



WICKENBURG CHRISTIAN ACADEMY

INSPIRE | INSTRUCT | ENCOURAGE

GRASP your God-given potential.

Student Handbook 2023-24 **Grades K-12**

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Contents

General Information

4	Mission & Vision
4	Values and Practices
4	Philosophy of Christian Education
5	Statement of Faith
5-6	Societal Sins
6	Christian Americanism
7	Standards of Conduct
7-8	Admissions
8	Parent Involvement
8-9	RenWeb/ FACTS SIS/Family Portal
9	Tuition Payments
9	Refund Policy
9	Scholarship Opportunities
9	School Governing Body
9	Parent Teacher Fellowship (PTF)
10	Health and Medical Information
10	Transportation & Campus Hours
11	Attendance/Absence
11	Student Sign Out
12	School Supplies
12	Lunches
12	Lost and Found
12	Visitors at School
12	Parent-Teacher Conferences
12	Insurance
12	Grievances

Student Information K-12

13	Expected Student Outcomes
13-14	Classroom Decorum
14-15	Technology Use Policy
15	Honor Roll
15	Homework Policy
15	Tutoring
15	Book Return Policy
15-16	Eligibility
16	Academic Probation Policy
16	Student Grade Advancement
16-17	Discipline
17-19	Student Code of Conduct
19-23	Violations of Student Code of Conduct
24-30	Interventions and Consequences for Violations
	Primary – 24-27
	Secondary – 27-30
30-32	Administrative Discipline Matrix
32	Disciplinary Probation
32	Grounds for Dismissal
32	Chapel and Chapel Conduct
33	Field Trips
33	Dress Code

- 33-34 Sports & Extracurricular Activities
- 34-35 Student Cell Phone Policy

Preschool

- 36 See Family Portal Site

Primary

- 37 Grading Scale
- 37 Discipline Policies
- 37-38 Dress Code

Secondary

- 39 Off Campus Privileges
- 39 Locker Privileges
- 39 Detention for Tardies
- 39 Drop/Add Class Policy (elective classes only)
- 39-40 Community Service Requirements
- 40 Grading Scale
- 41-42 Dress Code

Appendices:

- 43-46 A - WCA Acceptable Technology Use Policy
- 47-51 B - Dress Code Examples
- 52-54 C - Sample Activity Participation Agreements
- 55-56 D - Pre-Kindergarten Students Entrance Standards and Expectations
- 57-60 E - Honor Roll Criteria

Mission

Our mission is to inspire students and their families to know and love God and to love and serve others. We employ classical methods and collaborate with Christ-centered ministries, equipping students to fulfill their unique role in the body of Christ.

Vision

We strive to be a premier, Christ-centered, educational leader; serving as a catalyst for innovative learning and creative application in our community, nation and world.

Values and Practices: Key Strategic Priorities

- Enhance a Christ-centered culture and community within the school
- Intentional cultivation of Christ-like character
- Informed and educated community that understands and articulates our distinctive culture, curriculum, and programs
- Accessible Christian education to all families who desire a Christian education

Philosophy of Christian Education

When elementary, middle and high schools, as well as colleges and universities, are guided by a Christian philosophy of education, there is more to daily assignments than Bible study and more to the environment than dress codes and disciplinary policies. The Christian philosophy of education encompasses all areas of the educational life of students, including core subject curriculum, character building and practical living, both now and in the future.

Children who attend Christian schools have the same variety of personalities, talents, interests and abilities as children who attend public schools. The difference between a Christian school and a public school lies in the foundation of the curriculum and the way in which the social and emotional needs of the students are met. The mission statements and vision of Christian schools include many of the same academic standards and life-skill training as public schools. However, every element of the school day promotes Christ-centered learning and living.

Curriculum - The academic curriculum chosen by WCA is similar in rigor and complexity to that in public schools. The presentation of materials, however, is integrated with the truths of the Bible, which reaches across all content areas. We believe in a structured curriculum that has been filtered through the Word of God. All topics, from science and geography to language arts and relationship building, are explored based on a thorough understanding of Biblical teachings.

Character building - Most public schools incorporate a system of character building and disciplinary action plans based on pre-determined pillars of character, a building motto or slogan, or classroom rules that integrate behavior expectations and academic goals. Christian schools may use a boxed curriculum as well, but the difference is the basis for the desired behavior. At WCA, children's behavior is based on Biblical principles, set forth in both the New and Old Testaments.

Christian educators have a unique and valuable role in the shaping and training of young minds, hearts, and bodies. Teaching should always be approached in an orderly manner and as a holistic endeavor, involving multiple areas of learning, which inspire, instruct, and encourage students to grasp their God-given potential as they prepare to become productive members of the workforce, society, and, hopefully, the kingdom of God. Christian teachers should be godly models to and advocates for all students, meeting them where they are and striving to uplift them, and endowing them with a lifelong love of learning.

Statement of Faith

The following statements are the foundation of beliefs from which the philosophy and practice of Wickenburg Christian Academy are based. These statements are also essential elements of biblical Christianity that we will purposefully and clearly teach to our students through all grade levels.

The substance of these statements will be considered primary doctrines at our school. Secondary doctrines are issues that are non-essential to biblical Christianity; such positions will not be presented as primary doctrine. Secondary doctrines (i.e. the use of charismatic gifts, modes of baptism, or denominational distinctives) may be discussed in class.

However, Wickenburg Christian Academy shall not promote, condone, or adopt secondary doctrinal positions. When inquiries or concerns regarding such doctrines and their meaning arise, students will be referred to their families and local churches for counsel.

We believe:

- The Bible to be the inspired, infallible, authoritative, inerrant Word of God. (2 Tim. 3:16; 2 Pet. 1:20,21; Matt. 5:18; John 16:12-14)
- There is only one God, eternally existent in three persons – Father, Son and Holy Spirit. (Deut. 6:4; 2 Cor. 13:14)
- God is absolute and sole Creator of the universe and that creation was by divine order, not through evolutionary process. (Gen. 1:1)
- In the deity of Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His resurrection, His ascension to the right hand of the Father and His personal return in power and glory. (John 1:1; Luke 1:35; Rom. 3:24,25 and 8:34; 1 Pet. 1:3-5 and 2:24; Eph. 1:7; Acts 1:9; Heb. 7:25 and 9:24; 1 John 2:1,2)
- In the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men and women are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved. (John 1:12; Acts 16:31; Rom. 10:13; 1 Pet. 1:18,19)
- In the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation. (Matt. 25:46; John 5:28,39)
- In the spiritual unity of believers in our Lord Jesus Christ. (2 Cor. 12)
- In the present ministry of the Holy Spirit whose indwelling enables the Christian to live a godly life. (Gal. 5:16-25; Eph. 4:22-24; Col. 3:10; 1 Pet. 1:14,16; 1 John 3:5-9)

Societal Sins

The Board of Governors, administration, and teachers of Wickenburg Christian Academy believe that our society is committed to a number of activities that are abominations in the eyes of a holy God and which He condemns in His Word.

Among these societal sins are abortion and homosexuality. We believe that abortion is the wanton destruction of human life, which God condemns in the Ten Commandments (Exodus 20:13). Also, we believe that homosexuality in all forms is a sinful perversion of God's order for marriage, for the family, and for men and women, and God's Word clearly condemns the practice of homosexual behavior

(Leviticus 18:22; Romans 1:24-27; I Corinthians 6:9-11). We believe, as Paul states in Romans 6:23, “the wages of sin is death, but the free gift of God is eternal life in Christ Jesus our Lord.”

Our role, therefore, is not to judge or condemn, but to teach the “good and perfect” ways of God, as presented in the Bible. We are to love and nurture people so they might be inspired to embrace the grace that God extends to all, and by doing so discover the freedom and joy that comes from walking with Him in faith.

Christian Americanism

Christian Americanism places emphasis upon the greatness of America’s heritage and the sacrifices of its heroes. America is a republic which guarantees liberties to educate its people and preserve their freedom. We unashamedly teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to law, and love for flag and country.

- 1. Pledge to the American Flag:** *I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.*
- 2. Pledge to the Christian Flag:** In addition to the pledge to the American flag, the Primary grades use a call and response drill in opening daily.

What does the Christian Flag represent? The Christian flag is a symbol of unity for believers around the world, representing our Savior, the sacrifice of His life to pay for our sins, His victory over death, and the promise of life everlasting with Him because of that victory. (Col. 1:20)

- 3. Pledge to the Bible:** In addition to the pledge to the American flag, the Primary grades use a call and response drill in opening daily.

Why do we study the Bible? The Bible is God’s Holy Word. It is profitable for teaching, reproof, correction, and training in righteousness. (1 Tim. 3:16) The Word of God is a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God. (Psalm 119:105, 11)

Principles of Christian Conduct

Every institution has standards of conduct. These can be stated as rules, do's and don'ts, or as principles to live by. Rules tend to promote a legalistic and regimented interpretation and response. For example, a rule would say: 'Don't hit another student.' You could "obey" that rule and still have hatred in your heart for another student. In doing so, you'd miss the spirit of love implied in the rule. However, a principle would say: "Love your fellow students and treat them the way you'd treat the Lord." This principle would have many applications implied in it: giving of yourself to other students, supporting and helping them, putting them first, not doing or saying anything that would hurt them, etc. Principles tend to promote a heart response or change in attitude that goes far beyond superficial behavior or outward actions.

This after all, is what learning the ways of God is all about; not just learning the "right thing to do" or how to "get by," but having the nature of Christ formed in us (2 Pet. 1:3-4). Therefore, the following principles are set forth as a standard or plumb line for WCA:

1. **Faithfulness:** covenant love, laying down your life for the brethren and the Lord; being dependable and trustworthy; patient and forgiving.
2. **Honor:** the fear of the Lord and respect for those in authority; preferring one another; humility, submissiveness and obedience; teachability; gratefulness.
3. **Harmony:** dwelling together in unity; friendship and sharing; peace and joy; cooperation.
4. **Honesty:** being truthful with God, yourself and others; integrity and sincerity; transparency; fairness.
5. **Purity:** holy to the Lord; cleanliness; modesty and decency; noble and lovely.
6. **Order:** under discipline and self-discipline; neat and orderly; organized and clear thinking.
7. **Stewardship:** accountability and responsibility; serving; diligence and perseverance; labor; bringing things to excellence; sowing and reaping.

Admissions

WCA exists to offer Christian education in a Christian environment. Students will, therefore, be carefully selected in order to maintain a student body of high academic and moral standards in agreement with our statement of faith. WCA admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

Admission to the school is obtained by online application and personal interview with the head of school. Report cards, school records, recommendation concerning character, attitude, and general promise of the student, and testing will be used in determining admission. All new students are placed on a nine-week academic and social probation period. This school does not provide special education for students who have emotional or learning disabilities. However, some accommodations and services are available by arrangement. Please direct related questions to the WCA registrar.

Enrollment at WCA is not considered complete until a birth certificate, immunization records, and student records from previous school have been received and reviewed. WCA has the sole right to accept or reject credits for transfer, according to WCA's standards and graduation requirements. Additional information may be required such as course requirements, description, syllabus. A placement test or content mastery assessment may be required. It is the parent's responsibility to verify transferability of credits when enrolling in WCA and/or when withdrawing from WCA to enroll in a different program.

No student will be allowed to attend Wickenburg Christian Academy without meeting the legal requirements for immunization against disease (including tuberculin test), unless the student has an

exemption for health, religious, or personal reasons as provided by law. Students who do not submit a certificate of immunization (state prescribed form) or present a valid exemption shall be denied admittance and/or continued attendance until such a certificate or exemption is received.

Kindergarten children shall be five years old by September 1. Children will be considered for entrance to kindergarten and first grade based upon the results of developmental testing and prior educational experience. A birth certificate must be presented with initial enrollment. See Appendix for Kindergarten entrance requirements.

The enrollment procedure includes:

- A. Carefully read the “Student Handbook”.
- B. Complete all forms in the “Enrollment and Student Cumulative Record Packet”.
- C. Parents/Guardians schedule an interview with the school official and/or admissions committee. The student may also be requested to attend the interview.
- D. Parents/Guardians will be notified of acceptance or rejection of the student’s registration by the head of school.
- E. School schedules with parents/guardians testing and placement time for each student
- F. Parents/Guardians make the necessary financial arrangements required by the school.
- G. Parents/Guardians attend orientation.

