - Sixth Grade)

2010/2011

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 child.

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 Forever” 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 believe with God’s continued blessings, we will continue through 12th grade.

We have always made it a priority to make Willott Road Christian Academy a Christ-centered school. I know if 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 and Students,

From Old Testament times, God has given parents the ultimate responsibility for the education of their children (Deut. 6:1-9). Parents now have the option of delegating that responsibility to others and we at Willott Road Christian Academy (WRCA) are thankful that you have chosen us to fulfill that role.

The scriptures teach us that, having been created in the image of God, we are made up of body, mind and spirit. The best education is the one that endeavors to train the student in all three of these areas. At WRCA we take this responsibility very seriously as we endeavor to educate the whole child in an environment where the “rule book” was written by God.

This handbook has been published with the goal of honoring God with a safe and well-managed school. We have attempted to answer many of the most common questions and issues with policies and procedures to help reach that goal. However, we also recognize that as the school grows and matures, these same policies and procedures will also be changed and adapted to the organization.

It is an honor to be allowed to serve as the Principal for Willott Road Christian Academy. I never cease to be amazed that God would give such an ordinary person such an extraordinary opportunity. Christian education has been my heartbeat for the past twenty years. I know there will be many new and exciting days and years coming for all of us at WRCA.

Serving Him,
Larry R. Mitchell, Principal

Contents

Welcome Letters	1
Mission/Philosophy	4-6
Mission Statement	4
Philosophy.....	4
Non-discrimination Policy	4
Family Commitment	4-5
WRCA Verse/Colors/Mascot/Song	6
Organization	7-8
Academic Affiliation	7
Administrative Team	7
Parent/Teacher Fellowship	7
Who to Call	7,8
General Policies	8-15
Enrollment Procedure.....	8
Daily Schedule	9
Leaving the Building	9
Tardiness	9,10
Absence	10
Extended Care	11
School Closings	11
School Property	11
Lunchroom.....	11,12
Disagreement/Concerns	12
Student Standard of Conduct	12
Discipline	12
Dress Code.....	13,14
Student Transportation	14
Field Trips	14
Lost and Found	15
Phone Use	15
Textbooks	15
Change of Address / Phone Number	15
Grandparent's Day	15
Class Parties	15
Birthdays	15
Invitations	15
Christian Service	15
Recess	15
Buzz Book	15
Newsletters	15
Distribution of Printed Material	15
Academic Program	16-18
Faculty	16
Grading Scale	16, 17
Testing	17
Progress Reports	17
Report Cards	17
Parent Conferences	17
Library	17
Test Packets	17
Homework	17
Honors	18
Seatwork / Daily Work	18
Student Planners	18
Co-Curricular Classes	18
Chapel	18
Safety Patrol	18
Health and Safety	18-20
Security Code	18
Student Insurance	18

Physicals	19
Immunizations	19
Sickness and Accidents	19
Dispensing Medications	19
Reporting Suspected Abuse	20
Restraining Orders	20
Emergency Evacuation Procedure	20
Safety Procedures	20
Photographing/Video Taping	20
Business and Finance	20-21
Tuition	20
Tuition Discounts	21
Returned Checks	21
Financial Aid	21
Fees	21
Withdrawal Procedures	21
Athletics	21
Intramural Program	21
Addendum	22
Amendments to Handbook	22

SECTION 1

Mission/Philosophy

IN THIS SECTION

- *Mission Statement*
- *Philosophy*
- *Nondiscrimination Policy*
- *Verse/Colors/Mascot/Song*
- *Family Commitment*

Mission Statement

The mission of Willott Road Christian Academy, a ministry of Willott Road Community Church, is to work in partnership with families to develop children spiritually, intellectually, emotionally, physically, and socially.

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. The school combines the traditional classroom teaching environment with, an accelerated Christian curriculum.

As believers, we affirm the divine authority of the Bible, the Lordship of Jesus Christ, and the empowerment of believer's 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.

Non-discrimination Policy

Willott Road Christian Academy admits students of any race, color, nationality 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, nationality and ethnic origin in administration of its educational policies, scholarship programs, and other school administered programs.

Family Commitment

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

1. We agree to actively participate in our child's academic education at this school by assisting our child 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 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.
3. We agree to make our tuition payments and all other fees in a timely manner as stated in the WRCA Handbook.
4. In the event our student/students will no longer attend WRCA, we understand we are obligated to obtain a withdrawal form from the WRCA school office and put such a change in writing to the office at least 14 days prior to the child's last day.

