



Dear Parents and Students,

Welcome to Watson town Christian Academy!

The Watson town Christian Academy is committed to ensuring a school climate that nurtures learning and assures the safety and welfare of all students and staff. The school depends on the collaborative efforts of parents and the Christian community to achieve this goal.

This Handbook lays out guidelines, expectations, and procedures that will help assure a productive school year for every student.

Please read through this booklet to acquaint your family with academy policies. Keep this publication handy for referencing throughout the school year.

A handwritten signature in cursive script that reads 'H. William Wilhelm'.

Administrator

**School Board-** Pastor Donald Jones Jr.-Chairman, H. William Wilhelm-Administrator, Gary Pardoe, Budd Satteson, Dave Aufer, David Hunter-Secretary, Jim Staib-Treasurer,

School Colors- Red and White

School Mascot- Crusader

# BASIC GOALS AND OBJECTIVES

## MISSION STATEMENT

The mission of Watson town Christian Academy is to promote spiritual and academic excellence in a Christ-centered environment.

## Philosophy

It is our conviction according to the Word of God that parents are responsible for the education of their children. Since education cannot be separated into religious and secular, it is our firm conviction that the Watson town Christian Academy affords parents the opportunity to teach their children the way God has commanded. Therefore, our school is governed by the following principles:

- God is the creator and sustainer of all things and maintains control over His entire universe.
- God is the source of truth, and has given us His revealed Word, the Bible, as our foundation for all truth.
- Salvation is by faith in Jesus Christ. Only in Him do we find true meaning and values that give direction in preparation for a life of fellowship with God and service to mankind.
- At school the teacher stands in place of the parents requiring that they each have an understanding of the school's purpose, philosophy and objectives for the fullest cooperation possible between the home and the school.
- To succeed in the proper education of a student, the home, church, and the school must complement each other on providing spiritual, academic, social, and physical growth based on God's Word.

## Objectives

1. To teach that the Bible is the foundation for the proper understanding of all academic subjects.
2. To teach that Jesus Christ is the only Son of God and that His death and resurrection provides forgiveness of sin and a "New Life" through personal acceptance of His substitutionary atonement.
3. To help develop in each student a consistent lifestyle which demonstrates a growing conformity to Christ and seeks to be in proper relationship with all of God's creation.
4. To teach the fundamental academic skills, principles of independent and corporate study, and an appreciation for the fine arts so that the student is prepared for further study and/or occupational competency, and is able to participate as a competent, productive citizen.

5. To teach the student to accept and fulfill responsibilities, think creatively and communicate effectively.
6. To give the student the kind of experience that will help him/her face life with confidence, self-esteem, and understanding so that he or she will exhibit a positive Christian testimony.

## **Statement of Faith**

We believe in:

1. The inspiration of the Bible, equally in all parts, and without error in its origin;
2. The one God, eternally existent Father, Son, and Holy Spirit, Who created man by a direct immediate act;
3. The pre-existence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension to Heaven, and the second coming of the Lord Jesus Christ;
4. The fall of man, the need of regeneration by the operation of the Holy Spirit on the basis of grace alone, and the resurrection of all; to life or damnation;
5. The spiritual relationship of all believers in the Lord Jesus Christ, living a life of righteous works, separated from the world, witnessing of His saving grace through the ministry of the Holy Spirit.

## **Admissions Policy**

In Proverbs 22:6, parents are encouraged to “train up a child in the way he should go....” In Matthew 28:19, those who were to become the church were told to disciple all nations and then teach them all of God’s counsel. In obedience to our Lord, Watsontown Christian Academy exists in order to fulfill these charges. Watsontown 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 and ethnic origin in administration of its educational policies, admissions policies, scholarship, and athletic and other school-administered programs.

Therefore, all our instruction is Bible-centered and Christ honoring in order that the child will know the way that he should go.

The admission of a student is conditional on (1) his or her expressed desire to attend the school, (2) his or her ability to work diligently at the level of his class (as evidenced by academic records and/or testing by the Academy), and (3) the parents signing our Statement of Cooperation.

The student’s continuance in the school will be determined by his demonstrated desire to achieve an education that will stand him in good stead throughout life. He/she must show a willingness to work hard to gain an education, the ability to work harmoniously and unselfishly

with others, and the willingness to obey school rules in order that all enjoy the blessing of Christian education in a Christ-centered environment.

## **Governing Policy**

Watsonstown Christian Academy is the Christian and Missionary Alliance Church in action. It shall operate under the supervision of the Watsonstown Christian Academy School Board, which is directly amendable to the Christian and Missionary Alliance Church Governing Board. The School Board is composed of: Administrator, Pastor, Treasurer, and six at large members. The Governing Board of the Watsonstown Alliance Church appoints the School Board members for a three-year term.

## **Certification**

Watsonstown Christian Academy is certified to operate as a “non-public, non-licensed school” in accordance with the Compulsory Attendance Law, Section 1327 on the Public School Code of 1949, and the State Board of Education Chapter 5. Curriculum Regulations, 22 PA Code pp. 5-14.

In addition, we maintain a professional relationship with Mid-Atlantic Christian School Association (MACSA) and Association of Christian Schools International (ACSI).

## **School Board Meetings**

The School Board meets on the third Thursday of each month. Any concerns parents may have should be discussed with the Administrator. If the parents wish to discuss the matter with the School Board after meeting with the Administrator, the Administrator will schedule this meeting with them.

## **Parental Agreement Form**

The following is a sample that a family must sign before their student is granted admission to Watsonstown Christian Academy. This should be prayerfully considered, signed, and submitted to the school office as an expression of your commitment to the spirit and purposes of Watsonstown Christian Academy.

- I pledge to support the principles and rules as stated in the current handbook of Watsonstown Christian Academy.
- I commit to maintaining high Christian values and standards in my home in order for harmony to exist between the home and school.
- I will pray for Watsonstown Christian Academy, especially for special needs as they become known to me.
- I will support Watsonstown Christian Academy by gifts over and above tuition payments and fees as God enables. I will encourage others to support the school as well.
- I will abide by the financial policies which include, but are not

limited to:

Paying of tuition on or before the due date (the 1<sup>st</sup> of the month)

Paying of late fees for tuition payments that are remitted after the due date

Paying of late pick-up fees as stated in the Handbook

Withholding of all records by Watson town Christian Academy until all obligations, financial and otherwise, are met.

- I will bring all questions and concerns directly to those in authority using the chain of command (teacher, administrator, board). I will refrain from criticism and complaining to others who have no authority to remedy the situation.
- I give permission for my child (ren) to take part in all school activities, including sports and school sponsored trips away from the school premises and absolve the school from liability to me or my child (ren) because of any injury to my child (ren) during any school activity. In case of accident or serious illness, I request the school to contact me. If the school is unable to reach me, I hereby authorize the school to contact my physician: the school may make whatever arrangements seem necessary. The school will refer to the Emergency Information Card that I have submitted to the school office.
- The teacher and administrator are hereby given full discretion in the discipline of our/my child (ren).
- I release all rights to my student's photo to Watson town Christian Academy. I understand that any photo may be used for publicity purposes.
- I will undertake volunteer duties, attend activities and meetings, participate in official fund raising activities, and in general be a part of the Watson town Christian Academy family as the Lord enables.
- Federal law also provides for "public release without permission" of certain student directory information. The Watson town Christian Academy defines directory information to include the name of the student, photograph, major area of study, participation in officially recognized activities and sports, weight and height (if on an athletic team), awards, most recent previous school attended, and film or video image. Parents or guardians who do not wish any or all of the above items released must notify the principal, in writing, on an annual basis.

## **FINANCIAL POLICIES**

### **Tuition and Payment Policy**

A \$110.00 non-refundable registration fee is due at the time of registration for new students. A \$90.00 non-refundable re-enrollment fee is due at the time of registration for returning students before June 1 and \$110.00 after May 31.

### **Late Charges**

A \$20.00 late fee is charged to all tuition payments not received by the 10<sup>th</sup> of the month in which it is due. NOTE: Post-dated checks and checks not cashable are considered late. Additionally, if an account is still due after June 1<sup>st</sup>, a late fee of 2% per month, thereafter, applies.

### **Over-Due Accounts**

If no arrangements are made to pay an over-due account by the 10<sup>th</sup> of the second month over-due, the student(s) will be dismissed from the school. Further enrollment shall not occur until past-due accounts are paid in full, unless the school board grants exception. Students may not be allowed to participate in graduation activities, receive academic records, nor have records forwarded for transfer purposes, unless all accounts are paid in full by June 1<sup>st</sup>.

A statement will be sent to each family showing account status for the coming year and ask for your response as to what schedule you wish to use for paying your account.

### **Other**

Although tracking of individual student earnings, dues, and contributions to his/her class treasury typically occurs in order to credit each student his/her fair share, all funds become common property of the class. No student is entitled to a refund if he/she withdraws or is expelled from the school or opts out of a class trip or any other activity for which common monies may be used.

Students are responsible for any individual entry fees or expenses which may be incurred when participating in extra curricular activities.

## **SCHOOL RELATED INFORMATION**

### **School Closing/Cancellation**

In the event of inclement weather, the following stations will be used to announce all closings, delays, or early dismissals. If your school district is delayed or closed, you have the option of keeping your child at home as a legal absence. Please do not call the school as this ties up our phone lines and does not enable surrounding school districts that transport many of our students to reach us with information concerning their decisions to close, etc. Thank you!

