

Faithful
passionate
Energetic
Bright Spiritual

Parent Student Handbook
2011-2012



Weston
CHRISTIAN ACADEMY

PARENT/STUDENT HANDBOOK COVENANT AGREEMENT

2011-2012

After reading the Parent/Student Handbook, please sign and return the Covenant Agreement and keep the handbook for your reference.

We have read and discussed the Parent/Student Handbook and make a covenant with WCA to abide by these expectations.

As a student of Weston Christian Academy, I understand my responsibility in maintaining the standards the school has set. I agree to abide by the Parent/Student Handbook.

Student Signature

Grade

As a parent, I understand my responsibilities in providing a quality Christian education for my child. I agree to support the faculty and administration of the school by following the guidelines set forth in the Parent/Student Handbook.

Parent Signature

Date

Print Student Name

Date

Please sign and return to classroom/homeroom teacher by September 2, 2011

ANNUAL FIELD TRIP RELEASE/EMERGENCY MEDICAL FORM

2011-2012 School Year
Weston Christian Academy
1420 Indian Trace
Weston, FL 33326
954-349-9224

This form will be on file at the school office for the current school year. An additional Permission to Participate form will be sent home prior to each off-campus trip.

I give my permission for _____, grade _____, to participate in all sports and school- sponsored trips away from the school premises throughout the current school year. Students will be accompanied by a teacher and will be under adequate supervision. I understand that I will be given at least 48 hours notice of all trips away from the school premises. I further understand that I may revoke permission for a specific field trip by written notice hand-delivered to the principal more than one day prior to the trip.

Although the school desires to provide a safe and enjoyable time for all students, accidents can still happen. I/we understand that there are risks/dangers involved with participation in off-campus trips and their associated activities. In consideration of my child being allowed to participate in this event, I/we assume responsibility for those ordinary and reasonable risks associated with the travel and activities. I/we agree to hold harmless Weston Christian Academy, its affiliated organizations, employees, agents, and representatives, including volunteer and other drivers, from any and all claims arising from my child's participation. This release agreement does not apply to claims of intentional (criminal) misconduct or gross negligence by the school, its employees, or volunteers. If such circumstances are provided in a court of law, I/we acknowledge and agree that the school can assume no financial liability beyond its actual liability insurance policy in force.

In case of accident, illness, or other emergency, I/we request that the school contact me. If the school cannot reach a parent/guardian after conscientious effort, I/we give permission for school staff to call paramedics or any licensed physician or dentist. If a life-threatening emergency exists, I/we give permission for school staff to call paramedics immediately and then contact me/us as soon as possible thereafter.

I/we authorize and consent to any X-ray examination, anesthetic, medical, dental, or surgical diagnosis or treatment, and hospital care which, in the best judgment of a licensed physician or dentist, is deemed advisable. I/we agree to assume the financial responsibility for expenses incurred as a result of those services being provided. I/we also agree to be financially responsible for emergency medical transportation.

Father/Guardian's Signature _____ Date _____
Name Printed: _____

Mother/Guardian's Signature _____ Date _____
Name Printed: _____

If the child lives with both parents, the release must be signed by both parents/guardians.

Physician: _____

Phone: _____

Dentist: _____

Phone: _____

Health insurance carrier: _____

Policy #: _____

Under the name of: _____

Relationship: _____

Allergies (including reactions to medication): _____

Medication being taken: _____

Preferred hospital: _____ Date of last tetanus shot: _____

Are there any physical or medical conditions we should know about not already stated? _____

Student's home phone: _____

Student's home address: _____

Father's work phone: _____ Father's cell phone: _____

Mother's work phone: _____ Mother's cell phone: _____

In case of emergency, who is your nearest relative or neighbor we should contact if we are unable to contact you at home or work?

Name: _____ Relationship: _____ Phone: _____

RETURN TO ADMINISTRATION OFFICE

Know to me _____ Type of I.D. _____
Personally appearing before me this _____ day of _____, 20____
My commission expires _____

POLICY CHANGES FOR THE 2011-2012 SCHOOL YEAR

Calendar	7-8
Faculty/Staff Directory	9
Student Records	12
Student Moral Standards.....	14
Dress Code (Changes in italics).....	23

Lifestyle Statement

Weston Christian Academy (WCA) is a nonprofit Christian school representing Jesus Christ through the local Christian community. WCA requires its students to have at least one parent who is a born-again Christian and living his/her life as a Christian role model (Romans 10:9-10, 1 Timothy 4:12). All parents are expected to conduct themselves in a manner that demonstrates Christian morality in the presence of WCA students. Students will conduct themselves in a way that will not raise questions regarding a Christian lifestyle. A Christian lifestyle should reflect the biblical perspective of integrity and appropriate personal and family relationships, conduct, and moral behavior. Students are expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises.

Moral misconduct, including but not limited to homosexual or heterosexual, as defined by Scripture violates the bona fide conduct required for a Christian lifestyle (Romans 1:21-28, 1 Corinthians 6:9-20).

Parents and students will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal of the student from school. The school reserves the right to dismiss any student when the parents, guardian, or the student does not cooperate with the policies of the school. It is the goal of WCA that each family will have a lifestyle in which God “may have the preeminence” (Colossians 1:18).

TABLE OF CONTENTS

Lifestyle Statement	5
School Calendar	7-8
Faculty/Staff Directory	9
School Philosophy	10
Elementary/Middle School	
Academic and Conduct Evaluation.....	10
Awards.....	11
Homework.....	11
Progress Reports/Report Cards.....	12
Student Records.....	12
Retention.....	13
Achievement Testing.....	13
Student Conduct.....	14
Academic Honesty	15
Mediation/Binding Arbitration Agreement	18
Attendance	19
Make Up Work and Test.....	20
Tardiness	20
Arrival/Dismissal	20
Dress Code	23
Health and Safety.....	24
Computer Acceptable Use Policy	26
Physical Education.....	26
Enrichment Programs & Student Services.....	28
Extended Care	29
Study Hall	31
Communication.....	32
Parent Involvement	33
Tuition & Fees	34
Additional Information	34
Sexual Harassment Policy.....	35
Policies/Procedures for Reporting Staff Misconduct.....	35

CALENDAR 2011-2012

Aug. 15-19	**Faculty & Staff Pre-Planning	Mon.-Fri.
Aug. 22	Students' First Day of School - Start 1st Quarter (47 days)	Mon.
Sept. 5	**No School/Labor Day	Mon.
Sept. 22	*Early Release/Interim Reports Issued/Open House	Thurs.
Sept. 29	No School	Thurs.
Oct. 27	*Early Release/End 1st Quarter	Thurs.
Oct. 28	*No School/Teacher In-Service	Fri.
SECOND QUARTER		
Oct. 31	Start 2nd Quarter (44 Days)	Mon.
Nov. 11	**No School/Veteran's Day	Fri.
Nov. 17-18	*Early Release/Report Cards Issued Mandatory Parent Conferences	Thurs.-Fri.
Nov. 21-22	*No School/Teacher In-Service	Mon.-Tues.
Nov. 23-25	**No School/Thanksgiving	Wed.-Fri.
Dec. 6	Interim Reports Issued	Tues.
Dec. 16	**Early Release	Fri.
Dec. 19-Dec. 30	**No School/Christmas Vacation	Mon.-Fri.
Jan. 2	Classes Resume	Mon.
Jan. 16	**No School/MLK Day	Mon.
Jan. 19	*End 2nd Quarter/Early Release	Thurs.
Jan. 20	*No School/Teacher In-Service	Fri.
THIRD QUARTER		
Jan. 23	Start 3rd Quarter (42 days)	Mon.
Feb. 1	Reenrollment Begins	Wed.
Feb. 2	Early Release	Thurs.
Feb. 4	Field Day at Markham Park	Sat.
Feb. 8	Report Cards Issued	Wed.
Feb. 20-21	**No School/Winter Break	Mon.-Tues.
Feb. 24	Interim Reports Issued	Fri.
Feb. 28	Reenrollment Fee Discount Ends	Tues.
March 1	Open Enrollment Begins	Thurs.
March 12-16	**No School/Spring Break	Mon.-Fri.
March 29	*Early Release/End 3rd Quarter	Thurs.
March 30	*No School/Teacher In-Service	Fri.
FOURTH QUARTER		
April 2	Start 4th Quarter (44 days)	Mon.
April 6	** No School/Good Friday	Fri.
April 9	**No School/Easter Monday	Mon.
April 19	**Early Release/ Report Cards Issued	Thurs.
April 27	*Early Release/Take Our Children to Work Day	Fri.
May 8	Interim Reports Issued	Tues.
May 28	**No School/Memorial Day	Mon.
June 5	**Early Release/Last Day of School for Students	Tues.
June 6-7	**No School/Faculty & Staff Post-Planning	Wed.-Thurs.
June 8	School Office Closed	Fri.
June 21	Report Cards Issued	Thurs.

