



Waller Christian Academy

Student Handbook  
2017-2018

“Train up a child in the way he should go and when he is old, he will not depart from it.” Proverbs 22:6

# Waller Christian Academy

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[www.wallerchristianacademy.com](http://www.wallerchristianacademy.com)

Member of ACSI (Association of Christian Schools International)

Seeking Accreditation with TAAPS (Texas Alliance of Accredited Private Schools)

Serving students Pre-K (3 year old) – 9<sup>th</sup> Grade

Waller Christian Academy admits students of any race, color, national and ethnic origin with all rights, privileges, programs, and activities generally accorded to students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its policies or programs.

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## **MISSION STATEMENT:**

The mission of Waller Christian Academy is to provide superior, Christian education consistent with Biblical principles. A dedicated, professional faculty presents God as the source of all life and truth. Within a secure, loving environment, students will discover their individual gifts and develop spiritually, socially and intellectually. We strongly believe that the union of our school, its families and their churches will equip our students for a life pursuing excellence and integrity under the Lordship of Christ.

## **VISION STATEMENT:**

Transforming hearts.

Engaging minds.

Living Truth.

## **CORE VALUES:**

WCA has developed the following core values to provide a firm foundation for our school.

- Christian administration and faculty model Christ in teaching and leading.
- All programs, academic, sports and extracurricular activities exhibit Christ-centered leadership.
- High academic standards are maintained with evaluations.
- The curriculum and other programs are focused on excellence.
- The environment is loving, supportive, nurturing for children, families and staff.
- The process of the integration of faith and learning in all academic disciplines is maintained.
- Organizational practices such as business, development, marketing, personnel and government are all Christ-centered.
- The teaching of the Bible as a core subject is essential to the academic curriculum.
- Professional development and resources are vital for growth of the school.
- The teaching/learning process at WCA reflects a Christ-like sensitivity.
- Students learn how to process information in the context of a Biblical Christian world view.

## **STATEMENT OF FAITH:**

Waller Christian Academy is a Christian school whose roots come from the rich belief that Jesus is the way, the truth and the life. While we are accepting of all Christian disciplines, this theological understanding still guides our core beliefs. Chief among these beliefs are: the bible as our guiding authority, the atoning death and resurrection of Jesus Christ for our sins, and the work of the Holy Spirit to call us to faith, to service and to sustain us in Christ.

We believe:

- In one God, eternally existent in three Persons: Father, Son and Holy Spirit.
- God became incarnate in Jesus Christ and that all of our hope centers on the person and work of Jesus, who was fully God and fully man.
- Jesus is God. We believe in His virgin birth, His sinless life, His miracles, His death on the cross to pay the penalty of our sin, His resurrection, His ascension to Heaven, and His future return in power and glory to judge both his followers and non-believers.
- In the present ministry of the Holy Spirit who enables Christians to live godly lives.
- That the Bible is the inarguable and authoritative Word of God and the guiding authority for salvation and faithful living.
- In the necessity of obedience to the Word of God.
- That Jesus Christ is the head of the Church.
- That in Christ, there is unity of all followers.
- In the Sovereignty of God over all creation.
- In the faithful Stewardship of God's creation.
- That our chief purpose in life is to glorify God and enjoy Him forever.

## **PHILOSOPHY OF EDUCATION:**

We recognize that God has given different abilities to each student. We want each student to work to capacity, motivated by a heartfelt love for Christ.

On the spiritual level, we desire to assist the family in maturing the young person. This goal is the reason for our school's existence and is met by Bible class, a biblically based curriculum and theological training for the staff.

Our staff intellectually challenges the students through Christian and secular curriculum. We include art, music, PE/Athletics and technology integration. We use national achievement tests to chart the progress of the students. We hire Christian teachers who:

- Emphasize the worth of each student as a unique creation of God.
- Openly share the love of Christ with students.
- Encourage students to respect, love and obey their parents.
- Attempt to inspire loyalty and respect for the church.
- Attempt to inspire love for the country and respect for authority.
- Equip students with solid academic skills.

Social opportunities are provided through intramural participation in art fairs, academic competitions, science fairs, sports events, and whenever possible, WCA combines with like minded schools. These opportunities are just a few of the many ways our students develop leadership skills.

It is our intent to enroll students who believe in Christ and have parents who are also believers.