#### **Radio Stations**

WGRC	91.3 FM	Lewisburg
	107.1 FM	WilliamSPORT
WPGM	96.7 FM	Danville
	1570 AM	
WJSA	96.3 FM, 100.5 FM, 1600 AM Jersey Shore	

#### **TV Stations**

WBRE	Ch 28
WNEP	Ch 16
WYOU	Ch 22

### **Respect for Authority**

Proper respect is to be shown to all faculty and staff members. A student is expected to answer any inquiry of a faculty or staff member (or anyone acting in an official capacity) courteously, fully, audibly, and with proper title. (If parents would enforce, or at least encourage this in the home it would be to the advantage of the student.)

- Teachers and staff should be addressed or referred to with proper titles, i.e. Mr., Mrs., and Miss.
- Each student entering Watontown Christian Academy must comply with the school rules, maintain a pleasant attitude, and not attempt to stir up discontent among fellow students. Students who will not cooperate spiritually, morally, scholastically, or in accordance with Christian discipline will be asked to withdraw from the school.
- If a student has a question about a teacher's actions, he should personally and politely make arrangements to talk with the teacher after school or at a later time to resolve the question. If the question cannot be resolved between the student and the teacher, the student may request an appointment with the Administrator concerning the matter. In all instances, a sincere, polite, Christ-like endeavor to resolve the difference is to be followed.

## **Chapel/Assemblies**

Any student removed from a chapel/assembly for improper behavior will be detained in the office for the remainder of the chapel/assembly. Removal a second time, and each succeeding time, from a chapel/assembly will result in the student receiving a detention for each offense. Upon the third offense, one (1) demerit will be issued and for each succeeding offense an additional demerit will be issued.

## **Busing**

All students riding buses are expected to be decent, quiet, and orderly. Bus riding is a privilege and should not be abused. Behavior that is unacceptable will result in the withdrawal of this privilege. Students are expected to show respect to the bus driver and those in authority at all times.

Students will be refused transportation on any school bus for any of the following reasons:

- Constantly distracting the driver's attention
- Fighting or annoying another student
- Refusing to remain seated
- Throwing any object while on the bus
- Using tobacco products on the bus
- Willfully destroying any part of the bus
- Persistent littering of a bus
- Eating or drinking on the bus
- Using obscene language
- Damaging emergency equipment
- Arms and hands extended from the bus
- Failure to respect the driver's authority
- Other just causes

When a student has been refused bus transportation, it is the parent's responsibility to arrange for transportation to and from the school.

The following procedure shall prevail when it is necessary to refuse a student transportation:

-Coming to school

The driver will notify the student and the principal/school office.

The administrator will notify the parents by phone and/or letter

The driver must take the student home after school

-Going from school

Upon completion of his run, the driver will immediately notify the Principal/office (Parents notified by phone/letter)

A student must return home on the bus that brought him/her to school. Permission for a student to get off their assigned bus at any stop other than his/her assigned stop, or to travel with another student in a vehicle, shall require a written request from a parent or guardian or from the parents of both student's (driver and passenger). This written request must be turned into the homeroom teacher and sent to the office at the beginning of the school day.

The transportation of students to and from school is the responsibility of parents if the school district in which you reside does not provide busing.

## Building Usage

All activities in the school are to be scheduled and approved by the Administrator and must be under the direct supervision of a faculty member. This rule applies to clubs, athletic teams, play rehearsal, and any other event. Activities should be scheduled well in advance. **AT NO TIME ARE STUDENTS ALLOWED IN THE BUILDINGS OR CLASSROOMS WITHOUT FACULTY SUPERVISION. This applies to the Activity Center as well.**

## Care of Property

The student is responsible and accountable at all times for books and other instructional materials issued to them. All textbooks are the property of Watson Christian Academy and must be returned at the end of the school year. **ALL BOOKS ARE TO BE COVERED AND REMAIN COVERED FOR THE SCHOOL YEAR. Books that are damaged or lost will be replaced at the student's expense.** Lost items should be reported to your teachers immediately. The student before the close of the school year will pay for items not recovered. Should you fail to return lost materials or pay for them, your final report card may be withheld until you do so.

You are likewise responsible for the abuse to the desks and/or lockers (storage areas) which you occupy, and other equipment. Students are to refrain from marring the buildings in any way. They are urged to help keep floors and grounds free of paper and other unsightly materials. Any student who damages school property or equipment will be responsible for the cost of repairing or replacing that which was marred, damaged, or destroyed.

## Cafeteria/Lunches

A hot lunch service is provided for students at Watsontown Christian Academy. The cost of this service is contingent upon current food and preparation costs, so it may vary from year to year. The student should not expect to charge a lunch. Lunch tickets are available in homeroom at the beginning of the day for one (1) day, five (5) day, or ten (10) day periods. There is also an assortment of snacks available daily. Those who choose to bring their own lunch may purchase milk and a-la-carte items separately.

Students are responsible for the cleanliness of the cafeteria. Failure to meet this responsibility may mean the student will serve on clean-up duty and/or be temporarily reassigned to the office for lunch.

No food or drink is to be carried from the lunchroom without express permission.

Although this is recognized as a time of relaxation and let-down from the more formal time of the day, **it is not a time for extremes in noise or behavior. Continued disruption will mean loss of cafeteria privileges.**

### **Basic Cafeteria Rules:**

- Show respect at all times
- Walk
- Clean up after yourself
- All food and beverages must stay in the cafeteria
- Hats will not be worn in the cafeteria
- Students are not allowed to use the microwave for heating lunches

Students may qualify for free meals or reduced price meals. To apply for free or reduced prices meals, contact the school office for the necessary application.

### **Automobile Policy**

Driving an automobile to school is a privilege for students. This privilege will be granted as long as regulations regarding the use of a vehicle are met.

- Students driving cars to school must secure permission from the school office. A form must be filled out and signed by a parent.
- Student drivers may transport other students to and from school as arranged by parents. Student drivers may not transport other students for trips originating from the school.
- As soon as the students arrive at school, they must leave their cars and go to the designated area to wait until school begins. They are **NOT** to return to the car without authoritative permission from the school office until the end of the school day. **No** visiting/socializing in or around any vehicle is permitted before or after school.
- Student cars may be parked only in the area designated for student parking.
- Improper driving such as speeding, reckless driving, etc., both on and off the school grounds is sufficient cause for revocation of the school permit to drive. A speed of **10 MPH** on the school grounds must be obeyed. First offense will receive a written notice

of the traffic violation to the student and their parents. The second offense will result in the suspension of on-campus driving privileges.

- Any car that is parked on school property may be searched if the administration deems it necessary.
- Students are not permitted to drive private vehicles on field trips or school activities in which they are participants unless there are extenuating circumstances and written arrangements have been made through the Administrator.

## **VISITORS AND STUDENT GUESTS**

### **VISITORS**

All visitors, PARENTS included, MUST report to the school office no matter what the reason may be, even if arrangements have been made in writing. **PLEASE DO NOT GO DIRECTLY TO YOUR CHILD'S CLASSROOM OR THE ACTIVITY CENTER WITHOUT CHECKING IN AT THE SCHOOL OFFICE.** Visitors will wear visitor tags supplied by the office and turn them in at the end of their visit.

### **STUDENT GUESTS**

Students who wish to have guests visit their classes MUST ask the Administrator in written form at least TWO days before the guest would visit. NO guests will be allowed to visit the school the last THREE WEEKS of the school year. The guest MUST conform to the same standards of conduct and dress code expected of all Watsontown Christian Academy students.

### **ASBESTOS**

You are hereby informed that our school is in complete compliance with the asbestos-in-schools law. That law also mandates for us to inform you of the same.

Our school retained the services of H.I.S. Associates, Inc. This firm has re-inspected our building(s) and given us a report of their findings. They have prepared a management plan, a copy of which has been submitted to the state government as required. A copy of the management plan is available in the school office, if you desire at any time to review this material during normal business hours.

### **MEDICAL GUIDELINES**

It is always appreciated if doctor and dental appointments are scheduled after school. However, if it is necessary for your child to be out of school for a doctor or dental appointment, please send a note to school to notify the teacher of the appointment. If you have an appointment scheduled first thing in the morning that would mean the student would arrive after 8:15 AM, it would be helpful to have the note sent in the day before the appointment so the teacher would be aware of the early morning appointment.

All first-time students are required by state law to present proof of required immunizations. A child will be denied admission to the school if this information is not furnished.

## **NURSING SERVICES**

Any student requiring nursing services will be excused with a pass, unless an emergency exists, to the office. Misuse of this service will constitute unacceptable behavior.

The Watontown Christian Academy recognizes that parents have the primary responsibility for the health of their children. The school strongly recommends that medication be given in the home; although, it recognized that the health of some children requires that they receive medication while in school.

Parents should confer with the student's physician to arrange medication time intervals to avoid school hours whenever possible. When medication absolutely must be given during school hours, certain procedures need to be followed. **Failure to follow the guidelines will result in the student not receiving prescribed medication.** In accordance with the recommendation of the Pennsylvania Department of Health, the student will be given medication **only on the direct written order of a physician.** These guidelines include all students K4-12.

