



Woodward Christian Academy Because your child was Born to Thrive

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Welcome to WCA An Honor and Privilege to Attend

The goal of the Woodward Christian Academy School Board, Administration, and Staff is to provide an excellent, well-balanced education in the context of a biblical worldview that emphasizes strong character, deep compassion, and a fervent love for Jesus Christ.

The Woodward Christian Academy Parent/Student Handbook is not exhaustive but has been developed to assist students and parents in better understanding the school's policies to ensure a successful and rewarding school experience.

It is important that everyone understands and supports the guidelines in this handbook. Parents are encouraged to contact the administration regarding concerns or questions at any time. Please help us have a great school year!

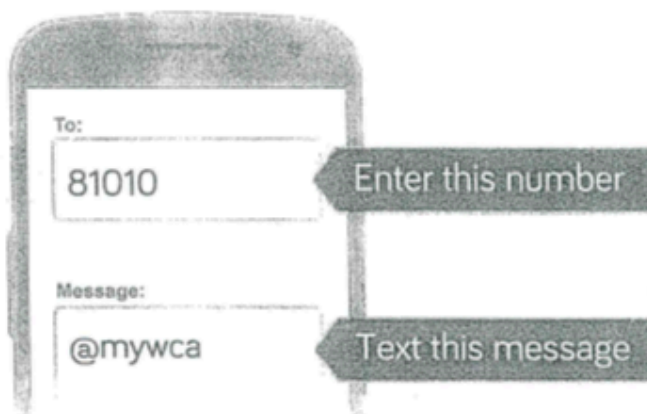
Thank you for your support.

WCA Office would like you to join Warrior Parents!



To receive messages via text, text @mywca to 81010. You can opt-out of messages at anytime by replying, 'unsubscribe @mywca'.

Trouble using 81010? Try texting @mywca to (580) 701-6151 instead.



*Standard text message rates apply.

Or to receive messages via email, send an email to mywca@mail.remind.com. To unsubscribe, reply with 'unsubscribe' in the subject line.



WHAT IS REMIND AND WHY IS IT SAFE?

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Visit remind.com to learn more.

General Information

WCA Philosophy

The primary philosophy and purpose of the Woodward Christian Academy is to train students in the knowledge of God and the Christian way of life, while at the same time educating them to meet and exceed all the educational standards and requirements of the State of Oklahoma. The Academy strives to give each student an excellent education spiritually, mentally, physically, and socially; thus, providing an environment where students can thrive. Furthermore, since most information is readily available at our fingertips, via cell phones and computers, students shall be taught how to properly discern the information available to them.

The teachers of Woodward Christian Academy realize their solemn responsibility before God in molding the life and character of their students. The administration and faculty at Woodward Christian Academy continually endeavor to demonstrate loving concern for each child under their care. As a part of its basic philosophy of education, Woodward Christian Academy also recognizes that the home is primarily responsible for development of Christian character and a Christian conscience in the child, in which the church is essential, and that the school is responsible for building on this foundation.

Non-Discrimination Policy

Woodward Christian Academy admits students of any race, color, national, or ethnic origin to all the rights, privileges, and activities generally accorded, or made available at the school. We do not discriminate based on race, color, national or ethnic origin in policies, scholarship and loan programs, athletics, and other school-administered programs.

WCA believes that biological sex is a person's God-given, objective gender, whether or not it differs from their internal sense of 'gender identity'. It is WCA policy for students to use the restroom of their assigned gender at birth (on birth certificate). This policy applies to all field trips and off campus activities. In the event of overnight travel, students will sleep in a room of assigned gender at birth (on birth certificate).

Table of Contents

General Information:

WCA Philosophy	Pg. 3
Statement of Faith	Pg. 5
Orientation	Pg. 5
Academic Calendar	Pg. 6
Classroom Schedules	Pg. 7
Finances/Tuition	Pg. 8

General Policies:

Financial Policies	Pg. 9
School Grounds	Pg. 9
Closed Campus	Pg. 10
Appointments	Pg. 10
Absences	Pg. 10
Bad Weather Days	Pg. 11
Illness and Medication	Pg. 12
Head Lice	Pg. 12
Immunization	Pg. 12
Parent/Teacher Conferences	Pg. 13
Withdrawals	Pg. 13

General Rules for Students:

Academic Performance	Pg. 13
Searches.....	Pg. 14
Conduct	Pg. 15
Outstanding Behavior	Pg. 15
Discipline	Pg. 15
The Headmaster's Office	Pg. 15
Uniform	Pg. 16
Homework	Pg. 19
Science Fair Projects.....	Pg. 19
Lunches	Pg. 20
Lost and Found	Pg. 20
Non-Permissible Items	Pg. 20
Cell Phones	Pg. 20
Textbooks and Library Books	Pg. 21
Parties and Student Events	Pg. 21
Progress Reports	Pg. 21
Standards for Graduation.....	Pg. 22
Spring Banquet.....	Pg. 23

Diabetes Handout.....Pg. 24
Handbook Acknowledgement Signature Page.....Pg. 25

Our Statement of Faith

1. The Bible is the Mind of Christ and is the inspired and the only infallible and authoritative Word of God.
2. There is one God who exists in three persons: Father, Son, and Holy Spirit.
3. The reality of Satan and his present influences over unregenerate man does exist.
4. Christianity is based on the following:
 - a. The Deity of our Lord Jesus Christ.
 - b. The Virgin birth.
 - c. His sinless life.
 - d. His miracles.
 - e. His substitutionary and atoning death through His shed blood.
 - f. His bodily resurrection.
 - g. His ascension to the right hand of the Father.
 - h. His personal return in power and glory as King of kings and Lord of lords.
 - i. The reconciliation of man to God by the substitutionary death and shed blood of our Lord, Jesus Christ.
 - j. The resurrection of believers into everlasting life with our Lord Jesus Christ and the blessings in heaven.
 - k. The Holy Spirit dwelling in the believer, enabling him or her to live a Godly life.
 - l. Genesis is the true account of the beginning of the world, is God's Word, and is not a myth.

