



**WAXAHACHIE**  
**PREPARATORY ACADEMY**  
WARRIORS FOR CHRIST • PARTNER WITH PARENTS • ACADEMIC EXCELLENCE

# STUDENT HANDBOOK

2011-2012



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## ***HISTORY AND CONCEPT***

### **BACKGROUND**

After observing and learning about the successful Grace Preparatory Academy in Arlington, Texas, in July, 2000, two families began planning and working to start a new school. With prayer and excitement, they decided to begin a similar school here in Ellis County. That decision resulted in the formation of Waxahachie Preparatory Academy, a Christian University-Model School® in Waxahachie, Texas.

WPA is a unique private Christian school that has two proven elements of educational success—the professional instruction of a classroom teacher and one-on-one instruction from parents. These components are combined in a college-simulated program. Other proven elements are low student/teacher ratios, a strong work ethic for students, effective curriculum, focus on character development, and oversight by an independent local Board. This approach produces a high degree of academic achievement.

### **THE MODEL**

University-Model schooling (UMS) combines the positive aspects of home schooling with the positive aspects of traditional schooling and molds them into one model. UMS uses a university-style schedule adapted to the elementary, junior, and senior high levels. Professional teachers teaching in their areas of expertise conduct classroom instruction. Elementary students attend campus classes on Tuesday and Thursday, while secondary students attend campus classes on Monday, Wednesday, and Friday. Students spend alternate days at home, where parents continue their instruction and supervision. Teachers provide parents with detailed instructions for days spent at home.

UMS caters to a wide variety of student needs by allowing a range of enrollment opportunities. A parent may choose for their student to take only one or two classes or choose to take the full academic load. Tuition is paid per course, per semester.

### **MISSION STATEMENT**

Waxahachie Preparatory Academy, a University-Model School®, partners with parents to prepare students for college through exceptional academics, quality extra-curricular activities, and purposeful development of Christ-like character.

### **OUR PHILOSOPHY**

Waxahachie Preparatory Academy bases its educational philosophy on three main components: (1) a Biblical foundation, (2) preparing each student for college, and (3) emphasizing the parent's vital role.

## STATEMENT OF FAITH

We believe:

1. The sole basis of our beliefs is the Bible, God's infallible written Word, the 66 books of the Old and New Testaments. We believe that it was uniquely, verbally, and fully inspired by the Holy Spirit and that it was written without error in the original manuscripts.
2. The Word of God is and ever shall be the complete and final revelation of the will of God to man, and the final authority in all spiritual matters. (*2 Timothy 3:15; 2 Peter 1:21*).
3. We believe there is only one God, eternally existent in three persons—Father, Son, and Holy Spirit (*Genesis 1:1; Matthew 28:19; John 10:30*).
4. We believe in the deity of Christ (*John 10:33*); His virgin birth (*Isaiah 7:14; Matthew 1:23; Luke 1:35*); His sinless life (*Hebrews 4:15; 7:26*); His miracles (*John 2:11*); His vicarious and atoning death (*1 Corinthians 15:3; Ephesians 1:7; Hebrew 2:9*); His resurrection (*John 11:25; 1 Corinthians 15:4*); His ascension to the right hand of the Father (*Mark 16:19*); His personal return in power and glory (*Acts 1:11; Revelation 19:11*).
5. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (*John 3:16-19; 5:24; Romans 3:23; 5:8-9; Ephesians 2:8-10; Titus 3:5*).
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (*John 5:28-29*).
7. We believe in the spiritual unity of believers in our Lord Jesus Christ (*Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28*).
8. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (*Romans 8:13-14; 1 Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18*).

## DIFFICULT OR CONTROVERSIAL ISSUES AND TOPICS

WPA will follow these guidelines concerning the relationship between sound education, which is both Biblical and college-preparatory, and the treatment of difficult or controversial issues.