Parent/Guardian Involvement

Wickenburg Christian Academy assumes there will be active and substantial parental involvement in the education of their children. Therefore, parents/guardians are expected to participate, as a prerequisite to student admission and continuance, in the following activities:

- A. Parent/Guardian Orientation Sessions prior to the opening of each academic school year.
- B. All scheduled parent/guardian conferences to discuss student progress.
- C. All scheduled “Parent/Guardian Information Nights” designed to better equip parents/guardians for their task and to enhance understanding of the parenting role.
- D. Daily monitoring and assisting with academic subjects as assigned by the classroom teacher.
- E. Parents/guardians are encouraged to assist with campus projects and activities.
- F. Annual Spaghetti Dinner Fundraiser.

RenWeb/ FACTS SIS

RenWeb/ FACTS SIS is an important tool for WCA families and staff, using an online system for grading, attendance, enrollment, applications, behavior notices, communication, and much more. Connection to RenWeb/ FACTS SIS for parents/families is a simple process; for detailed directions, please contact the office or visit the school website, wickenburgchristianacademy.org.

Attendance: Teachers keep attendance for all students PS-12 in RenWeb/ FACTS SIS. This includes tardies, half days, and absences. Secondary teachers keep attendance and tardies for each period/class. Parents are able to track attendance each week in Family Portal.

Grades: Grading for classes is also maintained in RenWeb/ FACTS SIS for all students K-12. Progress reports, report cards, and transcripts are generated from this information. Teachers may also send communications on specific classes as needed regarding grades and progress.

Homework: Family Portal allows parents to check homework for each student, as posted by their teacher(s). When students miss classes for any reason they and their parents will be encouraged to check their Family Portal student page to check for homework assignments.

Communication: The WCA office staff and teachers use RenWeb/ FACTS SIS as a primary source of communication for all students and families. It is imperative that the contact info, health information, custody arrangements, restrictions, etc. provided to RenWeb/ FACTS SIS be current, both for everyday communications and emergency situations.

Application/Enrollment: The application and enrollment/reenrollment process is completely online for all students. New students follow three major steps to be admitted to WCA: application, interview, and enrollment. Both the application and enrollment steps are part of the online RenWeb/ FACTS SIS system. WCA uses an automatic re-enrollment process wherein parents need only update any new information each school year to have students re-enroll for the following year.

Tuition Payments

Tuition is split into 11 equal payments, due on the 1st of each month, July through May. Accounts become delinquent 10 days after the due date and may be subject to service charge. If an account becomes more than one month past due, the child may be excluded from school until the balance is paid in full or arrangements are made to do so with the head of school. Students with an outstanding balance at the end of a school year will not be re-enrolled for the next school year until the balance is paid or arrangements have been made.

Refund Policy

Because expenses continue whether or not every child is present every day, tuition cannot be prorated in case of absence for illness or any other reason. As long as we hold a place for your child, your tuition charges continue. When a child withdraws from school, a refund for a partial month will not be given. Refunds for positive credit balances will be given in June for students who graduate or who will not return the following school year.

Scholarship Opportunities

WCA works closely with several Student Tuition Organizations (STOs) to help families with tuition costs. Parents/guardians are encouraged to apply to these STOs each year for financial assistance, much of which is not income-based. For more details on how to apply or a list of organizations WCA works with, please inquire to the office or visit the school website, wickenburgchristianacademy.org.

School Governing Body

The Board of Directors (also referred to as the school board) of Wickenburg Christian Academy, Inc., a nonprofit corporation, is solely responsible for operating and governing WCA. The board is comprised of Christian men and women who are committed to the total education of children through a Bible-oriented curriculum.

Parent Teacher Fellowship (PTF)

The Parent Teacher Fellowship is an organization that is designed to bring into close relation the home and the school so that parents/guardians and teachers may cooperate effectively in the training of the child. Parents/guardians are encouraged to actively participate in PTF.

Health and Medical Information

Communicable Diseases: Please inform the office when your child has any type of childhood illness or communicable disease, which may endanger or otherwise affect the health of other students.

Chronic illness: If your child has any physical limitations due to chronic illness or other cause, please discuss this with your child's teacher and make the office aware of the problem.

Illness or injury at school: If a child becomes ill or is injured at school, the parents/guardians will be contacted. It is most important that you notify the school of any change of telephone number so that contact may be made immediately in case of emergency.

The school is required to take additional steps in the event of incidents where an individual is contaminated with another person's blood (per OSHA Standards 29 CFR 12910.1030).

Health Issues that result in students not being allowed at school:

1. Fever of 100 or greater. Must be 24 hours fever free before returning.
2. Vomiting and/or diarrhea. Must be vomit free for 24 hours before returning.
3. Any illness that requires antibiotics. Must be 24 hours out from first dosage before returning.
4. Lice. Must be 24 hours lice free and demonstrate evidence of treatment to main office.
5. Pink Eye. A doctor's note is required for clearance back to school. Note: WCA does not have medical professionals on staff. When pink eye is suspected WCA reserves the right to send students home for medical evaluation.
6. Please contact the office if you are uncertain.

Medicines: If it is necessary for your child to take any medicine during school, he/she is required to take the medicine in the original container to the office immediately upon arrival at school. When a student has been given medication, and the appropriate time has been allowed for it to work, and it has not helped the parent will be notified. **No medication may be kept by students in backpacks, lockers, on person, etc.**

NOTE: No medication, including aspirin/Tylenol/Advil, will be given without permission from the parent/guardian.

NOTE: State Law concerning the use of continuing medications by students contains the following requirements:

1. *The parent must inform the office of the medication being taken in writing.*
2. *The medication should be in the original container with the prescription clearly visible OR or a written note with current dosage and name of supervising physician.*

Health Record & Immunizations: A health record is kept for each student. Before school starts each year, please make certain your child is up to date on all childhood immunizations unless a religious exemption form has been filed with the office. If you are uncertain, please ask your child's doctor. Our office will require this information prior to admission. Students who are not current on required immunizations and without a written exemption may be excluded from school activities until state requirements are met.

Transportation & Campus Hours

Transportation is not provided by the school. K-12 students may not be on campus before 7:45 a.m. and must be picked up by 3:45 p.m., unless participating in tutoring, athletics, or other official school activity. If a student needs to be on campus past those hours, arrangements must be made beforehand with the WCA office and teachers as necessary.

Attendance/Absences

Faithful attendance to regular school days and school functions is important. The learning experience is not just found in the classroom. Opportunities to grow and mature can also be found during special school gatherings such as field trips and events held on and off campus. We would appreciate that your child not be taken out of school unnecessarily. Missing school creates a hardship for the student. It hurts their acquisition of skills and grades. We can give a student the missed assignments but we can not make up all they have missed in the way of instruction, review, activities, and practice.

- 1. Absences:** Absence is defined as: not being present for at least 20 minutes of a 50 minute or longer course. Whenever a child is absent from school, it is the responsibility of the parents/guardians to notify the office by phone, email or text, or in writing by 8:30 the morning of the absence. **Verbal messages from other children are not satisfactory notification.** When it is anticipated that your child will be absent, the parents/guardians are expected to contact the teachers or consult Family Portal to ensure that missed work will be completed. Excessive absences will result in a parent/guardian conference and further attendance at WCA may be denied. Students who are absent more than 24 days a year (12 days a semester), require a conference with the head of school and may be required to repeat the grade. Absences for final exams for secondary students, other than for excused emergencies or illness, may constitute a zero grade for the missed exams.
- 2. Truancy:** Truancy is defined as an absences without the knowledge and consent of parents/guardians or school staff. This would include leaving school without permission before the end of the day or staying out of any scheduled class without permission. Such action will not be tolerated and is considered a major violation. Parents/guardians will be notified and a conference requested.
- 3. Dismissal:** Checking out of school early is highly discouraged. Parents/guardians should try to schedule all medical appointments on off days or after school hours. However, if it is necessary for the student to be taken out of school before dismissal, the school office and teacher must be notified by the parents as early as possible. No K-8 student will have permission to leave campus unless accompanied by his/her parent/guardian, or by a person designated **in writing by the parent/guardian.** Early dismissal of high school students is at the discretion of the Vice Principal and/or Head of School.
- 4. Tardies:** Tardy is defined as: not being seated at the allotted start time for school or class. Being prompt demonstrates self-discipline and responsibility. Each student will be in the classroom, fully prepared with needed materials at the beginning of each class period. Accumulation of 5 tardies results in a detention. See Discipline Policy for detention details. Accumulation of 10 tardies will be entered as an absence.
- 5. Presence on School Grounds:** The school is not responsible for children on the WCA property outside of regular school hours as specified including 15 minutes before school begins and 15 minutes after school ends. When it is necessary for students to be on-campus outside of school hours, they must be supervised by parents/guardians or designated adults.

Student Sign Out

Students are to remain on campus during regular school hours, regardless of class schedule. Parents/guardians may make arrangements through the office for early dismissal. Parent must sign student out with the front office. Students may not leave with other students unless express permission has been provided by parents of both students to the WCA Office.

School Supplies

All K-12 students should bring a book bag/backpack and a water bottle. Additional classroom supply lists are available through the school website or in the WCA office.

Lunches

Students may choose one of two options for lunch:

1. Bring a lunch from home. Please pack lunches in thermal bags with an ice pack as needed. Primary students do not have access to refrigerator space or a means to cook or reheat food.
2. Preorder hot lunch via our online partner, My Hot Lunchbox at myhotlunchbox.com. Parents create an online account, and can then choose and pay for meal options from a different local vendor each offered day. Lunches are delivered directly to WCA, and passed out at lunchtime to students.

Lost and Found

A “Lost and Found” box is kept by the front office for items that are left on school grounds. We suggest that all lunch boxes, sweaters, coats, etc. be marked with the student’s name so that lost items can be easily returned when found. Items left in lost and found at the end of the school year will be donated to the school yard sale or a local charity.

Visitors at School

All visitors must sign in at the front office. Parents/guardians who desire to visit their child’s classroom during school hours are always welcome. Please schedule with teachers in advance to minimize disruptions.

Parent-Teacher Conferences

Parent-Teacher conferences will be scheduled a minimum of twice each school year to discuss the progress of your child. Parents/guardians are expected to attend. Other conferences will be held as needed and may be requested by either party.

Insurance

WCA is covered by an institutional liability insurance policy. We strongly urge parents/guardians to arrange for health and accident coverage for your student, at parents’/guardians’ expense.

Grievances

Any problems or concerns a parent/guardian may observe concerning their student should first be discussed with the teacher. Every effort will be made to resolve the situation in this manner, using the Bible, the Student Handbook, and prayer as our guides. However, if the situation still cannot be resolved, we suggest the following procedure, following the principles of Matthew 18:

- A. The parties involved should first set aside some time to pray about the situation. God has the power to solve any problem if you ask Him. (John 14:13-14)
- B. If a solution is not agreed upon, then the head of school should be consulted for a joint conference with involved staff and parents.
- C. If the problem is recurring and seemingly irresolvable, please submit a grievance letter to the head of school.
- D. As per Board policy, the head of school will present the grievance before the Board at the next scheduled meeting.
- E. The Board will give a written response within (3) three working days of the Board meeting.
- F. The Board may request persons involved to appear at a Board meeting to resolve the situation

Student Information, K-12

Expected Student Outcomes

1. **Gratitude**—The student will demonstrate love and appreciation for God, His Word, and His creation, evidenced by an attitude of gratitude and dependence on God in all circumstances.
2. **Respect**—The student will demonstrate honor and support in speech, behavior, and attitude toward everything, evidenced by cooperation and courteousness with other students, teachers, and staff; a Christ-like love for friends, neighbors, and enemies; a teachable spirit.
3. **Achievement**—The student will demonstrate commitment to take pride in hard work and deliver the best results possible, even when not feeling like it, as preparation to face hardships that may lie ahead, evidenced by: courage and eagerness to attempt difficult problems or projects: interest and engagement in the learning process; the nerve to say no to negative peer pressure.
4. **Servanthood**—The student will demonstrate unselfish concern for others over self and submission to duly constituted authority, evidenced by habits of kindness, helpfulness, and generosity toward others; an attitude of joy and patience for and with others; inspiring others toward love and good deeds.
5. **Personal Responsibility**—The student will demonstrate doing the right things in word and action, regardless of who is or is not watching, evidenced by dependability and preparedness for the work at hand; good time management and meeting daily goals, duties, and responsibilities; orderliness and cleanliness; working individually and asking for help when needed.