The parent, guardian, or responsible adult who is acting on behalf of the student should bring the medication and the properly completed form(s) to the school office. The school office will give the medication to the student. All medication will be kept in a locked, secure area (i.e. drawer, security box, or cabinet). At the end of the designated time period, which shall be set by the physician, all unused medication will be returned to the parent, guardian, or responsible adult acting on behalf of the student or be destroyed.

A copy of the necessary form is found at the back of this booklet.

## **FOR INHALERS:**

1. Only students at the secondary level (6-12) will be permitted to personally carry an inhaler. The request to carry an inhaler must be specifically written on the prescription order form by the prescribing physical.
2. Students in elementary school (K4-5) will not be permitted to personally carry inhalers. The inhaler will be readily available in the office.

Any student, needing to be excused from any school activity, including Physical Education, will be required to have a written doctor's excuse, indicating the date of return to the activity, which will be presented to the office. Unless the student has a doctor's excuse, he/she **must** take Physical Education.

The office/administrator may excuse a student to go home only if a parent or guardian can be contacted to come pick up the student, or can give permission or consent for the student to drive/walk home. If a parent cannot be reached, only authorized persons designated by the

parent/guardian on the Emergency Card will be called. In emergency situations, the student will be transferred to the hospital and the parent/guardian notified.

## **SCREENINGS**

At various times during the school year, different screenings take place. The student and parents will be notified of when these will take place and what they are.

## **STUDENT CELL PHONES/TELEPHONES/CD'S/ETC**

Students are not permitted to use the office phone for long distance calls unless it is an emergency. If a long distance phone call is necessary for a reason other than that of an emergency nature, your account will be charged .50 cents per call. \*A student's cell phone use is limited to before and after school UNLESS a teacher or the office gives special permission.

Students may not use or have in their possession any electronic or battery-powered devices without prior approval of the school administration.

Personal radios, cassette/CD players, I-Pods, etc. are not allowed.

Any violation of this rule will result in the device being taken to the office where it can be picked up at the end of the school day. Continued violation will result in more stringent discipline.

## **SCHOOL OFFICE**

School office hours are from 8:00 AM to 3:30 PM Monday through Friday. The school telephone number is 570-538-9276. The school fax number is 570-538-9148. The school E-mail address is [wcacrusader@aol.com](mailto:wcacrusader@aol.com). The school website address is [www.wcacrusaders.org](http://www.wcacrusaders.org). Our school website has information about our school and is also a convenient way for parents and students to stay updated with announcements. The newsletter and weekly announcements will be on the website.

## **COMMUNICATION TO PARENTS**

Many times throughout the school year we will send information home by way of the students. It is important that you check with your child each day for any memos that may have been sent home. These letters and notices often have a section at the bottom to be signed and returned to the school office or teacher within two (2) school days. This is done to assure us that you have received these messages.

The junior high and senior high will receive a mid-quarter report. This report will be sent home for the parent to READ, SIGN, and RETURN within the two (2) school day period. Failure to do so will result in an after school detention.

It is very important that all students return their report cards after receiving quarterly grades. They, too, are to be signed and returned within two (2) school days. Failure to do so will result in a lunch detention.

If there are any questions or concerns about the grades or assignments, please feel free to call and set up an appointment with the teacher(s) first. If you feel this is not meeting your need,

please set up an appointment with the teacher(s) and Administrator. We are here to serve you and want to be sure communication is clear.

## ATTENDANCE

For the student to gain the most in school, he or she must be regular in attendance.

“Regular attendance is a pre-requisite for educating the children of the Commonwealth. Curricula are planned and courses taught as a progression of learning activities and ideas, with each day’s work building on work previously done. When children are absent, they miss one or more steps in learning hierarchy; absent children cannot be taught.”

If the student is absent, it is a **requirement** that you phone or email the school office to report their absence and a note from the parent **must** be sent immediately upon the student’s return to school explaining the reason for the absence. Any student absent for more than **three** (3) consecutive days due to illness **MUST** have a written excuse signed by the doctor. If the office has not received a written excuse within **THREE** (3) school days of the student’s return to school, the absences will be recorded as unexcused. It is the **PARENT’S RESPONSIBILITY** to be sure the appropriate excuse is sent in within the allotted time.

Absences for the following reasons will be considered as EXCUSED absences:

1. Personal illness
2. Death in the family
3. Doctor and dental appointments that cannot be scheduled after school or on the weekend
4. **College visitations by juniors and seniors ONLY.** A note to this effect must be in the hands of the principal one week before the intended visit, so all assignments can be completed upon the student’s return to classes at the Academy
5. If a day or two is needed, a written note stating the reason for the need **MUST** be sent at least **THREE** (3) days in advance. The request will be considered at the discretion of the administrator. If permission is granted, the student must have the assignments completed and returned in the same numbers of days as days absent. No students will be excused from classes during the week of finals and the last two (2) weeks of the school year.
6. The Watontown Christian Academy Board recognizes that on very rare occasions an opportunity occurs for travel that would provide a significant educational experience for the student. This may be considered at the discretion of the administrator. The following procedures and conditions must be met:
  - The parents/guardians must submit a written request to the administrator outlining the educational value of such a planned trip. This request must be submitted two (2) weeks prior to the start of the trip.
  - The administrator’s decision to approve or deny the request is final.
  - It is the responsibility of the student to make adequate arrangements with the classroom teacher/teachers to secure all assignments that will be missed during the approved

absence prior to the trip. (NOTE: Teachers may not be able to foresee all work to be done. It remains the students' responsibility to make up missed work upon their return.)

- If approval is granted, all written assignments must be given to the teachers, and quizzes and tests completed within the same number of days as days absent (not to exceed ten (10) days) unless the teacher agrees to other arrangements. It is the parents' responsibility to be sure the student follows this procedure.
  - Failure to comply with all of the above conditions will automatically result in all of the days of absences for the trip being counted as unexcused absences (resulting in "0" as a grade for all missed work) and future requests for such a trip may be denied.
7. Absences for research paper deadlines and mid-term and final exams will be excused **ONLY** with a written doctor's excuse.

When a student needs to be picked up for any of the above mentioned reasons, a note from the parents stating the reason for early dismissal must be given to the homeroom teacher at the beginning of the day (unless it is an emergency situation). The parent/guardian **MUST** report to the school office before taking the student off the school grounds. Those students who have the privilege of driving to and from school **MUST** check out at the school office before going to a pre-arranged appointment.

After a student has accumulated ten (10) non-doctored excused absences in a school year, a written doctor's excuse will be required for each additional absence. Failure to abide by this rule will result in all work for days missed being recorded as a "0".

## **SCHOOL HOURS/ACCEPTABLE TIME OF ARRIVAL**

The acceptable time of arrival for students on the grounds is 8:00 AM and **ALL STUDENTS MUST BE DROPPED OFF AT THE ACTIVITY CENTER**. Failure to follow this guideline could result in a lunch detention. All students meet in the cafeteria before being dismissed to homerooms. Supervision is provided. Any student who is picked up at the end of the day, and who will not normally be taking the school bus, must be picked up promptly at 3:00 PM. If the student is participating in after-school activities, please pick him/her up promptly at the designated time. A fifteen-minute grace period will be given. Failure to pick up a student during the allotted time will result in a charge of \$5.00 per quarter hour or any part thereof. Morning pre-school dismisses at 11:00 AM and must be picked up promptly (no later than 11:15 AM, please).

## **TARDY**

**Students will be considered tardy in the morning if they are not in their seats when homeroom begins. A student arriving at school between 8:15 AM and 9:15 AM will be considered tardy.** A note from the parent indicating sufficient reason for the student's late arrival, or a late bus excuse from the school office, will be marked as an excused tardy. All other tardies will be considered unexcused and work missed may not be made up ("0" grade). An accumulation of three (3) unexcused tardies will mean one (1) lunch detention to be served.

Students arriving on a late bus should not take advantage of the late arrival or their tardiness will be considered an unexcused tardy.

Three unexcused tardies will constitute one unexcused absence and will be dealt with accordingly.

A student will be marked present a full day under the following conditions:

- A tardy (up to 9:15 AM) due to illness, dentist, doctor appointment, or a late bus arrival.
- Early dismissal for the last hour of the day due to illness, dentist, or doctor appointments.

A student arriving **FOR ANY REASON AFTER 11:30 AM** will be a full day absent. Arrival by 11:30 AM will be marked as a half (1/2) day absent.

## HALL EXPECTATIONS

Students are expected to show a Christian attitude and consideration when in the halls and changing classes. The following rules will apply:

- Walk; don't run.
- No loitering between classes.
- Be on time to the next assigned class.
- Stay to the right, especially at corners.
- Do not stop at the lavatory on your way to class.
- Talking and noise is to be kept at a minimum.
- When in the hall during classes, you must have a pass.

## HOMEROOM PERIOD

The morning homeroom period is the time of day when the pledges are given, devotions and prayer start the day, daily attendance is taken, lunch count is taken, and schedule changes and other notices are read. Thus it is imperative all students report to their homerooms when dismissed from the Activity Center in the morning. **Students will be considered late if they are not in their room and seated at the start of the homeroom period.**

The procedure for the morning is:

- 7:45 Teacher devotions start
- Supervision of students in cafeteria begins
- 8:10 Homerooms Open/all staff on duty
- 8:15 Homeroom starts
- 8:30 Homeroom ends
- 8:32 First period begins

## LAVATORY USE

A student may go to the lavatory from a class or study hall with a pass from the teacher.