Waller Christian Academy admits students of any race, color, national and ethnic origin with all rights, privileges, programs, and activities generally accorded to students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its policies or programs.

## **ADMISSIONS/ENROLLMENT**

Our desire is to provide your child with the best Christian education possible. We believe that children should be nurtured, helped to grow in Christian character and be well equipped in regards to academics including readiness for Kindergarten. As the home, church and school work together, this process can be enhanced and enriched. In order to do that, we need to form a partnership with families who agree with the WCA Core Values and who desire a distinct Christian education for their children.

### **ADMISSIONS:**

Waller Christian Academy is operated on a non-discriminatory basis, and no child shall be excluded from admission based on race, color or national origin. We do reserve the right to screen applicants on the basis of religious preference. At least one parent of each student must be a professing Christian and involved in a local church.

Applications for enrollment are available online via the school website. There is a non refundable application fee of \$100 due when the application is submitted. Once an application and the necessary forms have been received and reviewed, a family interview is scheduled.

Final decision for acceptance happens after the Family Interview. All decisions will be consistent with our non-discriminatory policy and made by the Admissions Committee which is comprised of Faculty/Staff, Administration, Head of School and Board Members.

Students with minor medical/learning needs may be admitted but that decision is solely up to the Admissions Committee.

Our educational program is designed with academic rigor in our mainstream classroom environment and may not be able to serve those students with some special needs or learning disabilities that cannot be adequately met by the WCA staff.

WCA reserved the right to refuse admittance of any applicant for any undisclosed reason.

## **APPLICANT REQUIREMENTS:**

Preschool applicants must be three years old on or before September 1<sup>st</sup> of the year the child is beginning school. Children in Pre-K are expected to be potty-trained. No diapers or pull-ups will be admitted. All accidents will be documented and kept on file. Three accidents in a thirty day period is considered not potty-trained and will be dealt with on an individual basis as per the Head of School. If a child has a bowel movement accident, they will be taken to the Nurse's office and you will be required to come to the school to clean and change your child.

Kindergarten applicants must be five years old on or before September 1<sup>st</sup> of the year the child is beginning Kindergarten and be developmentally ready to enter Kindergarten as determined by testing, if requested by WCA Administration.

## **APPLICATION PROCEDURE:**

- Parents will schedule a tour of the school and complete an online New Student Application and pay the \$100 non refundable application fee. This can be done at [www.wallerchristianacademy.com](http://www.wallerchristianacademy.com)
- Once the Application is complete and reviewed a Family Interview is scheduled.
- Once the Family Interview is conducted it will be determined if the student has been accepted to Waller Christian Academy.
- Once accepted the New Student Registration Packet will be sent via email to be completed.

## **REGISTRATION:**

- Registration forms must be completed and fees paid within 10 business days in order to guarantee the spot. A student will not be allowed to attend class until all paperwork is complete, records received and fees paid.

## **RETURNING STUDENT REGISTRATION:**

Parents will be notified via email and newsletters of registration dates and procedures for returning students. A student returning after an absence of one year or longer must reapply and will be classified as a new student. Returning students to Waller Christian Academy will be reviewed on the basis of behavior, academic progress and financial standing. Students who are not readmitted to WCA will be notified in writing. Low grade, lack of interest, violation of rules, inappropriate behaviors etc, are some of the reasons for not being readmitted. Teacher input will be weighed very heavily in

determining readmission. All accounts must be kept current. WCA will hold all transcripts and report cards until all accounts are current and will not re-enroll a student with a balance from a previous year.

**STUDENTS WILL NOT BE ALLOWED TO RE-ENROLL OR BEGIN THE NEW SCHOOL YEAR WITH AN OUTSTANDING BALANCE FROM THE PREVIOUS YEAR OR FROM THE SUPPLEMENTAL PROGRAMS.**

Any outstanding monies, fees, paperwork and/or materials (including textbooks, library books, uniforms etc.) must be turned into the Business Office before a student will be allowed to start school.

**STUDENT WITHDRAWAL PROCEDURE:**

The following procedures should be followed when a student withdraws from Waller Christian Academy.

- Notify the Admissions Office in writing of the exact date of withdrawal as soon as possible. Please include the reason for withdrawing and forwarding address, phone number and email of the next school the student will be attending.
- All textbooks, library books and uniforms that belong to WCA need to be returned.
- All tuition payments and fees must be current. No records can be released until this step is completed.
- There are NO refunds on application or registration fees if you withdraw early from the school year.