5. We understand we owe and will be responsible to pay tuition for the coming month unless a formal withdrawal form is received at least 14 days prior to the first day of that month or if our student/students have already attended any days of that month. **This will include the July 1st tuition unless a formal withdrawal form is filled out at least 14 days prior to July 1.**
6. 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 owed at the time of dismissal.
7. Should any legal actions, for any reason, be taken against Willott Road Christian Academy, or any employee or agent thereof, on my child's behalf and the school or its 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 its agent should incur to defend itself against such action.
8. 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.
9. The security code system, used by the school, has been explained to us. We fully understand and agree to comply with this system.
10. We understand that photographs and/or video tapes may be taken during school programs and activities. These photographs may be used in our yearbooks or school projects. Videos of programs or events may be sold to school families.



School Verse

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

School Colors: Red = symbol of the blood of Christ shed for our sins

White = symbol of the forgiveness of sin and the perfection that will come as we receive Christ as our Savior.

Blue = Courage to stand 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!

SECTION TWO

Organization

IN THIS SECTION

- *Academic Affiliation*
- *Administrative Team*
- *Parent/Teacher Fellowship*
- *Who to 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.

Administrative Team

The administrative team for WRCA consists of the
Senior Pastor
Pastor of Administration
Principal, K-12
Principal, Early Childhood

Parent/Teacher Fellowship (PTF)

The Parent Teacher Fellowship (PTF) meets once each month for the purpose of advancing the mission and goals of WRCA through mutual encouragement, fellowship and volunteer efforts.

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

- **Coordinate Volunteers/Class Parties**
- **Family Nights Out**
Family Nights Out, such as McDonald's McTeacher Night, are provided by PTF as opportunities to raise extra money for items for the school.
- **Uniform Resale Event**
Our PTF group coordinates a day when families have the opportunity to bring in uniforms that are in good condition to sell.
- **Entertainment Book Sales**
We provide these coupon books for families to purchase if they desire.

Who to Call

The following directory lists the person you need to speak with about that particular topic. Please refer to the Faculty/Staff Directory for e-mails or extension numbers.

Absences/Tardiness
School secretary

Admissions
Principal

Athletics
Athletic Director, Principal

Business
Pastor of Administration

Classrooms Concerns
Contact the classroom teacher first.

Academic Concerns
Contact the classroom teacher first.

Discipline Concerns:
Contact the classroom teacher first.

Drop Course and/or Schedule Change:
School Counselor

Financial
Financial Secretary

Illness of student
School Nurse

Personal Problems of Family
School Counselor / Principal / Senior Pastor

Transcript/Report Cards
School Counselor

SECTION THREE

General Policies

IN THIS SECTION

- Enrollment Procedure
- Daily Schedule
- Leaving the Building
- Tardiness
- Absence
- School Closings
- Extended Care
- School Property
- Lunch Room
- Disagreement/Concerns
- Student Standard of Conduct
- Discipline
- Dress Code
- Student Transportation
- Field Trips
- Lost & Found
- Phone Use
- Textbooks
- Change of Address/phone number
- Grandparent's Day
- Birthdays
- Invitations
- Christian Service
- Recess
- Buzz Book
- Newsletters
- Distribution of Printed Material

Enrollment Procedure

AGE REQUIREMENTS

For Kindergarten, students are required to be five years old by August 1st of the year they will be attending. If you have a child who misses that deadline, but you feel that he/she is ready for Kindergarten, we will, at your request, screen your child to determine if they are ready academically and at a maturity level that we feel is necessary for them to excel in our program. The cost of the screening process is \$15.00, to be paid by the parents prior to the screening date.

RETURNING STUDENTS

1. Student enrollment form and medical release form completed.
2. Appropriate enrollment fee turned in.
3. Activity fees due August 1st.
4. Completed Health/Immunization form- for Kindergarten and new students.
This form is due with the July 1st tuition payment unless registering after July 1st; then it is due prior to the first day of school.
5. All financial fees must be current at time of enrollment. If there are any unpaid financial fees at the end of the school year, the student will be removed from the next year's class list and the parent will be required to re-enroll if there are spaces available.

NEW STUDENTS

1. Student enrollment form and medical release form completed.
2. Proper enrollment fee turned in.
3. New students may be required to take a placement exam to ensure proper academic placement.
4. Book and Activity fees paid by August 1st.
5. Completed Health/Immunization form and copy of State issued Birth Certificate- for Kindergarten and new students. This form is due with the July 1st tuition payment unless registering after July 1st, then it is due prior to the first day of school.

