



## Welcome

The goal of the Woodward Christian Academy Board 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's important that everyone understands and supports the guidelines in this handbook. Parents are encouraged to contact the administration regarding concerns or questions at anytime.

Please help us have a great school year!

Thank you for your support.

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## **Woodward Christian Academy**

Address: 1900 Kansas Ave.  
Woodward, OK 73801  
Telephone: 580-256-1877  
Email: [info@mywca.com](mailto:info@mywca.com)  
Website: [www.mywca.com](http://www.mywca.com)

Headmaster: Randall Gabrel

Board Members: Brian Hogue, President  
Jeff Wales  
Carley Thompson  
Randall Gabrel

### **General Information**

#### WCA Purpose

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. The Academy strives to give each student an excellent education spiritually, mentally, physically, and socially. 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.

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 on the basis of race, color, national or ethnic origin in policies, scholarship and load programs, athletic, and other school-administered programs.

### 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 fall of man and his lost estate, this makes necessary a rebirth through confession and belief in the Lord Jesus Christ.
  - j. The reconciliation of man to God by the substitutionary death and shed blood of our Lord, Jesus Christ.
  - k. The resurrection of believers into everlasting life and blessings in heaven and the resurrection of unbelievers into everlasting punishment in hell.
  - l. The Holy Spirit dwelling in the believer, enabling him or her to live a Godly life.

### Orientation

All parents are required to attend orientation. Important classroom information will be given. It is also a “get acquainted” time for parents and teachers. Parents may visit their child’s classroom, place school supplies in their child’s desk and/or locker, and visit one-on-one with their child’s teacher. A \$25.00 credit will be applied to the student’s account if a parent attends orientation.

## School Calendar

Woodward Christian Academy tries to follow the schedule of the Woodward Public Schools. However, schedule changes by Woodward Public Schools that occur after the first day of school may not be observed by WCA. In addition, WCA schedules a professional day in the fall to coordinate with School of Tomorrow training, which is required of all school staff. A detailed calendar will be sent home with students monthly.

### 2015/2016 Academic Calendar

Aug 18.....	First Day of School
Sept 7.....	Labor Day / NO SCHOOL
Sept 21.....	Professional Day / NO SCHOOL
Oct 14.....	End of 1st Nine Weeks
Oct 15, 16.....	Fall Break / NO SCHOOL
Oct 19 – 22.....	Parent/Teacher Conferences
Oct 23.....	Parent/Teacher Conferences / NO SCHOOL
Nov 24.....	Early Dismissal (11:30) / Thanksgiving Banquet
Nov 25 – 27.....	Thanksgiving Break / NO SCHOOL
Dec 18.....	Early Dismissal (11:30) / End of 2nd Nine Weeks
Dec 21 – Jan 4.....	Christmas Break / NO SCHOOL
Jan 5.....	Classes Resume
Jan 18.....	Professional Day / NO SCHOOL
Feb 15.....	Professional Day / NO SCHOOL
Mar 11.....	End of 3rd Nine Weeks
Mar 14 – 18.....	Spring Break / NO SCHOOL
Mar 21 – 24.....	Parent/Teacher Conferences
Mar 24.....	Early Dismissal (11:30) / Easter Break
Mar 25, 28.....	Easter Break / NO SCHOOL
May 18.....	Field Day
May 19.....	Early Dismissal (11:30) / LAST DAY OF SCHOOL

## 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.

<b>Morning PreK</b>		<b>Afternoon PreK</b>	
First Bell	8:25 a.m.	First Bell	12:25 p.m.
Tardy Bell	8:30 a.m.	Tardy Bell	12:30 p.m.
Dismissal	11:30 a.m.	Dismissal	3:30 p.m.

**Kindergarten – 12<sup>th</sup> Grade**

First Bell	8:25 a.m.
Tardy Bell	8:30 a.m.
Lunch (varies by class)	11:30 a.m.
Dismissal	3:30 p.m.

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 front door for all students. Parents are also asked not to wait inside the building for their children at the end of the school day unless a special situation arises.

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. Children will not be allowed to cross the street/parking lot without an adult.

Finances/Tuition:

There is a \$100 dollar non-refundable registration fee for all students Pre-K 4 through 12<sup>th</sup> grade. This fee covers registration expenses and standardized testing. The registration fee does not cover pictures or miscellaneous expenses. Book fees also apply. Please call the office or see the application for book fees.

Monthly Tuition Schedule:

<u># Children Enrolled</u>	<u>Pre-K 3</u>	<u>Pre-K 4</u>	<u>K-12<sup>th</sup></u>
1 <sup>st</sup>	\$140.00	\$190.00	\$250.00
2 <sup>nd</sup>	\$105.00	\$142.50	\$187.50
3 <sup>rd</sup>	\$77.00	\$123.50	\$137.50
4 <sup>th</sup>	\$49.00	\$66.50	\$87.50

**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 15<sup>th</sup> 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 15<sup>th</sup> will receive no refund of tuition, lunches, milk/juice fee, etc. No refunds or discounts are made because of absences.