## STORAGE AREAS/LOCKERS/GYM LOCKERS

At the beginning of the school year students will be given a storage area for books, etc. No locker keys/locks will be supplied and if the student decides to use them, the teacher must be given a key or the combination to the lock.

The school does not assume responsibility for items of clothing or anything else lost, but will try to assist in recovering them when and where possible.

Proper use of the locker/storage area will provide reasonable assurance that your basic possessions are protected. However, items of value such as money, keys, jewelry, etc. are the student's responsibility and the teacher and school does not assume responsibility for such items.

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property. The individual's right, however, is balanced by the school's responsibility to protect the health, safety, and welfare of its students.

The school reserves the right to inspect and search student's lockers, desks, backpacks, purses, coat pockets, gym bags, lunch boxes, etc. on a regular basis or at any time school personnel deems it necessary to search for illegal materials such as alcoholic beverages, tobacco, or items spelled out in the Safe Schools Act 26. The school also reserves the right to search for materials that are inconsistent with Watson town Christian Academy's philosophy and standards such as unwholesome magazines, music, tapes, CD's, videos, walkmans, CD players, tape players, radios, electronic computer games or any electronic game. None of the aforementioned may be brought to school or any school related activities.

It is strongly recommended that the student also be present for the search of his/her locker. Except in an emergency it is recommended that the principal or his/her designee have another adult present during a locker search.

The principal and his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in the course of conducting a locker search. The principal or his/her designee shall respect the privacy rights of the pupil regarding items discovered that are not illegal or against school policy or rules.

## **MORAL CODE**

Students are expected to follow God's moral code as indicated in the Bible and to follow the school rules. The showing of affection does not have a place in the halls or classrooms of this school, on school property, on the school bus, or at any school related event or activity. Public affection and passionate contact between two people trying to express their emotions is unacceptable behavior and the administration and the Board will take appropriate disciplinary action.

## **DISMISSAL FROM CLASSES**

Dismissal from classes is the responsibility of the teacher in charge and should be an orderly process. The bell does not dismiss the class. Three minutes, which is ample time, is provided for movement from one class to another. If a teacher detains the student, the student

must obtain a class admission slip from this teacher before going to the next class. Students are to have a hall pass whenever out of a classroom unless it is between classes or if the student is with a teacher.

## **ACTIVITY CENTER**

Because of safety and insurance requirements, **NO STUDENTS** are permitted in the Alliance Activity Center without and/or under teacher or staff supervision. Violation of this will result in disciplinary action.

## **MONEY/STUDENT DEBTS**

All indebtedness in the form of lost or damaged books, cafeteria charges, damaged or destroyed equipment, or other materials, etc. must be paid before final grades are given to the student at the close of the school year or final transcripts are forwarded to colleges.

## **FIELD TRIPS**

Field trips may be a very important adjunct to classroom instruction. Permission for all trips will be required and a signed permission slip from a parent/guardian is required a minimum of two (2) days prior to the trip. If the student opts not to participate in the field trip or does not return a signed permission slip, he/she must report to school that day or it will be counted as an unexcused absence. Field trips are an extension of the classroom and our school; therefore, all students are governed by the discipline and dress code while on the trip.

## **FIRE DRILLS**

The State of Pennsylvania has charged us with the responsibility of implementing those procedures necessary to provide maximum protection for all people in our school community.

One of these procedures is a quiet, orderly, and rapid evacuation should there be a fire or other disaster. We appeal to your good judgment and hope to receive your support during our practice fire drills. The following directions should become a part of every fire drill:

- Upon hearing the fire bell, quiet should prevail so that any directions necessary can be given immediately.
- All classroom windows and doors should be closed.
- Students are to know the posted fire drill directions and are to follow those at all times
- Should the stated exit be blocked, the next closest exit should be used.
- The teachers, being the last person out of the room, should have their grade book with them and close the room door securely.
- The first student(s) to reach the main exit doors should hold them open for all groups to pass. When the last person has exited, the doors are to be closed and the student(s) are to rejoin their group.
- Students should evacuate to their designated area whereby they do not interfere with fire equipment or firemen.

- Groups or classes will stay together at all times, and teachers will maintain the integrity of their group.
- Each teacher will take roll and report to the designated person if all students are present or if any student is missing.
- The return to the building is considered a continuation of the drill and should be carried out accordingly.

## **PASSES**

Every time a student leaves the classroom, he should have a pass in his possession.

## **STUDY HALLS**

Study halls are specifically for the purpose of studying and getting schoolwork done in school, which would otherwise be done at home. Teachers who are assigned to study hall are to enforce the no talking rule. No game playing. Students may be excused to another area of the school during the second activity period. Students who have a 75% average or less in any academic course are required to have study hall and will not participate in any activity period. This average will be examined at each grade report in order to add or remove students based on their average.

## **DRESS CODE**

The purpose of a dress code is to encourage modesty and to enhance, not distract, from the educational process. Because appearance has a direct effect upon the attitude of the student, the atmosphere of the classroom, and academic performance and because the manner of dress gives a definite impression to others about our students and our school, the Watson town Christian Academy dress code is as follows:

### **GENERAL POLICY FOR ALL GRADES**

- Shoes must be worn at all times. Sneakers are permitted if not ragged or soiled. Backless shoes of any type are not permitted.
- Tee shirts, sweatshirts, or “hoodies” (athletic-wear) are not permitted.
- Jeans are not permitted. No sweat pants, workout pants, or other styles not considered typical slacks (i.e. Capri’s, pedal pushers, floods, etc.)
- Writings, drawings, or athletic numbers on apparel is not permitted.
- Hats and other head coverings may be worn to and from school, but not inside the school unless worn for religious convictions or for special purposes or events.
- Outdoor coats and jackets are not to be worn during class unless circumstances warrant it and teachers give express permission.

### **ELEMENTARY BOYS (K4-5)**

- Full-length pants that are neat and clean, not tight or form fitting, and not excessively baggy. Cuffs may not drag the floor.
- Hair should be clean and neat and should not hang over the eyes, ears, or collar. Coloring and/or dying hair is not permitted. Extreme and fad styles and cuts are not permitted.
- Earrings and other body piercing are prohibited. Any type of jewelry is discouraged.

### **ELEMENTARY GIRLS (K4-5)**

- Dresses, skirts, and jumpers are preferred and should be of modest length. Split skirts are permitted.
- Full-length slacks are permitted.
- Shirts and blouses must cover the midriff.
- Hair should be neat, clean, and in good taste.
- Wearing of jewelry is discouraged. Body piercing jewelry other than earrings is not permitted.

### **JUNIOR/SENIOR HIGH GIRLS (6-12)**

- Dresses, skirts and jumpers are preferred. Modest length, especially when seated is required. (Modest length, for sake of having a consistent standard, will be 2 inches from the floor when in a kneeling position. However, keep in mind that just because a skirt meets this requirement, it is not automatically acceptable. Style, posture, and decorum are also important.) Slits in skirts must not extend more than 2 inches above the knee. Tight or form-fitting dresses, skirts, and jumpers are not permitted.
- Full-length slacks are permitted. Tight or form-fitting slacks are not permitted.
- All but the top button must be buttoned on shirts and blouses (no zippered fronts). Any sleeveless blouse may not expose undergarments and must have 4 inches of cover on the shoulder. Tops must be of sufficient length that the midriff or lower back is not exposed at any time (sitting, hand raised, etc.). Tight, form fitting or revealing tops are not permitted.
- Sandals may be worn seasonally and without socks (not after October 31 or before April 1), but must be secured by heel straps. Clogs, flip-flops, or other backless shoes are not permitted.
- All hairstyles must be in good taste with no extreme styles or colors.
- Make-up and jewelry may be worn only if done so in moderation. Body piercing jewelry, other than earrings, is not permitted.
- For Chapel Day, dresses or skirts are required. NOTE: Denim skirts, dresses, and jumpers are **not** considered chapel dress.
- Refer to Sports section for proper attire for athletes traveling to and from sporting events.

### **JUNIOR/SENIOR HIGH BOYS (6-12)**

- Trousers or slacks that are neat and fit modestly, not tight or form fitting nor excessively baggy. Cuffs may not drag on the floor.
- Shirts with turned down collars and button fronts only. They may be full-buttoned or three-buttoned shirt (no zippered fronts). All but the top button must be buttoned. All shirttails must be tucked in unless they have a manufacturer's square-bottomed hem. Shirts are to be tucked in when arriving at school. No tee shirts can be showing past the outer shirt.

- Sandals may be worn seasonally (not after October 31 or before April 1), but must be secured with heel straps. Clogs, flip-flops, platforms or other styles that are awkward for walking are not permitted. Backless shoes of any type are not permitted.
- Hair should be clean and neat and should not hang over the eyes, ears, or collar. Extreme and fad styles and cuts are not permitted. Coloring or dying hair is not permitted. Students written up for this infraction must have their hair in compliance of the dress code standards within one week of receiving written notification.
- Boys must be clean-shaven. Sideburns may not extend beyond the bottom of the ear.
- Earrings, body piercing (or simulated) jewelry, or an excessive amount of jewelry is not permitted.
- For Chapel Day, ties and full-buttoned shirts are required. **All shirts** must be tucked in and ties and shirts should be complimentary and in good taste.
- Determinations of any of the above are at the discretion of the administration.
- Refer to Sports section for proper attire for athletes traveling to and from sporting events.