Forms

The following form will be available on the day of Open Classrooms. Prior to the first day of school the forms must have been completed. If they are not, it will prevent your child from starting with their class:

1. Computer Usage form

Daily Schedule

ARRIVAL K-6

When entering the WRCA property, circle to the left and down the hill. For all elementary students, drop off begins at 7:40 a.m. and ends at 8:12 a.m. A faculty or staff member will be there to assist your student from the car. Those arriving after 8:12 must be driven to the front of the building and students must be checked in by their parents to receive an admit slip before proceeding to the classroom.

DISMISSAL

You will receive a name placard before the first day of school at the "Open Classroom Day." Display the placard in your front window by hanging it from a typical pant hanger (not provided) on your mirror. When carpooling with another family, please add their name to the placard.

When entering, circle left to the lower lot. You will be directed to form three lines of cars. A teacher will load your child into your car. Before your child can be loaded, you must give the teacher your security number. Your child will not be released at any time to anyone who cannot give the child's security number, including their parents. Do not get out of your car. Do not move your car until instructed to do so.

HALF DAY KINDERGARTEN DISMISSAL ONLY

Class is dismissed at 11:45 a.m. Circle to the left and drive to the lower lot where a faculty or staff member will assist your child.

AFTERNOON DISMISSAL ONLY

We will begin loading cars at 3:15 p.m. Cars are not allowed to enter the lot prior to 2:45 p.m. to prevent a backup onto Willott Road as this creates an unsafe situation.

LATE PICK-UP

We request that all students be picked up no later than 3:20pm. However, we do allow for a grace period.

- **First Offense:** Student will be sent to extended-care. Parent will receive a warning when they pick up their student.
- **Each Offense thereafter:** Student will be sent to after-care. Parent will be required to enroll their student in the after-care program and pay the enrollment fee, as well as the fee to cover the amount of time the student was in the after-care program.

CAUTION

Please use extreme caution and patience when entering and leaving the school. Passing Willott Road traffic may not be so patient. We recommend that you do not hold up traffic behind you to waive others into or out of the lot. While this may seem like a courteous thing to do, it can be unsafe and it could put you in an awkward position should an accident result.

Leaving the Building

If you need for your child to be dismissed early from school, (doctors/dentist appointments etc.), you must inform the teacher in writing. When you come to pick up your child you will need to sign them out at the office at which time the office will call the teacher to have the student sent to the office.

Tardiness

Tardiness is disruptive to the classroom and also has an adverse effect on your child's educational progress. It is the responsibility of the parent to insure that their child is in the classroom on time. School starting time is 8:15. Therefore, any student who is not in his/her seat prepared for class work at 8:15, will be counted tardy and sent to the office for a tardy slip.

EXCUSED TARDY

Reasons for excused tardiness include, but are not limited to:

- Doctor or dental appointments
- Specific car trouble
- Bad weather conditions
- Emergency in the family

UNEXCUSED TARDY

Reasons for unexcused tardiness include, but are not limited to:

- Getting a late start
- Forgetting to set the alarm
- Other family members or riders caused you to be late

CONSEQUENCES FOR TARDINESS

First Offense: Verbal Warning- Parents must sign card in office.

Second Offense: Parents must sign card & will be required to pay a \$15 fine.

Third Offense: Parents are required to meet with the Principal and pay a \$20 fine

Each time after the third tardy a \$25.00 fine will be imposed.

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

Absence

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, absences of more than seven times during a quarter or ten times during a semester, whether excused or not, are considered excessive and will 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.

A student is considered ½ day absent if more than 2 hours of the school day are missed.

• **Reporting an absence:**

1. It is the responsibility of the parent to contact the school office before 9 a.m. each day the student is absent.
2. Parents are to notify the office if a child has a communicable disease or is hospitalized.
3. Failure to contact the office by 9 a.m. each day will result in an unexcused absence.
4. Upon returning to school, the student should submit to his teacher a dated note from the parent stating the reason for the absence.

• **Excused Absence:**

1. It is the responsibility of the parent to secure any assignments. Homework will be available in the office after 3 p.m.
2. All course work and homework assignments are generally due the day of returning to class. Work and tests assigned before the absence and due during the absence are due on the day the student returns to school. Any other arrangements will be made 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. Reasons for excused absences include the following, but are not limited to:
 - 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
5. Taking a student out of school for vacation or planned family events is discouraged. However, if this occurs, a teacher must be notified, in writing, one 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.
6. A dated doctor's note must be given to the classroom teacher to be excused from P.E. class.

• **Unexcused Absences:**

1. Reasons for unexcused absences include the following, but are not inclusive:
 - 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 the student receiving a zero for all work and tests that day.

Extended Care

You are invited to enroll your child/children in our extended care program at any time during the school year. Use of the before school care program or after-school care is available on a regular schedule or on an as needed basis. We do request advanced notice so we can ensure proper staffing. However, we also understand that emergencies can happen.