**TUITION:**

It is our intent at Waller Christian Academy to provide your child(ren) with the best possible education. We are supported completely by tuition and voluntary contributions.

Tuition payments will be handled through FACTS tuition management using a bank account (ACH) or credit card (3.75% fee). Families have several options to choose from to pay tuition:

- Pay entire years tuition before the first day of school
- Making 2 semester payments on August 1<sup>st</sup> and January 1<sup>st</sup>
- Making 3-12 monthly payments

All tuition payments are handled online based on the way your tuition plan schedule is set up through FACTS.

Accounts not paid by the 10<sup>th</sup> will incur a finance charge of 20%.

If a tuition payment is delinquent by more than 60 days, the student will not be allowed to attend the program. Once full payment is made, the child may again attend. WCA will hold all report cards and transcripts until all accounts are current regardless of the amount due.

### **EXPENSES:**

Invoices printed in the Business Office for extra-curricular activities, after school child care etc. will be sent via email no later than the 25<sup>th</sup> of the month. Payment is due on the 1<sup>st</sup> day of the following month in the form of cash, check or credit card. Payment can be dropped off in the front office during business hours.

### **RETURNED CHECK FEES:**

WCA charges \$25.00 for each returned check or payment. Anytime a returned check is received, cash or a cashier's check/money order in the amount of the returned check plus the \$25.00 returned check fee is required within 10 business days. Failure to do so may result in the student being required to withdraw from a program or school until the required payment is made in full. WCA will hold all report cards and transcripts until all accounts are current.

### **FINANCIAL AID:**

Applications for Financial Aid are available through FACTS Grant and Aid online. Applications are open January 1<sup>st</sup> – May 1<sup>st</sup> for the next school year.

Funds for financial assistance are limited and disbursed based on financial need and are first come, first serve.

### **REFUNDS:**

There are no refunds on application or registration fees. They are non-transferable from one student to another or from one school year to another.

Tuition is non-transferable from one student to another or from one school year to another. Tuition is non-refundable unless one of the following criteria applies:

- If withdrawal occurs before the first day of school, there will be a 90% refund of tuition monies paid.
- After the first day of school, partial refund will be given for the following reasons:
  1. Medical withdrawal of the student for any physical disability certified to and treated by a legally qualified medical practitioner.
  2. Job related transfer of parent or guardian beyond a 30 mile radius of the City of Waller. Documentation of transfer is required.
- No refund will be given if monies are owed on any other account. The amount owed must be paid first or it will be deducted from the refund due.
- When a student withdraws from WCA a letter of explanation is required.

#### **RECORD CHANGES:**

It is the responsibility of the parent or guardian to notify the Admission office of any changes: name, address, phone numbers (home/cell), email address, or student's medical condition.

#### **LOST OR DAMAGED PROPERTY:**

Families must pay in full for any property (books, furniture, fixtures etc.) which a student loses or damages. To receive a refund of monies paid for a lost textbook, the book must be returned in good condition within 30 days after the last day of school in the current school year. Students must pay for any WCA property stolen from them while in their possession. WCA will not be responsible for lost or stolen articles belonging to a student.

## **PROGRAMS**

WCA begins each morning with the Pledge to the American flag, Texas flag, Christian flag and Holy Bible. We end our pledges with a moment of prayer to start our day.

### **CHAPEL**

Chapel is held regularly with programs designed to help meet the spiritual needs of students. These programs include prayer, praise and worship music, special guests and a regular teaching time.

### **PATRIOTISM**

Patriotism by definition is the love and loyal support a person shows his/her country with an attachment to that country's land and people, admiration for its customs and traditions, and devotion to its well-being. Our school endeavors to develop patriotism in order to create an appreciation for the common memories, hopes and traditions of our country. This is achieved through the reciting of the Pledge of Allegiance at assemblies and the recognition of patriotic holidays and events.