Subsequent tuition payments shall be made by the first 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. Students cannot be re-enrolled until past due account balances are paid in full.

Tuition payments may be mailed to P.O. Box 1166, Woodward, OK 73802, paid on the school's website (via PayPal), or brought to the school 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 at the back of this hand book to authorize your electronic payment. If you prefer that a PayPal invoice be emailed to you, please fill out the form at the back of the handbook. 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 10<sup>th</sup> of the month, it is considered late unless prior arrangements have been made with the office. A late fee of \$15.00 will be added to your account. Please notify the office prior to the 10<sup>th</sup> of the month if payment will be late in order to avoid the late fee. If tuition becomes one month past due, student(s) may be suspended. Suspended students will not be re-enrolled until account is balance is current and a re-enrollment fee of \$50.00 has been paid.

Student re-enrollment will not be accepted until the family's account is paid in full unless other payment arrangements have been made with the WCA Board of Trustees.

### School Grounds

The school doors will be opened at 8:00 a.m. and will close at 3:45 p.m. After 8:30 a.m., a door monitor will no longer attend the entry, and students must be walked in by an adult and signed in at the office. If any student is not picked up by 3:45 p.m., that child will return to his or her classroom or the office until a parent arrives. A charge of \$5.00/child will be added to the account for each incident. If, for any reason, you cannot pick up your child by the appointed time, please notify the office to make arrangements. Fees may still apply.

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 entrance on the north side of the building. Students are to enter the building through the north 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.

### 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. 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 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: Student will not be allowed to make up work for any unexcused absence.

School programs and functions are mandatory. If you cannot attend for some reason, it needs to be cleared with the office or demerits may be issued.

Upon prior written application, special consideration may be given by the administration for other special emergencies or family functions, and make-up work may 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 allowed for family functions.

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 with a zero averaged in each subject's daily grade

Three (3) unexcused absences (9 tardies) in a semester=Student placed on probation

The Pre-K 4 students are affected by the tardy policy. Parents are asked to have K/4 students at school by 12:30 p.m. to avoid disruption of classroom procedures. Tardies equaling unexcused absences for Pre-K 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 school work before their graduation date.

### Bad Weather Days

When Woodward Public Schools close due to inclement weather, WCA also closes. If they start late or let out early due to bad weather, we do the same. You will not be notified personally about WCA closing or starting late due to bad weather. Please listen to television or radio for Woodward school closings or weather related schedule changes. WCA will strive to keep our Facebook page updated with any closings or delays. For your child's safety, NEVER drop children off without seeing that they are safely in the building.

### 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 not 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 necessary, all numbers will be called until someone is contacted. 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 at 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 in grades Kindergarten through 12<sup>th</sup> 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. Prior to entering in the fall, students must show proof of the required immunizations. Failure to provide that proof will delay the child's entry into school.

### 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 15<sup>th</sup> of the month will have one-half tuition for the month refunded. Students withdrawing on or after the 15<sup>th</sup> will receive no refund of tuition, lunches, or books. No refunds or discounts are made because of absences. Student records will not be released until the 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. There will be no use of tobacco, alcoholic beverages, or drugs, and they will not be brought to school.
5. There will be no roughhousing, fighting, or pushing allowed.

6. Boys and girls are expected to refrain from hand holding or kissing.
7. No music devices, hand-held games, or toys will be brought to school or to school functions.
8. Office equipment is off limits to all students.
9. Students will not enter classrooms if a teacher is not present.
- 10.No candy or gum is allowed.
- 11.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.
- 12.Autos and parking area are off limits during the school day.
- 13.Helmets and kneepads are required for roller blades, bicycles, etc.
- 14.A student's locker, desk, personal belongings, or vehicle may be searched by WCA staff at any time.

Parents should review these rules with their children and be sure that they understand them.

### Academic performance

Our A Beka students must maintain an overall 70% average. Performance below the 70% average will result in the student being placed on academic probation. The Upper, Middle, and Junior Learning Center 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, he or she will be placed 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. Any transfer student must have a 2.00 overall grade point average, must not have been identified as a special needs or special education child by the public school system, and must not have behavior or discipline problems. WCA cannot accept students that have officially identified as a special education student.

There will be a one-time \$20.00 testing fee for students entering the ACE program for the first time or who require ACE diagnostic testing.

## 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” program. 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, student discipline issues are recorded and corrected using a demerit system (a copy of a demerit sheet is included for your convenience). Parents are notified of classroom problems when the teacher sends home a classroom demerit slip or an office demerit slip. Parents are to sign the slip and return it the next day. 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 receives 5 or more classroom demerits in one week, the student will be sent to the principal’s office.

## 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.

The school uniform is as follows:

Tops-

- Daily: A solid color “polo” type shirt which may be long sleeved in winter.

- Chapel: Students must wear a solid color button-up dress shirt. Boys must keep shirt tucked.
- Winter: In addition to their uniform shirt, students may also wear a solid color button or zipper front sweater or sweatshirt as long as it is free of graphics and writing.
- The stomach or back should not show when bending, raising hands, or doing P.E. activities.