Any student enrolled at WRCA may take advantage of before school care from 6 a.m. to 7:45 a.m. and/or after school care from 3:15 p.m. to 6:00 p.m. Morning Kindergarten may attend before school care only. Parents are required to fill out an Extended Care Enrollment Form and return it to the office with a \$25 enrollment fee for the first child and an additional \$5.00 for each child thereafter. Enrollment must be completed prior to using this service. Therefore, we recommend to parents that they enroll their children even if they will only be using the service periodically.

A snack will be provided for the children in aftercare. A \$.50 charge per day per child will be added to the monthly bill to cover the snack or parents may choose to send the child with their own snack.

Parents are billed the last of the month with the payment due by the 10th of the following month for the Extended Care Program.

The following sessions and fees apply only to those students enrolled at WRCA.

Session 1	(6:00 a.m. - 7:45 a.m.) – \$7.00 per session per child
Session 2	(3:15 p.m. - 4:30 p.m.) – \$7.00 per session per child
Session 3	(3:15 p.m. - 6:00 p.m.) – \$15.00 per session per child

After 6 p.m. a late fee of \$1.00 per minute per child will be assessed.

School Closings

In the event of weather related school closing, we will make an announcement on the radio and television stations listed below.

- SCHOOL WEBSITE: www.wrcca.org
- CHANNEL 2 or website: www.fox2now.com
- KMOV Channel 4
- KSDK Channel 5 or website ksdk.com
- KMOX Radio 1120 AM

Typically, if school is cancelled, so are any scheduled evening activities.

In the rare instance of an early dismissal, there will be no afternoon extended care. All students should be picked up at the early dismissal time.

If necessary, snow days 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

- All Day Kindergarten - 6th:
We offer a nutritious lunch daily. There will be a salad bar and milk in addition to a hot entrée. Children may also opt out of the hot entrée and choose a peanut butter and jelly and/or the salad bar. You may also choose to send a lunch. Students bring their own lunch may purchase just milk if you choose. **NO SODA PERMITTED.** If a child forgets their lunch, they must purchase a lunch that day.
- Lunch Account
At the end of each month you will receive a bill for the lunches and/or milk your child purchased that month.
- Lunch with your child:
Parents are invited to come enjoy lunch with your child. You are welcome to eat from our cafeteria or bring in a lunch for you and your child. This will be a special time that you can eat at a special table for luncheon guests. We do ask for a one day notice by calling the school or sending a note with your child in order to assure adequate seating.

To give teachers time to get students acclimated to the lunch procedures, we ask you to wait until after Labor Day to come enjoy lunch time with your child.

Disagreement/Concerns

Often problems can be avoided if we communicate effectively with one another. Therefore, WRCA encourages parents, teachers, and staff to follow the principles of Matthew 18:15-17. *“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.*

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

- All student/classroom questions, problems or complaints should be brought to the teacher first before discussing it with others. The teacher and parent should work together to try to resolve the issue.
- 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 consensus, then the matter may be addressed in a meeting with the Pastor of Administration, teacher, and principal.

When we follow Christ’s example for settling differences, our approach to solving problems will include a humble attitude, a servant’s heart, a teachable spirit, an attitude of reconciliation, and a strong desire to live at peace with all. Privacy 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

The following is a summary of the student’s responsibilities at Willott Road Christian Academy. Each student is expected to use all available school and home resources to perform at the highest potential so as to take full advantage of the educational program. Originality and creativity are encouraged within the organized framework of the classroom. The student is to be self-disciplined showing proper respect for the teacher and other students in the class. The following is a list of general school rules the student is expected to follow:

1. Courteous speech and conduct are required.
2. Respect for God, home, church, school, and nation is expected at all times.
3. Quiet voices are the norm in the classrooms and restrooms.
4. Passage in the hallways is to be peaceful and orderly. Running in the hallways and on the stairways is not permitted.
5. Prompt and cheerful obedience is expected.
6. Don’t leave your seat without permission.
7. Raise your hand to speak.
8. Honor God in all you think, say, and do.
9. Gum chewing is not allowed in school.
10. Students are not allowed to leave the classroom or go to the office without permission from the teacher.
11. Personal items such as toys, trading cards, radios, tape players, etc., are not allowed at school.
12. Cell phones are not permitted at school.

Students who choose to disobey these rules will be disciplined.