1. Because one of God's purposes in the training of disciples is to equip them to reach others with the gospel of Christ and then teach them to obey all He has taught us, we will not encourage our students to retreat from contact with a sinful world, but rather train them to effectively reach out to unbelievers.
2. Because we must learn to build personal and cultural bridges for the sake of reaching others with the gospel, we will engage in the study of other cultures and thought forms, including godless ones, so that our students will have a better

- understanding and ability to communicate with all people.
3. Because God expects His children to be ready to make a defense, acting as salt and light to a world that is often foolish in its understanding and principles, we will teach students to evaluate and correctly respond to difficult or controversial realities in light of God's Word so that they may be able to confront the world without becoming stained by it.
  4. Because dealing effectively with difficult or controversial topics generally requires the use of higher order thinking skills, we will support our teachers' use of opportunities presented through the treatment of difficult or controversial topics to challenge their students to develop the skills of analysis, evaluation, synthesis, and proper applications and to apply these skills to godly purposes.

At WPA, we do not intend to shield our students from all of the sin and wrong thinking inherent in a fallen world. Rather, we will teach them to confront those realities openly and honestly, from a God-centered perspective, so that they might be prepared to live in the world—and have an impact on the world—without becoming part of the world.

## **ADMISSIONS POLICIES & PROCEDURES**

### **PARENT/SCHOOL COMMUNICATION AGREEMENT**

At WPA, we try to follow the guidelines that the Lord has set in handling problems, according to MATTHEW 18. We need you to be willing to confront when necessary. We expect you to address concerns with the individual and not with others.

If a problem should develop, we expect parents to discuss the problem in a Christ-like manner directly with the faculty member. If the parent feels that the problem was not resolved, then we ask that you follow up in the Biblical way and approach the Administrator about the situation.

NOTE: Although there may be times you do not agree with a situation, with a teacher, or with the school, it is important that the children see a unified front. You must be supportive of the school and the teacher.

### **COMPLAINT PROCEDURE**

If you have a complaint:

1. Pray about it. Ask God to help you make your complaint in such a way that it will result in the betterment of our school, and thus is the glory and growth of His Kingdom. Read and think about such passages as Ephesians 4:1-3 and Colossians 3:12-13. Pray about it!
2. Express it promptly. Keeping it to yourself can cause ill feelings and friction which would decrease our effectiveness as a Christian. Jesus says that you cannot properly worship or serve God if there is a disagreement between yourself and someone else (Matthew 5:23-24). So, get it out of your system.

3. Tell it to the right person. Complaints against specific individuals should be expressed first to the individual in question, and expressed to the Administrator only if you cannot work it out between yourselves or if you feel he should know about it.
4. Express it clearly. Make sure the person to whom you are expressing your complaint knows all the details of the situation, and exactly what you are complaining about and why. Misunderstanding of complaints could lead to further problems and needless disunity.
5. Don't broadcast it. Express your complaint only to the person who should hear it. Unneeded worry, harm, and hard feelings result when problems and dissatisfactions are expressed to persons other than those directly involved with the problem, and an impression of disharmony is presented.

If you overhear or are told a complaint:

Pray about it. Ask God to take care of the situation and use it for His glory. Don't share a bad report. Ephesians 4:1-3, Colossians 3:12-13.

If a complaint is made to or about you:

1. Analyze the complaint. Be sure you understand the specifics and why it is being made. Ask the person to clarify any areas of misunderstanding.
2. Give it prompt attention. Talk directly with those involved, using administrative counsel.
3. Make it a growth experience. Don't take offense, even if falsely accused. React in the opposite spirit. If the complaint is valid, strive to make correction immediately, seeking prayer and guidance even from the accuser. A wise man learns from counsel and reproof.
4. Pray about it. Ask for God's wisdom in solving the problem and His help in putting the solution into effect. Pray for the person who brought the complaint, and asks God to help you love that person even more than before the complaint was made.