#### Bottoms-

- Daily: Black, khaki, or navy “docked” style pants or capris for boys or girls. “Cargo” style pants are not permitted. Girls may also wear skirts of black, khaki or navy. Skirts must come to the middle of the knee and touch the floor when kneeling. Any slit in a skirt can come no higher than the top of the knee.
- Chapel: Black, khaki, or navy slacks for boys. Girls must wear black, khaki, or navy skirts on chapel day. Standard skirt rules apply.
- Summer: Black, khaki, or navy shorts may be worn in August, September, April, and May. Shorts must come to the knee. No athletic style shorts are 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 must be worn on chapel days. Tennis shoes are not permitted on chapel days.
- 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.

#### Accessories & Grooming-

- Ties are not required for boys on chapel day, but are encouraged.
- Boys may not wear earrings.
- 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 addressing a mirror.
- Make up is allowed to be worn by 7<sup>th</sup> 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.

School uniforms may be purchased anywhere as long as they follow all of the above guidelines. However, the school has partnered with frenchtoast.com. WCA's uniform can be looked up online or enter the source code (QS463SS) in order to see approved items and colors. All uniform guidelines and dress code rules are enforced for any school function whether on campus or off. In the event that 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 office or you will be called to bring them a change of clothes. Repeat offenses will result in the issue of demerits.

### 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 attention.
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.

### Lunches

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

Students need to bring a sack or box lunch to school. WCA is furnished with refrigerators and microwave ovens for student use. Milk or 100% fruit juice is allowed. Sugared drinks, pop, and diet-pop are NOT. Please carefully check your child's beverages to make sure they adhere to our rules. No candy is allowed in lunches. Parents may bring the student's lunch to the office where it will be delivered to the proper classroom, or parents may leave a student's lunch on top of their locker as to not interrupt class to drop off a lunch. Parents are welcome to have lunch with their child. Please check your child's class schedule for their specific lunch time. Students will not be allowed to leave the school campus for lunch unless prior arrangements have been made with the office.

### Lost and Found

Lost and found articles are taken to the school office and may be claimed there. 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 locker throughout the school day. Any cell phone found in a student's possession during school hours will be confiscated regardless of whether or not that phone was off. Confiscated cell phones will remain property of the office until at least the end of the day, and may be kept until the end of the week or until claimed by the student's parent according to the discretion of the office.

### Parties and Student Events

Birthday treats are allowed in all grades. Please contact classroom teacher prior to the student's birthday. Some holiday parties in the 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 8<sup>th</sup> through 12<sup>th</sup> 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 sent out at the end of each nine-week period. Grades are based on the following standards:

A	94-100%	Excellent
B	86-93%	Above Average
C	78-85%	Average
D	70-77%	Needs Improvement
F	69% 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 report slips may be sent home as a method of informing parents of academic progress or difficulties as well as exceptional work.

#### 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 at a later date, the book charges will be refunded.

## **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 guest 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.

## Authorization for Electronic Payment

In order to pay electronically, please enter the information below exactly as it appears on your credit card statement or banking documents.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address \*: \_\_\_\_\_

Credit/Debit Card Type: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Card # \_\_\_\_\_ Security Code: \_\_\_\_\_

\_\_\_\_\_ Please keep my billing information on file. I will contact the office each time the above card is to be charged.

\_\_\_\_\_ Please enroll me in auto-charge. I would like the above card to be charged on the:

\_\_\_\_\_ First of the month, \_\_\_\_\_ Tenth of the month, or \_\_\_\_\_ day of the month

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*An invoice will be emailed to you monthly detailing charges. You can also pay via PayPal directly from this invoice.

## Pictorial Release Form

We, \_\_\_\_\_, the parents or guardians of  
 \_\_\_\_\_, grant permission to Woodward Christian  
 Academy to use photographs and/or images of our child(ren) during the  
 academic year of 2012/2013 in the following areas:

_____ Yearbook	_____ Advertising
_____ Newspaper	_____ Website
_____ Facebook Page	

We, \_\_\_\_\_, the parents or guardians of  
 \_\_\_\_\_, expressly **deny** permission to Woodward  
 Christian Academy to use photographs and/or images of our child(ren) during  
 the academic year of 2010/2011 in the following areas:

_____ Yearbook	_____ Advertising
_____ Newspaper	_____ Website
_____ Facebook Page	

Mother/guardian: \_\_\_\_\_ Date: \_\_\_\_\_  
 Father/guardian: \_\_\_\_\_ Date: \_\_\_\_\_  
 Principal/agent: \_\_\_\_\_ Date: \_\_\_\_\_

WCA may use both your child’s name and image (with granted approval)  
 in its annual yearbook as well as in the newspaper. However, we will not post  
 students’ names with their images on our website due to safety issues.

**EPA Asbestos Hazard Emergency Response Act (AHERA 1987)**

In order to comply with the Asbestos Hazard Emergency Response Act (AHERA - 40 CFR 763) of 1987, Woodward Christian Academy has been inspected and an asbestos management plan was developed outlining sampling analysis and response actions if necessary. The management plan is available for viewing in the school office during normal business hours.