Classroom Decorum

Classroom decorum refers to the appropriate behavior and proper etiquette expected of students in a classroom. The classroom is a space for inquiry, discovery, examination, collaboration, and the critical evaluation of ideas. Students and teachers have an obligation to all members of the class to create a joyful, educational atmosphere of mutual trust and respect so that engaging instruction and active learning can take place. For those reasons, this classroom decorum will be honored by both teacher and student.

- I. Students will be in their seats, silent, and ready for class to begin when the bell rings or when the teacher gives the “Start of Class” signal.
- II. Teachers will ask students to stand at the beginning of class for attendance, prayer, and school uniform check.
- III. Students will demonstrate respect toward the teachers and the other students at all times and remain silent when the teacher or another student is speaking.
- IV. Students will address the teacher and other adults in the classroom with Mr., Mrs., Ms., or Miss, along with their name.
- V. Students will respond to the teachers by looking at them and saying, “Yes ma’am, no ma’am, yes sir, no sir.”
- VI. Students will use good manners in the classroom by saying “please, thank you, you’re welcome” at the appropriate times, and say “thank you” to the teacher when leaving the classroom.
- VII. Students will be prepared from the start, for every class, every day, in every way.
- VIII. Students will take pride in their schoolwork by showing determination to deliver the best results possible, including legible penmanship, neatness, and submission of completed work on time.
- IX. Students will show interest and engagement in their learning process, have a teachable spirit, sit with their heads up and minds attentive to the instruction, and ask for help when needed.
- X. Students will sit in their seats with all four chair legs on the floor at all times.

- XI. Students will keep their feet on the floor, or may have their legs crossed over the other, or one leg tucked under them on the chair.
- XII. Students will take good care of all books, equipment, property, furniture, and supplies belonging to the school and others.
- XIII. In honor of God's Word, any person reading Scripture aloud in class will stand when doing so. Students will rise when a guest enters the classroom.
- XIV. Gentlemen will open and hold doors for all ladies and allow ladies to enter and exit the room first. Ladies will humbly and thankfully accept the gentlemen's sacrifice of being first.
- XV. Before leaving the classroom, the students will leave their work areas neat and clean. Students will enter and exit the classroom in a quiet and orderly manner.

Technology Use Policy

Technology has dramatically changed our world and impacted the educational process. Some of these advances are useful tools and others have presented a difficulty in the classroom. WCA desires a balanced approach, seeking wisdom when utilizing technology. In keeping with our mission to provide students with the tools of learning and focusing on teaching them how to think biblically about the world, we have concluded that the following policies are best for our students at this time.

Computers, Laptops, Tablets, and Similar Devices:

1. WCA maintains a computer lab and offers computer classes at appropriate levels to all students. The Acceptable Use Policy for computer network and internet use is found in Appendix A. **The use of the network is a privilege, not a right. WCA reserves the right to revoke these privileges if required in the best interest of the school, students, and personnel. Parent/Guardian Acceptable Use Policy Agreement signed by parent is required for all students to have the privilege of on campus computer use.** Consequences for violation of the Acceptable Use Policy are delineated in Appendix A.
2. Laptops, Tablets, and similar devices may be used in class *with teacher permission* to work on class specific assignment, research project, or class presentation.
3. WCA allows use of personal electronic devices with permission of teacher and/or head of school for educational and school related purposes in designated areas under full supervision of teacher and/or administration. Unauthorized use of any electronic device or improper use will result in immediate confiscation.
4. When permission for use of electronic devices has not been given by the teacher, student devices must be turned off and closed, face down, or in a cover.
5. Inappropriate material discovered on these devices may be reported to law enforcement as required by law.

Internet Policy:

WCA has instituted a campus-wide password protected wireless network. Students are assigned passwords. School resources are intended to be used for school-related activities. ***Without Permission, the Student agrees while on campus to NOT:***

1. Use the internet for any social media.
2. Access e-mail other than what is needed for class.
3. Use the internet for non-educational purposes.
4. Access any inappropriate material (pornography, drugs, alcohol, etc.).
5. Instant message, unless it is pertaining to school materials.
6. Watch movies, play games, and listen to music.

While on the internet the ***Student will agree to:***

1. Work only on assignments for a class they are in at that time, unless given permission to work on an assignment from another class.

2. While working on the internet, if a student accidentally accesses an inappropriate site, they will immediately exit the site and report the incident to the teacher.
3. Students and parents will sign the WCA Acceptable Use Policy Agreement. See Appendix A.

Honor Roll

Students in grades 2-12 may qualify for Honor Roll and Principal's Honor Roll based upon "balanced excellence" in both academic achievement and in character development. Evaluation will take into consideration the areas of Gratitude, Respect, Achievement, Servanthood, and Personal Responsibility (G.R.A.S.P.). Although the general evaluation is based upon a 100-point system, final decisions will be made by teachers based on overall student performance and attitude each semester. See Appendix F for Honor roll criteria.

Homework Policy

Generally, it is the policy of the school not to assign large amounts of homework. When homework is assigned, it is geared to the student's ability and designed to develop healthy and appropriate work study habits. Recommended homework time is 10 minutes per grade level (for instance at grade 3, $3 \times 10 = 30$ minutes) in addition to reading. Homework assignments will be collected at the beginning of a period, or upon teacher request. Any assignment turned in after the first collection is considered late and the grade may be reduced by 10%, up to 2 days, after which the assignment may not receive credit.

Exception: Deadline for work missed due to legitimate unplanned absences (illness or family emergency) will be extended by the number of school days the student was absent, up to three days. Teachers may use discretion, and may consult administration, for longer periods of absence.

Suspension: Students missing school due to suspension will be expected to complete all assignments given to their class during their suspension. The assignments will be due at the regular time and graded in a manner consistent with standard grading policy. Teachers may choose to coordinate testing or other major assignments for after the student's return to class.

Legibility: Teachers may choose not to accept any assignment which is not legible.

Extra Credit: Extra credit should not be used in lieu of a failing or low grade on a test or assignment.

Missed Academic Time: Absences for athletics and other extracurricular activities should be arranged well in advance by the coach and/or athletic director. Academic assignments and projects will be expected to be completed on time, according to the teacher's discretion.

Tutoring

WCA teachers may provide individual tutoring. Arrangements for tutoring will be contingent upon agreement between teacher and parents/guardians. The purpose of tutoring is to provide assistance with learning concepts rather than time for doing homework.

Book Return Policy

All texts and non-consumable books must be returned in useable condition at the end of the school year. Parents will be charged the replacement cost for books missing or damaged beyond use.

Eligibility

Students (including homeschool students) participating in WCA extracurricular activities must maintain a minimum C (70) average, and an overall (GPA) of 2.3, and must not have a failing grade in any one class.

“Eligibility checks” will be run by the office each Friday morning to determine eligibility for the following week. Homeschool parents will be asked to submit proof of eligibility prior to games and competition registration deadlines. Students that have a lower than C (70) average or a failing grade in any one class will not be eligible to participate in, at minimum, the first practice, game, or activity of the following week and continuing until the grade(s) is brought up or at the discretion of WCA staff.

Students must be present in school at least ½ day in order to be eligible to participate in extracurricular activities on that day.

Students are expected to attend practice(s) to be eligible to compete.

Ineligible students are expected to suit up for games and support their team throughout their ineligible period. Ineligible students will not be allowed to attend practices. Any athlete who does not attend practice, fails to appear for a game, or fails to attend team or individual meetings will not be eligible to practice or play for a period determined by the coach. Excessive absences may be cause for removal from the team.

Please refer to the “Athletic Expectations and Etiquette” policy that all athletes and parents are required to fill out at the beginning of each sports season and any information provided for each sport or activity.

Academic Probation Policy

Students are expected to maintain a minimum of a C (70) grade or 2.3 GPA (not including electives or independent study courses). A student in danger of failing one or more courses at WCA may be placed on academic probation at the discretion of the classroom teacher and/or the head of school.

If a student does not maintain the minimum GPA, that student will be placed on academic probation during the following quarter, and a parent-teacher conference arranged.

If the student’s grades/GPA do not improve to the minimum, a student may be subjected to corrective measures, including, but not limited to mandatory tutoring, loss of privileges, home study and/or expulsion.

Students on academic probation are ineligible to participate in extracurricular activities, both practices and competitions (may include sports, performing arts, field trips, etc.). Students will be expected to use that time to complete eligibility requirements.

Student Grade Advancement

For a student to advance to the next grade, the student must achieve a minimum grade average of 70%. Credit will not be given for classes with failing grades (below 70%).

Discipline

The purpose of discipline in a Christian school is to bring each student to maturity in Christ so that he/she will exercise self-control at school, at home, at church, and in every area of his/her life.

We expect students to obey and respect teachers and staff members. It is important that parents/guardians teach this character quality to their children. *If parents/guardians undermine the respect by listening to a child’s complaints or accusations about a teacher without following up with the teacher, a foundation of disrespect is laid, and is usually irreversible.*

We believe it is a privilege to attend WCA. A student who continually breaks the rules, refuses to cooperate in the educational process, or has a consistent negative attitude toward authority will be subject to suspension or expulsion from school.

Student Code of Conduct/ Violations/ Interventions & Consequences

Student Code of Conduct

GRATITUDE

1. I will maintain an attitude of gratitude and a teachable spirit at all times.
2. I will happily greet all people on our campus throughout the day as I see them.
3. I will demonstrate a love and appreciation for God, His Word, and His creation, take responsibility for my spiritual growth, and encourage others in their relationship with God.
4. I will do my best to uphold biblical principles, values, and commands, at all times, on and off campus.
5. I will comply with all playground rules and use playground equipment according to its intended use and design.
6. I will maintain godly sportsmanship and respect when playing games on the playground and during my participation in our school athletic program.

RESPECT

1. I will show honor, respect, and joy towards everyone and everything with my words, actions, and attitude.
2. I will respect the rights and property of others at all times, and keep my hands away from what is not mine or gain permission from the owner before touching anything that is not mine. If I don't know who owns the item, I will keep my hands away from it.
3. I will address adults on campus with Mr., Mrs., Ms., or Miss, and show respect to them by responding with "Yes ma'am, no ma'am, yes sir, no sir" at all times.
4. I will demonstrate good manners to everyone by saying "please, thank you, you're welcome" at the appropriate times, and say "thank you" to the teacher or adult when leaving the classroom.
5. I will keep my hands, feet, and all other body parts to myself at all times.
6. I will manage myself in a way that keeps others and me safe at all times, including walking in the classrooms and on campus.

ACHIEVEMENT

1. I will take pride in my school work, appearance, and responsibilities, and show determination to deliver the best results possible in all I do.
2. I will show interest and engagement in my learning process, and ask for help when I need it.
3. I will say no to negative peer pressure and influence, and demonstrate responsibility for creating a positive environment in my classrooms and at my school.

4. I will do my work and complete my assignments with biblical integrity and academic honesty.
5. I will keep my cell phone at home, in my car, in my locker, or in my backpack during the entire school day, and keep it turned off during the entire school day if it is in my locker or backpack.
6. I will only use electronic devices during the school day if I have gained the expressed permission and have the direct supervision of the teacher.
7. I will abide by the dress code for the entire school day, every school day.
8. I will abide by the technology use policy and tech agreement.
9. I will maintain a 70% or higher grade average in all my classes.
10. I will be on time to school and to all of my classes, by sitting silently in my seat ready to learn when the bell begins to ring.

SERVANTHOOD

1. I will respectfully submit to people in authority at all times, and inspire others toward love and good deeds.
2. I will demonstrate kindness, helpfulness, patience, unselfishness, and generosity toward others at all times.
3. I will make special efforts to encourage all students to feel welcome and accepted at our school.
4. I will abide by the classroom rules, classroom decorum, classroom procedures, school procedures, proper etiquette, and expected student outcomes.
5. I will demonstrate good manners at meal times by eating my own food, using eating utensils, talking quietly to others, respecting silent time, remaining in my seat, keeping my food and drink in the designated eating areas, and cleaning up my eating area around me and below me.
6. I will joyfully participate in the morning openings and weekly chapels by actively engaging in singing the songs, saying the pledges, showing reverence and respect, and encouraging others to do the same.

PERSONAL RESPONSIBILITY

1. I will make the decision to do the right thing, regardless of who is or is not watching.
2. I will take full responsibility for my compliance, language, actions, and attitude during the school day and during school activities, on and off campus.
3. I will be prepared from the start in every way, for every class, every day.
4. I will maintain high standards of neatness, orderliness, cleanliness, and legibility with all my assignments, workspaces, desk, locker, backpack, eating areas, and common areas.
5. I will complete and submit all my assignments and fulfill all my responsibilities on time as scheduled.
6. I will take good care of all books, equipment, furniture, and supplies belonging to the school and others.
7. I will remain in supervised and/or designated areas at all times, and walk quietly near classrooms and offices.
8. I will use the restroom facilities and fixtures for their intended purposes only, be respectful by flushing toilets and urinals after I use them, putting my trash in the trash can, being respectful of

others who are also in the restroom, and only be in the restrooms to use the bathroom, wash my hands, or change clothes.