**DRESS-DOWN DAYS:** On occasion, dress-down days may be permitted. However, at no time are the standards of modesty, moderation, or good taste to be violated. Backless shoes are not permitted at any time.

#### **PHYSICAL EDUCATION (K5-12)**

- Plain black shorts and WCA tee shirts are required.
- Either plain black, navy or gray sweat pants are permitted if the weather warrants.
- Culottes (girls) if shorts are objected to because of personal convictions.
- Sneakers and white socks

#### ***PENALTIES FOR INFRACTIONS OF THE DRESS CODE***

- First Infraction                      Warning (yellow slip sent home to be signed by parent and returned.
- Second Infraction                    Detention (pink slip sent home to be signed by parent and returned
- Third infraction                      Demerit and detention
- Additional Infractions            A demerit and detention will be given for each additional occurrence.

The administration will have the final interpretation and enforcement of the dress code. It may establish specific rules as needed. Any violation of dress code or general appearance that can cause a distraction or disruption to the classroom will result in the student being sent to the office to wait for the appropriate clothing to be dropped off.

#### **SPECIAL SERVICES**

Watson Christian Academy is committed to providing for the maximum educational advancement of all of its students in the least restrictive environment possible. Several programs are available to help students. The CSIU offers special help with reading, mathematics, and speech in elementary grades. For a fee the Discovery Program is available for

students with learning disabilities. Search and Teach for addressing learning needs of primary age students is available (fee).

### **POSSESSION OF TOBACCO**

According to State Law 6303.1 (Effective Feb. 3, 1997), a pupil who possesses or uses tobacco or tobacco products in any form in the school building, school buses or on school property owned by, leased by or under the control of a school commits a summary offense. A pupil who commits an offense under the section shall be subject to a fine of not more than \$50.00 for the benefit of the school and pay court costs. A pupil is defined as a person between the ages of 6 and 21 who is enrolled in school. Tobacco is defined as a lighted or unlighted cigarette, cigar, pipe, or other lighted smoking products or smokeless tobacco in any form.

### **POSSESSION OF WEAPONS**

The use or possession of any weapon, or look alike weapon, as defined in PA Code and/or Federal law is prohibited. The term weapon shall be defined to include, but not limited to, any knife, cutting instrument, cutting tool, nunchaku, rifle, BB or pellet gun, look-alike gun, chemical agent, explosive device, chain, and/or any other tool, instrument or implement capable of inflicting serious bodily injury. Any student who provides or aids in providing a weapon to another student violates this regulation. Appropriate school action, along with state and federal law enforcement authorities, will be taken immediately.

Exceptions: Any student, who has prior administrative approval three (3) days before use in the classroom, may possess a weapon as part of a duly authorized classroom demonstration. (No ammunition permitted) Any weapon for classroom demonstration and for which the student has obtained administration approval shall be left in the office except when part of the demonstration; any student who possesses a weapon briefly as a consequence of having found it or taken it from an aggressor.

### **Drug Awareness**

The Board recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the whole school community.

For purposes of this policy, drugs shall mean all dangerous controlled substances prohibited by law; all alcoholic beverages; any prescription or patent drug, except those for which permission to use in school has been granted; and "look-alike" drugs.

In dealing with situations involving the illegal and/or unprescribed use, possession, sale, or other disbursement of controlled substances (drugs) and alcohol, The Watontown Christian Academy recognizes the wide range of degrees of offense. It likewise recognizes its responsibilities for the health of the student involved, as well as its moral obligation to attempt to handle situations in such a way as to be beneficial to that individual and to the remainder of the school population.

In any situation, including after school, evening or weekend events held at or sponsored by the school where a school employee has cause to believe that a student is under the influence or in possession of a controlled substance (drug or alcohol), that employee shall make

immediate referral to the principal. If the employee is in charge of a group during/after school hours, he/she should handle the situation him/herself. If the student is unconscious or semi-conscious, medical help should be sought immediately. Referral should be made to the Principal and Board immediately.

The principal shall handle the situation as follows:

- Judge the health status of the student. If it is questionable, contact the parents immediately.
- Call ambulance and transport to the hospital if necessary.
- Contact police if possession and/or sale is involved.
- Contact the Board.

## **STUDENT RELATED INFORMATION**

### **ACADEMIC INTEGRITY**

Any student found to be in violation of the school's academic integrity policy will:

- Be informed of the seriousness of the violation;
- Parent informed by letter;
- A copy of parent letter placed in student's disciplinary file until graduation;
- The student will receive a zero (0) for the assignment, quiz, or test.

If a second academic integrity violation occurs prior to graduation, the violation will be part of the student's permanent record. Continued violation could result in dismissal from the school.

### **HOMEWORK**

Any good educational program requires teachers, students, and parents to work together. The Watson town Christian Academy expects parents to help in giving their children the best possible education. In dealing with homework, it is necessary that parents provide the atmosphere and discipline to see that it is completed. Homework is an important part of each student's educational process. Our teachers do not give unnecessary homework. That which is given will be checked for completeness, accuracy, and neatness.

Homework is given for the following purposes: drill, practice, remedial activity, and the completion of unfinished seatwork. Homework is normally not given on Wednesday evenings to facilitate your family's attendance at church, unless necessary. Failure to complete assigned work will seriously hamper a student's academic progress and may be disciplined by loss of privileges, extra work, reduction in grades, etc. NOTE: Parents are to check their student's homework assignments nightly and sign when completed for elementary grades. We also encourage your moral support for our program because it is important to have a positive attitude toward the school.

## **EXAMS**

Final exams will be taken by all high school students at mid-year and end of year intervals. The following rules will apply to these exams:

- Exams will last for three days
- There will not be regularly scheduled classes during this time period
- Two exams will be administered each day
- An exam schedule will be given to each student prior to the start of exams
- Each exam period will be approximately two and a half hours in length
- Each exam will be preceded by a one-half hour prep/study time

### **PLEASE NOTE:**

Students will not be allowed the option to change their exam schedule.

If a student is not scheduled for an exam at a given time, the student is not required to be in attendance at that time.

Only illness or extreme family emergencies will excuse a student from an exam. Students who miss exams for any other reason will not be allowed to make up those exams and will receive a zero for each exam missed. Students late for the start of an exam will receive a one-letter grade deduction and will not be given a time extension for the remainder of the exam.

**EXAMS COUNT AS 20% OF THE SEMESTER GRADE.**

## **CLASS MAKE-UP WORK**

All teachers will insure that students absent from class will have the opportunity to make up missed work. It is the student's responsibility to see the work is completed on time.

When a student is absent for any excused reason, he/she will be given one (1) school day for each excused absent in order to make up assignments.

Any student missing class because of an unexcused absence or because he/she cut the class or skipped school shall not be afforded the opportunity for make-up work. The grade for that class will be a "0" on homework, quizzes, and tests missed.

## **CLASS RANK**

Class rank will be determined on a quarterly basis using the numerical grade average. Satisfactory and unsatisfactory grades will not be used in class standing computations.

## **VALEDICTORIAN AND SALUTATORIAN**

In order to become valedictorian or salutatorian of the class, the student must have completed one full academic year at Watson town Christian Academy. At the end of the third quarter of the senior year, the valedictorian and salutatorian are named according to the following criteria:

- Only students graduating with an academic diploma can qualify for Valedictorian and Salutatorian.
- Highest grade point average for grades 9 – 12 with a minimum of 93% average with 24 credits.

- In the event of a tie GPA, the two students with the highest GPA's will serve as co-valedictorians. No salutatorian will be selected.

A faculty member will be assigned to assist them in the mechanics and rehearsal of the speeches before commencement. The content of the speech must be evaluated and approved by the administration.

Any student found guilty of using/possessing controlled substances, alcoholic beverages, tobacco or tobacco products, or participating in actions contrary to Watsontown Christian Academy standards will not be eligible for these honors.

## **HONOR ROLL/HIGH HONOR ROLL**

High Honor Roll and an Honor Roll list is reported at the end of each grading period and year end. The list is submitted to local newspapers for publication.

Criteria for the Honor Roll are as follows:

- No academic subject grade lower than a 75% (C).
- An overall average of 88% (B) or above.
- A satisfactory or better in all classes using an S, O, or U grading.

Criteria for the High Honor Roll are as follows:

- No academic subject grade lower than a 75% (C).
- An overall average of 93% (A) or above.
- A satisfactory or better in all classes using an S, O, or U grading.

## **INCOMPLETES**

An incomplete for a marking period indicates that the student has not completed one or more assignments/tests. Students assume the responsibility of completing work due in a reasonable period of time as outlined in this handbook. If this is not done, the grade for that work becomes a zero (0).

## **PROGRESS REPORTS**

Progress reports are sent home at the middle of each quarter (4 1/2 weeks). Progress reports must be signed by the parent/guardian and returned to the student's homeroom teacher within two (2) school days. Failure to do this will result in a detention.