Orientation

All parents are encouraged to attend orientation. However, parents who have students in grades five (5) and up are required to attend orientation. Important classroom information will be given in this meeting since ACE is a different type of education that has many advantages. We need parents to attend orientation so that they will understand the ACE system and embrace it. It is also a "get acquainted" time for parents and teachers. Parents may visit their child's classroom, place school supplies on their child's desk and visit one-on-one with their child's teacher. If parent(s) do not attend this meeting, your child will not be allowed to attend WCA until you get a signed exemption from the headmaster. This exemption will be granted when the Headmaster concurs that you do know and understand the ACE system, because we believe, when the parents understand it, then the chances of their child thriving is much better.

School Calendar

2024/2025 Academic Calendar

Aug. 15.....	First Day of School
Aug. 30.....	Labor Day- NO SCHOOL
Sept. 2....	Labor Day – NO SCHOOL
Oct. 11.....	End of 1 st Quarter
Oct. 17.....	Parent Teacher Conferences – NO SCHOOL
Oct. 18-21.....	Fall Break – NO SCHOOL
Nov. 11.....	Professional Day- NO SCHOOL
Nov. 26.....	Early Release ½ day
Nov. 27-29.....	Thanksgiving Break – NO SCHOOL
Dec. 20.....	End of 2 nd Quarter
Dec. 23-Jan 3.....	Christmas Break – NO SCHOOL
Jan. 6.....	NO SCHOOL ACE students do Pace work at home
Jan. 7.....	Classes Resume
Jan. 20.....	NO SCHOOL
Feb. 17.....	NO SCHOOL
March 7.....	End of 3 rd Quarter
March 14.....	Parent Teacher Conferences – NO SCHOOL
March 17-21.....	Spring Break – NO SCHOOL
April 18-21.....	Easter Break- NO School
May 13.....	Kindergarten Graduation (6pm) & PreK awards (2:30pm)
May 15.....	Kindergarten through 12 th grade awards
May 16.....	Last Day of School ½ day

Classroom Schedules

Note: Students should not be dropped off before 8:00 a.m. There will not be any adult supervision for them prior to this time. The Woodward Christian Academy believes in the family and that it is important to have all students spend time together and learn to respect and get along with people of all ages. Thus, every morning promptly at 8:15 morning assembly will start. Any student arriving after 8:15 am will be asked to sit in the back and will not be allowed to have an active role in the morning assembly.

The Morning Assembly will consist of the following: morning pledges, prayer, and announcements and accomplishments will be duly stated. Fun and educational videos

might be shown. In addition, students will be challenged with Bible, science and math facts. The morning assembly will end between 8:30 am and 8:45 am.

Morning Pre-K 3 & 4		Afternoon Pre-K 3 & 4	
Morning Assembly	8:15 a.m.	Arrival	12:25 p.m.
A.M. Dismissal	11:30 a.m.	Dismissal	3:30 p.m.

Any student arriving after 8:13 will have to go to the office to be signed in by a parent. Students will only be released to vehicles that have a red shield with child's name on it. Please make sure to ask for one for every person who has permission to pick up your child.

All day PreK & Kindergarten – 12th Grade

Morning Assembly	8:15
Lunch (varies by class)	11:15-12:15
Dismissal	3:30

The security door will be closed each morning promptly at 8:13 am. Any student arriving after that time will have to be signed in by the parent.

Tardy: Since ACE is self-paced, and students attend WCA at the pleasure of their parents, tardiness will be mildly monitored by WCA staff in grades five through twelve. However, in PK 3 through the 4th grade, tardiness will be monitored as it is very disruptive to the learning of other students. If a student arrives at school after the morning assembly is over, they will automatically have eliminated themselves from having perfect attendance.

We encourage parents to leave the child with the teacher on the first full day of school and not remain in the classroom. Car unloading of children will take place at the thru way on the West side of the building at the double doors for all students. Students should **never** be dropped off until the parent or driver has made visual contact with the door monitor. Children will not be released until the door monitor has made visual contact with the parent/guardian.

Finances/Tuition:

The registration fee does not cover lunch, pictures or miscellaneous expenses.

Tuition and Fees 2024/2025 School Year

RE-ENROLLMENT FEE \$100 (Current students) (\$50 PreK-3)

NEW STUDENT REGISTRATION & ENROLLMENT

\$50 PreK-3 + \$100 enrollment fee upon acceptance
PreK-4 thru 12th grade \$100 registration fee (due at time of applying) plus \$100 enrollment fee upon acceptance
All registration and enrollment fees are non-refundable

	TUITION	BOOKS	ACTIVITY
PreK 3 half day	\$1400.00	\$100.00	0
PreK 3 full day	\$2500.00	\$150.00	0
PreK 4 half day	\$1900.00	\$125.00	0
PreK 4 full day	\$4850.00	\$150.00	0
Kindergarten	\$4750.00	\$250.00	\$30.00
1 st & 2 nd Grade	\$4600.00	\$400.00	\$50.00
3 rd & 4 th Grade	\$4700.00	\$300.00	\$100.00
5 th – 12 th Grade	\$4750.00	\$250.00	\$200.00

Families with more than one child enrolled at Woodward Christian Academy receive a family discount of 5% on additional children. Full tuition will be charged for the oldest child first, then additional children will have a 5% discount.