### **FAMILY SERVICE VOLUNTEER HOURS:**

In the spirit of WCA and parents forming a true partnership is your child's education, and in order to keep staffing costs at a reasonable level, it is WCA's policy that each family at WCA is required to serve a minimum of 20 hours during each school year, regardless of the number of students enrolled. You have several opportunities throughout the year to help in classrooms, on field trips, at special events and more to obtain your hours by May 1<sup>st</sup>. If you choose not to complete or are unable to complete your hours, parents agree to pay an "opt-out" fee of \$1000.00. This may be billed by April 1<sup>st</sup> if no effort has been made to fulfill hours to this point.

We request that parents who help in the classroom or on field trips dress modestly and in accordance with WCA's dress code standards.

WCA takes the security and safety of its students very seriously. Any volunteer on campus during normal school hours, after school hours or off campus for a WCA sponsored school event and will be working with or around students must have a current background check on file. Any chaperone/driver on field trips or off campus WCA sponsored events must also have a current background check on file.

In order to be a driver on a field trip, in addition to a background check a copy of your driver's license and a current proof of insurance must be on file in the WCA front office.

*WCA has 2 options for obtaining your background check:*

- **OPTION #1 = PREFERRED OPTION:** You can get a FAST pass fingerprint background check which is a one-time check that will remain on file while your student is enrolled at WCA. This is done at an approved facility and requires an appointment and takes several days for them to process. The fee is around \$40.
- **OPTION #2 = ACCEPTABLE OPTION:** You can set up a background check account with the front office for \$20.00, then before each field trip or event on campus in which you'll be working with or around students a background check will be performed. **This will only be good for up to 5 field trips or volunteering events on/off campus.**

**Without a background check on file for a field trip or WCA sponsored event you are not considered a chaperone and therefore cannot earn service hours toward your 20 hour family commitment.**

Parents are encouraged to participate in their child's education experiences here at WCA. However, if that participation reaches a point of interfering with the educational process the parent will be notified.

### **TEACHER CONFERENCES:**

Teachers welcome conferences with parents who request them. Feel free to contact the teacher to set up a conference or the front office.

A parent's misconduct toward or about WCA faculty or staff may result in a required withdrawal of one's student and does not negate the contractual obligation to pay tuition and fees.

### **AFTER SCHOOL CARE:**

After school care is offered at an additional fee of \$45 per week. After school care begins at 3:30 p.m. and ends promptly at 5:30 p.m. On early release days there will be no after school care.

## **TUTORING:**

After school tutoring is available for students in Kindergarten through 9<sup>th</sup> grade and is scheduled by the parent directly with the teacher.

## **DISCIPLINE**

Waller Christian Academy believes that each student has the responsibility to act in accordance with the policies and rules that we have established. We expect each student to put into practice those things that have been taught in the classroom about Christian character and behavior.

The school's discipline policies include instruction, correction, punishment and rewards. All of these elements are Biblical principles and a balance between punishment and reward is essential.

Discipline at WCA will be fair and not excessive. It will be firm and consistent, but tempered with love and will always be administered with a positive attitude toward the student and their best interest at heart. Corporal Punishment WILL NOT be administered but any severe student behavior will result in parent involvement. There will be consequences with the behavior being resolved by the parents, student(s) and school staff.

Behavior Management Forms are issued for serious or repeated offenses. Students are sent to the office to meet with the Head of School and during this time it is determined if their behavior requires a parent phone call or conference. Consequences include, but are not limited to: Loss of Privilege, Detention, In-School Suspension, Out of School Suspension, Restitution, Behavior Plan or other consequences.

Repeated offenses will result in a parent conference and at that time it may result in a suspension depending on the severity of the offense.

## **CHEATING**

Cheating will not be tolerated at Waller Christian Academy. If a student cannot pass without cheating he/she does not belong at WCA. Students caught cheating will be punished as follows, regardless of whether the cheating is on a quiz, major exam, homework or class work. Knowingly giving information or answers carries the same penalty as copying or taking answers.

- First offense – Student receives a zero and parent is notified.
- Second offense – Student receives a zero, parent is notified and student is suspended for 1 day.

## **BULLYING**

Bullying will not be tolerated at Waller Christian Academy. This includes cyber or other electronic device bullying or harassment. Depending on the severity of the bullying, consequences can range from counseling to lunch detention, morning detention or suspension.

## **LUNCH STANDARDS:**

While in the lunch area all students should:

- Talk in low voices and only to immediate neighbors.
- Always clean up their lunch trash after eating.
- Sit at assigned tables until excused.
- Not throw food, paper or other objects.