## **APPEALS PROCESS**

An appeals process has been established for any parent or employee of WPA. Any concerned party that feels their issues have not been addressed by the administration to their satisfaction may request an Appeals Form from the WPA office. This form must be filled out and submitted to the Administrator. The Administrator will pass it on to the Chairman of the Board, who will determine the appropriate action needed. The concerned party may be asked to appear before a committee or the Board for a hearing for a specified amount of time.

## **NON-DISCRIMINATORY POLICY**

WPA admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and an activity generally accorded or made available to its

students and does not discriminate on the basis of race in administration of its educational policies, admission policies, or athletic and other school-administered programs.

## **ADMISSION PROCEDURE**

### **1. Attend an Information Meeting**

This meeting is required so that parents fully understand the expectations of their involvement in the education of their child at WPA. Parental involvement is mandatory.

### **2. Complete the Admissions Forms**

Once you are convinced that WPA is where your family should be, complete the application (one per child), include the family application fee, and return it to WPA. Upon receipt, your application will be stamped with the date and time received. This date will be used, if necessary, to determine order of admission in the event of class closure, because of space availability. All students must be five years of age by September 1 in order to attend K5.

### **3. Reference Checks**

An admission committee member will begin processing the student and family reference checks.

### **4. Testing and Evaluation**

Placement testing is required for all new students with the exception of incoming Kindergarten, 1<sup>st</sup> grade, and 2<sup>nd</sup> grade students. The tests are given to determine the appropriate grade level of your child's math and English skills in relation to our curriculum. New students to WPA should score in the 75<sup>th</sup> percentile or higher on WPA's entrance exams; students scoring below 75<sup>th</sup> percentile will be placed on academic probation and monitored by administration during each grading term period.

### **5. Family Interview**

Each family applying for admission will be contacted to schedule an interview in order to confirm that WPA is the best education option for your child, ensuring that your family and student will fit the WPA model. This meeting also enables us to personally answer any questions about WPA. Members of the admissions committee conduct this interview.

### **6. Letter of Acceptance**

After the family interview, you will receive a letter informing you of the committee's decision. Once accepted, the student may register for classes. You must pay a deposit when registering, which includes non-refundable enrollment fees per student and the material fees for the courses you have selected.

## **RE-ADMISSION POLICY**

If a family has been through the entire application process and they re-apply or re-enroll within an 18-month period, they need to update records, update references, take the placement testing, and re-interview with the Administrator only, unless there are extenuating circumstances. After the 18-month period has expired, the family must complete the full application process again. Any previous account balances written off must be paid before a family will be accepted for re-admission.

## **ACADEMIC ADVISING**

All students entering high school must undergo academic advising for the purpose of establishing a diploma plan. In addition, any requests for transfer credits must be assessed before a new student is allowed to register.

## **ADDING AND DROPPING CLASSES**

Because of the nature of the University-Model School®, Waxahachie Preparatory Academy does not permit new students to enroll after the end of the first full week of classes, except K-2<sup>nd</sup> grade students. Students may add courses during the first week of classes, if the student is in good standing with the school and space for him or her is available in the desired course. Students may drop courses during the first two weeks of classes each semester. Forms are available in the office for all schedule changes. These forms must be signed by the parent and approved by the office. The student will not be allowed into a new class without this form. Add/drop fees apply.

A student may drop a course as late as one week following the first progress report in each semester without having it affect or appear on his or her transcript. Should a course be dropped after the second progress report in a semester, a grade of WP (withdrew passing) or WF (withdrew failing) will appear on his or her transcript. This grade will have no impact on the student's grade point average.

Students who withdraw completely from the Academy may, at the discretion of the administration, receive grades of "I" (Incomplete) for all courses dropped at the time of withdrawal. For more information on the impact of dropped courses on a student's academic record, please refer to "Grading Standards." This information relates specifically to grades, not finances. For information on the financial impact of adding or dropping courses, please refer to the Financial Policies portion of the Student Handbook.

