



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

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

**SECONDARY Handbook**

**(Seventh – Tenth 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 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. We believe, with God’s continued blessings, we will 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 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

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## SECTION 1

### **Mission/Philosophy**

#### IN THIS SECTION

- *Mission Statement*
- *Philosophy*
- *Nondiscriminatory 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 our families to develop our students 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. The school combines the traditional classroom teaching environment with, an accelerated Christian curriculum.

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**

The 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 with the disciplinary policies 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 WRCA.
3. We agree to make our tuition payments and all other fees in a timely manner as stated in the WRCA Handbook.
4. We understand that book, activity and athletic fees are not refundable.
5. 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.
6. 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 1<sup>st</sup> tuition unless a formal withdrawal form is filled out at least 14 days prior to July 1.**
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 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, we 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. We understand that should our marital status change, it is our 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*
- *Administrative Team*
- *Parent/Teacher Fellowship*
- *Who to Call*

#### Academic Affiliation

WRCA is a member of the Association of Christian Schools 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

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:

- **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 to other WRCA families.
- **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 / Sr. Pastor

Transcript/Report Cards

School Counselor

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## SECTION THREE

### General Policies

#### IN THIS SECTION

- *Daily Schedule*
- *Tardiness*
- *Leaving the Building*
- *Attendance*
- *School Closings*
- *School Property*
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- *Phone Use*
- *Textbooks*
- *Search and Seizure*
- *Change of Address/phone number*
- *Distribution of Printed Materials*

#### Daily Schedule

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

Procedure: In the morning students will be dropped off in front of the middle 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.

Because elementary recess does not end until 2:20 p.m., cars are not allowed to come onto the lot to line up prior to 2:30. Students will be dismissed at 3:00 using the following procedure:

1. 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.
2. 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.
3. When secondary school students are called, they may proceed to their cars once it is safe to do so. Security cards are not used for secondary students.

## 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/high 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 will be sent to the office for a tardy slip.

- **Excused Tardy**

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

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 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 period will not be excused unless the student has a pass from the previous teacher. Excessive tardiness will result in disciplinary consequences.

## Leaving the Building

If a student needs to leave school early, **the parents must inform the office in writing**. When parents come to pick up their child, they will need to sign them out at the office. The office will then call the teacher to have the student sent to the office. Students who drive are allowed to sign themselves in and out once the office has been contacted by the parent.

## 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 marked absent from school an entire day if more than four periods in a school day are missed.

Attendance is taken each period 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.**

- **Excused Absence**

It is the responsibility of the parent to secure any assignments. Homework will be available in the office between 3:00 and 5:00 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. Other arrangements may 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 (more than 3 days), the student will have the number of days absent plus 1 to bring all work up-to-date. Students not finishing the make-up work on time will receive zeros.
5. Reasons for excused absences include, 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
6. If a class is missed for any reason, all course work must be made up. It is the student's responsibility to obtain missed assignments from 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 limited to:
  - a. truancy
  - b. leaving school without prior permission
  - c. staying at home while parents work or as a baby sitter
  - 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.fox2now.com](http://www.fox2now.com)

Channel 4

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

KMOX Radio 1120 AM

Typically, if school is cancelled so are all extra curricular activities including practices.

In the rare instance of 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

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 peanut butter and jelly sandwich and/or the salad bar. Students may choose to bring their own lunch and purchase milk. Microwaves are available to secondary students. No soda is sold. If a student forgets his lunch, he must purchase school lunch that day.

Second servings are usually available for an additional charge. Students must check with the teacher on duty to receive additional servings. 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. Students may be asked to assist in putting away tables and chairs after the lunch period is over.

## 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.

If 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

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 gossip.
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.

**Failure to abide by the WRCA Honor Code 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. While some disciplinary actions are punitive in nature, the goal is the growth of self-discipline for the student.

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 limited to:

- 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 issues which arise even though the specific issue may 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 an 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)
10. Disobedience of a direct instruction from a faculty staff member
11. Forgery
12. Lying
13. Possession of drugs or alcohol
14. Possession of weapons
15. Spoken or written threats
16. Skipping school or class
17. Intimidation of others, verbal or physical conduct of a racial, ethnic or offensive nature
18. 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 suspension.
6. Students who choose disobedience 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. 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 or stolen from lockers or items 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**

--**Middle School** – Because personal appearance of each member of the student body reflects upon the entire school, we require uniforms to be worn through 8<sup>th</sup> grade. The uniforms should be kept clean and in good repair at all times. Uniforms must be purchased through Fischer's Uniform Company. Slacks and Capri's may be purchased elsewhere but must be Dockers style and navy or khaki in color. It is helpful to label uniforms with the student's name.