9. I will leave all items at home that are defined as unauthorized or determined to be contraband.
10. I will only have food and drinks in the classroom at the designated times or with teacher permission.
11. I will keep my bicycle, scooter, skateboard, etc. in the approved areas during school hours.
12. I will complete the required number of community service hours according to the expectations for my grade level, before the deadline each semester.

Violations of the Student Code of Conduct

GRATITUDE

1.
 - A. griping or whining
 - B. displaying negative attitude
 - C. contributing towards the rise and spread of negativity and rumors
 - D. demonstrating an attitude of contempt & insolence
2.
 - A. failing to greet others, especially guests, as you see them on campus;
 - B. failing to make a special effort to make guests and newcomers feel welcome
3.
 - A. devaluing or disrespecting God, His Word, or His creation,
 - B. lacking motivation to grow in relationship with God,
 - C. discouraging the spiritual growth of others
4.
 - A. disregarding biblical principles, values and commands;
 - B. demonstrating any behavior in actions or words that occurs on or off campus during school sponsored activities that is antagonistic to the basic goals and objectives of the school, or has an adverse effect on the other students - examples include, but not limited to, the following: illicit sexual behavior, gambling, drinking, smoking, vaping, planning or participating in riots or protests regarding the school
5.
 - A. failing to comply with playground rules
 - B. examples include, but not limited to: twisting swings, swinging on belly, climbing on outside of slides, going up slides, intentionally throwing balls out of the play area
6.
 - A. failing to maintain godly sportsmanship
 - B. examples include, but not limited to: arguing with others, yelling at others, making disrespectful comments to others, not following the rules of the game, becoming overly aggressive, disregarding directives given by coaches, referees, officials, or teachers

RESPECT

1.
 - A. demonstrating attitudes that encourage sinful, illegal, non-compliant, or disrespectful behavior;

- B. using profanity, vulgar language, or slang words in place of profanity or vulgar language;
 - C. displaying obscene gestures or actions;
 - D. harassing or abusing others verbally, physically, sexually;
 - E. intimidating others;
 - F. threatening others with acts of violence or retaliation
2. A. stealing; touching anything that does not belong to me without permission;
B. destroying or defacing school property or private property on campus
 3. A. failing to address adults on campus with the proper titles, names, etiquette, and manners
 4. A. failing to use appropriate manners;
B. failing to say “thank you” to the teacher when exiting the room
 5. A. fighting,
B. horse-playing, hitting, pushing, kicking, tripping,
C. displaying romantic affection
 6. A. putting yourself or others at risk of injury or danger;
B. throwing objects in the classroom;
C. colliding with others intentionally in the classroom, common areas, playground, and on campus;
D. contributing to conditions that have the potential of endangering the physical, mental, emotional, or spiritual health, safety, or well-being of yourself or others

ACHIEVEMENT

1. A. failing to demonstrate personal pride in your school work, appearance, or responsibilities;
B. failing to show consistent determination to do your best in all you do at school;
C. wearing perfumes, colognes, scented lotions, and other fragrances at school;
D. spraying perfumes, colognes, fragrances, and deodorizers in the classrooms, restrooms, and common areas at school at any time
2. A. failing to demonstrate active engagement in the classroom;
B. lacking interest on a daily basis;
C. lacking commitment and engagement in your own learning experiences and academic growth;
D. failing to ask for help when it is apparent help is necessary
3. A. giving in to negative peer pressure and influence;
B. providing or contributing to negative peer pressure;

C. negatively influencing others to say or do things that violate biblical standards and the student code of conduct;

- D. failing to speak up and positively influence the situation when faced with or encountering negative peer pressure;
 - E. lacking responsibility to contribute to the positiveness of our school culture and school community
4. A. cheating;
B. plagiarizing; taking someone else's work and making it your own
C. being dishonest in work and assignments; failing to do my own work;
 5. A. failing to comply with the student cell phone policy, the technology use policy, and tech agreement
 6. A. failing to comply with the student cell phone policy, the technology use policy, and tech agreement
 7. A. failing to comply with the dress code all day, everyday;
B. failing to abide by the special dress code for activities, events, sports, PE class, and field trips
 8. A. failing to abide by the technology use policy, and tech agreement
 9. A. failing to have a consistent commitment to academic progress;
B. failing to maintain a minimum grade average of 70% in all classes, understanding that credit will not be given for classes with a grade average below 70%
 10. A. being late to school; having excessive absences;
B. leaving the fenced-in school campus without school permission

SERVANTHOOD

1. A. refusing to comply with directives given by people in authority; demonstrating insubordination;
B. disrespecting people in authority
2. A. bullying others; mocking others; insulting others;
B. gossiping;
C. being mean to others over and over again at school, school activities, or online;
D. victimizing others through a real or perceived imbalance of power;
E. making threats; spreading rumors;
F. attacking someone physically or verbally;
G. excluding someone from a group on purpose
3. A. bullying others;
B. making others feel unwelcomed;

C. displaying an uncaring, unkind attitude toward others, even if you feel that their looks, behaviors, or mannerisms annoy you

4.
 - A. failing to follow directions quickly or at all;
 - B. talking without permission; leaving your seat without permission;
 - C. failing to grasp wise choices;
 - D. lacking commitment to bring glory and honor to God through your words, actions, and attitudes;
 - E. failing to abide by the classroom decorum; failing to follow classroom procedures and proper etiquette;
 - F. disregarding the expected student outcomes;
 - G. as gentlemen, failing to open and hold doors for all ladies; forgetting to allow ladies to enter and exit the room first;
 - H. as ladies, failing to accept with humility and show thankfulness for the gentlemen's sacrifice in demonstrating proper etiquette

5.
 - A. disregarding manners and etiquette at meal times; throwing food; eating another person's food;
 - B. trading or bartering with others for food; sharing food with others without permission;
 - C. talking loudly or shouting during meal times; talking during silent time;
 - D. failing to stay in your seat during meal times; failing to use proper utensils while eating;
 - E. failing to clean your/my eating areas; taking food/drinks to undesignated eating areas like the playground

6.
 - A. showing irreverence and disrespect for the value of morning openings and weekly chapels;
 - B. disrupting, discouraging, or interfering with others as they seek to participate in morning openings and weekly chapels

PERSONAL RESPONSIBILITY

1.
 - A. attempting to cover up, deny, or get away with wrongdoing for yourself or another
 - B. engaging in any sexual act on school property, in school vehicles, and off-campus school activities, including sports events;
 - C. lying; committing forgery;

2.
 - A. failing to take responsibility for oneself in every aspect of life at school;

3.
 - A. failing to be prepared from the start in every way, for every class, everyday;

4.
 - A. failing to maintain neatness, orderliness, cleanliness in workspaces, desk, locker, backpack, eating areas, and common areas;
 - B. showing disregard for legibility with all your assignments,
 - C. being sloppy and unorganized with assignments, projects, and responsibilities;
 - D. leaving a mess behind; having a sloppy, unorganized desk, locker, or workspace

5.
 - A. procrastinating; failing to organize your time;
 - B. failing to complete and submit all your assignments on time, as scheduled
 - C. failing to fulfill your responsibilities on time, as scheduled

6.
 - A. failing to take good care of all books, equipment, furniture, and supplies belonging to the school;
 - B. defacing, vandalizing, or destroying school property or private property on school grounds;

7.
 - A. running or being noisy near classrooms and offices;

8.
 - A. congregating and hanging out in the restrooms;
 - B. horse-playing in the restrooms;
 - C. throwing water, paper towels, toilet paper, and human waste on others;
 - D. disregarding the privacy of others while using the bathroom; showing private body parts to others;
 - E. clogging toilets and urinals on purpose; attempting to flush non-flushable items down the toilet;
 - F. leaving your paper towels anywhere other than inside the trash can;
 - G. failing to flush the toilets and urinals after using them;
 - H. spraying perfumes, colognes, fragrances, and deodorizers in the school restrooms at any time

9.
 - A. bringing to school, being in possession of, attempting to hide or conceal any item that is defined as contraband or is unauthorized to be on campus or at off-school school activities, including sports events
 - B. examples include, but not limited to: real weapons or guns, toy weapons or guns, knives, matches, lighters, fireworks, illegal substances, alcohol, marijuana, cigarettes, vapes, medicines that should be kept in the school office, toys, Pokemon cards, Yu-Gi-Oh cards, Magic The Gathering cards, Digimon cards, all other role-playing, fantasy, or magical card games, gum for K-8 students, and anything deemed inadvisable by the administration

10.
 - A. eating food/snacks at unauthorized times and/or at unauthorized locations;
 - B. drinking beverages, other than water, at unauthorized times and/or at unauthorized locations

11.
 - A. riding bicycles, scooters, skateboards, etc. on school property;
 - B. operating motorized vehicles of any kind on school property without permission;
 - C. failing to place and leave bicycles, scooters, skateboards, etc. in the approved areas during school hours

12.
 - A. failing to complete the required number of community service hours according to the expectations for your grade level, before the deadlines each semester

INTERVENTIONS AND CONSEQUENCES FOR VIOLATIONS

PRIMARY (K-6)

Classroom Interventions and Consequences:

- A. Whole Brain Teaching - Behavior Management Plan
- B. Restorative Intervention
- C. Restriction of Privileges or Time-Out in another classroom, during instructional time, or patio, during recess
- D. Immediate Phone Call to Parent/Guardian
- E. Office Referral for Administrative Discipline

	Type of Offense	1st Offense	2nd Offense	3rd Offense	Continued Incidents
GRATITUDE					
1.	Griping, whining, & complaining; negative attitude; creating a negative environment for others	A	A/B	C/D	E
2.	Defiance of authority; contempt; insolence	A/B	B/C/D	E	
3.	Impolite, unfriendly, unmannerly towards others	A	B/C	C/D	E
4.	Irreverent toward God & His Word; discouraging the spiritual growth of others	C/D	E		
5.	Gambling, drinking, smoking, vaping, planning or participating in riots or protests regarding the school	E			
6.	Non-compliance to playground rules	A	B/C	C/D	E
7.	Displaying poor sportsmanship	A	B/C	C/D	E
RESPECT					
8.	Disrespectful behavior towards adults or other students	A	B/C	C/D	E

9.	Use of profanity, vulgar language, slang words	C/D	E		
10.	Displaying obscene gestures and actions	C/D	E		
11.	Harassing, intimidating, threatening, or abusing others	C/D/E	E		
12.	Stealing	C/D/E	E		
13.	Destroying or defacing school property or property of others	C/D/E	E		
14.	Fighting; hitting, pushing, kicking others	C/D/E	E		
15.	Horseplay; tripping others	A	B/C	C/D	E
16.	Displaying romantic affection	A	B/C	C/D	E
17.	Sexual Misconduct	E			
18.	Putting self and/or others at risk of injury or danger	C/D/E	E		
19.	Throwing objects in classroom; throwing rocks, dirt, sand	A	B/C	C/D	E
ACHIEVEMENT					
20.	Disengagement from or lack of interest in instructional and learning experiences; failing grade average	A	B/C	C/D	E
21.	Wearing or spraying perfumes, colognes, deodorizers, etc.	A	B/C	C/D	E
22.	Giving in or contributing to negative peer pressure and influence	A	B/C	C/D	E
23.	Being a bystander; failing to speak up in a positive manner to resolve negative situations	A	B/C	C/D	E
24.	Cheating; dishonesty; plagiarizing; lying; forgery	C/D/E	E		