* Extended Care Provided

** No Extended Care Provided

FACULTY/STAFF DIRECTORY

Administration	E-mail Address	Voice Mail
Steve Kitchens.....Headmaster	skitchens@westonchristianacademy.org	401
Anthony TacquardPrincipal	atacquard@westonchristianacademy.org	403
Celia Moore.....Director of Finance/Office Manager	cmoore@westonchristianacademy.org	408
Patricia Del Pozo.....Director of Admissions	pdelpozo@westonchristianacademy.org	108
Office Support Staff		
Beverly Spatafora.....Finance Office Assistant	bspatafora@westonchristianacademy.org	406
Katia NavarroAdministrator’s Assistant	knavarro@westonchristianacademy.org	404
Valerie Moran.....Administrative Assistant	vmoran@westonchristianacademy.org	402
Specials		
Hector Neciosup.....Music Teacher	hneciosup@westonchristianacademy.org	101
Mary Ellen DefinoArt Teacher	mdefino@westonchristianacademy.org	102
Camila Toro.....Computer Teacher	ctoro@westonchristianacademy.org	105
Ben Parker.....PE/Athletic Director	bparker@westonchristianacademy.org	100
Colleen Adams.....Library	egualdupe@westonchristianacademy.org	106
Linda Vazquez.....Pre School Spanish Teacher	lvazquez@westonchristianacademy.org	242
Laurie Urbanek.....Elementary School Spanish Teacher	lurbanek@westonchristianacademy.org	410
Patricia Del Pozo.....Spanish I Teacher	pdelpozo@westonchristianacademy.org	108
Patrice BrownMiddle School Chorus	pbrown@westonchristianacademy.org	264
Adrian Gibbs.....Praise Band	agibbs@westonchristianacademy.org	417
Kelly Amato.....Drama/Musical Theater	kamato@WestonChristianAcademy.org	268
Instructional Support Staff		
Esther Vasquez.....Director or Student Support Services	stroxel@westonchristianacademy.org	409
Brian Combs.....Security	bcombs@westonchristianacademy.org	413
Ermin Silveira.....Extended Care/Lunch Coordinator	esilveira@westonchristianacademy.org	415
Latisha Evans.....Extended Care/Lunch Coordinator	levans@westonchristianacademy.org	415
Sue Troxel.....Systems Administrator	stroxel@westonchristianacademy.org	104
Elementary School Faculty		
Vickie King.....K3 Teacher	vking@westonchristianAcademy.org	177
Linda Vazquez.....K3 Assistant	lvazquez@westonchristianacademy.org	177
Janine Galarza.....K4 Teacher	jpgalarza@westonchristianacademy.org	175
Linda Moye.....K4 Teacher/Preschool Director	lmoye@westonchristianacademy.org	178
Jill Haerberli.....K4 Teacher’s Assistant	jhaerberli@westonchristianacademy.org	423
Laurie Reyes.....K5 Teacher	lreyes@westonchristianacademy.org	171
Alex Echeverri.....K5 Teacher	aecheverri@westonchristianacademy.org	173
Genesee Fountain.....1st Grade Teacher	gfountain@westonchristianacademy.org	120
Christen Noonan.....1st Grade Teacher	cnoonan@westonchristianacademy.org	125
Rebecca Toruno.....2nd Grade Teacher	rtoruno@westonchristianacademy.org	225
Judy Slater.....1st and 2nd Grade Teacher’s Assistant	jslater@westonchristianacademy.org	412
Susan Love.....3rd Grade Teacher	slove@westonchristianacademy.org	250
Jessica Brown.....3rd Grade Teacher	jbrown@westonchristianacademy.org	230
Charmaine Stone.....4th Grade Teacher	cstone@westonchristianacademy.org	215
Johana Bigio.....5th Grade Teacher	jbigio@westonchristianacademy.org	220
Middle School		
Olubummi King.....6th Grade Homeroom/Science	oking@WestonChristianAcademy.org	266
Patrice Brown.....7th Grade Homeroom/Language Arts	pbrown@WestonChristianAcademy.org	264
Kelly Amato.....8th Grade Homeroom/History	kamato@WestonChristianAcademy.org	268
Debbie Young.....Math/Algebra	dyoung@WestonChristianAcademy.org	269
Jerry Noonan.....6th and 7th Grade Bible	jnoonan@WestonChristianAcademy.org	268
Steve Kitchens.....8th Grade Bible	skitchens@WestonChristianAcademy.org	269
Anthony Tacquard.....8th Grade Geometry	atacquard@WestonChristianAcademy.org	268

PHILOSOPHY

MISSION STATEMENT

Weston Christian Academy is a covenant school that partners with the home and church to foster excellence in each student while developing spiritual leaders who are fully devoted followers of Jesus Christ.

PHILOSOPHY OF EDUCATION

Weston Christian Academy is founded in its commitment to the Lordship of Jesus Christ. It is our goal to provide a Christ-centered environment which will enable our students to flourish in their academic endeavors, development of talents, and Christian walk as God intends for their lives.

Our educational philosophy is determined by Scripture. From the Bible, we gain the essential knowledge needed to nurture our students to become the people that God intends for them to be. Scripture also defines teachers' options and provides teachers with direction from God's perspective.

PHILOSOPHY OF SPIRITUAL GROWTH

In Deuteronomy 6, God clearly identified the parents as the primary educators of their children. Therefore, the parents' Christian walk is essential in the educational development of their children. It is our desire to partner with the Christian family in order for each student's academic and spiritual development to reach full maturity. Therefore, to be considered for admission, at least one parent in the family must be personally trusting in Jesus Christ alone for salvation, and must be actively involved in a local church.

ACADEMIC PHILOSOPHY

The academic program at Weston Christian Academy is designed to promote the development of knowledge, wisdom, and critical thinking skills. These are the skills that are required of individuals to succeed in high school, college, and the work place. The twenty-first century demands people who can function cognitively at a formal abstract level. Weston Christian Academy is committed to academic excellence. Strong academics, taught from a Biblical perspective and worldview, will provide students with the competence and inner strength necessary for future success. Providing a strong academic program and Biblically based worldview training will build a foundation that Paul refers to in Colossians 2:6-8. Our elementary students participate in a comprehensive phonics based reading program that includes regular integration of literature, writing skills, penmanship, and the overall mechanics of language skills. Critical thinking skills are also developed through the math and science program. The traditional courses are complemented by the rotation of art, computer lab, library, music, physical education, and Spanish. The academic program in middle school includes eight teaching blocks. Students will rotate for language arts, math, science, history, Bible, Fine Arts, and electives. An emphasis is placed on developing spiritual leadership through the development of the Christian mind and servant leadership.

ACADEMIC CONDUCT AND EVALUATION

"You must have accurate and honest weights and measures, so that you may live long in the land the Lord your God is giving you." Deuteronomy 25:15

"With the measure you use, it will be measured to you – even more" Mark 4:24

Student evaluation is an integral part of the learning process and a valuable tool for student growth. Generally, student progress is expressed through a “grade,” or a symbolic letter, number, or mark that indicates the degree to which intended outcomes have been achieved. In order to implement an evaluation scale that is “right in the eyes of God and man” (2 Corinthians 8:21), Weston Christian Academy establishes academic and conduct evaluation scales on predetermined criteria before student progress is assessed. Through this process, we believe a biblical model of student evaluation can be implemented that aids our faculty and staff in the Christ-like development of our students.

K3 - K5 ACADEMIC REPORT

K3 - K5 report cards will show progress and mastery of skills throughout the school year.

1ST-8TH GRADE ACADEMIC GRADING SCALE

ACADEMIC GRADING			
A	=	100 %	- 90%
B	=	89%	- 80%
C	=	79%	- 70%
D	=	69%	- 60%
F	=	59%	- Below

AWARDS

Perfect Attendance

Perfect attendance awards are given to students who have been present every school day and have not been tardy 3 or more times during a marking period.

Honor Roll

Honor Roll Awards are given every nine weeks to students who excel during a grading period in order to encourage academic success and high merit.

- The Silver Eagle is awarded to students with all A's and B's.
- The Golden Eagle is awarded to students with all A's.

HOMEWORK

Homework is a valuable tool in helping students make the most of their experience in school. Homework helps reinforce what has been learned in class, prepares students for upcoming lessons, teaches responsibility, and helps develop positive study habits. Homework will be assigned as needed and the amount of time will depend on the grade level. If your child is absent, you can arrange to pick up homework in the Administration Office.

Homework is given for the following purposes:

- To provide essential practice in needed skills
- To train students in good work habits
- To afford opportunities for increasing self-direction
- To enrich and extend school experiences
- To help students learn to budget their time
- To promote growth in responsibility

Parents can encourage good homework habits by the following methods:

- Provide suitable study conditions (desk, light, books, supplies), reserve time for homework, silence the phone, turn off the TV, and turn away visitors
- Encourage children, but avoid undue pressure

- Be interested in what children are doing, but do not do homework for them
- Understand what the school expects homework to accomplish
- Check to see that homework is done daily and sign child's agenda (if applicable)

For homework to have the intended benefit, it needs to be completed and turned in on time. Students in middle school who fail to turn in a homework assignment by its due date will receive a zero for that assignment. All non-homework assignments will lose one letter grade each day it is late. Elementary students who turn in an assignment late, regardless of being homework or not, will lose a letter grade each day it is late. The only exceptions are due to absences.

MIDTERM AND FINAL EXAMS

Middle School Students will take cumulative exams at the end of both the 1st and 2nd semester in all core classes including Bible. All students are required to attend exams in school uniform on the scheduled exam dates and times. A student **can not pass** a course without taking the exam. If a student is found cheating on an exam, he/she will receive a "0" on that exam. If a student misses an exam, he/she must arrange a make-up with the teacher.

PROGRESS REPORTS

Weston Christian Academy understands the importance of good communication with regards to the academic progress of your student(s). With that in mind, we have RenWeb that allows all of our parents the ability to view all of their child's grades and class averages. This is updated regularly and is available anytime online with a username and password. Instead of a written progress report, we will be sending home an email reminding parents to check their student's progress in the middle of each quarter. If accessing the internet is difficult, a progress report can be obtained from the front office anytime during the year.

REPORT CARDS

WCA's reporting periods are divided into nine-week grading periods, with four such periods in the school year. Report cards are issued at the end of each period. Please check the school calendar for specific report card dates. Parents are required to attend a parent-teacher report card conference following the first grading period. Each child's teacher will send home information regarding this conference towards the end of the 1st quarter. Since this conference is of utmost importance in meeting the needs of each student, attending the conference is a requirement of enrollment at WCA.

STUDENT RECORDS

Credits are a school's official indication that a student has completed the requirements for a course or grade. Weston Christian Academy generally agrees to accept the credits from another school when the following requirements are met:

- The school the student is transferring from is accredited.
- The level of work is equal to or greater than the work the student would have encountered if they had attended WCA.
- All prerequisites have been met.
- If coming from a homeschool or alternative school environment where grade levels are not strictly adhered to; the administration's grade level or course enrollment decision will be made based on entrance test scores, previous school recommendation, level of intervention, if any, and parental input.

The school maintains a complete record, including a cumulative academic and guidance record, for each student. All material in these records is treated with strict confidentiality, and is available only according to the following policy:

- The school will not release any reports, tests, grades, or records until **all** financial obligations have been met.
- There will be no release of a student's personal records or files, or any data in the records without the written consent of a parent/guardian to any individual, agency, or organization other than the following:
 - Staff members of the school who have legitimate educational interest
 - Court or law enforcement officials, if the school is given a subpoena or court order
 - Federal, state, or local authorities performing functions allowed by law
- Noncustodial parents have equal access with the custodial parent to report cards, teacher conferences, etc. If the final judgment and/or settlement agreement stipulates otherwise, the custodial parent must submit a copy of that judgment/agreement to the administration in order for the school to comply.

4. Parents/guardians have the right to inspect and review all official records, files and data directly related to their child's academic progress, including all material that is incorporated into the student's cumulative record. Parental requests to review official records relating to a child must be made in writing to the administration. All records will be reviewed in the presence of an administrator so that proper explanation can be given.

RETENTION

A student in first through eighth grades failing one or two academic subjects may proceed to the next grade on probation if the academic deficiencies are made up through summer school or private tutoring (20 hours minimum) as approved by the administration. A student who fails three or more academic subjects must repeat the entire grade.

SUMMER READING

Studies show that students who participate in academic or enrichment opportunities start the school year substantially better than those who do not. In an effort to help our students maximize their potential, WCA highly encourages students to complete the summer assignments found on our website at www.westonchristianacademy.org.

ACHIEVEMENT TESTING

The IOWA Test of Basic Skills is administered annually in K5 through 8th grades. Sufficient preparation is given by teachers. Special efforts at home are not necessary other than sufficient sleep and a nutritious breakfast. Avoid scheduling any doctors appointments or vacation during this time. Make up tests can be scheduled however, students tend to perform better when tested with their class. Standardized tests measure a student's relative progress in essential skills in comparison to other students nationally. Results for each child are mailed home at the end of the school year.