Book Fees are non-refundable.

Activity Fees are non-refundable after the first nine weeks. Fee will be prorated if student withdraws in the first nine weeks.

Home School: A one-time registration fee of \$50.00 plus \$50.00 per month for activities. If you are homeschooled through WCA there will be an additional \$25.00 per month for books. While on campus kids must be in dress code and within school guidelines.

General Policies:

Financial Policy

Tuition may be paid in advance (yearly), per semester, or monthly (on a 10 month pay plan). Any other method of payment must be pre-approved by the WCA Board. If paying monthly, the first payment is due in August, prior to the first day of school. The first tuition payment is non-refundable and non-transferable under any circumstances.

Students are considered enrolled for the full year after August. Students withdrawing before the 15th of the month will have one-half tuition for the month

refunded. Book fees are non-refundable; however, books that have been paid for in full may be taken by the withdrawing student. Students withdrawing on or after the 15th will receive no refund of tuition, lunches, milk/juice fee, etc. No refunds or discounts are given because of absences.

Subsequent tuition payments shall be made by the tenth of each month. **The last payment will be due in May.** Student records will not be released until the account balance is up to date. WCA has the option not to allow students to be re-enrolled until past due account balances are paid in full.

Tuition payments may be mailed to Woodward Christian Academy at 1900 Kansas Avenue, Woodward OK 73801, brought to the school office, or paid by credit card over the phone or at the office. In addition, your monthly tuition and fees can be automatically charged to your debit or credit card. Please visit the office or fill out the form in the packet of forms to authorize your electronic payment. Please note: WCA will not be held responsible for monies left on teacher's desks, sent in backpacks, left in the office, or sent to school with children unless there is a receipt to support payment.

There will be a \$20.00 charge for all checks returned to WCA by your bank. After 2 insufficient checks, only cashier's checks, money orders, electronic payment, or cash will be accepted. If tuition is not paid by the 15th of the month, it is considered late unless prior arrangements have been made with the office. If tuition becomes one month past due, student(s) may be suspended. It is our goal to keep WCA affordable while offering a superior education. We have no desire to hinder your child's education, however our staff does need to be paid. If you are unable to pay in full, please talk to the headmaster about trading out some of your tuition for labor.

School Grounds

The school doors will be open at 8:00 a.m. and will close at 3:45 p.m. **After 8:13 a.m., a door monitor will no longer attend the drop off door and students must be walked in** by an adult at the office. For the afternoon classes of Pre-K 3 & 4 you may drop off your kids at 12:25 pm. If any student is not picked up by 3:45 p.m., that child may be returned to his or her classroom or the office until a parent arrives. Our staff get paid very little, please be respectful of their time by showing up on time. If you are late, our staff has to stay late too and are not compensated by WCA for their additional time at WCA. Thus, if for any reason you cannot pick up your child by the appointed time, please notify the office to make arrangements. Please respect our staff's time.

Parents are to first check in with the school office before entering any of the classrooms once school is in session. All parents should enter and exit the building through the front entrance on the north side of the building. Students are to enter the building through the west entrance but may be dismissed at the end of the day through

one of the other exits. Dismissal locations will be disclosed by the first day of school for each class. Pre-K 3 & 4 morning classes will be picked up at the west door.

Closed Campus

No student is allowed to leave the school campus unless written permission has been obtained from the parents, and then verified in the office by phone or text. Parents should contact the office in advance so that instructions may be forwarded to the student's teachers and the safety of their child can be maintained. Students leaving must be signed out in the office by an adult on the student's approved-pickup list before leaving the premises.

Students driving their own vehicles must register their car in the office. The office will need copies of the student's driver's license and vehicle insurance. For safety reasons, we ask that students park on the north side of the building and enter the north doors.

Appointments

If you wish to have a meeting with any of the teachers, please notify the teacher directly or the office and the teacher will return your call to make arrangements to meet with you. If there is an emergency requiring you to get a message to your child or to their teacher, please call or stop by the school office. Please do not go directly to the classroom at any time.

Absences

- A. Unrecorded Absence: An official absence sanctioned by the school. Make up work is allowed. Examples: Field trips, spelling bees, student convention, etc.
- B. Excused Absence: Parents must explain the student's absence each day by telephone between 8:15 a.m. and 9:00 a.m., or by written note. Make-up work is allowed.
- C. Unexcused Absence: WCA will comply with Oklahoma truancy laws and report truant students to state when required.
- D. School programs and functions are mandatory. If you cannot attend for some reason, it needs to be cleared with the office.
- E. Students who have missed more than 1 ½ hrs in a day or are out for other reasons will not qualify for perfect attendance.

Upon prior written application, special consideration may be given by the administration for other special emergencies or family functions, and make-up work will be allowed if permission is authorized. This consideration has been made for special times that families may get away during the school year. The school board feels that these

family times are important, and students should not be penalized with zeros. A maximum of 5 days in one school year is generally a good rule of thumb for family functions.