Discipline

Willott Road Christian Academy believes proper discipline is scriptural and necessary. Our teachers maintain standards of behavior through a combination of rewards and correction with genuine regard for each student. Classroom discipline can include but may not be limited to any or all of the following:

- Prayer and counsel
- Firm look and quiet voice
- Child puts head down
- Firm talk
- Loss of privilege
- Taking away of recess
- Prohibit participation in a special activity
- Lowering of a grade or deduction of points
- Talk with the Principal
- Assigning a detention (parents will be charged \$10 per detention)

Dress Code

Because personal appearance of each member of the student body reflects upon the entire school, we require uniforms to be worn by students in Kindergarten through eighth grade. The uniforms should be kept clean and in good repair at all times. It is helpful to label uniforms with the student's name.

Uniforms must be purchased through Fisher's Uniform Company.

Fisher's School Uniforms
626 Jungerman Road
636-939-3344

- Students may wear the uniforms purchased through Sunshine until they have out-grown them or the uniform is worn out.
- Slacks may be purchased from any store, but must be Dockers style and navy.
- Students are to be in uniform on the first day of school.

➤ **Boys**

Shorts, polo's, and sweatshirts must be purchased from Fisher's.

Slacks (May be purchased at any store)

- Navy – Dockers style only
- May wear elastic waist or belt loops.

Shorts from Fisher's

- Navy without cuffs
- May wear elastic waist

Polo's from Fisher's

- Red or white short or long sleeved (tucked in at all times)
White t-shirts may be worn under uniform shirts.
No long sleeved shirts may be worn under short sleeved polo shirts.

Turtlenecks/Mock turtlenecks

- Red, white or navy may be worn. (These may be purchased elsewhere.)

Shoes

- Rubber bottoms, NO sandals, flip flops, or backless shoes (safety reasons).
- Tennis shoes must be worn on PE days.

Belts

- Navy, brown, or black belts must be worn with all slacks and shorts that have belt loops.

Socks

- Must be worn with shoes

Jackets in classroom

Only the following maybe worn in the classroom

- School navy hooded sweatshirt from Fischer's.
- Red school sweatshirt from Fisher's (Uniform shirts are to be worn under sweat shirts)
- White, red or navy cardigan sweater (Cardigans may be purchased elsewhere.)

Hair and General Grooming

1. Hair must be neat and well groomed.
2. Hair must be neatly trimmed above the eyebrows, above the shirt collar, and mid ear. No hair tails or unusual coloring or extreme styles will be permitted.
3. Earrings, body piercing, or tattoos (temporary or permanent) are not permitted.
4. Students will wear uniforms in a neat manner. Shirts must be tucked in neatly at all times.
5. Hats, sweatbands, or sunglasses are not to be worn in the building.

➤ **Girls**

Jumpers, skorts, shorts, polos, and sweatshirts must be purchased from Fisher's Uniform Company.

Shirts /Blouses from Fisher's

- White puffed sleeve blouse
- Red or white polo shirt (long or short sleeved)
- **Shirts must be tucked in**

Turtlenecks/Mock Turtlenecks

- Red, white or navy may be worn. (These may be purchased elsewhere.)
No long sleeved shirts may be worn under short sleeved polo shirts.

Plaid Jumper from Fisher's

- Dark blue or black biker shorts must be worn under jumper (may be purchased anywhere).
- Hems no shorter than 3" above the knee

Plaid Skort from Fisher's

- Hems no shorter than 3" above the knee

Slacks (may be purchased at any store)

- navy – Dockers style only

Shorts from Fisher's

- navy cuffed

Shoes

- rubber bottom, NO sandals, flip flops, or backless shoes (safety reasons)
Tennis shoes must be worn on PE days.

Belts

- Navy, brown, or black belts must be worn with all slacks and shorts that have belt loops.

Socks/Tights:

- Socks or tights are to be worn with shoes.
- No leggings, sweatpants, slacks etc. may be worn.

Jackets in classroom: Only the following maybe worn in the classroom.

- School navy hooded sweatshirt (Fisher's)
- Red school sweatshirt -Uniform shirts are to be worn under sweat shirts. (Fisher's)
- White, red or navy cardigan sweater (Cardigans may be purchased elsewhere.)

Hair/General Grooming:

1. Hair must be neat and well groomed. No extreme styles or unusual coloring will be permitted.
2. No more than 2 earrings per ear will be permitted.
3. Body piercing or tattoos (temporary or permanent) will not be permitted.
4. Students will wear uniforms in a neat manner. Shirts must be tucked in neatly at all times.
5. Hats, bandannas, scarves, sweatbands, or sunglasses are not to be worn in the building.