## **PARENT AND STUDENT RESPONSIBILITIES**

Students must be accepted to WPA through a formal admissions process. Both parental involvement and student cooperation is essential for WPA to fulfill its mission. The parents and student applying for admission must meet the following requirements:

1. Parents must provide WPA with a completed application form for each child

applying for admission. Academic records, health forms, and other information as specified in the application packet must be included for each student. Students will not be admitted without complete records.

2. Parents must sign a form stating their acknowledgement of our Statement of Faith as an expression of who we are and what will be taught in the classroom and expressing their own personal commitment to Jesus Christ.
3. Parents and students must be willing to abide by the school's rules and regulations.
4. Parents must be committed to providing partnership instruction in the home classroom on the days that the child is not attending WPA.
5. The family must be active members and regularly attend a Christian church.
6. Parents and students must be committed to the University-Model learning experience and Christian environment of WPA. Each student must be willing to adhere to WPA's "Student Code of Conduct," "Dress Code Policy," and all other policies regarding student behavior.
7. Parents must be willing to use a Christian Conciliation Service to settle any disputes.

## **STUDENT TEACHER RATIO**

Waxahachie Preparatory Academy allows for a 16:1 student/teacher ratio for all elementary core classes. The elementary elective courses can be 18:1. In the secondary school, the ratio will be 18:1 for core classes and 20:1 for elective classes.

## ***FINANCIAL POLICIES***

### **APPLICATION AND REGISTRATION FEES**

WPA assesses the following fees during the admissions process. **These fees are non-refundable.**

- A \$75.00 application fee is assessed for each family.
- The placement testing fee is \$90.00 for full battery testing and \$45.00 for basic placement testing.
- The registration fees at WPA are \$250.00 for the first student and \$125.00 for each additional student per semester.
- For returning families registering within the specified registration period, the \$55.00 processing fee will be waived.
- In addition to tuition, several courses have classroom supply fees which are collected during enrollment and are also non-refundable.

Only parents or guardians may submit enrollment/re-enrollment documents and payments. We do not accept enrollment or course changes from students.

## TUITION ACCOUNTS

All payments are due at the beginning of the semester. For your convenience, tuition payments may be made according to WPA's payment schedule. Any tuition payments made may be refunded through the end of the two-week drop period each semester if:

- a specific course for which a student has registered moves its scheduled time or day or is canceled altogether; or
- a student elects to withdraw completely from a course. After the add/drop period, the cost of the course must be paid in full.

## Receipt of Payments

Payments may be mailed to the post office box or hand-delivered to the front office. Please do not leave a payment on the front desk unattended or after hours. We must receipt all payments and cannot guarantee the safe handling of payments not received and receipted by office staff.

## Payment Plans

WPA conducts re-enrollment for existing families in November for each spring semester and April for each fall semester. We offer families three tuition payment plans for each semester as follows:

1. Full-pay plan with five percent discount on tuition only, due July 1 and December 1;
2. Four-pay plan, with payments due July/Aug/Sept/Oct and Dec/Jan/Feb/March; and
3. Five-pay plan, with payments due in May/June/July/Aug/Sept and Oct/Dec/Jan/Feb/March.

### Full-Pay or Four-Month Payment Plan

Month	Payment Due
July	Full-pay or 1 <sup>st</sup> monthly tuition
August	2 <sup>nd</sup> monthly tuition
September	3 <sup>rd</sup> monthly tuition
October	Final monthly tuition
<b>November</b>	<b>Registration Fees</b>
December	Full-pay or 1 <sup>st</sup> monthly tuition
January	2 <sup>nd</sup> monthly tuition
February	3 <sup>rd</sup> monthly tuition
March	Final monthly tuition
April	<b>Registration Fees</b>