We, at WCA, believe and try very hard to offer your child many educational opportunities. We are now offering such courses as physical education (PE), music, science lab and art. We also plan on taking numerous field trips. Make-up time for these classes will not generally be allowed. Also, some of these classes will be restricted to students who are on “balance”, exhibit good behavior, and have no more than three “Tardy Days”, or 5 absences. Since most of the above classes are only held once or twice a week, any “tardy” of 5 minutes or more to any of these classes can be considered an unexcused absence and is subject to the teachers’ judgement.

Being tardy has a much bigger impact in grades Pre-K3 thru 4th, and as such we will be more diligent in keeping track as we expect parents to be more diligent in getting their students to school on time.

When a student is marked “Tardy” three days in a nine-week grading period, it will be marked as an Unexcused Absence. A student with unexcused absences incurred by excessive tardiness will not qualify for the Perfect Attendance Award.

Three (3) tardies=one (1) unexcused absence. Students will not be eligible for student of the month, caught being good, and other such honors given out by WCA for that month.

Three (3) unexcused absences (9 tardies) in a semester= Student, Parent, Headmaster meeting will be held to discuss situation.

The PK 3 & 4 students are affected by the tardy policy. Parents are asked to have PK 3 & 4 students at school on time to avoid disruption of classroom procedures. Tardies equaling unexcused absences for PK 3 & PK 4 students will only count against the Perfect Attendance Award given at the end of the year.

If any student is absent twenty days or more in one semester, the Board of Trustees will review their case and determine a course of action. Exceptions may be made for seniors who have completed all of their schoolwork before their graduation date.

Bad Weather Days

You will NOT be notified personally about WCA closing or starting late due to bad weather. **We will send out important reminders and information through text, so it is important to sign up with our Text Remind program.**

Please check WCA Facebook page and listen to television or radio for WCA school closings or weather-related schedule changes. The Headmaster will decide the morning of the weather event what WCA will be doing schedule wise.

Illness and Medication

Please do not send your child to school if they are not feeling well. Students should be kept out of school for 24 hours after fever, vomiting, or diarrhea. When a student complains of illness, the teacher will send the student to the office where they will be checked. If the student's temperature is 100 degrees or higher, the parent will be called to take the student home. If there is no fever and after one hour the student is still complaining, his temperature will be taken again. If we determine that the child is ill, regardless of their temperature, the student's parents will be contacted to come pick them up.

If the parent cannot be reached, the office staff will call additional emergency numbers on file. If the child is vomiting and/or has diarrhea, parents will be called immediately. The teacher and office staff will pray for all students. Common skin rashes will require a written statement from a physician stating that the student is able to return to school.

Teachers are not permitted to dispense medicine without written parental permission. Please do not send over the counter or prescription medications in pockets, lunch boxes, etc. All medicine must be checked in at the office. Failure to do so will result in immediate disciplinary procedures.

We discourage keeping children in during recess because supervision is difficult with such a small staff. If you feel that your child must be kept in from recess, please send a note to that effect to the office. Such a request will be honored for up to three days, after which a statement from the student's doctor will be required for the child to remain indoors.

Head Lice

Students who come to school with head lice will be sent home immediately. In order to prevent spreading this condition, students must be treated and will not be allowed to return until they are nit and louse free.

Immunization

Oklahoma State law requires that parents or guardians of all minor children through 12th grade of all public, private, and parochial schools in the state present a certificate of completed immunizations or be in the process of receiving the required immunizations, or must meet the exemptions for medical, religious, or parental objection by having an exemption certificate on file (found online or picked up at the office). Prior to entering in the fall, students must show proof of the required immunizations or have a certificate of exemption on file. Failure to provide that proof will delay the child's entry into school. Parents are responsible to fill out the form and mail it to the State agency listed on the

exemption form. Once you have the approved form returned from the State, please bring it to the school as we must have a copy on file.

Parent-Teacher Conferences

Parents are welcome to have a conference with a teacher when they feel that it is necessary. There will be individual Parent-Teacher conferences scheduled at the end of the first and third quarters.

Withdrawals

All withdrawals must go through the office. Students withdrawing before the 15th of the month will have one-half tuition for the month refunded. Students withdrawing on or after the 15th will receive no refund of tuition, lunches, or books. No refunds or discounts are given because of absences. WCA maintains the option of not releasing student records until your account is current.

General Rules for Students

1. All adults will be addressed as Mr., Mrs., Pastor, etc. There will be no disrespect shown to any adult.
2. No profanity, obscenity, or suggestions of such will be tolerated in conversation or gesture.
3. Young men are expected to show respect to young ladies.
4. Young men will behave as gentlemen.
5. Young women will behave as ladies.
6. There will be no use of tobacco, alcoholic beverages, or drugs, and they will not be brought to school.
7. There will be no roughhousing, fighting, or pushing allowed.
8. Boys and girls are expected to refrain from hand holding or kissing and any and all "public displays of affection".
9. No music devices, hand-held games, or toys will be brought to school or to school functions.
10. Office equipment is off limits to all students.
11. Students will not enter classrooms if a teacher is not present.
12. No candy or gum is allowed.
13. Books or magazines which are not part of the school library are not allowed unless they have been authorized by the teacher(s) for book reports or other research work. The teacher must review any reading material that is brought into the school before a student is allowed to read it at WCA.
14. Autos and parking areas are off limits during the school day.