## **RESTROOM STANDARDS:**

All students are expected to:

- Keep restrooms clean and quiet.
- Never play in the restroom.
- Go directly to and from the restrooms when dismissed from class.
- Respect other's privacy.
- Wash hands.

## **OFF CAMPUS STANDARDS:**

Whenever on field trips or other school activities/athletics event that take place off the WCA campus, students are expected to be on their best behavior as they represent our school and the Lord. The students are expected to dress according to the dress code unless otherwise instructed. Misbehavior, disrespect or wandering off from the group are serious offenses and will be handled appropriately by the Head of School.

*Waller Christian Academy assumes no responsibility for student injury claims during school activities.*

## **STUDENT SEARCHES:**

The administration of WCA reserves the right to search students' personal possessions, including but not limited to: backpacks, purses, electronic devices, lockers and desks if the need arises.

## **CELL PHONES/ELECTRONICS:**

Personal laptops are allowed at school for educational purposes only. Students may not use radios, CD players, iPods, hand held games, portable DVD players, cell phones or other audio/visual devices during school hours unless specific permission has been granted by the teacher and/or Head of School. These devices will be taken away from the student if used without permission.

Cell phones are not allowed during school hours. All cell phones must be turned off and in the student's backpack during school hours. Any cell phone that is taken away during school hours is given to the Head of School and the parent will need to see him to get the phone back.

- First offense – 1 day confiscation and \$15 fine
- Second offense – 1 day confiscation and \$30 fine

## **DISMISSAL OF STUDENTS**

Waller Christian Academy desires to meet the needs of each student enrolled. However, in some situations, the school may find the need to place limitation on the time, energy and attention any one child requires, when this attention hinders the progress of the other students in the classroom or school. Therefore, to preserve the quality of education and environment desired by all families in the school probation, suspension or expulsion may be used. WCA also reserves the right to deny re-enrollment.

Probation: a period of time given to a disruptive student for change to occur.

Suspension: varies in length from one to three days and will be served at home.

Expulsion: dismissal for the remainder of the school year without the opportunity to re-enroll.

Parents will be notified by the Head of School whenever probation, suspension or expulsion are deemed necessary and are immediately effective.

Parents are responsible for the balance of the annual tuition in the event of expulsion.

Parents may appeal the WCA Board of Directors to modify or reduce probation, suspension or expulsion. If unhappy with the Board's decision, parents may seek Christian arbitration. The decision of such arbitration will be considered final.

## **ATTENDANCE**

### **SCHOOL HOURS:**

Supervision begins at 7:30 a.m. when the doors open each school day. Students are considered tardy after 8:00 a.m. and will need to be signed in at the front office by a parent/guardian. School is dismissed at 3:30 p.m.

### **ATTENDANCE:**

Regular school attendance is essential for a student to make the most of his/her education ... to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of instructional materials; therefore, students and parents should make every effort to avoid unnecessary absences. A student not in class or on campus by 9:30 a.m. is considered absent for the entire school day.

In order for a student to receive credit for a class, he/she must attend at least 90 percent of the days the class is offered.

Excessive unexcused absences can be grounds for suspension or expulsion.

### **NOTE AFTER ABSENCE:**

On the day a student is absent, his/her parent/guardian should contact the WCA Office at 936-372-0901 or via email at [office@wallerchristianacademy.com](mailto:office@wallerchristianacademy.com). Upon returning to school, the student **must bring a note, signed by the parent** that describes the reason for the absence and the date(s) of the absence. After 5 school days, the absence will be considered unexcused if a note has not been received by the office. Emailed or faxed notes may be accepted if they contain all required information including the parent/guardian signature.

## **DOCTOR'S NOTE AFTER ILLNESS:**

Upon return to school, a student absent for more than five (5) consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school.

## **PLANNED ABSENCES:**

Parents must notify the Head of School two weeks in advance and in writing of any anticipated absences due to trips or events. Failure to do so may penalize the students. We suggest that all attempts are made to collect homework/assignments etc., prior to the absence in order to not fall behind. Exams are very important and if possible need to be done beforehand or do not schedule the absences during an exam.