25.	Non-compliance of cell phone policy, technology use policy, or tech agreement	E			
26.	Non-compliance of dress code	A	B/C	C/D	E
27.	Leaving school campus without permission	E			
SERVANTHOOD					
28.	Bullying; being mean to others over and over again; victimizing others through imbalance of power; excluding someone from a group or activity on purpose	B/C/D	C/D	E	
29.	Talking without permission; leaving seat without permission; not follow directions quickly	A	A/B	C/D	D/E
30.	Non-compliance to classroom rules, decorum, procedures, and/or etiquette	A	A/B	C/D	E
31.	Lacking mealtime manners; throwing food; trading, bartering, sharing food; talking during silent time; leaving a mess; food/drink in undesignated areas like playground	A	A/B	C/D	D/E
PERSONAL RESPONSIBILITY					
32.	Attempting to cover up, deny, or get away with wrongdoing for self or another	A	A/B	C/D	D/E
33.	Not prepared from the start, for every class, everyday, in every way	A	A/B	C/D	D/E
34.	Being sloppy, unorganized, illegible, and/or late with assignments, projects, and responsibilities; sloppy or unorganized desk, locker, or workspace; leaving a mess	A	A/B	C/D	D/E
35.	Inappropriate or unacceptable behavior in the restroom	B/C	C/D	E	
36.	Possessing, buying selling, trading unauthorized items and/or contraband at on campus or off-campus	E			

	activities				
37.	Non-compliance regarding bicycles, scooters, skateboards, and motorized vehicles on school property	C/D	E		

INTERVENTIONS AND CONSEQUENCES FOR VIOLATIONS

SECONDARY (7-12)

Classroom Interventions and Consequences:

- A. Smart Classroom Management Plan
- B. Restorative Intervention
- C. Restriction of Privileges or Time-Out in another classroom, during instructional time, or patio, during recess
- D. Immediate Phone Call to Parent/Guardian
- E. Office Referral for Administrative Discipline

	Type of Offense	1st Offense	2nd Offense	3rd Offense	Continued Incidents
GRATITUDE					
1.	Griping, whining, & complaining; negative attitude; creating a negative environment for others	A	A/B	C/D	E
2.	Defiance of authority; contempt; insolence	A/B	C/D	E	
3.	Impolite, unfriendly, unmannerly towards others	A/B	C/D	E	
4.	Irreverent toward God & His Word; discouraging the spiritual growth of others	C/D	E		
5.	Gambling, drinking, smoking, vaping, planning or participating in riots or protests regarding the school	E			

6.	Non-compliance to playground rules	B/C	C/D	E	
7.	Displaying poor sportsmanship	A	A/B	C/D	E
RESPECT					
8.	Disrespectful behavior towards adults or other students	A/B/C	C/D	E	
9.	Use of profanity, vulgar language, slang words	A/B/C	C/D	E	
10.	Displaying obscene gestures and actions	A/B/C	C/D	E	
11.	Harassing, intimidating, threatening, or abusing others	C/D	E		
12.	Stealing	E			
13.	Destroying or defacing school property or property of others	E			
14.	Fighting; hitting, pushing, kicking others	E			
15.	Horseplay; tripping others	A/B/C	C/D	E	
16.	Displaying romantic affection	C/D	E		
17.	Sexual Misconduct	E			
18.	Putting self and/or others at risk of injury or danger	C/D	E		
19.	Throwing objects in classroom; throwing rocks, dirt, sand	A/B/C	C/D	E	
ACHIEVEMENT					
20.	Disengagement from or lack of interest in instructional and learning experiences; failing grade average	A/B/C	C/D	E	

21.	Wearing or spraying perfumes, colognes, deodorizers, etc.	A/B	C/D	E	
22.	Giving in or contributing to negative peer pressure and influence	A/B	C/D	E	
23.	Being a bystander; failing to speak up in a positive manner to resolve negative situations	A/B	C/D	E	
24.	Cheating; dishonesty; plagiarizing; lying; forgery	E			
25.	Non-compliance of cell phone policy, technology use policy, or tech agreement	E			
26.	Non-compliance of dress code	A/B	C/D	E	
27.	Leaving school campus without permission	E			
SERVANTHOOD					
28.	Bullying; being mean to others over and over again; victimizing others through imbalance of power; excluding someone from a group or activity on purpose	E			
29.	Talking without permission; leaving seat without permission; not follow directions quickly	A	B/C	C/D	E
30.	Non-compliance to classroom rules, decorum, procedures, and/or etiquette	A	B/C	C/D	E
31.	Lacking mealtime manners; throwing food; trading, bartering, sharing food; talking during silent time; leaving a mess; food/drink in undesignated areas like playground	A	B/C	C/D	E
PERSONAL RESPONSIBILITY					
32.	Attempting to cover up, deny, or get away with wrongdoing for self or another	C/D	E		
33.	Not prepared from the start, for every class,	A	B/C	C/D	E

	everyday, in every way				
34.	Being sloppy, unorganized, illegible, and/or late with assignments, projects, and responsibilities; sloppy or unorganized desk, locker, or workspace; leaving a mess	A	B/C	C/D	E
35.	Inappropriate or unacceptable behavior in the restroom	C/D	E		
36.	Possessing, buying selling, trading unauthorized items and/or contraband on campus or off-campus activities	E			
37.	Non-compliance regarding bicycles, scooters, skateboards, and motorized vehicles on school property	E			
38.	Non-compliance of required community service hours	C/D	E		

Administrative Discipline Matrix

The following serves as a framework for handling behaviors resulting in office referrals. Parents will be contacted by administration when an office referral is made and a consequence is given. **All disciplinary actions are at the discretion of the administration and may vary from the matrix when deemed appropriate.** Parents are expected to cooperate with administration in handling these situations in order to guide students toward better choices in the future.

Consequences for office referrals:

- A. Restorative consequence/retribution (the student is assigned a way to “make it right.”)
- B. After school detention
- C. One or more days of ISS
- D. One or more days of OSS
- E. Expulsion

Type of Offense	1 st offense	2 nd offense	3 rd offense	Additional incidents
Property damage: Defacement, destruction, vandalism or theft.	A/B	B/C	B/D	E

Playing with fire/lighters/matches	B/C/D	C/D/E		
Arson	E			
Defiance of Authority or Non-compliance	A/B	B	C	D/E
Sexual Misconduct	C	E		
Threats/Harassment	C	C/D	D/E	
Possession or use of alcohol, tobacco, e-cigarettes or other controlled substances	D	E		
Purchasing or selling alcohol, tobacco, e-cigarettes, or other controlled substances	E			
Possession of weapons (knives, firearms)	D/E	E		
Leaving Campus Without Permission	C	C/D/E	E	
Fighting (mutual physical aggression), with or without injury. Students sent home.	C/D	D	E	
Assault (one-sided physical aggression), with or without injury	D	D/E	E	
Bystanders	B/C	B/C	E	
Aiding or abetting (with words or actions) in a physical altercation	C	C/D	E	
Disorderly or Reckless actions (those with the potential to cause bodily injury or property damage)	A/B	C	C/D	E
Stealing	A/B	A & B/C	E	
Inappropriate Use of Technology	A/B	B/C	C/D	E
Dishonesty	A/B	B/C	C/D	D/E
Academic Dishonesty (cheating, plagiarism or other forms of lying for academic gain)	A/B Loss of Honor Roll or	C	D	E

	Principal's List for the quarter			
Profane or Hateful Language (targets another based on race, national origin, disability or religion.)	B	C	C/D	E

WCA has a ZERO-TOLERANCE POLICY for possession, use, or sale of alcohol, drugs, explosives, dangerous weapons, or sexual immorality. These activities on or off campus will result in recommendations for immediate expulsion.

Disciplinary Probation: After evaluation and consultation with head of school, faculty, and parents, a student may be placed on disciplinary probation. Any student receiving two (2) disciplinary suspensions will be placed on disciplinary probation. The head of school reserves the right to extend probationary status at any time to any student that warrants such action. During probation:

1. The student is ineligible from participating in any extracurricular activity for the duration of the probationary period.
2. Probation is one quarter or a specified period of time set by the head of school.
3. At the end of the probationary period the student must meet with parents and head of school for a follow-up evaluation in order to be removed from probation.
4. A student who receives two (2) suspensions while on probation will be expelled from school.
5. A student who fails to make progress in correction of the issue that resulted in probation may be required to remain on probation or be expelled from school at the end of the probationary period.

Grounds for Dismissal from WCA: It is not the desire of WCA to ever have to ask a student to leave. However, the following situations are grounds for consideration of dismissal.

1. Attitudes reflecting a “flaunting of sin.”
2. Attitudes that create “negative tenor” for other students.
3. Attitudes that continue to “dampen” spiritual growth in others.
4. Verbal abuse to fellow students and/or staff.
5. Failure of parents to cooperate in the discipline process.
6. Failure to demonstrate a commitment to academic progress.
7. Endangering the physical, mental, or spiritual health, safety, or well-being of oneself or others.

Chapel and Chapel Conduct

All students K-12 attend chapel once a week, usually split into primary and secondary chapels. Parents are encouraged to attend.

Students will enter Chapel in a quiet, orderly fashion, supervised by their teacher. Students will bring a Bible to Chapel and actively participate and show reverence and respect.

Field Trips

Field trips are planned for their fellowship opportunities, experiential learning opportunities, and educational value and will be scheduled by appropriate teachers and/or the WCA office. Notification

reflecting the field trip details is sent home with the student via hard copy and/or email. All students will be expected to attend unless prior arrangements are made with the teacher and/or head of school. A parent/guardian may be requested to participate in field trips (assist in transportation and supervision, etc.).

Parent permission is given for each school year for all field trips via online enrollment form or hard copy in parent packets. Permission slips will not be distributed for each trip.

Attending field trips is a privilege which may be rescinded for behavior issues, ineligibility, or failure to turn in permission slip by deadline at the discretion of the teacher and/or head of school.

Dress Code

The dress code policy is designed to help us all provide a consistent appearance that inspires excellence in our “job” as students and teachers, instructs ourselves and others in godly principles, and encourages unity and identity as a valuable member of Wickenburg Christian Academy. *See specific sections for Primary (K-6) and Secondary (7-12) Dress Codes.*

Sports & Extracurricular Activities

The sports programs at WCA are designed to develop Christ-like character in our student athletes. Submission to authority, encouragement of teammates and opponents, quiet spirit, personal reliance on the Lord, forgiveness, joyfulness, kindness, holiness, thankfulness, peacefulness, and love for Christ are the qualities we ask every athlete to strive to achieve. Teaching the basics of each sport, its skills, and techniques are the main goal.

Good sportsmanship is a must! All athletes are expected to respect other athletes, coaches and officials at all times. Athletes must be coachable by displaying a willingness to accept praise and correction with the proper attitude. Unacceptable conduct will be addressed from a biblical standard and coaches will work with the student to bring about Christ-like character as described above. (2 Tim. 2:15)

A variety of sports and extracurricular activities, to ensure the development of the whole child, are provided as coaches, teachers, and student numbers allow. Guidelines for each sport or activity will be handed out at the beginning of each activity. Students in grades 5-12 are allowed to participate in competitive sports. Students in grade 4 are allowed to participate in practices only to learn skills in some sports with coaches’ permission. All students must maintain eligibility, and sign and turn in appropriate permission slips to participate in extracurricular activities.

Sports regulated by Canyon Athletic Association (CAA) require current physicals for all student athletes. WCA recommends physicals for all student athletes.

Athletes may lose eligibility for participation if any of the following occur:

Academic Eligibility: Athletes are eligible if they are earning a passing grade (70% or higher) in each course. Attitude and effort will be considered and averaged into the grade. Student athletes will remain ineligible until a passing grade is achieved, or a conference with teacher and head of school occurs and special permission is received. Ineligibility due to incomplete assignments will be at the discretion of the teacher. Please see school eligibility policy for more details.

Behavior: Inappropriate behavior at school or during a sports event may result in a student becoming ineligible. The head of school or coach may suspend athletes from athletic participation for violations of

school codes. The head of school and/or athletic director will be notified of behavior infractions and determination of ineligibility will be at his/her discretion. An athlete assigned detention after school will complete the detention before reporting to practice or a game.

Unexcused absences and tardies: Student athletes are expected to have consistent and prompt attendance at school, practices, and games. Attendance at practice the week of a game/competition is required in order to compete. Exceptions to this rule include doctor and dental appointments, and absences that have the head of school's approval. Students must be in school at least half-day on the day of a game/competition (Friday, if the event is on Saturday) in order to participate.

Dress Code for sports and extracurricular activities: Students represent WCA and Christ at all times. For all sports, uniforms and guidelines for dress code are provided by WCA. When not in uniform, student athletes are expected to adhere to appropriately modest dress for the event.

Student Cell Phone Policy

Research has shown that cell phone use for adolescent youth is on the rise and that it is contributing to adverse consequences regarding their academic progress and social-emotional growth. Electronic communication devices, when used without adult supervision, can create unnecessary disruptions to the academic day.

Therefore, students are highly encouraged to leave cell phones, smart watches, and other electronic communication devices at home or in their vehicles.

Hereafter, for the sake of simplicity, the words "cell phone" shall include cell phones, smart watches, and other electronic communication devices.