EXPECTATIONS FOR STUDENTS

STUDENT MORAL STANDARDS

The following student virtues are required of all students and serve as the social code regulating community life at Weston Christian Academy:

- Kindness
- Truthfulness
- Punctuality in attendance and work
- Diligence in effort and attention
- Respect and courtesy towards others
- Respect for and obedience to those in authority

In addition, the following moral standards are to be obeyed:

1. Speech

Students are to honor God with their speech and abstain from profanity and vulgar or abusive speech and/or actions. Any student found in violation of this standard may be suspended on the first offense. Additional occurrences of such behavior may result in a more severe suspension, or possible expulsion. The school administrator reserves the right to recommend expulsion for any occurrence of the behaviors listed above.

2. Drug and Alcohol Policy

Weston Christian Academy will not tolerate, whether actual or purported, alcohol use and/or the possession or intent to buy or sell intoxicants, controlled substances and mind-altering substances, including illegal drugs. Any student who violates this standard will be subject to a multi-day suspension or expulsion. Students may be required to submit to drug screens, blood alcohol tests, breathalyzer tests, and medical examinations under the following circumstances:

- a. when a student is suspected of attending a school or school related activity with intoxicants or mind-altering substances in his or her system.
- b. or when a student is placed under a disciplinary contract and the screenings or examinations are terms of the contract.

The presence of 0.02% alcohol or the presence of any intoxicants or mind-altering substances in the body is a violation of this moral standard. Refusal to undergo testing also constitutes a violation.

Any student using profane or vulgar language, or obscene gestures, may be suspended on the first offense. Additional occurrence of such behavior may result in a more severe suspension and/or possible expulsion.

3. Tobacco Policy

Students will abstain both on and off campus from the use or possession of tobacco and tobacco products.

Any students who violate this moral standard while on or off campus will be subject to a multi-day suspension or expulsion.

4. Sexual Purity/Public Display of Affection

Students must maintain personal sexual purity and abstain from profanity and vulgar speech or actions. Such speaking and acting is harmful to the name of Christ, the reputation of the school and others and certainly not appropriate nor conducive to one's own moral and spiritual development.

Students must refrain from a public display of affection such as holding hands, embracing, and kissing at all times on school grounds and/or school-sponsored activities. Any such offense is subject to disciplinary action by the administration.

The school holds to a strict Biblical view of the sinful nature of homosexuality. As such, any student who openly admits to or in some other way is found to engage in homosexual behavior may be counseled and will be expelled from school.

5. Weapons

Weapons including knives or guns of any type, real or imitation, are never allowed on the school campus for any reason. Any student who violates this requirement will be subject to a multi-day suspension or expulsion.

6. Bullying

Students are to honor God by their actions showing kindness, love and respect for others. Weston Christian Academy will not tolerate any form of bullying. Bullying is defined as systematically and chronically inflicting physical hurt or psychological distress on one or more students. It can take the form of unwanted purposeful written, verbal, nonverbal or physical behavior that intimidates or adversely affects other students. Any student that feels like they are being bullied needs to report it immediately to their teacher and/or administration. Any student found in violation of this standard will receive an appropriate consequence up to a multi-day suspension and or expulsion.

Recognizing that Christian education is a continuous process that extends past the four walls of the classroom, Weston Christian Academy has four expectations for students on and off campus. WCA's expectations are provided to help the student grow physically, intellectually, socially, and spiritually (Luke 2:52).

The following expectations serve as a code of conduct for students at Weston Christian Academy:

1. Respect for God (Psalms 100)
2. Respect for Others (Romans 12:10)
3. Respect for Property (Exodus 20:15 & 17)
4. Respect for Self (1 Timothy 4:12)

WCA's expectations and disciplinary consequences apply to any student who is acting in a manner at any time or place that has an effect on maintaining school order and discipline, protecting the safety and welfare of others, or damaging the reputation of the school.

In order to provide an environment that fosters spiritual and academic growth for each student, a standard of behavior has been adopted by the administration of Weston Christian Academy. The intent of the school is to be consistent in the enforcement of consequences and to be fair by not showing partiality. However, in no way does the administration want to deal with students in a legalistic manner, which only stifles the spiritual climate of the school. Our goal is to clearly define the school's standards and expectations for each student. In order to build godly character within the hearts of our students and to establish a daily environment that promotes excellence in academics and conduct, it is imperative that the discipline policy be enforced. The foundation of our discipline policy relates to patterns of behavior. Patterns of poor behavior represent issues, which we feel should be addressed. WCA does not incorporate corporal punishment as part of this philosophy.

STUDENT CONDUCT

- **Respect authority.** Hebrews 13:17 says, "Obey your leaders and submit to their authority. They keep watch over you as men who must give account." Respect is a virtue that demonstrates the honor and integrity of each student and Christian. Respect should be shown at all times to all students, faculty, staff, and guests of Weston Christian Academy.

- **Classroom disruptions are inappropriate.** Outbursts and distractions hinder the atmosphere that is conducive to student learning. A disruption is any unwarranted behavior that distracts a student or a class from the assigned task. Any disruption shows poor regard for other students as well as the teacher.
- **Altercations should be avoided.** Students should not provoke any action which offends or intends to hurt others, either verbally or physically. Likewise, rough or boisterous play is not permitted due to the potential to cause harm to others and/or to property.
- **Chewing gum** will not be permitted at school or on school property. It is an unpleasant, difficult, and expensive task when gum must be removed from desks, chairs, and carpeting.
- **All school and church facilities** belong to the Lord, and should be treated accordingly. Any action that damages, defaces, or changes the appearance of the building, furnishings, or grounds, or any property belonging to faculty, staff or students, will be treated as a serious offense. Any damage to property will be repaired and/or replaced at the expense of those causing the damage. Students will also be subject to disciplinary action for damage caused by negligence or willful destruction.
- **Personal Items** which are annoying or dangerous, such as toys, toy guns, water pistols, matches and knives are to be left at home. Items such as wallet chains, sunglasses, hats, boy's headbands, elastic wristbands, etc. are not to be worn on campus during the school day. Radios, electronic games, iPods, mp3 players, CD players, video cameras, toys, etc. are also not permitted in school.
- **Eligibility to participate in school events is based on attendance.** To be eligible to participate in any school event, practice, performance, rehearsal, or game a student must attend academic classes for at least half (3 1/2 hours) of that school day.
- **There will be times during which the school will experience and participate in religious activities.** It is requested that each student enter these with a spirit of reverence and honor to a holy God. Disrespect during these activities will not be tolerated and will be cause for an immediate conference with the student, administrator, and parents of the student to make certain the inappropriate behavior is not repeated.
- **Any public display of affection**, such as hand holding and kissing, should be avoided on school grounds or at school sponsored functions.
- **Regular and punctual attendance.** Regular and punctual attendance on the part of all students is necessary for successful accomplishment in school. Class discussions, group work and teacher lessons in many cases can not be made up. It is in the child's best interest for them to be at school as much as possible.
- **Language that is profane or vulgar is unacceptable.** Speaking or acting in a way that offends or is harmful to others, including profane and vulgar language is neither acceptable nor Christ-like.

ACADEMIC HONESTY

The expectations for WCA students is a higher standard of conduct than the minimum required to avoid disciplinary consequences. Honesty and integrity are virtues that need to be pursued by all Christian students. Each student's record is to reflect his/her own individual effort. Students should not give or receive assistance on tests or assignments unless the teacher has specifically granted permission.

1. Academic misconduct includes all acts of dishonesty in any academically related matter, which include: any knowing or intentional help, attempt to help, or conspiracy to help another student commit an act of academic dishonesty. Cheating (using or attempting to use unauthorized information) and plagiarism (representing others' words, works or ideas as one's own) are serious offenses. Whether you give or receive information, the offense is the same.
2. Students should accept the responsibility to honestly pursue academic growth and not merely the "right" answers or "credit points" on homework assignments. Except in cases where joint effort or group work is clearly intended and/or allowed by the teacher, copying another student's homework and representing it as one's own is academic dishonesty and will result in a "0" on the assignment for all parties involved. The teacher will conference with the student(s), contact the parents, and inform an administrator.
3. Each student should do his/her own work. Parents may encourage students by providing an adequate time and place for school work to be done, but should refrain from doing the work for a student.
4. During a test or quiz, it is the student's responsibility to avoid every appearance of academic misconduct. All books and papers must be placed at a sufficient distance and in an appropriate location away from the student's seat. No communication between students is permitted. Should a student demonstrate academic misconduct, students will receive a "0" on the test or quiz.

ELEMENTARY SCHOOL DISCIPLINE POLICY

“The Lord disciplines those He loves, and He punishes everyone He accepts as a son. . . No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.” Hebrews 12:6,11

Discipline is the process of changing a student’s wrong behavior into the desire to perform appropriately. The purpose of the discipline procedures at Weston Christian Academy is not merely to stop inappropriate behavior, but to teach the student to think and behave according to God’s principles. The proper motivation for discipline, according to the Bible, is love. This is the foundation of our procedures. Communication is the key to effective discipline, and for the student to grow in this process, he or she must know what the policies are and understand the reasons behind them. It is our goal as a school that students will come to appreciate that they are not merely obeying school principles; they are obeying God and His precepts.

Each teacher utilizes a discipline policy that is based on the colors of a stoplight. Founded on the premise that higher standards should be required of older students, variations of this policy are implemented at each grade level in order to facilitate a proper behavioral education system. Each classroom generally follows these guidelines:

- Each student begins the school day “on green” and is encouraged to remain at this level in all classes.
- Any member of the faculty or staff has the authority to place a student on yellow or red, and these disciplinary acts are cumulative.

K3 through 1st Grade

Green: Student is performing appropriately.

Yellow : Student has performed a minor act of misconduct. The parent will be notified of the action and the child will lose a privilege designated by the teacher for each “yellow” offense.

Red: Student has performed several acts of minor misconduct or a more serious act of misconduct. The parent will be notified of the action, the child will lose a privilege designated by the teacher and may be sent to the Administration Office.

2nd through 5th Grades

Green: Student is performing appropriately.

Yellow: Student has performed a minor act of misconduct. The student will lose 10 minutes of his or her recess time for each “yellow” offense.

Red: Student has performed several acts of minor misconduct or a more serious act of misconduct. The parent will be notified of these actions and the student will lose 30 minutes of his or her recess time. The student may also lose other privileges designated by the teacher and may be sent to the Administration Office.

Minor acts of misconduct are those that interfere with the orderly operation of the classroom or school activity, such as classroom disruption, disorderly conduct, disrespect for others, not following instructions, frequent tardiness, etc. If not habitual in nature, these forms of misbehavior will ordinarily be handled by the teacher through counseling, warning, loss of privilege, time-out, etc. Parents will be notified and expected to assist in disciplinary action if such behavior persists, and continued misbehavior will result in a student and/or parent conference with a school administrator. More serious consequences (in-school suspension, home suspension, or dismissal), may follow depending upon the nature of the misbehavior and frequency of the behavior pattern.