Fischer's School Uniforms  
626 Jungermann Road  
636-939-3344

- ✓ Students may wear the uniforms purchased through Sunshine (our old uniform company) until they have **out-grown them**.
- ✓ Slacks and Capri's may be purchased from anywhere as long as they are Dockers style and navy or khaki in color.
- ✓ Students are to be in uniform on the first day of school.

- **Middle School Girls' Uniform:**

(Hem's no shorter than 3" above the knee)

Skirts: Navy or Khaki straight style (Fischer's)

Skorts: Plaid (Fischer's)

Slacks: Khaki or Navy (May be purchased elsewhere-Dockers style)

Capri: Khaki or Navy (May be purchased elsewhere)

Shorts: Khaki or Navy with or without cuffs (Fischer's)

Blouse: White ¾ sleeves may be worn out

Polo's: White, red, or navy short sleeved or red or white long sleeve (Fisher's) – should be tucked in with skorts or skirts. No long sleeve shirt may be worn under the short sleeve polo.

Rugby: Navy with red stripe (Fischer's) – this may be worn out.

Socks: Must be worn.

Shoes: Tennis shoes must be worn for P.E. class. Tennis shoes must have shoe laces if appropriate.

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

**No shirts may be worn under outfits except on P.E. days,  
students may wear their P.E. uniform shirt under their uniform shirt.**

- **Middle School Boys' Uniform:**

Pants: Khaki or navy (May be purchased elsewhere-Dockers style)

Polo's: Navy, red, or white short sleeve - red or white long sleeve (Fischer's) All shirts must be tucked in.

Rugby: Navy with red strip long sleeve (Fischer's) - may be worn out

Shorts: Khaki or navy with or without cuffs (Fischer's)

Socks: Must be worn

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

**No shirts may be worn under outfits except on P.E. days,  
students may wear their P.E. uniform shirt under their uniform shirt.**

- **Middle School Non-Uniform Days**

1. Clothing must be clean with no holes, rips or tears.
2. No oversized or undersized styles. Tight-fitting clothing is not permitted. As a guideline, there should be discernable slack/space between clothing and body.
3. No tank tops, crop tops or off the shoulder style tops.
4. No midriff may show.
5. Skirts, shorts or dresses may not be shorter than uniform code.  
*Skirts- 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.
9. Students may wear jeans on non-uniform days. No low riders.

**--High School** – Each student's dress reflects on them, the Lord, their parents and their school. High school students are expected to exercise appropriate choices and the self-discipline necessary in selecting their school attire. 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, both seated and standing.
3. Skirts may be no shorter than three inches above the knee cap.
4. No oversized or undersized styles. Tight-fitting clothing is not permitted. As a guideline, there should be discernable slack/space between clothing and body.
5. No tank tops, crop tops or off the shoulder style tops.
6. Hair should be neat and well groomed.

- **High School Girls Chapel Dress**

1. Dresses, skirts or dress slacks worn with a blouse or sweater.
2. No casual tee shirts or sweatshirts.
3. Dockers style slacks are acceptable.

- **High School Boys Chapel Dress**

1. Collared shirts, polo shirts or turtlenecks
2. Shirts tucked in
3. No casual tee shirts or sweatshirts
4. Dockers style slacks are acceptable

**--All Secondary Students**

- **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 piercings, with the exception of girls' earrings, are prohibited for both genders. Girls may not have more than two earrings per ear.
7. Hats, scarves, bandanas, sweatbands or sunglasses are not to be worn at school or during school activities without the teacher's permission.

- **Secondary School Physical Education Uniform - Required**  
Sweatpants/sweatshirt: 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.

The school reserves the right to monitor the dress of WRCA students during school hours and at after school functions. If a student is in violation of the dress code, a school representative may request compliance from students.

The following procedure may be followed with repeat dress code offenders.

- ✓ The student will receive a dress code violation form to take home.
- ✓ Multiple violations could result in a detention, being sent home, or being required to change into the appropriate clothing provided by the school.

### **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.**

### **Lost and Found**

Unclaimed articles will be placed in the lost and found box located in the Secondary 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. Students must ask permission to go to the restroom before leaving the lunchroom

### **Parking**

Students who drive to school are required to park in the area designated for students.

### **Phone Use**

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 their cell phone to call parents after school, **if permission is granted by a teacher.** On occasion students may be permitted, by the teacher, to use the classroom phones when 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. If there is reasonable cause, officials may search a student’s outer clothing, pockets, or property or ask a student to remove items from their person when deemed appropriate by the WRCA administration.

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

For safety reasons, parents and guardians are required to notify the school secretary if there is a change of address, telephone number (business, home, or cell), or e-mail address.