Cell Phone* Procedures

1. When a student brings a cell phone to school, upon arrival, the student will power off the cell phone and place the cell phone in his/her backpack or locker.
2. The cell phone cannot be kept on the student's person, in his/her pockets, or anywhere else other than the backpack or locker.
3. The cell phone must remain powered off for the entire school day.
4. Cell phones are not to be visible or heard on our school campus 8:00 a.m. – 3:30 p.m. unless authorized by a staff member.
5. A student may not use the cell phone at any time during the school day anywhere on campus, unless special permission is given by the school.
6. When a teacher asks a student to use their cell phone for a class activity, the student may retrieve the cell phone and use it only as directed by that teacher for that particular activity in that class on that day.
7. Assumptions shall not be made by the student that the permission given on a previous day or at a previous time in any way extends to another day or another classroom.
8. After 3:30 p.m., cell phones may be powered back on and used appropriately.

*Smart Watch Procedures

1. Smart watches worn to school may only be used as a time-telling device.
2. All other uses of the smart watch, including texting or talking, are not permitted.
3. When the smart watch is used for any other purpose other than telling time, it will be treated as a cell phone and subject to the same procedures, violations, and consequences as a cell phone.

Parent/Guardian and Student Communication Procedures

1. When a parent/guardian needs to contact his/her child during school hours, the parent/guardian will contact the school office with the message.
2. The message will be delivered to the student at the first available student break.
3. If the message is an emergency, the message will be delivered to the student immediately.
4. In case of an emergency, urgent matter, or illness, the student may use the office phone, with permission of the office staff, to contact his/her parent/guardian. The student must also have permission from his/her teacher to go to the office to use the office phone.

Legal Considerations Regarding Student Cell Phone Use (on school property and at school-sponsored events)

1. As per state law, and to prevent bullying, cell phones and similar devices may not be used to take photos or videos without the express permission of a teacher or staff member while on campus.
2. As per state law, and to prevent bullying, students are also forbidden to upload photos or videos taken on campus to any social networking site without permission of the administration.
3. Inappropriate material or content intended to bully another student that is discovered on cell phones may be reported to law enforcement as required by law.

Student Cell Phone Policy Violation Procedures

1. Forgetting is never an acceptable reason for violating this policy.
2. When a student cell phone is visible, heard, or in use without authorization, it is considered contraband and constitutes a violation of this policy.
3. When it is determined that a student has violated this policy, the student will surrender the cell phone to the observing teacher or staff member immediately and without argument.
4. Right away, the cell phone will be placed in a resealable bag with the student's full name and grade. The cell phone will then be secured in a drawer or cabinet for safekeeping.
5. As soon as possible, the teacher or staff member will deliver the cell phone to administration.
6. Administrative staff will lock the cell phone in a secure location.
7. An administrator will inform the parent/guardian by phone, and enter the violation in Renweb.

Consequences for Violating the Student Cell Phone Policy

1. 1st Offense: The cell phone will stay locked in the school office until the parent/guardian can pick it up after school.
2. 2nd Offense: The cell phone will stay locked in the school office until the parent/guardian can pick it up after school. The student will be assigned to serve a detention.
3. 3rd Offense: The cell phone will stay locked in the school office until the parent/guardian can pick it up after school. The student will be suspended for 1 day.
4. 4th Offense: The cell phone will stay locked in the school office until the parent/guardian schedules an appointment with an administrator to pick up the cell phone from the school. The student will not be allowed to bring the cell phone to school for the remainder of the school year. The parent/guardian and the student will sign a commitment that the student will no longer bring a cell phone, or any electronic communication device to school for the remainder of the school year. The student will be placed on disciplinary probation.
5. 5th Offense: Immediate out-of-school suspension, or expulsion

Preschool

A preschool handbook is available on the Family Portal site and through the WCA office or Preschool Team Leader.

Primary (K-6)

Grading Scale

A= 90-100%

B= 80-89%

C= 70-79%

F = 00-69%

Discipline Policies

WCA believes if a student's whole brain is involved in learning, there isn't any mental area left over for challenging behavior. Therefore, teachers strive to create environments that nourish positive behavior. A variety of learning techniques are employed and center around "The Five Classroom Rules":

1. Follow directions quickly
2. Raise your hand for permission to speak
3. Raise your hand for permission to leave your seat
4. Make smart choices
5. Bring glory and honor to God

Students who violate a classroom rule will receive an opportunity to rehearse the unfollowed rule at school and, possibly, at home.

Dress Code

Images can be found in Appendix C for Dress Code.

Primary Dress Code (K-6)

Bottoms

- **Boys:** Only official school uniform pants or shorts in navy blue or khaki are allowed. No jeans, cargo pants, baggies, overall, joggers, or sweatpants.
- **Girls:** Only official school uniform pants, shorts, or capris in navy blue or khaki are allowed. Official school uniform jumpers, skirts, and skorts in navy blue or khaki are allowed as long as they are **no more than 5 inches above the knee when kneeling on the floor**. For modesty and during outside activities, shorts must be worn underneath skirts or jumpers.

Tops

- Only official school uniform polo shirts in red, white, or navy blue (girls may also wear soft pink). Long or short sleeves are permitted.
- Shirts are to be worn tucked in whenever indoors.
- Students are requested to have at least one white polo shirt with the school emblem embroidered on the left chest for special occasions.
- A matching color, long sleeve, crew-neck undershirt may be worn under the polo shirt during cool weather.

Shoes

- Closed-toe, dress or athletic shoes, must be worn at all times. Girls may wear sandals with a backstrap. No flip-flops, booties, or boots.
- Shoes must be navy blue, black, gray, tan, or white. May be solid color or have any combination of these colors only. Shoelaces must be navy, black, gray, tan, or white. No other colors on shoes or laces are acceptable.
- Socks that match in solid white, black, navy blue, or gray must be worn with closed-toe shoes.

Outerwear in the Classroom

- Sweaters, WCA sweatshirts, zippered sweatshirts, and hoodies are allowed in the classroom, with or without a WCA emblem. Hoods must be worn down when in the classroom. A school uniform top must be worn under all outerwear at all times.
- Solid navy blue, white, or gray only. No visible logos, brand names, or other markings or images.

Hair / Makeup

- Boys: Must be clean and neatly groomed. Length to be above collar, mid-ear, and above eyebrows. No bowl cuts, sculptured cuts, or design cuts. No bleached or dyed hair. Boys are not permitted to wear make-up.
- Girls: Must be clean and neatly groomed, with a natural appearance and color. Must not cover the eyes. Haircut must be in keeping with a feminine appearance. Girls are not permitted to wear make-up. Hair clips and hair accessories may be worn if they complement the outfit and must not be distracting to other students or themselves.

Hats and Belts

- Hats are only permitted outdoors and cannot display any offensive language/logos.
- Solid color leather or fabric belts may be worn to complement the outfit. Belts with large buckles, studs, or other “bling” are not permitted.

Jewelry and Accessories

- Watches are the only acceptable jewelry for boys.
- Girls may wear watches, rings, bracelets, necklaces, and earrings (no more than one (1) earring per ear is permitted), if they are minimal in appearance.
- Other body piercings or visible tattoos are not permitted.
- Jewelry or accessories that are a distraction or spell out inappropriate things are not permitted.

Perfumes and Fragrances

- Use of perfumes, colognes, scented lotions, and any other fragrances are not permitted.

Note: WCA reserves the right to make the final decision with regard to dress. *If a student arrives at school dressed in violation of this dress code, or a student outgrows his/her approved uniform making it too short or tight, the student's parent(s) will be called to bring clothes for the student to change into or a uniform may be provided if available.*

K-6 Physical Education

During P.E. students are encouraged to wear navy blue gym shorts, at least fingertip length, and loose-fitting grey T-shirt with WCA Crest. Items are available through uniform vendor (Creations in Thread). Otherwise, the standard school dress code is expected. Skirts, dresses, or skorts should not be worn on PE day. Athletic shoes are mandatory for P.E.

K-6 Special Occasion Dress Expectations:

For special events where students are requested to “dress up,” the following guidelines will be followed:

Girls: Skirt and blouse, dress, or dress pants and shirt. No form fitting or revealing dresses, shirts, or skorts. Dresses or skirts must be **no more than 5 inches above the knee when kneeling on the floor**. Sheer or lace overlays do not count towards length. Sheer or lace tops must have a modest tank underneath (no spaghetti straps). Sleeveless dresses or tops must have a shirt, jacket, or sweater worn over them. Spaghetti straps, one shoulder, or strapless shirts or dresses are not permitted.

Boys: Dress shirt and dress pants or dress jeans. Clothes should be neatly pressed and shirts tucked in. A tie and/or jacket is optional

Secondary (7-12)

Off-Campus Privileges

1. Students in grades 7-11 will remain on campus during regular school hours, regardless of class schedule, unless a parent makes arrangements for early dismissal.
2. Seniors must have written permission from the parent/guardian on record in the office to be able to sign themselves out.
3. Students leaving campus must coordinate with teachers of affected classes and check out with the School Counselor or Head of School.
4. Off campus privileges will be revoked if abused.

Locker Privileges

1. Having a locker is a privilege which can be revoked.
2. Lockers are school property and students are expected to maintain them properly. Damages to lockers will be the responsibility of parents.
3. Staff have the right to access lockers as needed.

Detention for Tardies: After accumulating 5 tardies, students will be required to serve detention. Every five tardies requires a 60-minute detention. A tardy may be marked for any class throughout the school day. Totals reset for each semester.

The purpose of detention is to be a deterrent. Therefore, the student will not be allowed to talk with others or work on homework while serving detention. Use of detentions served for other purposes will be determined by an administrator.

Drop/Add Class Policy (elective classes only)

Students enrolled in an elective are only allowed to drop/add within two weeks of start date. Parental permission is required.

Community Service Requirements

Each Secondary Student is required to submit signed documentation of completed community service hours.

Grades 7-8 are required 5 hours per semester, a total of 10 hours per academic year. Because this is intended to establish a habit of service students may not do the entire year's hours in one semester. Grades 9-12 are required 10 hours per semester, a total of 20 hours per academic year.

Community service is defined as an unpaid act of work that benefits someone other than themselves. Students in grade 7-8 are highly encouraged to participate in church service activities including but not limited to: VBS, church nursery, choir, worship team, tech, grounds and maintenance, etc.

Students in grades 9-12 are highly encouraged to reach out into the community for service opportunities including but not limited to: Wise Owl, Food Pantry, St. Vincent de Paul, Humane Society, Cops Who Care, Umpiring, Refereeing, Coaching, Missions trips, etc.

Questions regarding acceptable community service should be pre-approved by School Counselor or Home Room Teacher.

DEADLINES FOR COMPLETING COMMUNITY SERVICE HOURS

DUE DATE	HIGH SCHOOL	JR HIGH
SEP 30	4	2
NOV 30	6	3
FEB 15	6	3
APR 15	4	2

As an incentive, if students have met the November 30 deadline, they may use community service hours in December for 2nd semester, up to 4 hours for high school and 2 hours for junior high school.

Students may complete their required number of hours for 1st semester during the summer months prior to 1st semester.

Students who do not meet the deadlines will receive one full grade drop in the Bible class and may receive additional consequences. Students will need to make-up any hours not completed. Failure to complete community service hours prior to graduation may result in withholding the student's diploma.

Secondary Grading Scale & GPA Calculation

<u>FROM</u>	<u>TO</u>	<u>LETTER GRADE</u>	<u>ASSIGNED GPA</u>
<u>97%</u>	<u>100%</u>	<u>A+</u>	<u>4.2</u>
<u>94%</u>	<u>96%</u>	<u>A</u>	<u>4.0</u>
<u>90%</u>	<u>93%</u>	<u>A-</u>	<u>3.7</u>
<u>87%</u>	<u>89%</u>	<u>B+</u>	<u>3.3</u>
<u>84%</u>	<u>86%</u>	<u>B</u>	<u>3.0</u>
<u>80%</u>	<u>83%</u>	<u>B-</u>	<u>2.7</u>
<u>77%</u>	<u>79%</u>	<u>C+</u>	<u>2.3</u>
<u>74%</u>	<u>76%</u>	<u>C</u>	<u>2.0</u>
<u>70%</u>	<u>73%</u>	<u>C-</u>	<u>1.7</u>
<u>0%</u>	<u>69%</u>	<u>F</u>	<u>0.0</u>

**All classes are included in the GPA calculation, however, classes below 70% receive no credit.*

Dress Code

Secondary students are required to adhere to the dress code.