## **TARDINESS:**

A student who is not at school by 8:00 a.m. or in class at the designated start time is tardy and is subject to disciplinary action if more than three times in a 9 week period. If arriving late due to a medical appointment, a note on their letterhead is required in order to have the tardy excused. If arriving to school after 8:00 a.m. a parent/guardian **MUST** accompany the student into the school and sign them in.

## **MAKE UP WORK:**

If a student knows that he/she is going to be absent and receives approval for the absence from the Head of School, their assignments are due in accordance with the teacher's instruction. If the student will be missing a test/quiz during the absence it will be taken on the day they return.

If the student is absent due to an unexpected emergency, death in the family, illness he/she will be given a day for every day absent to make up the work missed after returning to school. Research papers, reports, major assignments etc. are due on the assigned date unless other arrangements have been made with the Head of School and the teacher who assigned it.

## **LATE WORK:**

Punctuality with school work is vital to instilling work ethics in our students. The following is WCA's late work policy:

- 1 day late = 10 point off
- 2 days late = 20 points off
- 3 days late = 30 point off
- After 3 days work is not accepted and students gets a zero

## **VISITORS:**

WCA encourages parents, grandparents etc., to come and visit their student and have lunch with them. Our lunch is from 12:10 p.m. – 12:40 p.m. ALL visitors MUST sign in at the front office prior to visiting the child.

Parents wanting to visit a classroom must have permission from the Teacher and Head of School in order to make sure that such visit will not disrupt class instruction.

Parents wanting to schedule a parent/teacher conference need to contact their student's teacher for conference time information.

At times WCA will have special visitors on campus for special events, chapel, etc.

We ask that all visitors dress modestly and follow the WCA dress code.

## **DRESS CODE**

A dress code provides a way to dress that is appropriate for learning. It gives students a sense of belonging and allows for individual expression and identity to be functions of personality and mentality. It eliminates fad clothing from the daily "what to wear" process. It's a comfortable discipline with which everyone can live. Further, it is symbolic of the student's acceptance of authority over them: their parents, school, and ultimately, God. The current Administration has communicated with our teachers and board members to devise a dress code that is moderately conservative and does not call attention to any individual.

**PRE-K** – Students are not required to wear a daily uniform, however, the following rules apply:

- Modest dress with bermuda length shorts and skirts that fall finger-tip length or longer.
- Girls wearing skirts/dresses need to have bloomers/shorts on underneath.
- No spaghetti straps or halter tops
- WCA logo polo worn on field trips.
- Shoes must have closed heels or straps for safety. No flip flops.

**KINDERGARTEN THROUGH HIGH SCHOOL** - students are required to wear the Waller Christian Academy uniform which consists of the following:

- Khaki or navy blue pants, capris, skirts, skorts, or jumpers (finger-tip length or longer), or shorts (bermuda or cargo length).
- Land's End approved plaid skirt or jumper.

- Navy blue, red, or white polo or button-down shirt with no logo or the approved WCA logo. If an undershirt is needed it must be of a solid coordinating color.
- If a shirt is tucked in and belt loops are present a belt must be worn.
- All socks worn must be of a coordinating color. NO bright colored socks will be allowed.
- All shoes must have backs or straps. No flip flops. All students must wear athletic shoes at PE. Athletic shoes may be any color.
- PE uniform and approved Land's End outerwear MUST be worn during PE.
- WEDNESDAY uniform is a WCA t-shirt or Christian t-shirt and jeans.
- Throughout the year we will have fun dress days, such as, "college day" or "western day". Students will not be required to dress in uniform on those days but will be required to maintain modest attire.

## **6<sup>th</sup> GRADE - HIGH SCHOOL**

- FRIDAY: chapel uniform will include a navy WCA polo with khaki pants, shorts, or skirt.

### **OUTERWEAR:**

All outerwear worn by students KINDER-HIGH SCHOOL must be a solid WCA coordinating color (navy, red, white, khaki, grey, etc.) with no obvious or blatant logos (Under Armor, A&F, etc.). No trench coats or attire that may appear in line with gangs or secular cults are permitted. No rips, tears, or holes in any article of clothing.

### **HEADGEAR:**

Stocking caps, beanies, skull caps are not permitted unless worn for protection from the weather. They must be removed when inside the building.

Girls may wear hair accessories such as headbands, bows etc. as long as they do not become a class disturbance.

Hats may be worn while outside for recess or P.E. with teacher approval, but must be taken off when back inside the building and placed in their backpack.