Intermediate and major acts of misconduct are those that are directed against other persons or property such as fighting, destruction of property, insubordination or defiance, habitual minor misconduct, possession or use of any object that threatens the safety of others, profanity or vulgarity, and honor offenses (cheating, stealing, untruthfulness, deception, dishonesty of any type). Such behaviors will result in a student and parent conference with a school administrator. Parents will be informed immediately of these types of infractions, and consequences such as in-school suspension, home suspension, expulsion, or other measures may be enforced.

MIDDLE SCHOOL DISCIPLINE POLICY

“The Lord disciplines those He loves, and He punishes everyone He accepts as a son. . . No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.” Hebrews 12:6,11

Discipline is the process of changing a student’s wrong behavior into the desire to perform appropriately. The purpose of having a discipline plan is so that we can show our students that it is necessary to live life according to God’s principles. By having a clear plan of discipline we are able to disciple our students, guiding their lives to the image of Christ and preparing them for service to God. Discipline, therefore is an act of love to teach students that it is necessary to submit to the authorities in their lives so that they can learn to submit to GOD. We have designed a clear, specific, and easily implemented plan of action for the Middle School with both positive and negative consequences.

“Be careful to obey all these regulations I am giving you, so that it may always go well with you and your children after you, because you will be doing what is good and right in the eyes of the LORD your God.” Deut. 12:28

Students who consistently meet expectations will be invited to participate in special activities. By following the guidelines given, students are learning and demonstrating their love of God. **John 14:15 (Jesus said) “If you love me, you will obey what I command.”**

By choosing obedience all students can take advantage of these activities designed to build relationships, provide additional educational opportunities, and make school more enjoyable.

DISCIPLINARY PROBATION

Students with excessive discipline, attendance or tardy problems during a semester may be placed on disciplinary probation for a semester. While on probation a student will be required to adhere to a high standard of conduct and may be prohibited from involvement in extracurricular activities at the school’s discretion. A violation of a major school standard of conduct while on probation may result in more serious consequences, including immediate expulsion.

EXPULSION

When a student is expelled, the school’s usual practice is to notify parents in person and in writing of the reason(s) for the expulsion; although, either in person or written communication will be effective to initiate the disciplinary action. The school administrator alone has the authority to expel a student and may expel a student for any reason deemed necessary, with or without the consent and/or agreement of the parents. Parents are responsible to pay the full tuition for the academic year in which the student is expelled.

The student and his parent or guardian may appeal their case to the School Board only for the reason that the evidence upon which the decision to expel was made was inaccurate or insufficient. The appeal must be submitted in writing and be presented to the school administrator within three (3) days of the expulsion. Only the parent, guardian, or a member of the School Board may represent their case in a specially called meeting of the Board. The School Board’s decision is final.

A student who has been expelled or withdrawn for disciplinary reasons may be considered for readmission to the school after the conclusion of the year in which the expulsion occurred. Expulsion may result from serious infraction(s) of school policies or expectations for students, including but not limited to the following:

1. Repeated misconduct.
2. Failure to respond positively to repeated efforts at correction by the school’s personnel.
3. A serious breach of the school’s policies, rules and/or regulations, both on or off campus, including stealing, the use, possession of, or intent to purchase or sell drugs, alcohol, or tobacco, whether actual or purported, and weapons. Secreting the same at any place on the school or church grounds is also a violation of the school’s policy.
4. A grievous occurrence of academic dishonesty.
5. Threatening or bringing harm to any member of the school community.
6. An action or attitude that seriously harms the name of Christ and/or the school’s reputation in the community, including immorality, an attitude not in harmony with the goals and spirit of the school.
7. Students that become married, pregnant, and/or engaged in sexual misconduct.
8. Any action by a parent(s) or guardian which seriously interferes with the school’s ability to accomplish its educational purposes.

THE HONOR SYSTEM

Honor systems are used all over the country to help students learn to take responsibility for their actions and exercise self-control. They are designed in such a way as to show respect for the student by allowing them to be successful and independent as long as they follow the specific expectations for the given school. With this in mind, we have created an Honor System for WCA based on a standard of behavior we expect our students to follow not because of rewards or punishment but because it is the right thing to do. 1 Samuel 15:22 says, **“Does the LORD delight in burnt offerings and sacrifices as much as in obeying the voice of the LORD? To obey is better than sacrifice, and to heed is better than the fat of rams.”** God’s best plan for our lives is through obedience and discipline.

The expectations for behavior in the Middle School are:

1) All students are expected to use class time wisely.

“If a man is lazy, the rafters sag; if his hands are idle, the house leaks.” Ecc. 10:8

- Sit in assigned seats
- Remain on task
- Raise hands and wait to be acknowledged before speaking
- Listen while the teacher or a classmate is addressing the class

2) All students are expected to be in complete uniform, with shirts tucked in, at all times.

“Be dressed ready for service and keep your lamps burning,” Luke 12:35

3) All students are expected to be prepared for every class every day.

“So you also must be ready, because the Son of Man will come at an hour when you do not expect him.” Matt. 24:44

- Have paper, pencil, and other supplies out and ready to use
- Complete homework and other assignments and turn them in on time
- Arrive on time to class

4) All students are expected to keep hands, feet, and other objects to themselves.

“Do not turn from it to the right or to the left, that you may be successful wherever you go.” Joshua 1:7b

Refrain from:

- Throwing things
- Tripping, hitting, and kicking
- Taking things that belong to others
- Public Displays of Affection (PDA)

5) All students are expected to be respectful of others at all times.

“Show proper respect to everyone: Love the brotherhood of believers, fear God, honor the king.” 1 Peter 2:17

Refrain from:

- Talking back or arguing with a teacher
- Name calling or other ugly talk
- Misusing the property of others
- Taking advantage of a substitute teacher

MEDIATION/BINDING ARBITRATION AGREEMENT

The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with biblical injunctions of 1 Corinthians 6:1-18, Matthew 5:23-23, and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of any aspect of the relationship, including claims under federal, state, and local statutory or common law, the law of contract, and law of tort shall be settled by biblically based mediation.

If a resolution of the dispute and reconciliation do not result from mediation, the matter shall then be submitted to an independent and objective arbitrator for binding arbitration. The parties agree for the mediation and arbitration process to be conducted in accordance with the “Rules of Procedure for Christian Conciliation” (“Rules”) contained in the Peacemaker Ministries Booklet, *Guidelines for Christian Conciliation*. Consistent with these “Rules,” each party to the agreement shall agree to the selection of the arbitrator. The parties agree that if there is an impasse in the selection of the arbitrator, the Institute for Christian Conciliation division of Peacemaker Ministries of Billings, Montana [(406) 256-1583], shall be asked to provide the name of a qualified person who will serve in that capacity. Consistent with the “Rules,” the arbitrator shall issue a written opinion within a reasonable time.

The parties to this covenant agree that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision.

Intermediate and major acts of misconduct are those that are directed against other persons or property such as fighting, destruction of property, insubordination or defiance, habitual minor misconduct, possession or use of any object that threatens the safety of others, profanity or vulgarity, and honor offenses (cheating, stealing, untruthfulness, deception, dishonesty of any type). Such behaviors will result in a student and parent conference with a school administrator. Parents will be informed immediately of these types of infractions, and consequences such as in-school suspension, home suspension, expulsion, or other measures may be enforced. Administration reserves the right to prohibit any student involvement in extra-curricular activity, including but not limited to, sporting events and field trips based on the child's behavior.

ATTENDANCE

School hours are from 8:10 a.m. to 3:00 p.m. every day except Wednesday. On Wednesday, dismissal is at 2:00 p.m. WCA's Extended Care continues until 6:00 p.m. most days (see school calendar for exceptions). WCA's Study Hall program continues until 5:30 p.m. most days (see school calendar for exceptions).

Students not in Extended Care, Study Hall or in school activities are not permitted on campus. Our Administration Office hours are 7:30 a.m. to 4:00 p.m., Monday through Friday.

Florida Statute states "Each parent of a child within the Compulsory Attendance age is responsible for the child's school attendance as is required by law."

Regular and punctual attendance in class is essential to the success of a student's school experience. One can never fully compensate for absence from class. When a student is going to be absent, parents are to call the school office the morning of the absence, or provide a written excuse stating the cause and date of the absence. Notes should be returned to the classroom teacher on the first day back to school. Please notify the teacher or school office if more than three days' absence is anticipated.

Reasons for excused absences include: (school sponsored field trips are not considered absences)

1. Personal illness or injury
2. Serious illness or death in the family
3. A medical appointment which cannot be scheduled outside of school hours
4. Providential hindrances
5. Required court appearance or subpoena by a law enforcement agency
6. Suspension from class (internal, external, alternatives to external suspension)

Teachers will provide the student with the school work missed during an excused absence and students will be given one day for every day missed to complete the work. A student must be in school for no less than one-half day (3 1/2 hours) to be counted present. The half day begins/ends at 11:30 a.m.

If absences are not excused, as defined in the previous section, the absences are considered unexcused. WCA will provide appropriate interventions for students who have 5 or more absences within a calendar month or 10 or more absences within a 90-calendar-day period. **If the student is absent more than 20 days during the school year, his/her promotion to the next grade level will be at risk and will depend upon the decision of the teacher and school administrator.**

PRE-ARRANGED ABSENCES

When the student will be absent because of a family trip, a Prearranged Absence Form must be completed at least 5 school days prior to the absence(s). This written notice serves several purposes: (1) notifies the front office and the teachers, in advance, of the date of absence; and, (2) notifies the student in advance of the instructional material that will be missed and of any assignments that should be completed. Students with low achievement, students not current in their assignments, or students seeking to be absent during inopportune times in the school year (exam period, end of nine weeks, etc.) will be advised not to be absent. The procedure is as follows:

1. Absence request form is completed and submitted by parent to the Administrative Office.
2. It is the responsibility of the parents and students to check Info Direct daily and complete all assignments.
3. Assignments are turned in to the teacher(s) upon the student's return to school.

MAKE-UP WORK AND TESTS

“Let us not become weary in doing good, for at the proper time we will reap a harvest if we do not give up.” Galatians 6:9

Due to absences, students may need to turn in their coursework at a later date than was originally assigned. Students are encouraged to complete all assignments as promptly as possible in order to avoid falling behind academically in their classes. Students will be given one day for every day missed to complete the make-up work that was assigned on the days of their absences. Exceptions will be made for a serious illness at the request of the teacher’s and parent’s discretion. **Students are responsible for collecting, completing, and turning in all required course work that was missed during their absence.**

When students are absent because of illness, make-up tests will be given, if possible, during a planning period or after school so that the student does not miss additional class time. However, when the teacher deems it necessary or advisable he/she may give the make-up test during the normal class.