Bottoms

- **Gentlemen:** Long pants or shorts in solid navy blue or gray. Shorts must be Bermuda-length, golf-style (no more than 5 inches above the knee). No cargo shorts/pants.
- **Ladies:** Long pants in solid navy blue or gray. No cargo pants. Skirts in solid navy blue, gray, or plaid. Plaid print must be the designated colors and pattern available from Lands' End*. Skirt length may be no more than 5 inches above the knee. Tights or leggings in solid navy blue, white, black, or gray may be worn with skirts.

Tops

- Button-down collar dress shirt in white, light blue, or French blue (light blue and French blue available from Lands' End only*), long or short sleeves, with or without WCA approved logo.
- Polo shirts in solid Carolina blue, navy blue, or white, with or without WCA approved logo*. Long or short sleeves. No visible logos or brand names.
- T-shirts, long or short sleeves, in solid white, navy blue, gray, or black may be worn under shirts.

Shoes

- Closed-toe, dress shoes or sneakers, may be low or hi-tops. No booties or boots.
- Navy blue, black, gray, tan, or white. May be solid color or have any combination of these colors only. Shoelaces must be navy, black, gray, tan, or white. No other colors on shoes or laces are acceptable.

Outerwear in the Classroom

- Sweaters, WCA sweatshirts, zippered sweatshirts, and hoodies are allowed in the classroom, with or without a WCA crest. Hoods must be worn down when in the classroom. A school uniform top must be worn under all outerwear at all times.
- Solid navy blue or gray only. No visible logos, brand names, or other markings or images.

Hair and Makeup

- Hair should be neat, clean, well-groomed and not covering eyes.
- No unnatural hair colors.
- Ladies may wear minimal makeup that maintains a natural look.
- Gentlemen are not permitted to wear makeup.

Jewelry and Accessories

- Gentlemen are not allowed to wear earrings.
- Ladies may wear earrings. No more than one (1) earring per ear is permitted.
- Other body piercings or visible tattoos are not permitted.
- Watches, rings, bracelets, necklaces are permitted but are not the responsibility of the school if they are lost, stolen, or broken.
- Jewelry or accessories that are a distraction or spell out inappropriate things are not permitted.

Hats

- Hats are only permitted outdoors and cannot display any offensive language/logos.

Perfumes and Fragrances

- Use of perfumes, colognes, scented lotions, and any other fragrances are not permitted.

Note: WCA reserves the right to make the final decision in regard to dress. *If a student arrives at school dressed in violation of this dress code, or a student outgrows his/her approved uniform making it too short or tight, the student's parent(s) will be called to bring clothes for the student to change into or a uniform may be provided if available.*

Special Occasions

For special events where students are required to “dress-up,” the following guidelines will be followed:

Ladies:

- Dresses, skirts and blouses, dress pants and shirts may be worn.
 - The back of the dress, blouse, or shirt may not fall below a standard bra line.
 - The dress, blouse, or shirt should not expose excessive cleavage or the midriff. Lace, netting, tulle, or other transparent materials are not acceptable to cover these areas.
 - The length of the dress or skirt, or a slit in the dress or skirt, may be no more than 5 inches above the knee. Sheer or lace overlays do not count toward length.
 - Exceptionally tight-fitting dresses or skirts are unacceptable.

Gentlemen:

- Dress pants and dress shirt, with or without sports jacket; dress suit or tuxedo may be worn.
 - Shirts should be tucked in pants.
 - Neck or bow ties are optional.
 - No sandals, “Crocs,” or flip flops.

Friday Casual Dress Day

Jeans in good repair, with a polo shirt, T-shirt with no slogans or images, or button-down dress shirts; dress blouses with modest necklines, may be sleeveless (may not be racer-back) as long as undergarments are not visible during regular activity. Closed-toe shoes will be worn, no sandals or flip-flops. Modesty matters. Hats and hoods may not be worn indoors.

Physical Education (JH only)

Students should wear navy blue gym shorts, at least fingertip length, and loose-fitting solid grey T-shirt with or without WCA crest. Items are available through uniform vendor. 2 sets of PE clothes are recommended. Athletic shoes or closed-toe shoes are mandatory for P.E.

Appendix A

WCA Acceptable Technology Use Policy

for computer and internet use

Wickenburg Christian Academy (WCA) is pleased to offer students access to a computer network for access to electronic mail and the Internet. The Internet is a global network of computers that allows individuals to share information, send electronic letters, voice and video messages, pictures, and programs. Internet use enables teachers and students to bring a vast amount of resources and experts right into the school and the classroom. Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world.

With access to computers and people all over the world also comes availability of material that may not be considered to be of educational value in the context of the school setting or that is contrary to the educational vision of the school. WCA has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials. While the purposes of the school are to use Internet resources for constructive educational goals, student may find way to access other materials. We believe that the valuable information and interaction available on this worldwide network outweighs the possibility that users may procure material that is not consistent with our educational goals.

Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. WCA specifically denies any responsibility for the accuracy of information for any source. The user has the ultimate responsibility for how the Internet/Network is used and bears the risk of reliance on the information obtained.

Students are held responsible for appropriate behavior on the school's computer network just as they are in a classroom or on the sports fields. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with the school's standards and the specific rules set forth in the Student Handbook.

The use of the network is a privilege, not a right. WCA reserves the right to revoke these privileges if required in the best interest of the school, students and staff.

Upon entry into the school community, all students and staff will go over and sign the AUP agreement, thereby indicating their commitment to the standards it expresses.

What are the rules?

- **Privacy** – Network storage areas may be treated like school lockers. Network teachers and/or head of schools may review communications to maintain system integrity. This will insure that students are using the system responsibly.
- **Storage** – Users may save their work in an online storage folder or network, including but not limited to Google docs, etc., or on a school computer. Students are responsible for appropriate storage and backup of their data.
- **Vandalism** – Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user locally or connected to WCA via Internet. This includes,

but is not limited to, the uploading or creation of computer viruses. Vandalism will result in cancellation of privileges.

- **Inappropriate materials or language** – No profane, abusive, disrespectful, or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is to never view, send, or access materials of which you would not want your teachers and parents to see. Should students encounter such material by accident, they should back out of the site and report the occurrence to their teacher immediately. Students who become aware of other students who encounter inappropriate sites are required to notify the teacher immediately.
- **Social Networking** – Students at WCA may not use the school network to access social networking sites for personal use. Express and limited permission is required from staff when using for specific school activities.

Guidelines for acceptable use of network privileges at school

Staff and students using the Internet are representing the school. They are responsible for ensuring that the Internet is used in an effective, ethical, and lawful manner.

Examples of acceptable use are:

- Using Web browsers and the school's network to obtain information from Websites that conform to this policy.
- Accessing databases for information as needed.
- Using email for school-related activities only.
- Using the school's network to promote the exchange of information to further education and research that is consistent with the mission of the school.
- Using the network/Internet in a manner which respects rights and property of others.
- Keeping all accounts and passwords confidential and inaccessible to other students.
- Showing responsibility by making backup copies of material critical to you.
- Showing responsibility by taking precautions to prevent viruses when possible.
- Upon receipt of an attachment, checking to make sure it is from a known source.
- Backing out of an accidentally encountered site that contains materials that violate the rules of acceptable use, and notifying a teacher or supervising adult of the occurrence immediately.

Examples of unacceptable use are:

- Use of the Internet for purposes that are illegal, unethical, harmful to the school, or nonproductive.
- Sending or forwarding chain email, i.e., messages containing instructions to forward the message to others.

- Broadcasting email, i.e., sending the same message to more than 10 recipients or more than one distribution list.
- Conducting personal business using school resources.
- Transmitting any content that is offensive, objectionable, harassing, or fraudulent.
- Using inappropriate language: do not swear, use vulgarities or sexual innuendos.
- Using programs that infiltrate a computing system and/or damage the software components is prohibited.
- Doing harm to other people or their work.
- Doing damage to the computer or network in any way.
- Interfering with the operation of the network by installing illegal software, shareware, or freeware.
- Plagiarizing and violation of copyright laws.
- Sharing your passwords with another person. Doing so could compromise the security of your files.
- Wasting limited resources such as disk space, band-width, or printing capacity.
- Trespassing in another's folders, work, or files.
- Removing or copying software from the computer lab or other school resources.
- Giving out personal information such as your home address or telephone number. Use the school's address instead, but not the school's phone number.
- Downloading software, programs, or apps from the Internet without specific authorization from the IT manager.
- Viewing, sending, or displaying offensive messages or pictures.
- Accessing sites that contain pornography; that spread hatred; that promote discrimination; that give instruction for acts of terrorism, harassment, murder, suicide, or other illegal activity.

Monitoring

All messages created, sent, or retrieved over the school's network are the property of the school and may be regarded as public information. WCA reserves the right to access the contents of any message sent over its facilities if the school believes, in its sole judgment, that it has a need to do so.

All communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. This means, don't put anything into your email messages that you wouldn't want to see on the front page of a newspaper or be required to explain in a court of law.

Violations of these guidelines may result in disciplinary action in accordance with regular school policy. The disciplinary action will take into account the type and severity of the violation, whether it causes any liability or loss to the school, and/or whether the action is a repeat violation.

Due to fast-paced changing technologies, WCA reserves the right to update the AUP as required.

Parent/Guardian Acceptable Use Policy Agreement

SAMPLE ONLY

Name of Student _____

Grade _____ School Year _____

We have read the Wickenburg Christian Academy (WCA) Acceptable Use Policy and agree to its terms.

We understand that WCA does not allow WCA staff or students to transmit or receive any electronic content that is illicit, unsavory, abusive, pornographic, discriminatory, harassing, or disrespectful.

We also understand that WCA cannot guarantee that all students participating in school activities will abide by the Policy's terms. However, we realize that WCA will seek to enforce the Policy's terms to the best of its ability.

Students are not allowed to use cell phones or electronic devices, except for specific academic purposes, during school hours or during regular school activities (practices, clubs, etc.). Specific parameters for use during travel to events may be allowed, to be determined on a case by case basis.

WCA students in grades 7-12 will be assigned a school email address to be used to correspond with teachers. This email will also serve as a login credential for Moodle and other official school activities. WCA Administration reserves the right to monitor, close, freeze, or otherwise manage the email account, including passwords.

Parent/Guardian Signature

Print Name

Teacher's Signature

DO NOT SIGN

This completed form will be kept by the school in the student's file and a copy will be sent to his/her parent or guardian.

Appendix B

Primary Dress Code Examples

*Please note, the photos below are sample photos only.
Please see dress code guidelines for complete list of colors and styles available.*

Boys:



Girls:



P.E.:



Secondary Dress Code Examples

*Please note, the photos below are sample photos only.
Please see dress code guidelines for complete list of colors and styles available.*

Ladies:



Men:



P.E.:



Appendix C

Sports Participation Forms General (volleyball, basketball, track, swim, etc.)

SAMPLE ONLY

Participation Guidelines for WCA Sports Programs

The sports programs at WCA are designed to develop Christ-like character in our student athletes. Submission to authority, encouragement of teammates and opponents, quiet spirit, personal reliance on the Lord, forgiveness, joyfulness, kindness, holiness, thankfulness, peacefulness and love for Christ are the qualities we ask every athlete to strive to achieve.

Good sportsmanship is a must! All athletes are expected to respect other athletes, coaches and officials at all times. Athletes must be coachable by displaying a willingness to accept praise and correction with the proper attitude. Unacceptable conduct will be addressed from a biblical standard and coaches will work with the student to bring about Christ like character as described above. (2 Tim. 2:15).

Athletes may lose eligibility for participation if any of the following occur:
(Athletes must initial the following four eligibility criteria.)

_____ Academic eligibility: Athletes are eligible if they are earning a passing grade (70%) or higher in each course. Attitude and effort will be considerations that are averaged into the grade. Student athletes will remain ineligible until a passing grade is achieved or a conference with teacher and head of school occurs. Ineligibility for incomplete assignments will be at the discretion of the teacher. Homeschool students will be required to provide proof of eligibility prior to games and competition registration.

_____ Behavior – Inappropriate behavior at school or during a sports event may result in a student becoming ineligible. The school head of school or coach may suspend athletes from athletic participation for violations of school disciplinary codes. The head of school will be notified of behavior infractions and ineligibility will be at their discretion. An athlete serving detention after school will complete that detention before reporting to practice or to a game.

_____ Unexcused absences and tardies – Student athletes are expected to have consistent and prompt attendance at school, practices and games. Exceptions to this rule include doctor and dental appointments, and absences that have the head of school’s prior approval.