## Five + One Payment Plan

Month	Payment Due
May	1 <sup>st</sup> prepayment of fall tuition
June	2 <sup>nd</sup> prepayment of fall tuition
July	3 <sup>rd</sup> monthly fall tuition
August	4 <sup>th</sup> monthly fall tuition
September	5 <sup>th</sup> and final monthly fall tuition
October	1 <sup>st</sup> prepayment of spring tuition
<b>November</b>	<b>Registration Fees</b>
December	2 <sup>nd</sup> monthly spring tuition
January	3 <sup>rd</sup> monthly spring tuition
February	4 <sup>th</sup> monthly spring tuition
March	5 <sup>th</sup> and final monthly spring tuition
April	<b>Registration Fees</b>

Only clients enrolling or re-enrolling during the month of April will qualify for the Five + One Plan, unless accelerated payments are made in accordance with the plan.

New clients who register after the onset of monthly payments must pay the full registration fees and at least one (1) monthly payment as follows:

- If enrolling before August 1 or January 1, client must pay one-fourth (1/4) of semester tuition, with payments made on three (3) remaining months.
- If enrolling after August 1 or January 1, client must pay one-third (1/3) of semester tuition, with payments made on two (2) remaining months.
- No student may attend class without having at least one (1) tuition payment applied to their account.

Additionally, administration recognizes the higher costs associated with athletics and allows for the tuition for basketball to be split between the two semesters. This allowance is for our families' benefit only and **does not** constitute a partial purchase. When a student is enrolled in basketball and chooses to withdraw after the add/drop deadline for that sport, the balance of basketball tuition will be charged to the tuition account in the spring.

### Financial Aid

WPA now offers financial assistance for qualifying families. All financial aid awards are made on first-come, first-served basis and contingent upon school admission and available funds. New families must submit their full application documentation prior to receiving notification of qualified assistance. Final financial aid confirmation will be given to new families upon acceptance to WPA and payment of enrollment and course

supply fees. For new families, the deadline for receiving financial aid consideration is the week prior to the first day of school each semester or tuition invoicing, whichever occurs first.

Existing families may apply for financial aid prior to the re-enrollment period. Their award notification will be made during re-enrollment, and confirmed upon payment of re-enrollment and course supply fees. For existing families re-enrolling during the spring, the deadline for receiving financial aid consideration is June 5 for fall semester, and November 10 for spring semester. More information may be found on the website at [www.wpacademy.org](http://www.wpacademy.org).

### **WPA Payment Schedule Guidelines**

- All monthly tuition payments are due on the first (1<sup>st</sup>) of each month and will be counted past due after that date.
- If payments are received after the fifth (5<sup>th</sup>) of the month, the account is considered delinquent and a \$25.00 late fee is charged. If the fifth of the month falls on a weekend or holiday, the payment must be receipted by a staff member by the previous school day.
- Should the payment for a full-pay tuition account be received after the deadline, the account will be converted to a 4-pay plan and a late fee of \$25.00 will be assessed for each month of missed payment(s).
- Tuition account balance statements will be mailed mid-September for the October final monthly payment, and mid-February for the March final monthly payment
- Should a nominal credit or course change affect the monthly payment plan, new payment vouchers will not be issued. The final tuition payment statement will reflect any nominal changes.
- A charge of \$25.00 will be billed for any checks returned for "Insufficient Funds." The reissued statement will be due upon receipt.
- If, for any reason, you need to withdraw before the end of the semester, you are still responsible for the balance of your tuition. We have made commitments to our staff and cannot replace the student.
- All tuition account balances must be paid in full before a child can be registered for the next semester and before report cards will be issued to the family.
- No child with an outstanding tuition balance shall be graduated from the school without consent of the Board.

### **Tuition Delinquent Payment Policy:**

Most of our families make timely payments to their tuition accounts, but, occasionally, we do have accounts that are exceedingly late on a regular basis. The WPA Board has adopted a number of policies that address the habitually delinquent account holders. Please make note of the following delinquent account policy:

- Should a tuition account become two (2) months' past due, educational services

will not be offered to the affected students until the account is brought current. The student(s) will not be permitted to attend classes, receive instructional content, or access RenWeb until the account, including late fees, is paid to date.