Non-Uniform Days

1. Clothing must be clean with no holes, rips, or tears.
2. No oversized or undersized styles.
3. No tank tops, crop tops or off the shoulder style tops.
4. No midriff may show
5. Skirts, shorts, or dresses should not be shorter than uniform code. Skirts and dresses - 3" above the knee cap. Shorts - mid thigh.
6. No sweat pants may be worn.
7. Clothing with slogans, pictures, patches or inscriptions that are inconsistent with the philosophy of WRCA are not allowed.
8. Socks and shoes must be worn. Shoes must have backs.
9. Students may wear jeans on non-uniform days. No low riders.

We take our students out for recess unless it is raining or snowing, so you need to dress your child according to the weather. Students are required to go out for recess unless specified by a doctor's note or for reasons a teacher states.

Every effort has been made to be clear; however, if an interpretation is to be made, the school principal will have the final say.

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 trips. No exceptions will be made.**

Field Trips

We provide field trips throughout the year as a tool to reinforce what we are learning in the classroom. Field trips are still considered school days; therefore, they will begin from the school and conclude at the school. Only parents who have been asked by the teacher to assist will be permitted to go on the field trip. This is done to preserve an undistracted learning environment. Students may not attend the prescribed activity or field trip, unless they travel on the bus with the school group. **No siblings may be brought along on trips. No exceptions will be made.**

Lost & Found

Lost clothing and other items may be redeemed from the “Lost and Found” in the office. Unclaimed lost and found items are donated to a Christian ministry at the end of the year.

Phone Use

Cell phones are not permitted at school.

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.

Change of Address/Phone Number

Parents or 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).

Grandparent’s Day

This is a special day where we invite the 3rd grade children’s grandparents or other special guest to come enjoy a special time with their grandchild. We celebrate Grandparents Day the last day of classes prior to Thanksgiving break.

Class Parties

Class parties are held for the following holidays.

Thanksgiving, Christmas (Birth of Christ), Valentine’s Day, and Easter (Resurrection of Christ)

Parties are coordinated through PTF by the Room Parents. Only parents who have signed up to help at the parties may attend. We limit the number of parent helpers due to the size of the rooms as well as for security purposes. Students must attend school on the day of the party to be eligible to attend the party. **No siblings may be brought to parties.**

Birthdays

Parents may send in a small store bought (no homemade) treat for all the children in the class to enjoy at lunch or snack time. Suggestions for the snacks could be: cookies, doughnuts, pre-cut cookie cake or treat bags. Teachers need to be notified, in advance, of any treats brought in so arrangements can be made for students with allergies.

Invitations

No personal party invitations are to be distributed at school unless every student in the class receives one or all the boys for a boy’s party or all the girls for a girl’s party.

Christian Service

WRCA sponsors needy children through the organization, 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. Through the year, our students write to the specific children we sponsor and those children then answer the letters.

Recess

The children will play outside when weather permits. We provide the recess period so the children can have an active physical deviation from study in the classroom. If you feel your child needs to stay inside, we must have a note from the parent or doctor stating the reason.

Buzz Book

Each year a school buzz book is provided for the families. The permission slip is part of the enrollment form.

Newsletters

Periodically the “Lion’s Legacy” newsletter will be sent home with the students. Please read this publication carefully. It will include notices of upcoming events and other school news items. Teachers also send home weekly or monthly newsletters from their own class.

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

- Faculty
- Testing
- Progress Reports
- Report Cards
- Parent Conferences
- Grading Scale
- Library
- Test Packets
- Homework
- Honors
- Seatwork / Daily Work
- Student Planners
- Co-Curricular Classes
- Chapel

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 curricula taught by our Christian faculty provide each student with academic instruction rooted in a God-centered view of life. This view holds that God's truth is the standard for all truth.

Faculty

WRCA requires all of our teachers to be committed Christians. Classroom teachers are required to possess a teaching degree. Co-curricular teachers such as Band, Music, Art, Physical Education, and Computer, may possess a teaching degree, and are highly qualified in those fields. WRCA encourages continued education and professional development for our teachers. The faculty has the opportunity to attend a variety of seminars and workshops throughout the year. Some examples of those are the A Beka Teachers Training in Pensacola, Florida, the Association of Christian Schools District Convention in Kansas City and a variety of in-service workshops presented throughout the year by the Ft. Zumwalt Schools.

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 following grading standard is used to evaluate student progress in the basic academic subjects of reading, spelling, language, math, Bible, social studies, and science.

First through Sixth Grades		Kindergarten	
<u>LETTER GRADE</u>	<u>PERCENTAGE</u>	<u>LETTER GRADE</u>	<u>SCORE</u>
A+	100	A	10
A	95-99.9	A-	9
A-	90-94.9	B+	8
B+	87-89.9	B	7
B	84-86.9	B-	6
B-	80-83.9	C+	5
C+	77-79.9	C	4
C	74-76.9	C-	3
C-	70-73.9	D+	2
D+	67-69.9	D	1
D	64-66.9	F	0
D-	60-63.9		
F	59.9 & below		

Handwriting will be graded as follows for all grades.