## **REPORT CARDS**

Report cards are issued at the end of each quarter (9 weeks). Report cards must be signed by the parent/guardian and returned to the student's homeroom teacher within two (2) school days. Failure to do this will result in a detention. In all instances, it is the intention of the teacher to have any grade given to be a true reflection of the student's academic effort and not a reflection of his/her behavior, etc.

Grading System K-4 & K-5

1. Letter grades will be used for major subjects.

A= 93-100

B= 85-92

C= 75-84  
 D= 66-74  
 F= 0-65

2. Minor subjects will be graded with the following scale:
- O – Outstanding
  - S – Satisfactory
  - N – Needs Improvement
  - U – Unsatisfactory

**Grades 1 – 2**

1. Numerical grades will be used for all major subjects. All work (seat work, homework, quizzes, tests) will count equally for a report card grade.
2. Minor subjects will be graded with the following scale:
  - O – Outstanding
  - S – Satisfactory
  - N – Needs Improvement
  - U – Unsatisfactory

**Grades 3 – 5**

1. Numerical grades will be used for all major subjects. The following formula will be used:
  - a. Daily work, quizzes, homework = 50%
  - b. Tests and major projects = 50%
2. Minor subjects will be graded with the following scale:
  - O – Outstanding
  - S – Satisfactory
  - N – Needs Improvement
  - U - Unsatisfactory

Junior and Senior High school will receive numerical grades. Interpretation of the numerical grades is as follows:

99-100= A+	91-91=B+	82-84=C+	72-74=D+
96-98=A	88-90=B	78-81=C	69-71=D
93-95=A-	85-87=B-	75-77=C-	66-68=D-
			0-65=F

Electives and Physical Education marks are:

U=Unsatisfactory      S=Pass      O=Outstanding

**SUSPENSION**

Any student suspended from school for disciplinary reasons will have a 1% deduction per day in every subject for the marking period in which he was suspended.

**SENIOR CLASS FINAL EXAM FORMULA**

1<sup>st</sup> semester average x .5 = a  
 3<sup>rd</sup> nine weeks x .25 = b      a + b + c = final average  
 4<sup>th</sup> nine weeks x .25 = c

**FINAL AVERAGE MUST ROUND UP TO A 95% OR GREATER.**

**GRADUATION REQUIREMENTS**

1. Academic Diploma – minimum of 24 credits
  - English – 4 credits

- P.E. - .8 credits (.2 per year)
- Foreign language – 2 credits
- Math – 4 credits
- Science – 4 credits
- Social studies – 4 credits
- Elective – credits vary

\*Note: An additional credit in a foreign language can be substituted for a credit in math, science, or social studies as long as a minimum of 3 credits is met in each discipline.

2. General Diploma – minimum of 21 credits. Same as above except a foreign language is not required.

## **ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES**

- Have a Christian testimony that honors the LORD.
  - Complete cooperation with school, staff, and/or advisor.
1. Maintain an academic average of 75% or better.

Note:

- a. One “F” per mid-quarter or quarter places a student on three-week probation during which time the student must bring the grade up to at least a 75% or be suspended from the activity.
  - b. Two (2) “F”s equal an automatic suspension from the activity. (U=F)
- The administration will decide when to suspend those on probation based on teacher recommendation.
  - Excessive discipline problems will result in probation and may result in suspension of eligibility.
  - Students are not permitted to participate in practices, games, or meetings on days when they have an unexcused absence.

## **ELIGIBILITY FOR ACTIVITY PERIODS**

- Any student in grades 6-12 who receives less than a 75% on a mid-quarter or quarter grade report in any course is required to forego the activity period and report to silent study hall. At the next grading report, each student will be evaluated by grade and either placed or removed from silent study hall.
- Students found guilty of using/possessing controlled substances, alcoholic beverages, tobacco or tobacco products, or behavior not consistent with Watson town Christian Academy standards, may not participate in extra-curricular activities for that school year.

## **DROPPING A HIGH SCHOOL COURSE**

- Students have ten school days to drop/change a course from the beginning of the semester.
- The request must be accompanied by written parental approval.
- Final approval or denial of the change rests with the principal.

## **PROMOTION/RETENTION**

Students are promoted or retained on the basis of their total preparedness to enter the next grade level and do satisfactory work. Ability, achievement, and social factors are taken into consideration. A parent/teacher/administrator conference will be scheduled to inform parents of the retention of a child in a grade.

## **PHYSICAL EDUCATION CLASSES (GYM)**

It is a State of Pennsylvania requirement and school policy that **NO** student is excused from the physical education course without a written doctor's excuse, which must indicate a time frame. Students **MUST** come prepared for gym with a change of clothing for PE on the day the class is scheduled. Red or black shorts and **plain** white tee shirts are required. Sweats or wind pants, either red, black, or blue, may be worn if the weather warrants them. All senior high school students must have  $\frac{1}{4}$  credit of PE each year to meet graduation requirements. Not being prepared will result in detention and demerits.

## **POLICY FOR IDENTIFIED GROUPS**

An advisor or head coach of a defined group/team is responsible to explore questionable situations of suspected or reported infractions brought to his/her attention and resolve the matter of guilt. If action is contemplated, the principal will assist and have the final decision.

For identified/structured groups, i.e., athletic teams, band, choir, chorus, photography, etc., the following will apply:

**Any member of the team/group, when found guilty of using or possessing controlled substances, alcoholic beverages, tobacco or tobacco products, or acting in any manner contrary to Watontown Christian Academy standards, will be removed from the team/group for the remainder of the school year. Standard discipline practices will also prevail.**

## **CLASSES AND CLUBS**

The advisor or sponsor is responsible for club/activity funds. Each organization will have a treasurer who, under supervision of the advisor, will take care of all monies. Money should be turned over to the school secretary as soon as possible for safekeeping. Money should not be left in the homeroom over night.

All funds in a class/club treasury become the common property of the class. Although individual tracking may be done to ensure equitable credit for each student, at no time can a student ask for his/her "fair share" to be given to them because he/she opts out of a project or activity. The class/club treasury is not a personal savings account and all monies therein shall be considered the property of the class and not of any one individual.

All money-raising activities **REQUIRE PRIOR APPROVAL** by the administration using a REQUEST TO CONDUCT FUNDRAISING ACTIVITY form.

## Student Council

Two students, preferably a boy and a girl, will be elected from each class in the high school (9-12) to represent his/her class. These can be, but are not confined to, class officers (i.e. president, etc.)

- Commitment: (1) A student accepting a council position must commit to regular attendance at meetings scheduled for both school hours as well as after-school hours. (2) Academics are a priority. It is the student's responsibility to make up any work missed due to student council responsibilities
- Dismissal from student council can result from: (1) Failure to maintain academic eligibility. (2) A lack of cooperation or effort or a poor attitude. (Note: if a dismissal takes place, the student council advisor may invite another representative from the same class to fill the position.)

## COMPUTER USAGE

The following rules shall be followed when in the computer room or using a computer:

- A staff person/teacher must be in the room for a student to use a computer.
- Students must follow the posted rules with regard to the usage and operation of the equipment, respect for others, etc.
- No disk with software is permitted without a teacher present who gives permission.
- All disks **MUST** be checked and approved by the teacher prior to being used.
- Students may not alter or attempt to alter any control panel settings or programs set by Watsontown Christian Academy. This will be classified as vandalism and the student/parent will be responsible for any repairs necessary.
- No game playing unless part of the content of a course.
- Students are responsible for the proper operation of the computer being used and must report any problems immediately to the teacher.
- Students are responsible for their own disks and its content.
- Students may not use the Internet without prior approval.
- Students may not download any software or files without prior approval and a teacher present.
- Students may **not** use E-mail, Chat rooms, forums, or blogs such as MySpace.
- Students may not visit any sites with inappropriate material. If a student finds inappropriate material by accident, immediately go to a new site. Do not draw others' attention to it, but report this site to the teacher/supervisor immediately. Consequences may be applied.

**NO FOOD OR DRINK AT THE COMPUTERS!!**

## STUDENT RECORDS

Watsontown Christian Academy has a policy that governs the collection, maintenance, and dissemination of student records. While recognizing the legitimate need for the collection and use of these records, the school fully recognizes the right to confidentiality and privacy of students and parents. Records are kept under lock and key at all times in the main office of the school. The policy is available in the office and all concerns should be directed to the administrator.

# **SPORTS**

## **GOALS**

The goal of the sports program is to honor Christ through competitive play.

The discipline of competitive team sports, combined with strong academics and solid spiritual education, will serve to strengthen each athlete's Christian walk.

## **ATHLETIC PROGRAM**

The Watson town Christian Academy student body has the opportunity to participate in three sports: soccer, basketball, and track.

During the school year grades 6-12 will comprise the soccer teams (men and women). (6<sup>th</sup> graders play in non-league games only.) Grades 7-12 will comprise the basketball team, and grades 6-12 will comprise the track team.

WCA teams participate in the Eastern Division of the Allegheny Christian Athletic Association. The ACAA holds a championship tournament following the soccer and basketball seasons to determine a league champion plus in the spring, it holds a league track meet.

## **ATTENDANCE**

When a student is absent from school for more than half of a regular school day, the student will not participate in practice and/or the game for that day unless arrangements were made prior to the practice and/or game and were authorized and approved by the coach and administrator.