If a student returns to class on the day a test is administered, he/she is not required to participate. However, since students rarely do as well on a make-up test as they do when they take the test with the class, if only one day was missed it is **recommended** that the test be taken with the class.

TARDINESS

Arrival on time to school is important and sets the tone for the day. Arriving at school by 8:00 a.m. allows the student to prepare for the day in a relaxed manner. Instructional time begins at 8:10 a.m. Students will be marked tardy after 8:10 a.m. The Safety Patrol goes to class promptly at 8:10 a.m. Therefore, if the Safety Patrol is no longer on duty, your child is tardy. The procedure for entering school after 8:10 a.m. consists of parents/guardians **BRINGING** their child(ren) to the Administration Office for a pass. No student will be allowed to enter the classroom without a pass after 8:10 a.m. **Students who have 4 or more tardies are ineligible for a perfect attendance award. Any Middle School student receiving their 4th tardy, and every third thereafter, in a given quarter will be required to attend a 1 hour detention.**

ARRIVAL/DISMISSAL

ARRIVAL

Parents should enter through Three Village Road and around the WCA campus for drop-off. **Please do not drop off students on the south end of the building as there are no adults there to watch out for their safety.** Students may begin arrival at 7:30 a.m. and must immediately report to the Student Center. As there is no supervision before 7:30 a.m., please ensure that the earliest your child arrives is 7:30 a.m. After 8:00 a.m. students will be directed to their classrooms. The staff and safety patrol will be on duty to provide assistance. In order to encourage independence and responsibility, we request parents not to accompany students to their classrooms. Students should arrive at school by 8:00 a.m. in order to be ready for instruction to begin promptly at 8:10. Students arriving after 8:10 a.m. are to be accompanied by a parent to the Administration Office for a late pass.

EARLY DISMISSAL

If a parent knows ahead of time that a student will be leaving campus early, the parent should notify the teacher in writing of the time of departure. Parents who want to pick their child(ren) up from school within 30 minutes of dismissal time are asked to wait until all students are dismissed. The parent must personally sign out the student in the Administration Office. **Students may not be picked up directly from the classroom.** When returning after an early dismissal, the parent is to sign the student in at the Administration Office.

DISMISSAL

Pickup for dismissal is from 3:00 p.m. – 3:15 p.m. Monday, Tuesday, Thursday and Friday. On Wednesdays, dismissal is from 2:00 p.m. – 2:15 p.m. Weston Christian Academy will take all reasonable steps to ensure and protect the safety of students while at school.

Students will only be released to custodial parents/guardians and those persons listed on the Emergency Card/Permission to Transport. Should a request be made by a noncustodial adult for the release of a child into his/her care, the request will only be honored with: a) the consent of the custodial parent through a school initiated phone conversation or note; or, b) instructions from the court. In the event that you are going out of town without your child(ren), we ask that the custodial parent/guardian notify the school in writing of adult caretakers who will be responsible for your child(ren). The names, phone numbers and any alternate procedures to be followed should be included in the notification.

If your student walks or rides a bicycle home from school the school office and your child's homeroom teacher must have written notification of this on file before your student will be allowed to leave campus.

Out of respect for teachers and their supervisory responsibilities, please do not engage teacher in conversations during dismissal. It is vital that teachers remain cognizant of where their students are and what they are doing at all times. Dismissal ends at 3:15 p.m. on Wednesdays and 2:15 p.m. (Monday, Tuesday, Thursday, Friday). After remaining students are checked in to Extended Care or Study Hall, they may be available to speak with you at that time.

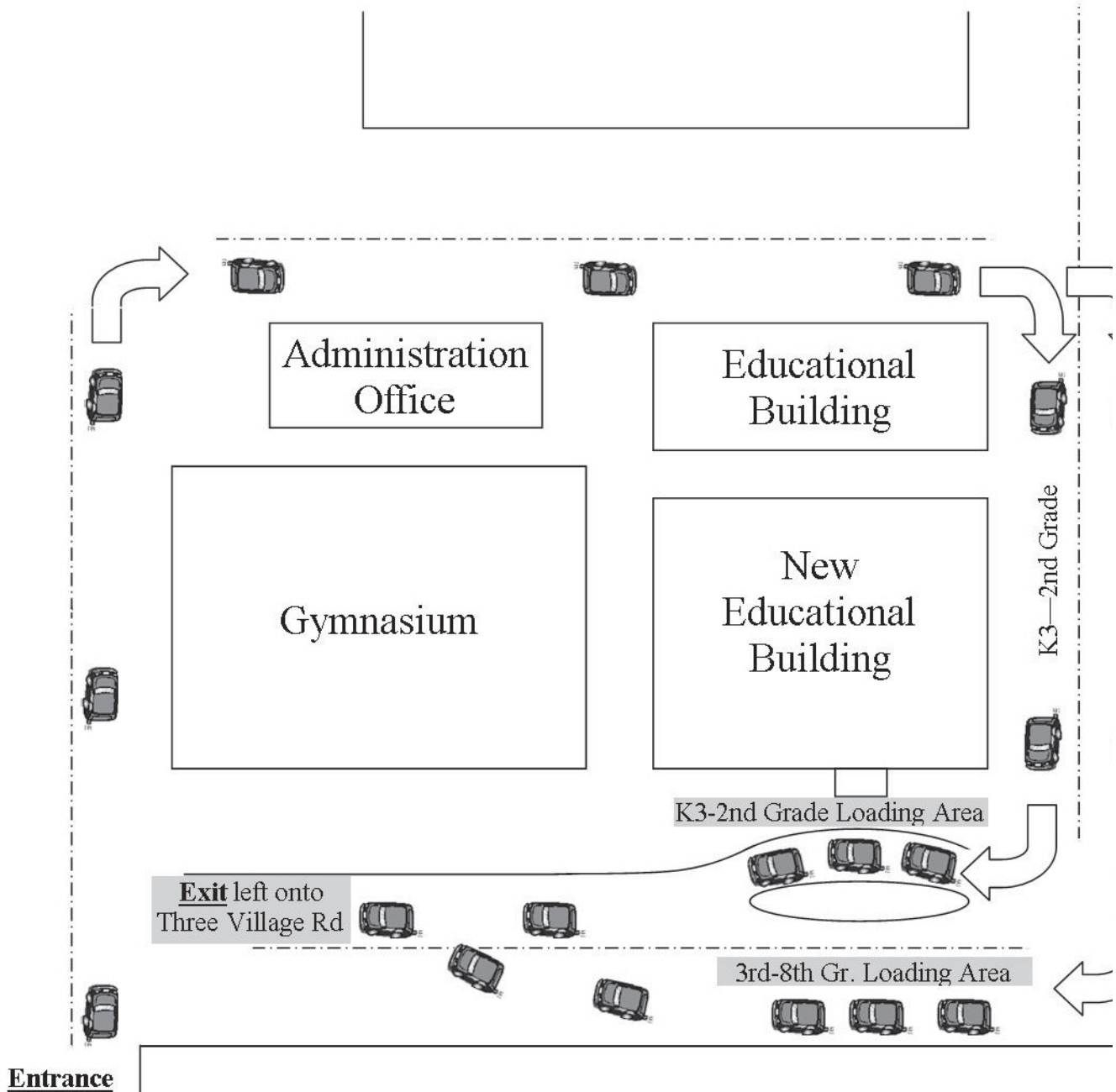
PROCEDURES

During arrival and dismissal times, the WCA parking lot becomes a one way street in order to facilitate vehicular traffic.

1. Enter from the Three Village Road entrance, and circle around the building to the main entrance of the New Educational Building.
2. Drive in the lane that correctly corresponds to your child's grade level. If you have students in multiple grade levels, drive in the lane for the child in the lowest grade level.
3. Drive up as far as possible to the front of the line (stop/slow sign), and come to a complete stop.
4. Vehicles are not to be unattended in the traffic lane. School staff and Safety Patrol will be on duty to provide assistance to students to/from cars.
5. If it is necessary to go to the Administration Office to keep a scheduled conference, or classroom volunteer appointment, please park in the parking lot. For the safety of your child, please DO NOT use the parking lot for dropping off or picking up students except as outlined herein.
6. Use the identified crosswalk for all pedestrian traffic to and from the parking lot, always complying with the stop/slow sign.
7. Any student not picked up by 3:15 p.m. (or 2:15 p.m. Wednesdays) will be checked-in to Extended Care (K4-5th grade), or Study Hall (6th-8th grade), and will be charged a fee as outlined in the Extended Care/Study Hall guidelines.

DISMISSAL MAP

The City of Weston has mandated a change to our drop-off and pick-up location. The new location will be at the main entrance to the new educational building as shown in the map below.



DRESS CODE

The purpose of WCA's uniform policy is not only to provide uniformity in dress, but for students to present themselves as persons of excellence. The intent of our dress code is to promote modesty as well as appropriate appearance. Students are to be neat, well-groomed, and modest at all times. Students at WCA will be appropriately dressed in school uniforms upon arrival each day except on announced special days. On Fridays, students will be permitted to wear the current year's school Spirit Shirts in place of uniform shirts. Any shirt worn underneath the uniform should be a t-shirt or turtleneck with no words or designs appearing through the uniform shirt. The shirt or blouse should be buttoned up to the second button and tucked in so that the belt or waistline is visible.

AUTHORIZED UNIFORM PROVIDER

All uniform items, including pants and shorts, must be purchased from Debbie's School Uniforms, 5225 West Broward Boulevard, Ft. Lauderdale, FL., 954 581-1761 or at www.debbiessschooluniforms.com. Names should be written on the inside label of all items so that lost items may be returned to their owners.

ELEMENTARY UNIFORMS

Elementary girls should wear monogrammed white or *red* polo shirts or monogrammed "Peter Pan" blouses with plaid skirts, or jumpers. Solid navy or khaki long pants, capris, or shorts with school crest are optional. Elementary boys should wear monogrammed white or *red* polo shirts, with navy or khaki shorts or pants with school crest. All pants and shorts must be worn no lower than the top of the hipbone and no shorter than 3 inches from the back of the knee.

MIDDLE SCHOOL UNIFORMS

Middle School students should wear gold or royal blue polo shirts monogrammed with the school logo. Middle School students should wear navy or khaki shorts or pants that are monogrammed with the school crest. Middle School girls may also wear capris monogrammed with the school crest. All pants and shorts may be worn no lower than the top of the hipbone and no shorter than 3 inches from the back of the knee. Navy and burgundy shirts with the crest are no longer allowed.

SHOES, SOCKS, BELTS

Shoes and socks must be worn at all times while on campus. No open-toed or backless shoes are permitted. Students are encouraged to wear athletic shoes for safety and comfort, and are required to do so on P.E. days. Shoes and socks must be white, black, navy, or brown. Socks must be matching and may be no higher than ankle length. Belts must be plain and unadorned in black, navy, or brown.