S+ = Excellent with no more than one or two errors

S = Satisfactory but with more than two errors

S- = Average for this grade level

N = Needs Improvement – excessive errors

Co-Curricular subjects such as Computer, Music, Band, Art, and Physical Education are graded as follows for grades K-4. Grades 5-6 will receive the traditional letter grades for all classes except handwriting.

S = Satisfactory

The student generally completes assignments on time, does what is required, and participates when asked.

I= Improving:

The student is somewhat inconsistent but shows signs of improvement toward a mark of "S."

U = Unsatisfactory

The student needs repeated reminders to complete assignments or stay on task, typically does not participate in class, and consistently produces low quality work.

Character qualities of each student are evaluated on a **Satisfactory (S), Improving (I), Needs Improvement (N)** system. The qualities evaluated include attentiveness, cooperation, effort, responsibility, and obedience.

Testing

Each Spring WRCA administers the Stanford Achievement Test to students Kindergarten and up. Historically, our students have scored in the top 15 % of the national rankings. A copy of the annual standardized test results is shared with parents as soon as it is available.

Progress Reports

Progress reports are sent during each quarter at the mid-point of the quarter. During the first quarter, a progress report will be sent home for all children. This will allow parents to be aware of areas to work on before the first quarter report card. Progress reports for second, third and fourth quarters will only be sent if the student has a grade of "C" or below.

Report Cards

Report cards are distributed every nine weeks. The first report card will be given out at Parent Conferences, which are held in October.

All final report cards will be mailed from the office. No final grades will be given out over the phone or in person. Final reports, transcripts or student records will not be sent if there is a balance due on any financial responsibilities including library fines.

Parent Conferences

The first quarter report card will be given out at Parent/Teacher Conferences which are held in 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. When necessary, conferences with teachers are welcome at any time.

Library

In order to promote literacy, each student will be provided the opportunity to check out a library book on a weekly basis. 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 item checked out of the library will be charged after a two week period.

Test Packets

Due to the fact that all of our tests are from A Beka and are used yearly, it is essential that ALL of them are returned to the teacher. All test packets are due the Wednesday after they are handed out. Not returning a test will result in disciplinary procedures.

Homework

Our school recognizes the educational value and importance of homework for students. We believe that meaningful home study is a part of each pupil's educational program. Homework is a purposeful extension of the school day, which provides the student with the additional opportunities for personal development, and reinforcement of the school's instructional objectives. It is the responsibility of the student to complete assigned homework by the deadlines established by the teacher.

A standard guideline for homework would be an average of 10 minutes per evening per grade level. In other words, third grade would average about 30 minutes and fourth about 40 minutes, etc. While the total amount of time spent on homework will vary from child to child, (depending on the work speed and learning style of the individual), parents should generally expect the amount of homework to increase each year as their children progress through school. It should also be understood that at various times during the year, special projects might require time in addition to the regular work load.

If you believe your child is spending an excessive amount of time on homework in the evening, please set up a conference with the child's teacher.

We want to encourage our families to attend Wednesday evening church activities; therefore, our teachers will make every effort to give minimal assignments on Wednesday evenings. Quizzes may be given on Thursdays, but teachers do strive not to give tests on Thursdays. Exceptions may be made for Thursdays when there are short weeks, semester exams, and nine-week exams.

Honors

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.

- Perfect Attendance Award: Students who do not miss any school days and are not tardy receive recognition.
- Honor Roll: Students in grades 4 and up will be placed on the Honor Roll if the following criteria are met:
All grades for all subjects are A's or B's
All character qualities are satisfactory

Each teacher has a system of incentives and rewards for individual students and the whole class. Incentives are given for academics and good behavior.

Seatwork / Daily Work

Seatwork/daily work/homework is to be completed as an act of obedience and respect. This is also to ensure that students are receiving adequate review for upcoming tests and quizzes. All work is due at the time the teacher specifies. If not completed according to the requirements, discipline will occur.

Student Planners

The students are required to have the school Student Planner purchased with the book fee. Students are to write assignments in the planner daily. Parents should check and sign the Student Planner each night. The teachers will check them daily.

Co-Curricular Classes

All elementary students have music, library, PE and computer classes each week. Students fourth grade and up have the opportunity to take band class as an elective. If your student desires to participate, they must be responsible for instruments and practice. Band students may not drop, except at the end of semesters.