15. Helmets and knee pads are required for roller blades, bicycles, etc.
16. A student's locker, desk, personal belongings, or vehicle may be searched by WCA staff at any time.
17. No wandering around in halls.
18. Parents should review these rules with their children and be sure that they understand them.

SEARCHES

Random searches of desks may occur at any time. In addition, the school administration has the right to open and inspect any student's desk, bag, purse, cell phone, electronic devices, student computer drives, or car at any time there is reasonable suspicion that such things may contain evidence of a violation of a criminal statute or school rule. The student's person may also be searched for the same reasons. When such a search occurs, it must be conducted by at least two members of the faculty or administration who are of the same gender as the person being searched. This search policy is in effect on school grounds, 24/7, and at all school sponsored events both on and off campus. Private schools, unlike public schools, are not extensions of the state, and therefore have greater latitude with respect to searches.

Academic Performance

WCA cannot accept students that have been officially diagnosed with or have been officially identified as special needs or special education students. **All new students will be on probation for the first 2- 9 weeks. During or at the end of the 2-9 weeks, an evaluation will be made according to WCA's discretion to determine if student will remain at WCA and decide future educational goals.**

Our Abeka students must maintain an overall 70% average. Performance below the 70% average will result in the student being placed on academic probation. For grades 3-12, who are doing the ACE curriculum, students must score above 80% on their PACEs to progress in their work. Any score less than 80% will result in the student having to repeat the PACE, and a \$10 replacement fee will be charged to the student's account. If an ACE student fails to complete at least three PACEs in each subject per nine weeks, and/or 18 paces, then the students' parents will be required to come and discuss the situation with the teacher and headmaster. Our goal is to educate your child and have them graduate in a timely manner. If they are not keeping up in their PACE work, neither will happen, and we **Must Get Parent Support**. WCA will, at this time, place the student on academic probation. Once a student is placed on academic probation, a special study program will be set up between the student, the student's parents, and the teacher(s). Failure to respond to the study program will result in the student being withdrawn from the Academy.

There will be a one-time \$100.00 testing fee for students entering the ACE program for the first time or who require ACE diagnostic testing and are not paying the \$100.00 registration fee.

Conduct

The staff and administration of WCA desire that each student develop high Christian standards of conduct. The Academy administration will give every student the opportunity to change, develop, and grow. However, final authority as to the proper conduct shall rest with the Academy administration.

Outstanding Behavior

The school rewards students for outstanding behavior, outstanding schoolwork, and exhibiting godly characteristics through the “Caught Being Good”, student of the Month, and Abigail, Esther, Joshua, and Gideon awards and more. Teachers also implement special programs throughout the year to encourage and reward excellence in these areas.

Discipline

The school’s primary goal is to educate, not to discipline. However, when the behavior of an individual student comes in conflict with the rights of others, corrective character-building actions become necessary for the benefit of the individual and the school. At WCA we believe that it is to the benefit of the student as well as the school for parents to be actively involved in the discipline process.

If a student has 3 ‘strikes’ for discipline, be it academic or behavior, the parent will be expected to shadow the student for a minimum of 2 school days.

The Headmaster’s Office:

A student sent to the Headmaster’s office will automatically be subject to discipline, learning and correction. It is a continual battle to determine what method works best, as students are different, and the American culture is changing. Students may also do such things as ‘picking stickers’, and other hard labor projects.

The best learning and correction are reading, listening, Bible History Books, and or other positive character-building Christian material. Most of our punishment and corrective action will be centered on learning, which includes reading and doing written reports.

For issues such as not working in class or disruptive behavior, the students chair and desk may be replaced with a standup desk only. We will also use other types of punishment and corrective action to include, but not limited to; detention, cleaning,

service projects, extra running, spanking (only with parents' supervision). If you object to any of these, or have any suggestions please let the headmaster know.

Uniform

It is the responsibility of the parents that students dress and groom in keeping with Christian ideals. Scriptural support for a dress code may be found in 1 Tim. 4:12, 1 Tim. 2:9, Deut. 22:5, 1 Cor. 11:11-15, 1 Peter 3:3, and 1 Cor. 6:19-20. Clean, neat, and modest is our standard.

Daily: Boys & Girls Pre-K3 thru 12th grade

Shirt:

- Polo type shirt, solid color, long or short sleeve. (No pattern or wording). The length of the shirt must be so the stomach or back do not show when bending, raising hands or doing PE activities.

Pants:

- Pants should be black, navy or khaki color 'Docker' style pants. Girls may wear Capri's in those colors. Pants that are excessively tight are not permissible.

Dresses/Skirts:

- PreK thru 4th grade girls may also wear a **uniform** skirt or dress. Must be approved colors (khaki, navy blue, black)

Not Permitted:

- Pants that are excessively tight
- No patterns, wording or insignias on clothing

Chapel

- The above daily uniform may be worn, or:

Boys:

- Button up dress shirt-solid color. Shirt must be tucked in and wear a belt. Slacks.
- Nice jeans may be worn as long as they wear a belt and a tie with a solid color button up dress shirt.

Girls:

- Skirts or dresses must come to the middle of the calf or they must wear leggings underneath
- Slits must be no higher than the top of the knee. Clothes must be modest and not draw excessive attention to themselves.
- Leggings may only be worn if under a dress or cover shirt that reaches below the tips of the fingers of fully extended arms.
- Nice jeans may be worn (no jeggings or tight jeans) along with a blouse or nice dress top (within school guidelines).