HAIR, MAKEUP, ACCESSORIES

Students must maintain a trim, conservative, natural hair appearance. Boys' hair must be above the eyebrow and above the collar. Girls will not be permitted to wear "false hair" clips, for sanitary reasons. Accessories must be in keeping with uniform colors and not be overbearing. Elementary students are not permitted to wear makeup. Boys may not wear an earring at anytime. Girls are limited to two earrings, one bracelet or watch per wrist, and one ring per hand. Boys and girls may wear one necklace within the shirt collar.

COLD WEATHER

Jackets and/or sweatshirts may be purchased from Debbie's Uniforms. Solid navy sweatshirts and jackets with no insignias or words may be worn as well. Sweaters and sweatshirts in other colors are not to be worn inside the classroom. *Students will be asked to remove any jacket that is not navy.*

FIELD TRIPS

Students leaving campus on a school-sponsored trip will be required to wear regular school uniforms unless otherwise specified by the teacher.

P.E. CLASS

All students must wear athletic shoes and socks on their designated P.E. days. Students in the 4th and 5th grades will be required to wear P.E. shirts as well. P.E. shirts may only be purchased from WCA. Students are required to change before and after their scheduled P.E. class. Noncompliance will be reflected in their class grade.

UNIFORM VIOLATIONS

The administration reserves the right to determine the acceptability of fashion trends, accessories, clothing, makeup, and hairstyles. **Students not adhering to the Uniform and Dress Code Policy will receive a Dress Code Violation Report for the first offense. For any additional offense, the student will be sent to the Administration Office and the parent will be called to bring the appropriate attire.**

HEALTH AND SAFETY

SEX EDUCATION

Weston Christian Academy reserves the right to include in the curriculum biblical teachings about human sexuality and puberty for the Middle School grades. All materials used and content taught are reviewed by the School Board for approval. The following guidelines govern all related instruction:

1. Instruction and materials are faithful to biblical principles and in harmony with the teachings of our sponsoring church.
2. Instruction is centered on the spiritual and moral side of human sexuality and does not deal with culture's attempts to minimize, curtail, guide, or prevent the normal consequences of sinful uses of human sexuality. Thus, instruction in birth control or other supposed "safe sex" practices are not approved nor included in our teaching.
3. Instruction is age appropriate and gender appropriate and is carried out with dignity, honor, and spiritual wisdom.
4. Instruction is carried out in gender separate settings by staff members who are especially prayerful and wise in their presentation.

In the school's attempt to be an extension of the home, this will be announced with sufficient advanced notice to allow parents, if they choose, to request the absence of their child from this brief unit when it is taught.

IMMUNIZATIONS

Any child entering school must have a current, completed, original Florida Certification of Immunization form (DH 680) with either proof of immunization or exemption for the form to be valid. The Certificate of Immunization for prevention of communicable diseases is required from the student's physician for all students; must be dated and signed by the physician, and in their school file before classes can be entered.

All students entering 7th grade are required to have:

- Hepatitis B Series
- Second Dose of Measles vaccine (preferably MMR)
- Tetanus-Diphtheria Booster
- It is *recommended* that students receive a scoliosis screening at this time if they were not a part of the 6th grade scoliosis screening provide by WCA.

WEATHER ALERT

In the event of a hurricane, severe weather condition, or other potential emergency situation Weston Christian Academy will communicate to parents through Alert Now (automated phone and email system), the school's website, flyers, and the media as the situation warrants.

FIRE DRILLS

Fire drills will be scheduled monthly. When the signal is given, all class activities must cease and exit made promptly in accordance with posted instruction. The emergency exit plan is posted by the main exit of each room.

TORNADO DRILLS

During the school year, there will be tornado drills so that students and faculty will know where to go in the event of a tornado warning. The weather situation is constantly monitored through a Weather Alert radio located in the Administration Office. If there is a weather emergency, please do not attempt to pick up your child. Students will remain in a safe environment until the emergency has ended.

INDOOR PLAYGROUND

The indoor playground is only for preschool aged children up through K5. Children older than 6 years old or who are no longer in K5 may not use this facility. Adult supervision is required at all times. Shoes are not permitted.

4. Socks must be worn at all times.

PLAYGROUND

ILLNESS OR INJURY

If a child becomes ill or has an elevated temperature at school, a parent/guardian will be notified to pick him or her up as soon as possible. In case of an injury, simple first aid (cleaning, Band-Aid, etc.) will be administered. In the case that emergency treatment is needed, parents will be contacted. Please make sure the Emergency Card/Permission to Transport is filled out completely. Three current phone numbers should be on file.

MEDICATION

All medication, prescription and/or nonprescription, must be brought to school by parents and turned in to the Administration Office. Students may not keep medication in purses, book bags, etc. Only office personnel are permitted to administer medication, and then only with written permission from parents and physician for prescription medication. Medication must be in its original container with the exact amount that is indicated on the container. No medication will be administered without the proper form on file in the Administration Office. Furthermore, a new form must be filled out for each school year. This form may be obtained from the Administration Office. Parents must provide all medication, whether it is prescription or nonprescription (example: Tylenol). Students are not permitted to administer their own medication.

LICE CHECKS

Lice checks will be conducted on all students at least three times throughout the school year: the first week of school, the week after Christmas vacation, and the week after Easter vacation. These checks will be conducted by qualified personnel. In addition, if a case is reported within a class at any other time, that class will be checked. If a student has lice, the parent will be notified immediately to pick up the child from school. Once treatment has been administered, the student must be checked again by qualified school personnel before being readmitted to class. WCA has a "no nit" policy; if even one nit is found on the student, the student will be sent home for a 24 hour period.

COMPUTER ACCEPTABLE USE POLICY

The purpose of this policy is to outline the rules for using the local area network and the Internet at Weston Christian Academy. Due to the cost and sensitivity of the computer equipment, and the unregulated nature of material found on the Internet, all parents and students must understand the rules for usage.

The purpose of all of our electronic resources and the Internet is to support the school's philosophy and mission statement. Consequently, student use of these resources must be for matters directly related to academic studies at Weston Christian Academy. We have established the following policies in an attempt to provide clear guidelines for use and reasonable consequences for misuse.

1. Use of the computers is to:
 - a. Reflect and be consistent with Biblical principles and precepts.
 - b. Be consistent with the high standards of character and conduct expected of all students and faculty.
 - c. Be in compliance with all school policies.
2. The use of school computers is a privilege which may be taken away if a student uses computers, the network, or the internet improperly or causes damage to computer hardware or software.
3. If a student damages any computer hardware or software which must be replaced or repaired the parents will be charged.
4. Students may not change the backgrounds or any settings that exist on the computer unless directed by the teacher.
5. The computers are to be used only for schoolwork as directed by the technology instructor or classroom teacher.
6. E-mail on campus is not provided for student use.
7. Students should not download material and incorporate it into their own work without properly identifying the source (this is plagiarism).
8. Students will only use the internet under the supervision of a teacher or staff member. **Students must have permission from the supervising teacher to access the internet.** The following are examples of **UNACCEPTABLE** school Internet use:
 - a. Chat Groups
 - b. Surfing questionable sites – those not in keeping with Christian moral standards
 - c. Sending or receiving e-mail
 - d. Music downloads
9. Weston Christian Academy does not and will not tolerate any type of Cyberbullying (electronic harrassment) among our students. This includes, but is not limited to, bullying through:
 - a. Text messages
 - b. E-mails
 - c. Phone calls
 - d. Internet chat rooms
 - e. Instant messages
 - f. Social networking websites such as MySpace, Facebook, etc.

Should any of the above policies be violated, disciplinary measures will be taken which could include dismissal from Weston Christian Academy.

PHYSICAL EDUCATION

All students are required to participate in P.E. There are occasions when students have legitimate reasons for extended or temporary excuse from the P.E. program. Please refer to the following:

1. Medical Excuses must be completed and signed by the attending physician and submitted to the Physical Education Instructor
 - a. *Permanent excuses* must include a description of physical limitation that would prevent participation of any kind. Permanent excuses will be filed in the student's cumulative record.

- b. *Extended excuses* are for non-participation for an extended time period due to temporary physical limitation such as surgery, severe illness or injury.
2. Parental Excuses must be completed and signed by the parent/guardian and submitted to the Physical Education Instructor.
- a. Students with a Parental Excuse will be expected to attend class, in uniform when applicable (according to grade level).
 - b. Parental excuses covering a specific sickness or minor injury will be accepted for up to three consecutive class periods, after which a medical excuse will be required.
 - c. If the faculty notes a pattern developing whereby a student is chronically misusing this policy, a medical excuse from the attending physician will be required.

MIDDLE SCHOOL ATHLETICS

“And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him.” - Colossians 3:17

“If we live in the Spirit, let us also walk by the Spirit” - Galatians 5:25

The athletic program of Weston Christian Academy is an integral part of the school’s educational program, and through it we strive to develop spiritual growth in our students. In focusing on this form of development through athletics, we believe we are teaching our students to become more Christ-like by allowing the Holy Spirit to direct their minds and bodies (1 Thessalonians 5:23). WCA desires that all students possess positive, Christ-like character qualities and express these characteristics openly through the medium of athletics. Our coaches, faculty, and staff are dedicated to building eternal values in our athletes, therefore we stress attitudes and actions in relation to God’s Word.

CONDUCT OF AN ATHLETE

Student athletes at Weston Christian Academy are to be positive role models for peers and younger students. Guidelines are as follows:

- a. Improper or questionable language will not be permitted. Improper areas include profanity, boasting, and disrespect to officials, other players, or coaches. Language should be conducive to “building up” rather than “tearing down.” Our athletes’ performance and sportsmanship should be above reproach.
- b. Athletes are to be familiar with school policies and regulations and adhere to them with a spirit of cooperation and personal responsibility.

WCA athletes are subject to the same disciplinary procedures at sporting events, as outlined in the Expectations for Students in this Handbook. Violations of rules or any questionable conduct will initially be dealt with by the faculty and/or coaching staff. If a serious problem develops or a minor one becomes repetitive, then the administration of WCA may become involved.

SPORTSMANSHIP

Both athletes and fans represent the Lord Jesus Christ and Weston Christian Academy to the community and should always conduct themselves in a commendable manner. Guidelines are as follows:

- a. Athletes are not to cheat or play unfairly in any way. The good name of the Lord and the school are more valuable than any game won by unfair play.
- b. Both athletes and fans should accept decisions of officials and coaches without dispute.
- c. Both athletes and fans should recognize and show appreciation of fine play and good sportsmanship on the part of the opponent.
- d. Any spectator or athlete who continually demonstrates poor sportsmanship may be excused from the event and/or athletic program.