### **BODY PIERCING:**

Body piercing (navel, nose, tongue, eyebrow or lips etc.), branding, tattooing or other forms of body altering is not allowed. No ear lobe gauges. Boys are not allowed to wear earrings. Writing on yourself or others is NOT permitted.

**HAIR:**

- Hair should be neatly trimmed and clean.
- No shaved heads
- No oddly colored, cut or spiked hair
- Boy's haircuts may not be below the eyebrows in the front or the top of the shirt collar in the back.
- Boy's faces should be clean shaven at all times.

**JEWELRY/ACCESSORIES:**

Must be in good taste and not represent or allude to questionable activities.

Girls should use moderation in the number and style of earrings. No more than 2 small earrings in each ear. No cartilage piercings or cuffs will be allowed. Boys are not allowed to wear earrings.

No wallet chains or large jewelry chains are allowed.

No black wristbands/sweatbands, black nail polish, new age symbols or "goth" looking accessories.

Girls in kindergarten through 4<sup>th</sup> grade are not permitted to wear make-up. Any make-up worn should maintain a conservative look.

**FREE DRESS/FUN DRESS DAYS:**

There will be certain designated days throughout the school year that will be "Fun Dress Days" when students get the opportunity to thematically dress out of uniform. On these days students are encouraged to dress within the theme but it is not required. If they cannot/do not dress in the theme the student is allowed to dress out of uniform as long as the attire does not break dress code (length of shorts, graphic tees etc.)

**DRESS CODE VIOLATIONS:**

Students who come to school blatantly out of dress code will be sent to the office to call home for a change of clothes to be brought to the school.

# CURRICULUM

Waller Christian Academy bases all of our teachings on biblical foundation and in a manner that brings everything taught back to God as the origin of truth and life. Because many of our students have come to us from a public school setting, WCA uses the Texas state standards as a framework for our scope and sequence but also includes many other biblical topics. Our curriculum resources include, but are not limited to the following: BJU (Bob Jones Press), STEMscopes, Reading A-Z and more...

## **HOMEWORK and TESTING:**

Homework is assigned to students in Pre-K through High School. It is intended to be practice of concepts, which have already been presented by the classroom teacher. Tests are given at the conclusion of a unit, while quizzes may be given throughout the unit. Tests are designed to evaluate what the student has mastered. A student planner may be recommended by the teacher to help develop a habit of recording homework assignments and tests.

## **PHYSICAL EDUCATION:**

WCA requires all students to take P.E. from the elementary level through High School. Physical activity and sports are emphasized at all levels to promote the physical and mental health of our students. In the case of a student with a physical ailment, asthma or other chronic ailments it is the parent's responsibility to inform the Nurse and Coach of the student's ability to perform. If needed a physician's note may be required.

All students are required to wear tennis shoes while participating in P.E. Students in 6<sup>th</sup> grade – High School are required to dress out in the approved P.E./Athletic uniforms.

## **RENWEB SCHOOL MANAGEMENT:**

Waller Christian Academy provides a web-based access to your children's information. RenWeb School Management Software gives you, the busy parent, an opportunity to get more involved in your child's academic progress and future success – all via the Internet!

The ParentsWeb Access is a private and secure parents' portal that will allow parents to view academic information specific to their children, while protecting their children's information from others. You can see your child's grades, attendance, homework and conduct, as well as other useful school information. You can also communicate with teachers and other school staff online whenever necessary. All you need is an Internet-capable computer or phone.

## Re-enrolled Families

- Log on to [RenWeb ParentsWeb](#)

New Families: Please see the following detailed instructions to set up your RenWeb account:

- Log on to [RenWeb ParentsWeb](#)
- Click on Create New ParentsWeb Account
- Enter your e-mail address (Email must be one given to WCA)
- Click Create Account
- Renweb's system will immediately email you a password. Please check the email and click link provided to gain access to page where you can create your username and password. For security purposes, that link will only be active for 15 minutes.
- Create username and password (password should be a minimum of 6 characters in length)
- Go back to login [RenWeb ParentsWeb](#) page and enter your new username and password
- Click the Login button
- You should now be logged into the School Information home page of ParentsWeb.

If the parent's account is outstanding for any reason, access to RenWeb is disabled until the account is brought current.