NOT Permitted on Chapel Days:

- Capri's
- Shorts
- Spaghetti straps, halters, strapless, tutus and formals.
- All clothing must be free of logos, insignias, and wording.

Hoodies, Sweaters, Sweatshirts

- Solid color button or zipper front sweater or sweatshirt may be worn as long as they are free of graphics, logos and wording.
- 'Hoodies' may be worn only if they are free of any graphics or brands or are WCA hoodies. Christian themed hoodies are generally acceptable. Hoodies are not permitted at scoring stations.

Shorts: Boys & Girls

- Black, Khaki or navy shorts may be worn in August, September, April, May.
- Shorts must come to the knee.
- Athletic, sweats, or cargo style shorts are NOT permitted.
- Shorts are NOT permitted on Chapel days.

Shoes

- Daily: Students may wear tennis shoes, boots, etc. Only ULC students may wear backless shoes. All students should wear tennis shoes on P.E. days.
- Chapel: Dress shoes should be worn on chapel days. Tennis shoes may be worn if they are clean and well presentable.
- Summer: Sandals are permitted in August, September, April, and May. Sandals are required to have a heel strap except in the case of ULC students. NO flip-flops are permitted.

PE Dress Code

3rd thru 12th grades only

- ❖ Red loose-fitting crew cut T-shirt with no logo or writing
- ❖ Name written on hem of the right sleeve
- ❖ Solid black shorts that cover knees. No pattern or writing and any logo must be smaller than 2"
- ❖ Non-marking running tennis shoes (light colored soles)
- ❖ Long hair must be pulled back for safety
- ❖ Leggings or tights may NOT be worn in place of shorts but may be worn under required shorts. They are not required.

Accessories & Grooming

- Ties are not required for boys on chapel day but are encouraged. (If they are wearing jeans—a tie is required).
- Boys' hair should be above eyebrows, trimmed neatly on the sides, and no longer than the middle of the collar in the back.
- Hair color and styles should be conservative. Hair may not be dyed an unnatural color (pink, purple, green, etc.).
- All personal grooming should be done in the restrooms. No primping will be allowed in hallways or classrooms. This includes brushing hair, applying fingernail polish, applying makeup, spraying of perfume or cologne, or looking in a mirror.
- Make up is allowed to be worn by 7th grade and older girls. Good taste and moderation should govern make up.
- WCA takes a very conservative view of body piercings, tattoos, and any form of body modification. The only piercings allowed are in girls' ears. All other piercings must be removed on school premises. Boys are not permitted to wear earrings.
- Physical Education: 3rd-12th grade students need to wear plain red t-shirts and black athletic type shorts that go mid knee. These may be purchased at Compass Athletics.

School uniforms may be purchased anywhere if they follow all of the above guidelines. All uniform guidelines and dress code rules are enforced for any school function whether on campus or off. If exceptions are allowed, a note will be sent home to that effect.

If your child comes to school dressed inappropriately, they may either “borrow” an acceptable clothing item from the clothing exchange, or you will be called to bring them a change of clothes. Repeat offenses will result in the issue of demerits.

Uniform Exemption:

We want to encourage our students to work hard and learn to be responsible and dress themselves. Therefore, we have several ways for students to earn the right to dress closer to how they desire. Whenever a student, in grade 3 and up, is one full pace ahead of schedule, or the equivalent, they will be allowed to be exempted from the “dress code”. Also, the winners in our science fair competition may earn up to a month of dress exemptions. Students must notify the Headmaster and provide the evidence that they have met the uniform exemption requirements. Students will be allowed to wear their own modest clothing selection, however, the clothing they choose to wear must promote unity at the school. In the event that what the student wears does not meet the satisfaction of the Headmaster and/or any staff, parent, or student who knows the rules, or there are complaints about the dress of the exempted student(s), then the exemption will be

immediately taken away for the remainder of the month, and we can try again the following month.

Homework

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid the student in the advancement of his or her studies. Therefore, each student is required to complete his/her homework assignments on time. Homework is given for several reasons:

1. For Reinforcement -We believe that most students require solid drilling to master materials essential to their educational process.
2. For Practice- Following classroom explanation, illustration and drills on new work, homework is given so that the material will be mastered.
3. For Remedial Activity – As instruction progresses, various weak points in a student’s grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.
4. For Special Projects – Book reports, composition, special research assignments, and projects are some of the activities that are frequently the subject of homework
5. Work the student did not complete during allotted class time.

We request parents’ full cooperation in seeing that homework assignments are completed. Failure to complete homework will affect the student’s grade and may require a Parent/Teacher conference.

Science Fair

All students in 3rd-12th grades are **required** to participate in the WCA Science Fair. **This will be part of their grades.**

This participation includes:

- Science Fair Project/Board- Rube Goldberg Machine, Experimental, Engineering, Collections or Creation, etc.
- Defenders of the Faith (**7th-12th required**) (3rd-6th optional but strongly encouraged)

When it is time to start preparing, students will be given an information packet with due dates for each step in the process of completing their projects.

Lunches

We encourage students to get up early and to eat a good breakfast. Proper nutrition is essential for proper thinking.