Chapel

This is a special opportunity for students to meet twice a month, in the gymnasium, to worship and hear a challenging message. A variety of speakers and special guests from the St. Louis area are used. Messages are geared to the appropriate age level.

Safety Patrol

We offer fifth graders an opportunity to serve and develop as leaders in the school through the AAA National Safety Patrol Program. Responsibilities include assisting younger students to class in the morning as well as helping at lunch sessions.

SECTION FIVE

Health and Safety

IN THIS SECTION

- | | | |
|--------------------------------|------------------------------------|--------------------------------|
| ○ <i>Security Code</i> | ○ <i>Immunizations</i> | ○ <i>Restraining Orders</i> |
| ○ <i>Student Insurance</i> | ○ <i>Sickness and Accidents</i> | ○ <i>Emergency Evacuations</i> |
| ○ <i>Medical Release Forms</i> | ○ <i>Dispensing Medications</i> | ○ <i>Safety Procedures</i> |
| ○ <i>Physicals</i> | ○ <i>Reporting Suspected Abuse</i> | ○ <i>Photographing/Videos</i> |

Security Code

At the Open classroom days at the beginning of school in August each student/family will receive the security code number for the year. You will be given 4 cards with this number on it, one for yourself, or the person who normally picks up your child, and 3 others for any other adult who might have an occasion to pick your child up for you. The teachers loading cars will ask you to give the number and the receptionist will ask for the number before releasing your child. Anyone, including the parents, must show or be able to verbally give their child's security number to the teacher or receptionist. We want to be sure that any adult picking up your child has your permission to do so.

We also ask that you send a note to your teacher in the event that someone else will be picking up your child, to give us the name of that person. Please be sure the person picking them up has their security number.

Student Insurance

Students participating in athletics are required to have and give proof of health insurance.

Physicals – Due by July 1

All Kindergarten students are required to have a physical form on file by July 1. Physical forms are a part of the Kindergarten enrollment packet.

Immunizations – Due July 1

The state laws of Missouri require all children to be immunized or exempted from immunization against certain communicable diseases. **This form is due July 1st.** Student's who have not been immunized or exempted are not 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.**

The following are the Missouri School Immunization Requirements. Please check your student's immunization record to make sure it is up to date prior to the start of school.

Fifth grade through Eighth grade:

4+ DTap/DTP/DT/TD

3+ polio

2 measles, 1 mumps, 1 rubella)

3= hepatitis B

- 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.** 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, parents are expected to notify the school office immediately.

When a student becomes ill at school, the child's parents will be notified and must pick up the child 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.

Dispensing Medications

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 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 unlikely event this takes 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, lockdown, and earthquake drills are conducted throughout the school year. Students are expected to learn and follow the procedures in which they are instructed during 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 approval.

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 for other school projects. Videos of school programs or events may be sold to our school families.

SECTION SIX

Business & Finance

IN THIS SECTION

- *Tuition*
- *Tuition Discounts*
- *Returned Checks*
- *Fees*
- *Withdrawal Procedure*
- *Financial Aid*

Tuition

Tuition payments are made in 10 monthly installments. The first tuition payment will be made on July 1st and the last is due May 1st. The withdrawal procedure applies to these payments. There will be no grace period for the first and last payment. Your child will be removed from our class lists if the payment is not made by July 1st and May 1st. **If a formal withdrawal form is not filled out by June 18th the family is still responsible for the July 1st 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 16th of the month, your child 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. (If a credit card is used, there is a 3 % charge). The absence will be an unexcused absence and the student will receive a zero for work missed. If payment is not received before the 1st 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 child.

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 1st. No exceptions to the July 1st 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-child 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 for all financial transactions for the remainder of the year. (If a credit card is used, there is a 3% charge)

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 15th. 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, a trip to the St. Louis Symphony, yearbook, kindergarten graduation fee, and SAT testing. The fee is due August 1st. Fee will vary according to grade level. While we try to include everything, this fee may not be all inclusive.

Withdrawal Procedure

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. If a formal withdrawal form is not filled out by June 18th the family is still responsible for the July 1st payment. 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

Intramural Program

WRCA's athletic programs have been established as a way to promote Christian character, discipline, and physical health. An after-school intramural program is offered each year for the students in grades 4 – 5.

In addition, elementary students have the opportunity to play on WRCA basketball teams organized through the YMCA. Teams are formed for each grade level K-6 depending on the number participating.

SECTION EIGHT

Addendum

Amendments to Handbook

Policies may be added, deleted or modified at any time as determined by the WRCA Administration. The procedures contained in this Handbook may also be subject to interpretation or modification at the discretion of the Administration.

This Handbook has been revised and updated as of January, 2010