ELIGIBILITY OF PARTICIPATION

- The Athletic Program is open to 6th through 8th grade students.
- Academic eligibility for students will be determined at the end of each week. A student automatically becomes ineligible to participate for the following week upon receiving a percentage grade lower than 60% in any two subjects, an unsatisfactory grade in conduct in any subject, or a total grade point average below 2.0.
- A student athlete who is deemed academically ineligible for any given week must still attend practices and games in full uniform, but will not be permitted to participate. Failure to attend during this time will result in extended ineligibility.
- Grades should be maintained and improved through regular class work assignments. Classroom teachers are not expected to give extra credit assignments for athletes in order to bring up their grades.
- A student athlete must be in attendance at school at least half of the day (3 1/2 hours) in order to attend practice or participate in a game.
- An athlete who is on suspension from regular school attendance (including in-school restrictions) may not practice or take part in games during said suspension.
- Student athletes who are ineligible for 2 consecutive weeks of class will be dismissed from the team.

PHYSICALS

Prior to participation in athletics, each student must have on file with the Athletic Director a certificate of an annual sports physical indicating that the student is physically approved for participation in any tryout, practice, or conditioning. This exam must be dated within the previous 12 months of participation in the particular sport. Any form used by the student's physician is acceptable.

ENRICHMENT PROGRAMS AND STUDENT SERVICES

- “Reading Counts”** is an extracurricular reading program in which students read books from a select list, and take computerized tests in order to earn points. “Reading Counts” library books are labeled appropriately and students are encouraged to participate in the program.
- Safety Patrol** allows students in the 4th and 5th grades who are eligible to serve as Safety Patrol and Safety Patrol Officers. Candidates must submit an application and an essay on “Why I Would Like to Be on the Safety Patrol” or “Why I Would Like To Be A Safety Patrol Officer.” Students must also have good academic and discipline records from the previous school year. Safety Patrol Officers help with pedestrian and vehicular traffic before and after school. Safety Patrol Officers are role models for the school and this privilege may be revoked any time there is concern for discipline or academic success.
- Student Council** participates in the administration of school life and school activities. It shares in the supervision of student life. It consists of elected representatives from each 4th and 5th grade homeroom, as well as elected executive officers from the Middle School. Each class elects its own representatives and the entire school elects the executive officers in the fall of each school year. A cumulative GPA of 3.0 and no conduct grade below a 3 are required to maintain eligibility to run for and serve as an executive student officer. Student council provides such activities as Middle School Socials, Valentine's Day Candy Grams, Spirit Week Activities, etc.
- The Weston Christian Chapter of the National Junior Honor Society** seeks to recognize students in the 6th – 8th grade who exhibit notable qualities in each of the following areas: scholarship, character, leadership, citizenship, and service. Students will meet together for common growth, and represent WCA in the National Junior Honor Society. Members will be selected by WCA faculty based on the following criteria:
 1. Scholarship – the student must possess a cumulative grade point average of 3.5
 2. Character – the student must display:
 - a. a positive attitude towards the philosophy and policies of the school
 - b. courtesy, respect, and concern toward others

- c. evidence of spiritual interest, including church attendance
 - d. high standards of honesty and responsibility
 - e. a record void of any suspensions or serious disciplinary actions
3. **Leadership** – the student must show definite leadership in school, church and/or the community in general.
 4. **Service** - the student must exhibit a willingness to give of his/her time and skills to benefit the school, church and/or community, as well as his/her fellow students (for example: Safety Patrol, Student Council, church youth group, athletics, VBS work).

•**ACSI Speech Meet, Art Festival, Spelling Bee, Science Fair and Math Olympics** are opportunities for our students to represent WCA in competition with other Christian schools.

•**After School Activities:**

- Cookin’ Kidz
- Playball
- French Lessons
- Chinese Lessons
- Cake Decorating
- Bright and Smart Robotics
- Guitar Lessons
- Private Piano Lessons
- Piano Lab
- Volleyball for Girls
- Basketball for Boys and Girls

•**Middle School Leadership Conference** will give students the opportunity to participate in a regional ACSI leadership conference in the fall that will help them learn leadership skills from top Christian youth speakers. The cost, date, and location of this event will be communicated with parents as soon as the ACSI regional office makes this information available.

EXTENDED CARE

**In case of an emergency or late pickup, contact Ermin Silvera,
Extended Care Director, at 954 770-0350 after 4:00 p.m.**

The Extended Care Program is available to K3 – 5th grade students of Weston Christian Academy.

GUIDELINES

1. **Schedule:** The program is available on all school days and teacher In-Service days. The program begins at the school’s dismissal, 3:05 p.m. (Wednesday at 2:05 p.m., 7:30 a.m. on In-Service days) and ends at 6:00 p.m. ***Exception: There will not be Extended Care on early dismissal days preceding holidays nor the last day of school.***
2. **Each child must be preregistered.** The completed registration form, along with the registration fee of \$10.00 and the first month’s payment, should be turned in to the Business Office.
3. **Changes during the year:** Two (2) changes may be made in a program during the school year. Any additional change will incur a \$10.00 fee and a new registration form will be required. We ask that a minimum 30-day notice be given before the change takes effect.
4. **Dismissal Line:** Any student not picked up from the dismissal line by 3:05 p.m. (2:05 on Wednesdays) will be taken to the Extended Care Program. If the student is picked up before 4:00 p.m., a fee of \$20.00 will be due when the student is picked up. If a student is picked up after 4:00 p.m.; a fee of \$30.00 will be due when the student is picked up. If a student is taken to Extended Care three times in a school year, the student must then be registered in the program.
5. **Late Pick-Ups:** A late fee of \$1.00 per minute will be due for any student not picked up by 6:00 p.m. The Extended Care Director should be notified if for any reason a late pick up is expected. The phone number is 954 770-0350.

6. **Sign-Outs:** The parent or another authorized adult of 18 years or older (with written permission) must sign each child out each day. This is mandatory for the safety of the child.
7. **Snacks:** A small snack is provided during the early portion of the program. However, those students who remain until 6:00 p.m. should bring an additional snack.
8. **Playground Equipment:** Students will be able to checkout playground equipment. They will be required to use the equipment properly and return it when finished or before going home. If a student abuses or loses any playground equipment, a notification of replacement will be sent home, and the parent must replace the equipment.
9. **Lost & Found:** All articles left behind each day (lunch containers, sweaters, etc.) will be taken to the school's "Lost & Found." Students should check in the Administration Office the following day for lost items.
10. **Telephone Number Changes:** Please inform the Administration Office of any changes in telephone numbers. This is very important should we need to contact parents concerning their children.
11. **Designated Area:** Students are required to stay within the Extended Care designated area and are only permitted to leave this area for bathroom usage with permission. Please advise students they are not to wander around the school for any reason.

Extended Care Payment Schedule (September through May)

Registration Fee	\$ 10.00	per student
Full Time (5 days per week)	\$250.00	per month
Part Time (3 days per week)	\$205.00	per month
Part Time (2 days per week)	\$155.00	per month
Part Time (1 day per week)	\$ 85.00	per month

*A 15 percent discount will be given to additional students in the same family who are enrolled in our full time or part time Extended Care or Study Hall Program.

Annual Payment:

Monthly payment x 9 = Annual Payment

Payments:

1. You will not be billed.
2. All payments are due in advance , on the first of each month. A \$5.00 late fee will be assessed after the 5th of the month. Please mail fees to the Business Office.
3. If payments are more than 1 month behind, students will not be allowed to continue in the Extended Care Program. It will be necessary to reregister the student (after accounts are cleared) in order to return to the program.
4. Students enrolled in the program will be charged the monthly fee regardless of attendance.
5. Payments will start with enrollment and continue monthly until May.

Drop-In Fees

Drop-Ins (up to 4:00 p.m.) \$ 20.00 payable at pick-up
 Drop-Ins (up to 6:00 p.m.) \$ 30.00 payable at pick-up

Payments:

1. Payments are due at time of pick-up
2. If a student drops-in more than three times in a school year, the student must be registered in the program.

Teacher In-service Days

Full Time Participants	Free
Part Time Participants	\$25.00 per day
Drop-Ins Participants	\$45.00 per day

Payments: Due at time of pick-up

MIDDLE SCHOOL STUDY HALL

The Middle School Study Hall is available to 6th – 8th grade students of Weston Christian Academy. The Middle School Study Hall program provides a supervised, quiet environment for Middle School students to complete their homework after school. Students will not be permitted to socialize or play. Students desiring extracurricular activities may participate in after-school clubs and sports. Study Hall is not required, rather it is a service provided to working parents.

GUIDELINES

- Schedule:** The program is available on most school days. The program begins at dismissal, 3:15 p.m. (2:15 p.m. on Wed.) and ends at 5:30 p.m. **Exception:** *There will not be Middle School Study Hall on early dismissal days, In-service days, days preceding holidays nor the last day of school.*
- Each child must be preregistered.** The completed registration form along with the registration fee of \$10.00 and the first month's payment should be turned in to the Business Office.
- Changes during the year:** Two (2) changes may be made in a student's program during the school year. Any additional change will incur a \$10.00 fee and a new registration form will be required. We ask that a minimum 30-day notice be given before the change takes effect.
- Dismissal Line:** Any student in 6th - 8th grade not picked up from the dismissal line by 3:05 p.m. (2:05 p.m. on Wednesdays) will be taken to the Middle School Study Hall. A fee of \$10 per hour (prorated on a 15 minute basis) will be charged for unregistered students. If your student is taken to Middle School Study Hall three times in a school year, the student must then be registered in the program.
- Late Pick-Ups:** A late fee of \$1.00 per minute will be due for any student not picked up by 5:30 PM. The Study Hall Director should be notified if for any reason a late pickup is expected. Phone numbers will be made available to all registered student families.
- Sign-Outs:** The parent or another authorized adult of 18 years or older (with written permission) must sign the student out each day. Parents may sign a release to allow students to leave without being signed out (bike riders & walkers). This is mandatory for the safety of the students
- Snacks:** Students may bring a nutritious afternoon snack.
- Telephone Number Changes:** The Administration Office must be informed of any changes in telephone numbers. This is very important should we need to contact a parent concerning the students.
- Designated Area:** Students are required to stay within the Middle School Study Hall designated area and are only permitted to leave this area for bathroom usage with permission. Students should be advised that they are not to wander around the school for any reason.

Study Hall (August through May)

Registration Fee	\$10.00 per student
Full Time (5 days per week)	\$125.00 per month

* A 15 percent discount will be given to additional students in the same family who are enrolled in our full time or part time Extended Care or Study Hall Program.

Annual Payment:

Monthly payment x 9 = Annual Payment

Payments:

1. You will not be billed.
2. All payments are due in advance, on the first of each month. A \$5.00 late fee will be assessed after the 5th of the month. Please mail fees to the business office.
3. If payments are more than 1 month behind, students will not be allowed to continue in the Study Hall Program. It will be necessary to reregister the student (after accounts are cleared) in order to return to the program.
4. Students enrolled in the program will be charged the monthly fee regardless of attendance.
5. Payments will start with enrollment and continue monthly until May.

Drop-In Fees

\$10.00 an hour (prorated on a 15 minute basis)

Payments:

1. **Payments are due at time of pickup**
- 2.. If a student “drops-in” more than three times in a school year, you will need to register your student in the program.