Practices are important. Therefore, the coaches will determine the status of each player in regards to missed practices. Sickness, certain appointments, and other acceptable reasons will be taken into consideration.

Each player is a vital member of the team. The coaches are to be informed in advance by the player when a player is unable to participate in a game or practice.

A player may not participate in a game or practice when detention is administered during bus departure or during a game or practice. However, after serving the detention, the player may participate.

Students that receive an out-of-school suspension will not be permitted to participate in practices or games on the day(s) of suspension(s).

Because commitment to a program is essential, athletes should be committed to punctuality and attendance at every practice and game. Delinquency in this area could result in dismissal from a team at the discretion of the coach and/or administration.

## **SPORTSMANSHIP**

Each player is a responsible member of the athletic program. As such, he/she is to be an example to others and a testimony to the Lord. A Christ-like attitude is expected at all times from each player at practice, during the game, and traveling to and from games.

## **INSURANCE**

Students participating in the athletic program are required to be covered by parent's insurance.

## **AGES**

Students may participate in the athletic program at WCA through grade twelve (12). Any student who will reach his/her twentieth (20) birthday before January 1 of the school year is no longer eligible to compete for that year forward after turning twenty.

## **DRESS CODE**

### **Girls- Home games**

- Come to the gym in uniform. Warm ups or sweat suits are permitted.
- After the game, leisure attire may be worn with the following conditions:

Must be modest (not tight, short, midriff showing, etc.) and in good taste.

No objectionable articles such as tee shirts with inappropriate wording, pictures, etc. or anything else that would be in violation of school standards.

### **Away Games**

- Travel in uniform to the game. Warm-ups or sweat suits are permitted.
- Return from the game in athletic attire or in accord with normal school dress code.

Exceptions will be announced on an "as needed" basis.

### **Boys- Home games**

- Come to the game in normal school attire.
- After the game, leisure attire may be worn with the following conditions:  
Must be in good taste. No objectionable articles such as tee shirts with inappropriate wording, pictures, etc. or anything else that would be in violation of school standards.

### **Away Games**

- Travel in school chapel dress to the games
- Exceptions announced on an "as needed" basis

## **MEDICAL EXAMINATION**

**A physical examination is required prior to competing in any sport of the school year.** Coaches are to be informed of any medical condition that may affect the health of the player.

When a doctor for a sports related injury examines a player, the coaches are to be informed. A written note from the doctor or parent is required when a player cannot participate in practices and/or games due to an injury. A physician's note stating a date for the resumption of activities is needed for a student to return to practice and game participation.

## **TRANSPORTATION**

Coaches will state time and location for practices. Parents are asked to pick up their children no later than 15 minutes after practice ends unless prior arrangements have been agreed upon between coaches and parents.

Transportation arrangements to away games will be conveyed to parents. When the team travels using a bus and/or van, players are required to travel together unless coaches and parents have agreed upon previous arrangements. A written or verbal notice from parents is required before bus departure.

Only team members are permitted to ride on the team bus or van. However, permission may be granted to non-team personnel, with written parental consent given to the Athletic Director at least one full day prior to the trip.

Parents are asked to pick up their children promptly after the bus/van returns from away games. The approximate time and place of pick-up will be conveyed to parents ahead of time in order to make this easier.

## **SPORTS FEES AND UNIFORM**

- WCA Fee - \$25.00 per sport

### **ENTRY FEES**

Students are responsible for any individual entry fees for any athletic contests.

### **UNIFORMS**

Uniforms are on loan to players for the season. The uniforms are to be worn only at the games unless otherwise instructed.

It is the responsibility of each player to keep the uniform clean and in good repair. Uniforms are to be turned in one week after the season's end – clean and repaired. Follow washing instructions. Damaged uniforms will be evaluated. If the student is responsible for unnecessary damage, the student will be billed a set amount to repair or replace the uniform.

## **ROUTINE INSPECTION/SEARCH OF PERSONAL PROPERTY**

The school reserves the right to inspect and search students lockers, desks, hand bags, back packs, purses, coat pockets, gym bags, lunch boxes, etc on a regular basis or at any time school personnel deems it necessary to search for illegal materials such as alcoholic beverages, tobacco, drugs, or items spelled out in the Safe Schools Act 26.

The school also reserves the right to search for materials that are inconsistent with WCA's philosophy and standards such as unwholesome magazines, music, tapes, CD's, videos, walkmans, CD players, tape players, radios, electronic computer games, or any electronic game.

**None of the aforementioned may be brought to school or any school-related activities.**

## **STANDARDS OF CONDUCT/DISCIPLINE**

Watsonstown Christian Academy has chosen to adopt certain practices that contribute to an environment appropriate to its mission and goals. Watsonstown Christian Academy requires members (staff, students, and teachers) of the Academy to refrain from gambling, the possession or use of alcoholic beverages, tobacco or tobacco products, non-medical drugs, narcotics, or hallucinogenic drugs including marijuana. It is our purpose to promote a wholesome Christian lifestyle in which students are encouraged to refrain from activities such as social dancing, the viewing of unwholesome and unprincipled drama whether at the movie theatre, the live theatre, or on television, and the listening to or participating in music that makes use of indecent or degrading lyrics or promotes an undesirable emotional or physical response. Students are not permitted to hold hands or engage in personal physical contact at school or school activities.

The Watsonstown Christian Academy Board has the authority to make reasonable and necessary rules governing the conduct of students in school, at school related activities, and during transportation to and from school as provided by section 1317 of the School Code of the Commonwealth of Pennsylvania. Every teacher and principal in the school shall have the right to exercise the same authority as to the conduct and behavior over the pupils attending the Academy during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians, or persons in parental relation to such pupils may exercise over them.

This authority is the responsibility of the total school community and should be used to develop an atmosphere throughout the school community that is conducive to teaching, learning and Christian living. Everyone in the educational process has the right to expect that the environment be safe, pleasant, and well organized. The school climate should be one of security and consistency through the establishment and enforcement of these rules and guidelines. These rules and guidelines should emphasize that the student conform to standards of Christian behavior, respect the rights and person and property of others, preserve the degree of order necessary to the educational program in which they are engaged, and obey constituted authority and respond to those who hold that authority.

## **BEHAVIORAL ADMINISTRATIVE PHILOSOPHY**

The Watsonstown Christian Academy believes that the teacher is the authority in the classroom. The teacher has the duty to manage his/her classroom as he/she sees fit as long as their rules are not in conflict with the rules and philosophy of the school. It is, therefore, the responsibility of the teacher to handle the discipline problems that may arise and to maintain an atmosphere conducive to learning.

The main vehicle through which the teacher will maintain control of his/her classroom is the discipline policy outlined in this section. The purpose of this discipline policy is to set the parameters within which the student will be expected to function throughout the entire year. If the teacher, student, and the parents will consistently follow this guide, the classroom discipline situation will be conducive to academics.

At certain times and in certain situations the teacher shall send the student to the office for discipline. At such time the administrator will decide the course of action to be taken and administer proper discipline.

## **PREVIOUS MISCONDUCT IN ANOTHER SCHOOL**

A student who seeks to enroll in the Watson town Christian Academy and who previously has been found to have engaged in misconduct in another school as the term “misconduct” is defined in this handbook or by the other school and which resulted in long-term suspension or expulsion, or who is alleged by school authorities to have engaged in such misconduct in another school but withdrew from such school prior to the misconduct being established, may be subject to suspension or expulsion from Watson town Christian Academy. Such a student shall be permitted to enroll but shall be held on suspension pending a hearing before the Board.

A student who has been expelled from another school for criminal sexual conduct, arson, or possession of drugs or a dangerous weapon, or who has been found by the Board to have committed such offense prior to enrollment in the Watson town Christian Academy shall not be admitted to the school without the express permission of the Board.

## **WITHDRAWAL REQUESTED BY THE SCHOOL**

It is understood that attendance at Watson town Christian Academy is a privilege and not a right, a privilege that may be forfeited by any student who does not conform to the standards and regulations of the school. The school may request the withdrawal of any student at any time that, in the opinion of the school does not fit into the spirit of the institution, regardless of whether or not he/she conforms to the specific rules and regulations of the school. A request to withdraw may or may not appear on the student’s permanent record. The school may request the withdrawal of even a well- behaved student if the parents become excessively disruptive, slanderous, abusive, or disorderly.

## **EXPULSION**

- A student may be expelled after reaching 10 demerits in any school year.
- A student may be expelled immediately for violating Act 26.
- A student may be expelled for extreme misbehavior at any time.
- A student may be expelled for propagating anti-Bible/Christ materials or doctrines.
- A student may be expelled up to and including the last day of testing at the end of the school year (K-12).

Students who use the name of the school or the official school seal without authorization by the principal will be subject to discipline.

## **SUSPENSIONS**

In instances where a student’s behavior has become disruptive to the educational process of other students, that student must be suspended from the school environment. This disruption

could be through many minor infractions of the disciplinary code or through one major infraction. A letter will be sent to parents notifying them of the suspension.

Suspensions will consist of in school Suspensions (ISS) and/or out of school Suspensions (OSS).

An alternate method of serving Out of School Suspensions, if approved by the Administrator and the Board, would be to allow any student that has been suspended to server that suspension in the regular classroom setting if his/her parent accompanies that student and stays with that student in the classroom throughout the day for the length of the suspension.