PreK thru 2nd grade students are encouraged to bring a sack lunch to school that does not require heating. Teachers will not have time to heat food. Microwaves are available for student use in 3rd-12th grade. WCA is furnished with refrigerators for student use.

Milk or 100% fruit juice is allowed. Sugared drinks, milk shakes, pop, and diet-pop are NOT. Please carefully check your child's beverages to make sure they adhere to our rules.

No candy or desserts of any kind are allowed in lunches.

Parents may bring the student's lunch to the office where it will be delivered to the proper classroom. Parents are welcome to have lunch with their child. Students will not be allowed to leave the school campus for lunch unless prior arrangements have been made with the office.

Lost and Found

WCA claims no responsibility for missing items. Valuables are better left at home.

Non-Permissible Items

Radios of any kind, tape players, CD players, mp3 players, magazines and books that have not been approved, toys and cars, candy, guns, knives, and other similar items are not permitted at school. Younger students may bring toys (any kind of weapon is not allowed) for "Show & Tell," however, the school assumes no responsibility for loss of goods. All animals must be cleared through the office before permission can be given as animals are required to be up to date on their shots before they may be brought to the school, and some animals may not be allowed due to the allergies of our students.

Cell Phones

Use of cell phones is not permitted on school grounds. Once the student enters the school building, they must be turned off. Cell phones that are brought to school must remain off and, in the student's backpack throughout the school day. Any cell phone found in a student's possession during school hours will be confiscated regardless of whether that phone was off. Confiscated cell phones will remain property of the office until at least the end of the day but may be kept until the end of the week or until claimed by the student's parent according to the discretion of the office.

Textbooks and Library Books

School owned books might be used at various times by the students. Students are responsible for returning textbooks in good condition. Damaged or lost book charges will be billed to the student's account. If a book is found later, the book charges will be refunded.

Parties and Student Events

Birthday treats are allowed in all grades. Please contact the classroom teacher prior to the student's birthday. Some holiday parties in classes will be scheduled with parents being asked to help in planning. Only Christian themes are allowed.

We celebrate the following holidays: Thanksgiving, Christmas (no Santa, elves, etc.), Valentine's Day, and Easter (no Easter bunny, egg hunts, etc.). Other parties to look forward to include birthday parties, pizza parties, video parties, and end of school parties. We do not celebrate Halloween or St. Patrick's Day in any fashion.

The Spring Banquet is a formal affair for students in 9th through 12th grades. Specific information regarding the Spring Banquet (including date, time, location, guest request forms and ticket prices) will be released to students and parents as it becomes available. Dress and conduct guidelines can be found in the Forms and Attachments section of this handbook.

Progress Reports

Report cards will be shown to parents at Parent/Teacher Conference at the end of 1st and 3rd nine-week periods. Grades are based on the following standards:

A	94-100%	Excellent
B	88-93%	Good
C	80-87%	Average, Passing
F	79% or below	Failing

Students may qualify for the Honor Roll each nine weeks by maintaining an average of 86% or above in all subjects. At the end of the year, each student will be eligible for the Headmaster's Honor Roll by maintaining an average of 94% or above in all academic subjects. Those qualifying for the Principal's Honor Roll must maintain an average of 86% or above in all academic subjects each nine weeks.

Progress reports may be sent home as a method of informing parents of academic progress or difficulties as well as exceptional work.

ACE students with 100% completed Pace work and one full pace more, may go off dress code for the rest of the month. Occasionally students will be allowed to wear jeans & Christian t-shirt on Friday. 79% and less (completed Pace work) will have to dress in tie and dress pants for boys, bow tie and skirts or dress for girls.

Any student performing work at 79% (completed Pace work) will not be allowed to go to any off-school grounds activities. This includes any school trips.

Students' 7th – 12th grade with 90% or above, may sign themselves out of school without a parent coming inside the school to sign them out (which is school policy).

- Chairs:
- a) soft chairs, any student above 80% work completed
 - b) metal folding chair may be used at staff's discretion for any student below 80% work completed

WCA STANDARDS FOR GRADUATION

WCA has very clear graduation standards that meet Oklahoma standards and the accredited Lighthouse Christian Academy standards. It is, and has always been, our goal to meet these standards. It is very possible that from time to time we have failed to live up to our standards, but that is only a failure and is not a benchmark for standards.

We also realize we are in ever changing times and we are willing to work with our students to try to accommodate their personal ambitions and goals while still maintaining the accredited standards of ACE and the State of Oklahoma.

One area that can be confusing is college courses and WCA requirements.

Some guidelines:

1. At the end of student's sophomore year, please get pre-approval with the Headmaster, in writing, with Headmaster signature, concerning any college courses, Vo-tech classes, etc.
2. Oklahoma offers significantly discounted college classes for enrolled High School students who are beginning Junior year.
 - A. We suggest students work hard. For example: a student could simply be taking English IV (paces 1132-1144) their senior year and be taking 3 to 9 credit hours in college, thus, when they graduate High School, the student could have also accumulated 3 to 18 hours of college.
 - B. College courses do not count towards WCA High School credits.
3. With planning (and prior approval), a student could take College Algebra 1 and use the successful completion of College Algebra 1 to replace WCA Algebra 1. However, if a student has already taken WCA Algebra 1, College Algebra 1 has no bearing on a student meeting WCA requirements to graduate. College Algebra 1 would just be a repeat of WCA Algebra 1.
4. There are several college courses a student can take to receive credits for WCA graduation (with prior approval), such as: Foreign language, computer, pre-calculus, and other electives.
5. Students may also attend Vo-tech classes their Junior and Senior year with prior approval.