## **PARENT INFORMATION**

### **STUDENT INFORMATION PRIVACY ACT:**

Waller Christian Academy hereby gives public notice, as required by the Amended Family Education Rights and Privacy Act of 1974, to all parents of students under the age of 18 and to students 18 or older that:

WCA maintains the following education records directly related to students:

- Academic records
- Personal information records
- Disciplinary records
- Attendance records
- Health records
- Standardized testing records

Access to educational records is limited to the following:

- Parents of students under 18
- Parents of students over 18, if such student is a dependent as defined in the Internal Revenue Code.
- Students age 18 and over
- Official of this school who have a legitimate educational interest
- State and local official to whom information is required to be reported
- Certain testing organizations
- Accrediting organizations
- Appropriate persons in connection with an emergency
- Pursuant to subpoena or court order
- Any person with the written consent of the parent of students under 18 or the student over 18
- School to which a student seeks or intends enrollment

WCA policy requires that education records be kept to an essential and relevant minimum. Records are reviewed at the end of each school year and nonessential or irrelevant material is deleted.

WCA policy limits the right of access of education records to the persons and under the circumstances indicated in paragraph above. WCA requires that copies be made available to persons entitled to copies at the cost of 25 cents per page. WCA policy provides that explanations and interpretations of records are available upon reasonable advance notice. Some records such as standardized test scores and other material of a technical nature, may only be reviewed with a person qualified to interpret and explain such materials and records. WCA policy provides the right to challenge the contents of records. If records contain information on more than one student, the right to inspect relates only to that portion of the records concerning the particular student in question.

Student information may be released without prior consent unless the parent or student informs the Principal within a reasonable period of time that any or all of the information should not be released without prior consent. Student information includes:

- Student name/address
- Telephone listing
- Date and place of birth
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received
- Most recent previous educational agency or institution attended by the student.

## **PRIVILEGES RESERVED:**

When a student is enrolled at WCA we ask permission in order to use student photos for publicity purposes in local newspapers, social media and school newsletters. Discretion is used and student names will not be released without permission.

## **TRANSPORTATION/PARKING:**

Drivers transporting students to and from school should comply with all “drop off and pick up” rules. These rules are in place to promote safety and expediency and are made available at the beginning of the school year when hanging car tags are issued. If you need another copy please contact the front office. WCA is an official school zone and we ask that all families obey the NO CELL PHONE use law while in car line dropping off and picking up children.

- All children under the age of 4 must be secured in a child passenger restraint seat or booster seat. Children under the age of 12 years age must ride in the back seat. All children are required to wear safety belts.
- If you do not have a child passenger restraint seat or booster seat in your vehicle we require that you come and get your child from the front office and you will be responsible for buckling them in your vehicle. WCA will not put them in the vehicle in car line and will not buckle children into a vehicle without proper child restraints and will not be responsible for those children.

## **SCHOOL HOURS:**

School hours are 8:00 a.m. - 3:30 p.m.

Morning car line begins at 7:30 a.m.

Afternoon car line begins at 3:30 p.m.

After School Care is from 3:30 – 5:30 p.m. and is not offered on ½ days or early dismissal days.

# HEALTH SERVICES PROGRAM

## **PHYSICALS:**

All students are strongly encouraged to have a physical examination before school starts each year. Upon initial admittance to WCA, all physical limitations (if any) are noted and if continuous medical care or medication is required for the student, arrangements are made in accordance with the need and/or doctor's wishes. This notation will become a part of the student's record.

## **MEDICAL:**

Immunization records are on file for each student. If a family opts out of vaccinations the family must provide the WCA front office with a state issued vaccination exemption form.

Teachers are trained in general first aid and if the need arise can assist with an emergency. In addition, WCA has a licensed nurse on staff. If a problem arises and medical attention is needed a parent/guardian is immediately notified and an accident report is completed and kept on file.

If a student requires medication during the day, the parent/guardian of the student must sign a medication instruction form in the front office. Students are NOT allowed to have medication with them during the day. All medications must be administered by the nurse. In addition, herbal supplements and oils must also be kept in the front office and administered by the nurse.

## **INSURANCE:**

Students of WCA are required to have health insurance and/or accident insurance before being admitted to our school. Waller Christian Academy assumes no responsibility for student injury claims on/off campus during school related activities and/or trips.