Work missed due to a suspension will result in zeroes if not made up. However, regardless of whether work is made up or not, a one percent deduction per day per subject will be calculated for the quarter for *each* suspension day.

## DEMERITS

The Principal with or without the teacher’s recommendations issues demerits. The following categories will earn at least one demerit:

- Disrespect to the teacher/authority
- An unclean life as defined by Scripture
- Disrespect toward others
- Fighting
- Lying
- Cheating (tests, homework, quizzes, projects, and plagiarism. Etc.)
- Possession of property not belonging to the student
- **Failure to serve an assigned detention**

Demerit steps are as follows:

Dem.	Prin.	Student	Parent	Exec. Comm.	Sch. Board	Action
1	*	*				
2	*	*				
3	*	*				
4	*	*		L		
5	*	*		I		
6	*	*		L		S/3
7	*	*		*		
8	*	*		L		
9	*	*		*		
10	*	*		*		S/C E/A or E/R

Key: \*=Conference  
 L-Later conference with administrator  
 I=Informed

S/3=Three day suspension

S/C=Suspended until a conference can be arranged

E/A=Expulsion accepted, student is expelled

E/R=Expulsion rejected, student allowed to remain in school

The principal can suspend a student at any time for extreme misbehavior, expressing an obstinate attitude during correction, or violation of Act 28.

For Junior and Senior High School students, the first offense for stealing or the possession of alcohol/tobacco products will result in a 3 to 5 day suspension as well as demerits. Second offense in the same year will result in expulsion. Students involved with illegal or “look-alike” drugs (using, possessing, selling), acts of immorality or physical attacks on any teacher or member of the staff, will be suspended immediately pending further disciplinary action.

## **DISCIPLINARY PROBATION**

A STUDENT MAY BE PLACED ON DISCIPLINARY PROBATION BECAUSE OF EXTREME MISBEHAVIOR OR BY EXHIBITING A NEGATIVE ATTITUDE. Normally a student will be placed on probation for the next school year if he has received more than five (5) demerits during the previous school year. Once a student is placed on probation, he will be asked to leave the school if he received four demerits while on probation.

Students may be taken off disciplinary probation after review by the administration. Review may take place every nine (9) weeks.

## **NOTICE OF MISCONDUCT/PINK SLIPS**

A NOTICE OF MISCONDUCT IS A FORM SENT BY THE TEACHER OR ADMINISTRATOR TO THE PARENTS TO INFORM THEM OF MISBEHAVIOR SITUATIONS. This affords the opportunity for families and school to work together to correct a potential behavioral problem before it develops into something more serious. It also permits student correction without the more serious consequences of detention or demerit notices.

**Notice of Misconduct forms (pink slips) must be signed and returned within two (2) school days or a detention will be issued.**

**The following items may not be brought to school:** radios, electronic games, cards of any type, tape players, knives, guns, chains of any type, Chinese stars, or other types of weapons, drugs (unless under doctor’s control), look alike drugs, tobacco or tobacco products, alcohol, rock music, rock star magazines or pictures, or other immoral magazines or posters.

The Principal/Administrator may assign demerits for each infraction when deemed appropriate. A discipline record will be maintained from grade 7-12 (graduation) in compliance with Act 26 Section 1304-A.

## **EXPECTED STAFF BEHAVIOR**

- Clearly communicate class rules and expectations.
- Enforce the rules and expectations consistently and fairly.

- Expect and reinforce appropriate behavior.

## DETENTION

Detentions will be served during lunch on the day of an offense or the following day if the lunch hour has passed. Students will sit apart from their peers at a designated table and will have approximately 15 minutes to eat. The rest of the time will be spent in doing light chores as designated by the teacher in charge. Students must come prepared with assignments and material to complete and study. There will be no talking, game playing, etc. during detention. Students who do not follow this rule will receive an additional detention.

**Failure to serve a detention on the date assigned will result in a demerit.**

### PHYSICAL EDUCATION CLASS – UNPREPARED

Number of Offenses	Notice	Detention	Demerit
1	*		
2	*	*	
3	*	*	*
4	*	*	*
5	*	*	*
6	*	*	*
7	Cycle Continues		

### UNEXCUSED ABSENCE PENALTIES

Number of Offenses	Detention	Demerit	Parent Conference
1	-	-	-
2	2	-	-
3	-	1	1
4	-	1	-
5	-	2	1
6	-	2	-
7	-	2	1
8	Cycle Continues		

The principal has the discretion to deny work make-up privileges for students who have unexcused absences.

## CLASSROOM RULES VIOLATIONS

Classroom rules are designed to promote a positive learning environment. Teachers/Administration will design and enforce their own system, which will work in their classroom. Possible consequences of disobeying these rules would be:

\*Seat Change  
 \*Restrictions  
 \*Detention  
 \*Suspension

\*Paddling  
 \*Sent to Office  
 \*Demerit  
 \*Expulsion

## **PADDLING**

In the event of a paddling, a misconduct note will be sent home and, if possible, the parent will be contacted by phone. Another staff member will witness each paddling, and the child will be counseled with and shown why the paddling is necessary. The administrator will close the session with prayer and will express Christian love to the child. If another child has been hurt, the guilty party must apologize. The Principal will counsel students whose disruptive behavior warrants removing them from the classroom. They will be allowed to return to the classroom only after apologizing to the teacher (and the class, if appropriate).

## **ELEMENTARY GRADES**

**TARDY TO CLASS** - The student will make up the number of minutes late to class during the next scheduled recess. If a problem persists or a tardy is an extreme violation, the teacher has the option of referring students to administration for further discipline. Tardies to class will not be reported on report cards.

**UNRETURNED PAPERS** - Failure to return signed papers within two (2) school days results in loss of recess for each offense. Chronic offenders will be subject to further disciplinary action.

## **GRADES 6 – 12**

All students are expected to uphold the standard of conduct in spirit and in practice.

I Cor. 14:40 “Let all things be done decently and in order.”

Prov. 25:2 “He that hath no rule over his own spirit is like a city that is broken down and without walls.”

Phil. 2:3,4 “Let nothing be done through strife or vain glory, but in lowliness of mind let each esteem others better than themselves. Look not every man on his own things, but every man also on the things of others.”

Psalms 15 “Lord, who shall abide in thy tabernacle? Who shall dwell in thy holy hill? He that walketh uprightly, and worketh righteousness, and speaketh the truth in his heart. He that backbiteth not with his tongue, nor doeth evil to his neighbor, nor taketh up a reproach against his neighbor. In whose eyes a vile person is condemned; but he honoreth them that fear the

Lord. He that sweareth to his own hurt, and changeth not. He that putteth not out his money to usury, nor taketh reward against the innocent. He that doeth these things shall never be moved.”

I Peter 3:10-12 “For he that will love life, and see good days, let him refrain his tongue from evil, and his lips that they speak no guile; let him eschew evil and do good; righteous, and his ears are open unto their prayers; but the fact of the Lord is against them that do evil.”

Hebrews 13:17 “Obey them that have rule over you, and submit yourselves; for they watch your souls, as they that must give account, that they may do it with joy, and not grief, for that is profitable for you.”

Phil. 4:8 “Finally brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report, if there be any virtue, and if there be any praise think on these things.”

### **GENERAL PENALTIES FOR MISCONDUCT**

- 1<sup>st</sup> Infraction-warning
- 2<sup>nd</sup> Infraction-detention
- 3<sup>rd</sup> and following Infraction-detention and demerit

### **PENALTIES FOR MAJOR MISCONDUCT (Lying, fighting, cheating, stealing, etc.)**

- A minimum of one (1) demerit and possible suspension
- The principal will counsel students whose disruptive behavior warrants removing them from the classroom. They will be allowed to return to the classroom only after apologizing to the teacher (and class if appropriate).
- Students involved with illegal or “look alike” drugs (using, possessing, selling), acts of immorality, alcohol, tobacco, or physical attack on any teacher or member of the staff, will be suspended immediately pending further disciplinary action.

### **TESTS AND QUIZZES**

Any unauthorized talking or communicating during a test or quiz will be dealt with as cheating. Cheating will result in a zero on the work in question in addition to the minimum demerit.

### **TARDY TO CLASS-MIDDLE & HIGH SCHOOL**

Students shall be sent to the office if late for class without a written excuse from an appropriate school employee. The office will issue an admission slip to class. Each tardy will be marked on the individual’s record. Upon commitment of a third tardy and for any additional tardiness, a student will be assigned a detention for each offense. If it is determined that lateness to class has become a major problem or that any single tardy is an extreme violation, additional discipline may be administered. Tardiness to **class** will not be recorded on report card.

### **POLICY ON:**

### **Cell Phones**

1. Not to be used during school without express permission from a teacher or the office.
2. Use is defined as: making calls, receiving calls/audible signal, taking pictures, text messaging.
3. Violation will result in confiscation. Confiscated phones can be picked up at the close of the day in the office. Repeated violations will warrant more severe consequences.

### **Laptop Computers**

1. Laptops are permitted but are for academic use only.
2. At no time are they to be used for games or sending or receiving e-mail.
3. Violation will result in confiscation. Confiscated laptops can be picked up at the close of the day in the office. Repeated violations will warrant more severe consequences.