## Distribution of Printed Material

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

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## SECTION FOUR

### Academic Program

#### IN THIS SECTION

- |                      |                      |                                       |
|----------------------|----------------------|---------------------------------------|
| ○ Chapel             | ○ Progress Reports   | ○ Parent Conferences                  |
| ○ Christian Service  | ○ Report Cards       | ○ Resolving Concerns                  |
| ○ Student Government | ○ Grading Scale      | ○ Study Habits                        |
| ○ Library            | ○ Academic Probation | ○ Classroom Procedures                |
| ○ Schedule Changes   | ○ Honor Awards       | ○ Curriculum/Course Selection         |
| ○ Testing            | ○ Parental Help      | ○ High School Graduation Requirements |

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.

In secondary school under the guidance of the principal and teachers, students carry a heavier weight of responsibility for their education. It is the student's responsibility to earn their grades through study and applying the knowledge they received in class. They will be guided in making wise decisions in the use of their time and in developing good study habits.

#### 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 assisting in other ways with the worship service.

#### Christian Service

##### **--Middle School**

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.

##### **--High School**

A total of forty hours of Christian service are required for high school graduation. Students are expected to complete at least ten hours per year using the following guidelines. It is each class sponsor's responsibility to track Christian service for each class member and pass that record on the next year.

- Christian Service Guidelines
  1. All Christian service must be pre-approved by the class sponsor or principal
  2. Students in grades 9-11 may not accumulate more than 12 hours in a year. Excess hours may be carried over to the next year.
  3. Students may count pre-approved and verified church service for a maximum of two hours per year.
  4. Students may count pre-approved and verified school service (helping at WRCA) for a maximum of two hours per year.
  5. Students may count pre-approved and verified personal or individually initiated service projects for a maximum of two hours per year.
  6. At least four hours of Christian service per year must be completed through organized class projects.
  7. Seniors may count all Christian service performed on the Senior Mission Trip toward completion of the hours required for the senior year.

## **Student Government**

The Student Council 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. To be eligible for student government, students must maintain a minimum of 80% in all classes.

## **Library**

Checking out books is a privilege and will serve as a tool to help teach responsibility to students. In order 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 each semester will not be allowed to take semester exams until all obligations are met.

## **Schedule Changes**

Students are allowed to drop or add classes within the first ten days of the semester. To add or drop a class, students must have approval from the teachers involved, their parents, and the school counselor. Students are permitted only one study hall per day. A schedule change form must be filled out and filed in the principal's office.

## **Testing**

Achievement testing provides both parents/guardians and teachers with an evaluation of the student's general achievements, strengths, and weaknesses. At WRCA, achievement tests are used as a tool in meeting each student's individual needs, in determining how the school is meeting its goals, and in class placements for the following year. Attendance is vital during these testing days. Students should be encouraged and well rested during this time, and parents should pray with students prior to each test.

**STANFORD ACHIEVEMENT TEST:** The Stanford Achievement Tests are administered in the spring of each school year for students in Grades 7-9.

**OTIS LENNON SCHOOL ABILITY TEST:** The Otis-Lennon School Ability Test (OLSAT) is administered in the spring of each school year to students in 7th grade.

**EXPLORE:** The EXPLORE test is given to all 8th grade students. This is a preliminary test to the ACT, and is given in the spring of each school year.

**PLAN:** The PLAN test is given to all 10th grade students. This is the next step in preparing students for the ACT, and is given in the fall of each school year.

**PSAT/NMSQT:** All 10th grade students take the PSAT/NMSQT. Eleventh grade students who score at or above the 90th percentile on any section of the PSAT/NMSQT as a sophomore will be asked to take the PSAT/NMSQT as a junior. The PSAT/NMSQT is the qualifier test for the National Merit Scholar Program.

**ACT:** WRCA will use the ACT as the test for measuring performance and progress for eleventh and twelfth grade students. All junior and seniors are required to take the ACT at least once during each of those years. After a student has submitted test scores to NCA for both the junior and senior years, he or she will receive a credit on his or her account equal to the cost of one standard ACT registration fee.

**ARMED SERVICES VOCATIONAL APTITUDE BATTERY:** The Armed Services Vocational Aptitude Battery (ASVAB), which is administered to the 11th grade in the fall, discovers student's interests and uses that information to help students become aware of possible careers available that work with their interests and abilities.

**OTHER TESTING** administered by WRCA includes the following:

- Algebra Prognosis test for students entering 7<sup>th</sup> grade used to determine math placement.
- When necessary, testing for grade placement for new students.

## **Progress Reports**

A progress report will be sent home at mid-quarter for all students. These reports will inform parents and students of areas that need to be or could 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 Probation below.

## 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. Students from families with delinquent financial obligations will not be allowed to take semester exams until approved by the business office.