- For families who have been denied education services listed in #1, the following re-enrollment policy will apply:
  - During the November and April re-enrollment periods, the full registration fees will be collected as usual.
  - Instead of qualifying for a five- or four-month payment plan with payments to begin in December or July, the family must pay 50% of their semester tuition due at the time of re-enrollment, with the remaining 50% split over the first two months of their chosen plan (five- or four-month payments).
  - Once a family has demonstrated the willingness to abide by established finance plans and their payment history honorably restored, they then qualify for a traditional 5- or 4-month payment plan the next enrolling semester.

### **NON-ACCEPTANCE OF POST-DATED CHECKS**

Checks accepted for payment of goods and services must be dated the date of receipt. Post-dated checks are not legal tender and will be refused and/or returned.

### **DISCOUNTS**

- Parents who elect to pay the full tuition amount on or before July 1 or December 1 will receive a five percent discount.
  - Full-pay discounts are not valid on courses selected after the July 1 or December 1 deadline.
- Families enrolling more than one child are allowed a five percent discount on the annual tuition amount for the second child, ten percent for the third, and fifteen percent for each subsequent child.

### **BOOK/MATERIALS FEES**

Parents are required to purchase their own books. Some classes require a materials fee.

### **SCHOOL SUPPLIES**

WPA furnishes a list of supplies required for each class. Teachers may periodically require additional supplies for special projects or assignments. Parents will be responsible for purchasing each student's supplies.

### **UNIFORM COSTS**

Parents are responsible for providing the specified WPA student uniform. See the "Dress Code" section of the Student Handbook for uniform details.

## **ATHLETICS AND ACADEMIC EXTRA-CURRICULAR FEE**

Athletic and academic extra-curricular fees will be assessed per sport or activity. These fees are to be paid prior to participation. No refunds will be given to students temporarily barred from participation resulting from academic or disciplinary problems.

## **VISION/HEARING SCREENING FEE**

Texas state law requires all students receive vision and hearing screening. Information will be provided prior to screening. Exception: Family physician may perform exam and submit report.

## **SCOLIOSIS TEST FEE**

This test is required of all students enrolled in fifth and eighth grades. Information will be provided prior to the testing date. Exception: Family physician may perform exam and submit report.

## **SCHEDULE CHANGE FEE**

Student schedule changes after enrollment will incur a \$20 administrative fee per student change; a separate form is required for each student. School-initiated schedule changes are exempt from this fee.

## **ADDITIONAL FEES**

There are a number of fees associated with academic services, which may include transcript fee, letter of recommendation fee, counselor evaluation fee, etc. Please contact the office for more information. Please see the attached fee schedule for a list of fees.

There will be a fee of \$1/minute for any student who is not picked up within 15 minutes of the completion of their school activity. This includes, but is not limited to academic courses, athletic practice and games, and school-sponsored activities.

In the event a student has damaged property, the student's account will be billed accordingly.

<h2><b>STUDENT CONDUCT</b></h2>
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*Train up a child in the way he should go, even when he is old he will not depart from it.  
(Proverbs 22:6)*

## STUDENT CODE OF CONDUCT

***“Even a child is known by his actions, by whether his conduct is pure and right.” Prov. 20:11***  
***“Let no corrupt communication proceed out of your mouth, but that which is good to the use of edifying, that it may minister grace unto the hearers.” Eph. 4:29***  
***“So in everything do to others what you would have them do to you.” Matt. 7:12***

The purpose of WPA’s Student Code of Conduct is to promote Christ-like attitudes and character in the learning environment and to encourage the development of positive Christian relationships among our students. While on-campus concerns are primary, WPA reserves the right to address any off-campus conduct deemed to significantly affect on-campus relationships and/or learning environment. Thus, with agreement and support from home, WPA students must abide by the following rules of conduct:

- Students must show respect to adults at all times. A title (Mr., Mrs., Coach, etc.) must, therefore, be used when addressing an adult.
- Students must treat each other with respect, kindness, purity, and compassion. Bullying, intimidation, slander, verbal or physical abuse, or harassment of another student in any form is not tolerated. This includes text messages, internet social networking, and other forms of electronic communication. As God commands us in Matthew 7:12, “So in everything, do to others what you would have them do to you.”
- Chewing gum is not allowed anywhere on campus. Food or drink, other than water, is not allowed in the classroom unless specifically authorized by the teacher and/or Administration.
- There will be no horseplay, running, or rough play during or between classes.
- Use of profanity is not permitted on campus or at any WPA-sponsored event.
- Public displays of affection between genders such as, but not limited to, handholding, kissing, etc., are not permitted on campus or at any WPA-sponsored event.
- Tobacco or tobacco related products, illicit drugs, alcohol, or weapons are not allowed on campus or at any WPA-sponsored event.
- Any activity, by a WPA student in public, including, but not limited to, the posting of inappropriate sensually- or sexually-oriented pictures or language via blog rings, websites, instant messaging, text messaging, internet social networks, etc. which is inconsistent with this Code of Conduct and is brought to the attention of the Administration may be considered for disciplinary evaluation.

## **ADDITIONAL STUDENT CONDUCT GUIDELINES**

### **Use of Property and Buildings**

Students have the responsibility to be good stewards of the physical resources God provides for our use. The school facility and grounds should be kept clean, orderly, and in a manner that shows an attitude of gratefulness and an awareness of Waxahachie Bible Church and their ownership of the facilities. Students should actively protect and take care of the school's and Church's property and assist the school staff in operating a school that is safe for everyone. Students must refrain from any action that degrades the physical appearance of the school or that may cause property damage (e.g., throwing trash on the grounds, leaving trash in the classrooms or lunch area, writing on tables, walls, or other property, sitting or standing on tables or chairs, etc.).

### **Final Exams**

Only students who are taking final exams may be on campus on exam days during exam times unless expressly authorized by the Administrator.

### **Student Transportation**

Parents are responsible for transporting students to all school activities. No student may transport any other WPA student other than a family member for school-related events unless a waiver, signed by a parent/guardian of both the riding and driving students, is on file in the school office. School employees must have a minimum of two students in the vehicle when transporting minors.

### **On-Campus Driving**

On campus driving is a privilege, not a right. Student drivers must be cautious and keep their speed to 5 mph when driving on school grounds. Student drivers must park their vehicle in the parking spaces closest to the street. Cars must be parked correctly and should remain locked. Neither the school nor Church bears any responsibility for vehicles parked on campus. Guidelines for drop-off and pick-up must be followed. Violation of these safety rules may result in the loss of the privilege of bringing a vehicle to school, or the vehicle may be towed. Students must not loiter in the parking lot. A student's on-campus driving privilege may be revoked after the first event of driving deemed dangerous by the Administration.

### **Electronic Devices**

Students must not bring any electronic devices to school for the purpose of entertainment. Tape recorders and laptops may be used in the classroom for academic reasons with the permission of the teacher or Administrator.

## **Cell Phones and Other Telecommunications Devices**

In general, all student communications with parties outside the school should go through the main office during the course of the school day. Students (except Seniors) may not carry cell phones or other telecommunication devices on their person on campus during the school day. Students may leave such devices in their car, turned off in their basket/ backpack, or in the office. Students may use these devices on campus once they have been released from their last class of the day. Any such device found on the person of a student during the school day will be confiscated and a charge of \$25 may be assessed before the device is returned. Any confiscated device must be picked up by a parent. Seniors, with Administration approval, may keep their cell phones with them at all times, use them between classes, before and after school, and during lunch. In this case, devices must be off during class.