_____ Uniforms will be issued to every participant. **Uniforms are only to be worn during games.** At the end of each sport season, uniforms will be returned laundered or a \$45.00 fee per item will be charged if uniforms are lost or soiled.

The reinstatement of an ineligible student will be determined and approved by the W.C.A. Head of school after conferring with athlete, teacher and parent when appropriate.

Wickenburg Christian Academy Parental Consent and Emergency Medical Treatment Waiver Form

I give my consent for _____ to participate in the Wickenburg Christian Academy Athletics Program. I authorize the school to obtain, through a physician of its own choice, any emergency medical care that may become necessary for my child in the course of such activities or travel. I understand that such activities involve the potential for catastrophic injury, or even death, which is inherent in all Athletics activities. I indemnify and save Wickenburg Christian Academy, its employees, and agents, harmless from any liability or medical payment resulting from my child participating in this activity or travel. I understand that in the case of injury the student's own insurance is the primary insurance carrier.

Parent/Guardian signature: _____

Parent/Guardian printed name: _____

Contact Number: _____

Date: _____

In Case of emergency please notify (to be notified after parent/guardian above is necessary):

Name: _____

Phone: _____

Please list any medical conditions that we should be aware of below:

Please list any allergies below:

Archery

Wickenburg Christian Academy

SAMPLE ONLY

Participation Guidelines for WCA Archery Program

The sports programs at WCA are designed to develop Christ-like character in our student athletes. Submission to authority, encouragement of teammates and opponents, quiet spirit, personal reliance on the Lord, forgiveness, joyfulness, kindness, holiness, thankfulness, peacefulness and love for Christ are the qualities we ask every athlete to strive to achieve.

Good sportsmanship is a must! All athletes are expected to respect other athletes, coaches and officials at all times. Athletes must be coachable by displaying a willingness to accept praise and correction with the proper attitude. Unacceptable conduct will be addressed from a biblical standard and coaches will work with the student to bring about Christ like character as described above. (2 Tim. 2:15).

Athletes may lose eligibility for participation if any of the following occur:
(Athletes must initial the following four eligibility criteria.)

- _____ Academic eligibility: Athletes are eligible if they are earning a passing grade (70%) or higher in each course. Attitude and effort will be consideration averaged into the grade. Student athletes will remain ineligible until a passing grade is achieved or a conference with teacher and head of school occurs. Incomplete assignments will be at the discretion of the teacher. Homeschool students will be required to provide proof of eligibility prior to games and competition registration.

- _____ Behavior – Inappropriate behavior at school or during a sports event may result in a student becoming ineligible. The school head of school or coach may suspend athletes for athletic participation for violations of school disciplinary codes. The head of school will be notified of behavior infractions and ineligibility will be at their discretion. An athlete serving detention after school will complete that detention before reporting to practice or to a game.

- _____ Unexcused absences and tardies – Student athletes are expected to have consistent and prompt attendance at school, practices and games. Attendance at practice the week of a shoot is required in order to compete at the shoot. Exceptions to this rule include doctor and dental appointments and absences that have the head of school's prior approval.

The reinstatement of an ineligible student will be determined and approved by the W.C.A. Head of school after conferring with athlete, teacher and parent when appropriate.

- _____ Archery uniform Shirts will be worn with jeans (in good condition), with closed-toe shoes.

Additional Information for Archery participants (Parents please initial):

- _____ NASP guidelines recommend that students be accompanied to shoots by a parent whenever possible.
- _____ Only BAI certified instructors may serve as coaches for students at NASP shoots. (Parents may not coach their children if not certified instructors.)
- _____ Students must follow all safety rules, and directions of all instructors at all times. Any infractions will result in loss of shooting opportunities. Repeated infractions will result in removal from the club.

_____ Damage to equipment due to careless or malicious behavior, or to failure to use proper procedures will result in the parent being charged to replace the equipment.

Wickenburg Christian Academy Parental Consent and Emergency Medical Treatment Waiver Form

I give my consent for _____ to participate in the Wickenburg Christian Academy Athletics Program. I authorize the school to obtain, through a physician of its own choice, any emergency medical care that may become necessary for my child in the course of such activities or travel. I understand that such activities involve the potential for catastrophic injury, or even death, which is inherent in all Athletics activities. I indemnify and save Wickenburg Christian Academy, its employees, and agents, harmless from any liability or medical payment resulting from my child participating in this activity or travel. I understand that in the case of injury the student's own insurance is the primary insurance carrier.

Parent/Guardian signature: _____

Parent/Guardian printed name: _____

Contact Number: _____

Date: _____

In Case of emergency please notify (to be notified after parent/guardian above is necessary):

Name: _____

Phone: _____

Please list any medical conditions that we should be aware of below:

Please list any allergies below:

Appendix D

Pre-Kindergarten Students Kindergarten Entrance Standards and Expectations

Wickenburg Christian Academy

As Wickenburg Christian Academy students enter Kindergarten each August, whether from preschool, homeschool, or other, it is expected that they be able to perform the following activities to general satisfaction. **Individual exceptions would be open to evaluation and discussion.**

Age:

- Student will be five years of age by Sept. 1st as evidenced by birth certificate.

Fine Motor:

- Able to correctly hold (using a standard grip) and use a pencil
- Able to trace straight lines
- Able to color within the lines of a picture (no scribbling)
- Able to write their name legibly in all capital letters
- Able to copy a few words from a model in front of them
- Able to write most, if not all, letters of the alphabet
- Able to correctly hold and use scissors
- Able to cut on a straight or slightly curved line
- Able to paste/glue after cutting

Gross Motor:

- Run
- Skip
- Kick a stationary ball
- Throw a ball from a stationary position

Basic Recognition:

- All letters of the alphabet, not necessarily in order
- Numbers 1 to 10, not necessarily in order
- Basic colors: black, green, red, yellow, blue, orange, purple, and brown

Phonemic Awareness:

- recognize beginning sounds of a word
- recognize rhyming words
- recognize consonant blends
- able to match sounds with letters

Math and Number Awareness:

- recognize written numbers 1 to 10
- write numerals correctly
- comprehend one-to-one correspondence (5 objects)
- able to count orally from 1 to 10
- recognize and continue simple patterns (ABAB – apple banana apple banana)
- sort objects by color, shape, and size

Visual Discrimination:

- Observe and understand science demonstrations and experiments

Body Image:

- Understands the symmetry of the body and its image; for example that arms and legs extend from the torso and not from the head

Auditory Processing:

- Follow a two-step command

Behavioral Awareness:

- Able to sit quietly for 20 to 30 minutes for lesson
- Able to wait for teacher or help without crying
- Able to transition without disruption or incident

Appendix E

WCA Honor Roll

Inspire. Instruct. Encourage. GRASP your God-given potential.

What is an honor roll? What achievements should a Christian school honor? Should we honor academic achievement while ignoring character development? In Ephesians 4:17 we're commanded, "No longer live as the Gentiles do, in the futility of their thinking." How do the Gentiles (unbelievers) handle honor rolls? They base them on totally external and one-sided measurement of grades alone.

But, the Lord gives us a different standard for showing honor: "...Those who honor me, I will honor..." (I Samuel 2:30) and: "...You accept honor from one another, yet make no effort to obtain the honor that comes from the only God?" (John 5:44). The implication of this work is that we should honor what and whom God honors, but withhold honor where it is not due.

Two of our key strategic priorities are as follows:

- Enhance a Christ-centered culture and community within WCA
- Intentional cultivation of Christ-like character

If we're going to teach the need for development of Christian character, then we must include it in the evaluation for being placed on honor roll.

I Corinthians 3:10-15 talks not about the QUANTITY of what a person does, but about the QUALITY of what HE BECOMES. The requirement, then, for being on the honor roll should be a BALANCED EXCELLENCE in both academic achievement and in character development.

The areas and levels of character that will be considered are based on the **Expected Student Outcomes** (*see below*).

Levels:

- Outstanding** (consistently excels)
- Above Average** (frequently excels)
- Average** (sometimes excels)
- Below Average** (seldom excels)
- Poor** (never excels)

WICKENBURG CHRISTIAN ACADEMY

Expected Student Outcomes

*"For I am the Lord your God, who grasps your right hand.
Who says to you, 'Do not fear, I will help you'" – Isaiah 41:13*

*"Whatever you do, grasp your work heartily, as for the Lord rather than for men...
It is the Lord Christ whom you serve." – Colossians 3:23-24*



G Gratitude

Love and appreciation for God, His Word, and His creation.

Evidenced by:

- An attitude of gratitude
- Dependence on God in all circumstances
- Honest assessment of one's own strengths and weaknesses

R Respect

Honor and support in speech, behavior, and attitude toward everything.

Evidenced by:

- Cooperation and courteousness with other students, teachers, and staff
- Christ-like love for friends, neighbors, and enemies
- A teachable spirit

A Achievement

Commitment and determination to take pride in hard work and deliver the best results possible, as preparation to face hardships that may lie ahead.

Evidenced by:

- Courage and eagerness to attempt a difficult problem or project
- Interest and engagement in the learning process
- The nerve to say no to negative peer pressure

S Servanthood

Unselfish concern for others over self and submission to duly constituted authority.

Evidenced by:

- Habits of kindness, helpfulness, and generosity toward others
- Attitude of joy and patience for and with others
- Inspiring others toward love and good deeds

P Personal Responsibility

Doing the right things in word or action, regardless of who is or is not watching.

Evidenced by:

- Dependability and preparedness for the work at hand
- Good time management and meeting daily goals, duties, and responsibilities
- Orderliness and cleanliness
- Working individually and asking for help when needed

Area & Level	Points
Gratitude: Love and appreciation for God, His Word, and His creation; dependence on God in all circumstances; attitude of gratitude; honest assessment of one's strengths and weaknesses.	
Outstanding: Consistently* expresses thankfulness in word and action	16--20
Above Average: Frequently* expresses thankfulness in word and action	11--15
Average: Sometimes* expresses thankfulness in word and action	6--10
Below Average: Frequently complains and expresses negativity in word and action	1--5
Poor: Complains, rude, impolite, surly	0
Respect: Honor and support in speech, behavior, & attitudes toward everything and everyone; cooperation with and thoughtfulness of other students; polite, courteous, exhibits a teachable spirit.	
Outstanding: Consistently* supports and honors others	16--20
Above Average: Frequently* supports and honors others	11--15
Average: Sometimes* supports and honors others	6--10
Below Average: Some problems in relationships	1--5
Poor: Rebellious, defiant, disagreeable, argumentative	0
Achievement: Commitment to take pride in hard work and deliver the best results possible; courage and eagerness to attempt difficult problems and projects, interest and engagement in the learning process; the nerve to say no to negative peer pressure.	
Outstanding: Consistently* gives best effort, is engaged and eager to learn	16--20
Above Average: Frequently* gives best effort, is engaged and eager to learn	11--15
Average: Sometimes* gives best effort, is engaged and eager to learn	6--10
Below Average: Content with mediocrity, lacks eagerness to learn	1--5
Poor: No evidence of effort, not engaged in learning	0
Servanthood: The habit of demonstrating helpfulness, kindness and encouragement to others without expectation of reward or recognition. (Humility, courage, generosity, joy, patience, inspire)	
Outstanding: Consistently* demonstrates a selfless attitude by putting others first	16--20
Above Average: Frequently* demonstrates a selfless attitude by putting others first	11--15
Average: Sometimes* demonstrates a selfless attitude by putting others first	6--10
Below Average: Frequently puts self ahead of others in attitude and action	1--5
Poor: Always puts self ahead of others in attitude and action	0
Responsibility: The habit of demonstrating dependability, preparedness, and integrity in performance of tasks and in relationships. (On time to class, prepared for class, meets daily goals, homework on time and complete, attempts assigned work individually before asking for help, good time management, fulfills roles in groups or with partners (does fair share of the work).	
Outstanding: Consistently* demonstrates integrity in tasks and relationships	16--20
Above Average: Frequently* demonstrates integrity in tasks and relationships	11--15
Average: Sometimes* demonstrates integrity in tasks and relationships	6--10
Below Average: Frequently unprepared, work incomplete, relies heavily on others in group work	1--5
Poor: Lacks integrity in tasks and relationships	0
*Consistently= on average these traits are observed daily; Frequently= on average observed 3 days/week Sometimes= on average these traits are observed 1 day/week	
Qualification: Honor Roll: 75-89 accumulated points, Principal's Honor Roll: 90-100 accumulated points	