## Grading Scale

<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 below the established standard, the academic plan may be extended until the next mid-quarter. Failure to correct issues leading to academic probation may result in the student's dismissal from WRCA.

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.**

### **Honor Awards**

We believe that students who follow the rules and work hard academically should be acknowledged for their efforts. The following awards are available for students to earn.

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 with no absences or tardies.
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's appointments.
  - c. No incomplete assignment in any class during year.
  - d. No detentions during the year.

### **Parental Help and Encouragement**

Three primary elements needed by secondary students are consistent 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. Your child learns how to feel about himself by noticing how you respond to him. 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. Supporting your child will not guarantee success, but his chances are better than without your support.

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 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 work together. 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. The ability and opportunity to concentrate both during class and when working at home.
2. Careful listening (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. Careful reading. (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 expectations 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/high 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.
- Homework will average about 10 minutes per class per grade level i.e., 7<sup>th</sup> grade = 70 minutes, 8<sup>th</sup> grade = 80 minutes, etc.
- 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 in order to bring up a poor grade.
- A course is completed on the day of the final exam. No makeup work may be submitted after the exam day for that course unless the student has an incomplete due to excessive absences.

## Special Activities

Each year WRCA offers a variety of extra/co-curricular activities such as clubs and a variety of competitive sports. Students are encouraged to participate in these activities to further round out their educational program.

## Curriculum/Course Selection

### **--Middle School**

#### Bible

#### Mathematics

General Math or Pre-Algebra or Algebra I

#### Language Arts

#### Science

#### Social Studies/History

#### Physical Education

#### Exploratory Classes

Computer

Music, Band, Art

Spanish, French

## HS Graduation Requirements

SUBJECT	UNITS
Language Arts	4
Fine Arts	1
Social Studies	3
Math	3 or 4 (if 3 science then 4)
Science	3 or 4 (if 3 math then 4)
Physical Education	1
Health	0.5
Personal Finance	0.5
Practical Arts	2
Foreign Language	2
Bible *	4
Electives	3
<b>Minimum Units Required</b>	<b>28</b>

\*One unit of Bible is required for each year of attendance.

In high school (9-12), the number of credits earned determines grade placement as follows:

To be classified as a sophomore – must have earned 7 credits

To be classified as a junior – must have earned 14 credits

To be classified as a senior – must have earned 21 credits.

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## SECTION FIVE

### **Health and Safety**

#### **IN THIS SECTION**

- *Student Insurance*
- *Medical Release Forms*
- *Immunizations*
- *Sickness and Accidents*
- *Dispensing Medications*
- *Reporting Suspected Abuse*
- *Restraining Orders*
- *Emergency Evacuations*
- *Safety Procedures*
- *Photographing/Videos*

#### **Student Insurance**

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

#### **Medical Release Form**

All students are required to turn in a signed and completed Medical Release form at time of enrollment. 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 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, 1mumps, 1rubella)

3= hepatitis B

- For any MS/HS student, 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 students 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.

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## SECTION SIX

### **Business & Finance**

#### IN THIS SECTION

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

#### **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 18<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 and activity fees.

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 late payments. This payment must be received in the form of cash, money order, or credit card. There is a charge of 3% if a 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 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 used for but not limited to items such as field trip transportation costs, yearbook, and SAT testing. 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 - 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 reconciled for student records to be released.

**ALL FEES ARE NON REFUNDABLE.**

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## SECTION SEVEN

### Athletics

#### IN THIS SECTION

- *Program Guidelines*
- *Athletes Responsibilities / Eligibility*
- *Sports Programs*
- *Athletic Fees*
- *Communication with Coaches*

#### 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 win/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 that day.

##### 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. Grades

Athletes must maintain at least a "C" average (70% or higher) and not be failing any class over the evaluated grading period.

5. Attitude/Effort

Athletes are expected to demonstrate an overall positive attitude, effort in classes, and honorable behavior. An athlete may either be placed on probation or dismissed from the team if the principal receives input from teachers and/or coaches that a student is not demonstrating these qualities. A parental conference would precede any dismissal.

6. Cuts

Students in good standing will be considered eligible for athletic competition. Cuts will be made when necessary to have a manageable sized team.

7. PE Participation

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. Uniforms

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. Commitment

Students who choose to play a sport are making a commitment for the entire season. Students who desire to quit a team may not be allowed to participate in another sport for the rest of the school year.

10. Dismissal

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 Middle School and High School students. Teams may vary from year-to-year depending on the level of participation.

**MS/HS Girls**

Volleyball

Basketball

Soccer

**MS/HS Boys**

Soccer

Basketball

**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**

Proper communication with coaches is very important to maintain a positive and Christ-like atmosphere. In keeping with the principles of Mathew 18, please go to the coach first if you have a concern.

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SECTION SEVEN

**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***