WCA is not the same as public school, so the WCA academic credit program will not be identical to theirs. We try to work very hard with each student to meet their individual needs, at keeping our standards in both Christian and Biblical teachings, while modifying our education and requirements to stay current with State requirements.

9th through 12th grade parents:

Please understand, for your student to graduate, students must complete 100% of the PACE work at a grade 80% and above. Thus, when we say your child is doing only 75% of their work and scoring above 80% in it, this means your child, in 4 years of high school, will only have 75% of his/her work completed. Students will have to attend a 5th year to complete the remaining 25% of his/her work to graduate.

**W.C.A. Spring Banquet
Standards for Dress & Conduct**

Ladies:

- Dresses must be knee length or longer.
- Dresses must have sleeves or straps that are at least 1 ½ inches in width.
- Necklines must be modest. Dresses may not be cleavage bearing and should come no lower than armpit level in front.
- Dress backs must be modest. The back of the dress may come no lower than a standard bra back.

Gentlemen:

- Young men should be attired in suits or tuxedos if possible.
- Slacks with button down shirts are also permissible.
- Young men are required to wear a tie or bow tie for the event.
- Dress shoes must be worn. NO tennis shoes.

Conduct:

All students and guests at WCA Senior Banquet are expected to behave in a godly manner. This includes but is not limited to: respect for all adult sponsors of the event, use of good table manners, avoiding inappropriate boy/girl contact, and following all dress guidelines. Students or their guests may be asked to leave if they are not acting in a manner acceptable according to WCA standards.



Understanding Type 1 Diabetes

You can develop type 1 diabetes at any age.

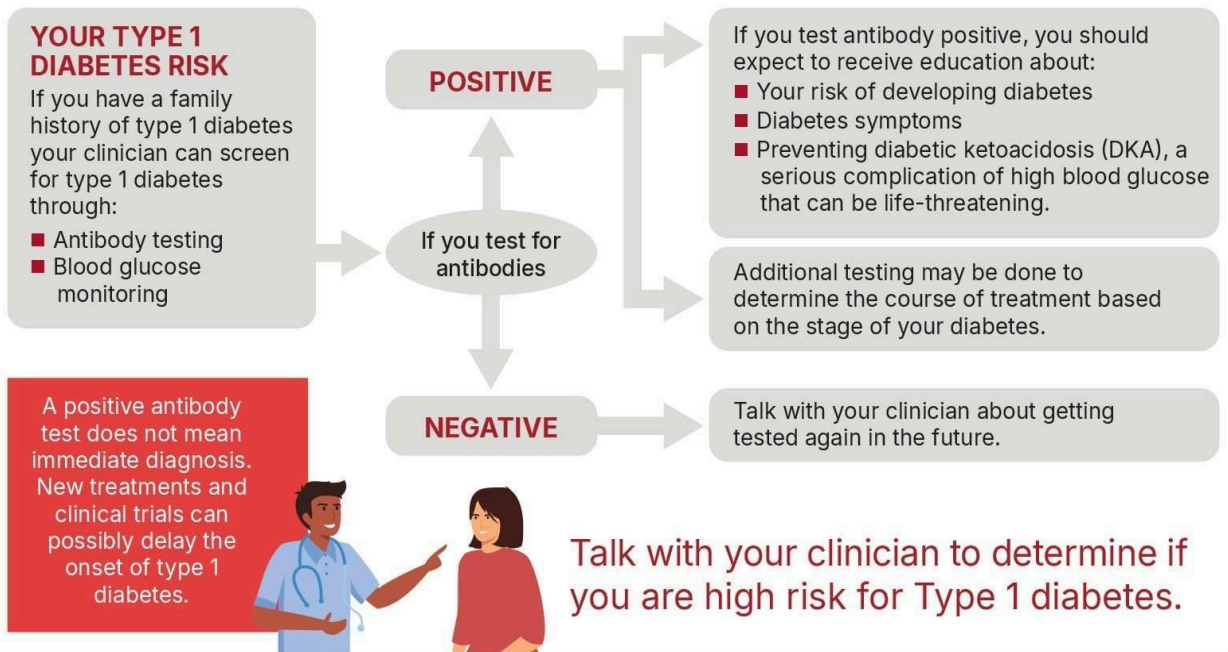


SYMPTOMS OF TYPE 1 DIABETES

						
Urinating often	Feeling very thirsty	Feeling very hungry—even though you are eating	Extreme fatigue	Blurry vision	Cuts/bruises that are slow to heal	Weight loss—even though you are eating more

Talk with your clinician about your risk for type 1 diabetes and if you should be tested.

Learning you have type 1 diabetes early lets you take steps early to stay healthy.



Learn more at diabetes.org | 1-800-DIABETES (800-342-2383)

Supported in part by Type 1 Diabetes Screening and Awareness Initiative of the American Diabetes Association® (ADA)

Handbook Acknowledgement

I acknowledge that my child and I have read and understand the WCA student handbook. I have addressed any questions with staff to my satisfaction.

Student Name _____

Student Signature 3rd-12th grade _____

Student Signature 1st thru 2nd grade-My parent read this to me_____

Parent Signature _____

Date_____

***Please tear out and return to the office
NO LATER THAN THE FIRST DAY OF
SCHOOL***