COMMUNICATION

Teachers are selected not only for their instructional skills and academic preparedness, but for their love for and understanding of children as well. As part of the WCA family, we care for and love the children as if they were our own. It is our desire to partner with parents as they endeavor to “train up a child in the way he should go” (Proverbs 22:6). We ask that parents keep in close communication throughout the year, honoring the time our teachers have with their families and class. Parents needing to speak to a teacher should e-mail him/her directly, or call the main school number to leave a voice-mail message (refer to the Faculty/Staff Directory at the beginning of the handbook). We are committed to providing parents with information on an on-going basis. The following communication tools are provided in hard-copy form, and are posted at www.westonchristianacademy.org

• **Alert Now** - Alert Now is a mass email and phone callout system that allows us to contact all of our WCA families for announcements. Please be sure to have an updated phone and email address in the front office.

• **Info Direct** - Via the school's website, parents may log on utilizing a personal user name and password to access a calendar of events, their student's grades, as well as student's homework. Parents can expect to see an assignment's grade one week from submission date. Homework will be posted by Monday morning and is a guideline of what is planned for the week. Changes may occur and will be noted in the agenda.

• **Lunch Menu** – A monthly menu will be sent home along with an order form.

• **Friday's Finale** – Every Friday, or the last day of the school week, the Administration Office publishes school information and a calendar of upcoming events that will be sent home through the students as well as via email.

• **Parent/Teacher Conferences** - Conferences are important to provide information needed by parents and teachers. Refer to the school calendar for scheduled dates, however, either party has the freedom to request a conference whenever it is deemed necessary. Parents should contact the teacher via the Administration Office by phone, e-mail, or written note to schedule a conference. Unscheduled conferences at the start or end of the school day must be avoided, for they interfere with the teacher's daily responsibilities and result in incomplete communication.

• **Mandatory Parent/Teacher Conferences** are held after the 1st grading period. See the school calendar for specific dates.

• **Change of Address** - We ask that parents make sure that all contact information is current in the Administration Office. Parents are responsible for notifying the school office immediately of any change of address or telephone number (home, cellular or business). It is imperative that we have this information to contact parents or their authorized representatives in case of emergency.

• **Emergency Cards** - It is imperative that all students have current information on the Emergency Card/Permission to Transport forms in the Administration Office. Parents should include all phone numbers and fill out each card completely. Any changes must be placed in writing and signed by the parent or updated on the card in person. **STUDENTS WILL ONLY BE RELEASED TO THOSE LISTED ON THE EMERGENCY CARD.**

• **Field Trips** - We encourage field trips for our students, but also insist that trips be academically or spiritually based. In order for a child to attend any field trips during the school year, we require an Annual Field Trip Release/Emergency Medical Form to be completed, signed by both parents and notarized (see page 4). In addition, administration reserves the right to prohibit any student from participating in a field trip because of their behavior. Parents will be advised of trips in advance and signed permission for a child to participate will be mandatory. Additional funds will be required to cover such costs as transportation, tickets, meals, etc. Once a payment has been made for a field trip, refunds are only possible if the school is reimbursed and arrangements can be changed which do not result in increased costs to others. Parents may attend field trips in the role of chaperone. No siblings will be permitted to attend field trips.

• **Transportation Policy** - All field trip transportation will be provided by a school approved bus service. Occasionally, exceptions will be made upon approval of school administrator. When private vehicles are used, we require all drivers to be pre-approved. This process requires drivers to read and sign a Driver & Chaperone Instruction form and to complete a Volunteer Driver Application form to be kept on file in the Administration Office. This application requires a copy of current driver's license, current automobile insurance card and proof of coverage amounts, including uninsured motorist coverage. Parents are responsible for all transportation to and from all athletic events.

• **Withdrawals** - Any families moving from Weston Christian Academy should advise the school office in writing as soon as possible. The parent should fill out a Withdrawal Form and fulfill all financial obligations with the Business Office.

PARENT INVOLVEMENT

• **Volunteers** - Parent volunteers are a major support system for our school. There are many opportunities to help. For safety and security we ask all volunteers and parents to report to the Administration Office upon arrival on campus. If helping on campus we ask that siblings not be brought to school. Any volunteer (i.e. coaches, etc.) not being supervised by a WCA staff member must be fingerprinted for a background check.

• **Parent-Teacher Fellowship (PTF)** - The PTF is the wonderful arm of the academy that encourages parent participation. We are very fortunate to have an active and enthusiastic PTF. Everyone is invited to participate as we work together toward the goal of continued progress for each student. Please contact the Administration Office for more information.

TUITION AND FEES

Fees occurring during the school year are due and payable as they are publicized. The school will not release any reports, tests, grades, or records until **all** financial obligations have been met. Please contact the Business Office if you have any questions.

- **Enrollment and Tuition Fees** - We commend you for choosing Weston Christian Academy for your child's education, and for assuming the financial responsibility involved. The mission of Weston Christian Academy depends solely upon its tuition. Therefore, the payment schedules offered by the school have been carefully developed to enable us to achieve this mission. We encourage you to make every payment on time. Unless prior arrangements are made with the Business Office, if an account becomes 30 days past due, the student will not be permitted to return to school until the account is current. Should you need to discuss special circumstances concerning any financial issues, please contact the Business Office.
- **Field Trips** - Once a payment has been made for a field trip, refunds are only possible if the school is reimbursed and arrangements can be changed which do not result in increased costs to others.
- **Tuition Assistance** - The purpose of Weston Christian Academy's Tuition Assistance Program is to provide financial support to families who are genuinely unable to fulfill their financial requirements. As with all aspects of WCA, this service is to be considered a part of the ministry that this institution provides for its constituents. The amount of resources allocated to this service must be closely supervised and regulated due to funding limitations. Families applying for Tuition Assistance are encouraged to prayerfully consider the validity of their request in relation to their life-style and commitment to Christian Education.
- **Library** -All students have the privilege of using the Weston Christian Academy Library. Each student is issued a library card that remains in the library and works with the computerized system. Books are checked out for a two-week period. Magazines are normally for use in the library only. Overdue books/fees are charged on a basis of 10 cents per day, excluding weekends and holidays. If damaged or lost, parents will be responsible for the cost of replacing the book, including processing.
- **Textbooks** - Students are responsible for their textbooks. If damaged or lost, parents will be responsible for the replacement cost of the book.
- **Lunch** - Our school provides a hot lunch option for your child. Order forms will be sent home monthly and should be returned with payment attached by Wednesday to order for the following week. No exceptions or refunds can be made due to our commitment to the caterers. Credits will only be given for 3 or more days of absence unless prior notice is given 5 school days in advance. Prepayment for a month in advance is encouraged.
- **Returned Check Fee** - Returned checks will be assessed a \$25 charge.

ADDITIONAL INFORMATION

- **Microwave Usage** - Due to the volume of students in the lunchroom, food brought from home may not be heated in the microwave.
- **Phone Usage** - Students are not permitted to use the telephones in the classrooms. Students may come to the Administration Office, as permitted by their teacher, during non-instructional time for legitimate use of phone. Transportation, schedule, and social arrangements should be taken care of at home, in advance, by parents and students.
- **Cell Phones/Pagers** - Students may not use cell phones or pagers during the school day. They must be turned off and out of sight at all times. If a student is using or playing with a cell phone during the school day, it will be taken from the student and returned only to the student's parent/guardian.
- **Visitors** - For the safety of everyone and less interruption to student learning, all visitors must report to the school office. Parents should refrain from going directly to the child's classroom. All visitors must wear a Visitor or Volunteer Badge for campus security.
- **Lost and Found** - Articles will be collected and made available during office hours in the Administration Office. Occasionally, all articles will be displayed for parental review. Items not claimed will be donated to the Pre-Owned Uniform bank, other charity organizations, or disposed of. Parents should encourage children to inquire about any missing items in the Administration Office. We urge parents to place student names on all personal items so that these can be easily identified. All found jewelry, watches, etc. will be kept in a secure area.
- **School Supplies** - Please refer to the summer information booklet for student supply lists. Be aware that during the year supplies deplete and will need to be replaced. Parents should communicate with the child's teacher during the school year regarding his/her supplies. Having the correct supplies on hand will help children succeed in school.

• **Seasonal Emphasis** - Weston Christian Academy will recognize seasons that are compatible with Biblical principles. Classroom decorations will honor Christ during the Christmas and Easter seasons. An autumn theme with harvest emphasis will preclude Halloween.

• **Pets** - Due to allergies, safety, and the need to keep our campus clean, we ask that parents refrain from bringing pets on campus. The only exception is when it is pertaining to enhancing a lesson in class. Administrative approval must be gained in advance to ensure it doesn't negatively affect the health of other students in the class.

SEXUAL HARASSMENT POLICY

WCA policy is that students and teachers shall be free of subjection to any form of sexual harassment. Student-to-student, teacher-to-student and student-to-teacher sexual harassment will not be tolerated. The school prohibits any form of sexual harassment and sexual violence. Sexual harassment and sexual violence are unlawful and will be grounds for disciplinary action. Any student who believes he or she has been the victim of sexual harassment or sexual violence should report the alleged act immediately to a teacher and/or school administrator. Sexual harassment can take many forms.

Sexual harassment is defined as sexual advances and other forms of oral, written or physical conduct of a sexual nature. Examples of sexual harassment include, but are not limited to, the following behaviors:

1. Unwelcome statements of a sexual nature
 2. Unwelcome solicitation or pressure for sexual activity
 3. Intentional brushing against, patting, pinching or unwanted physical contact, or blocking movements of another's body
 4. Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, or epithets
 5. Leering with sexual overtones, gestures, displays of sexually suggestive objects, posters or cartoons
- **Other Forms of Discrimination** - Other forms of harassment, when based on age, color, disability, gender, national origin, marital status, or race are also a violation of School Board policies and will be dealt with in a similar manner.
 - **Non-Discriminatory Policy** - Weston Christian Academy 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, national or ethnic origin in administration of its admission policies, educational policies, scholarship programs, athletic, and other school-administered programs.

POLICIES AND PROCEDURES FOR REPORTING MISCONDUCT BY WCA STAFF

Sections 1002.421(4) and 1006.061, Florida Statutes, requires a private school that accepts McKay scholarship fund to post the policies and procedures for reporting misconduct by any instructional personnel or school administrators which affect the health, safety, or welfare of a student. The following is to comply with the above statutes.

It is the policy of Weston Christian Academy to maintain a learning environment that is free from any activity that negatively affects the health, safety, or welfare of a student. Any individual that feels this has occurred should immediately report it to an appropriate school official. Normally this report will be made to the School Administrator. The Administrator is responsible for promptly initiating an inquiry into a suspected or alleged instance of misconduct to determine whether an investigation is warranted. If the School Administrator is involved with the accusations, then the complaint should be made directly to the school board president.

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