## **Closed Campus During the School Day**

Because of WPA's university class scheduling format, students enter and leave the Academy's campus at different times of day, depending upon their individual course schedule.

- Students leaving campus for a special purpose at any time during their regular school day must have written parental permission, and the student must sign out in the office. Students may not leave campus during a lunch break or study hall.
- Students, during the school day, may not go to their car without permission from the office.
- Students must be in the class for which they are registered when on campus.
- After the school day has ended, students are released. Parents are responsible for arranging transportation for their children. Students will remain under the supervision of school personnel until they have been picked up or a parent or guardian arrives to assume responsibility for their children.

## **Classroom Conduct Rules**

In addition to the Student Code of Conduct, classroom specific conduct rules may be instituted. Any such rules will be clearly communicated to the students and provided in writing to the students at Mock Day or on the first day of classes.

# **STUDENT DISCIPLINE**

## **DISCIPLINE POLICY GOAL**

*"In whatever you do in word or deed, do all in the name of the Lord Jesus, giving thanks through Him to God, the Father." Colossians 3:17*

The primary disciplinary goal of the WPA staff will be to practice “preventative” discipline through the use of good teaching techniques. However, as the need arises, the school may also employ mild forms of correction in order to encourage cooperation among the members of the student body. WPA does not practice corporal punishment. It is the position of WPA that parents are primarily responsible for dealing with discipline problems of an ongoing or more serious nature. The school will seek to control the negative impact of serious discipline problems on the school environment by limiting or withdrawing the participation privileges of uncooperative students. In most cases, a distinction will be made between Elementary and Secondary students in specific discipline measures, since it is assumed that a greater degree of self-discipline and good conduct should be expected from Secondary students. The Administrator has final discretion for interpretations of violations to the Student Code of Conduct or other conduct guidelines.

Note: This Student Discipline policy is considered to be an extension of the partnership between WPA and our families. The Administration will seek, in good faith, to implement the terms of this policy with the agreement and cooperation of parents. In the event of disagreements between parents and the Administration regarding policy implementation, the Administration and Board reserve the right to act in what they deem to be the best interests of WPA.

## **DISCIPLINE PROCEDURES**

WPA uses a referral process to document student behavioral issues. Any teacher or staff member may issue any student a referral during the school day or at a school sponsored activity. Each referral will be posted on RenWeb and notification via e-mail or other means will be given to the parents depending on the severity of the violation. Violations of the Code of Conduct or Classroom Rules will be addressed by the school as follows:

1. Behavior requiring correction will be addressed first by the teacher/staff in charge based upon the applicable classroom or Code of Conduct standards. A verbal warning may be given.
2. If the behavior continues, the teacher/staff will issue a referral in RenWeb. The referral will document the nature of the offense and the associated circumstances in accordance with Teacher Handbook guidelines. Notification will be provided to the parents via appropriate means (e.g. RenWeb, e-mail, phone call, etc).
3. The Administrator will review the referral, confer with the teacher/staff member if necessary, assess the level of the infraction (see Infraction Levels below), and assign demerits based on the nature and severity of the offense.
4. The Administrator will become directly involved if the behavior continues or if the behavior is of a serious nature. The Administrator will immediately contact parents via a phone call if there is a Level 3 Infraction.
5. Based on the nature of the offense and the number of demerits, the Administrator will determine which, if any, of the following discipline forms is warranted: (descriptions are listed below)

Detention  
Saturday School  
Suspension  
Disciplinary Probation  
Expulsion

Note: While every effort will be made to contact the parents directly when a referral is made, active involvement is expected on the part of the parents in maintaining awareness of their child's behavior at school. It is the responsibility of the parents to check RenWeb regularly, and discuss behavioral issues with their student(s) and the school Administration as necessary.

Note: Any WPA parent who observes a WPA student in violation of the Code of Conduct while on campus, at a school sponsored event, or elsewhere, is encouraged, at their discretion, to report the violation to the school Administration for possible disciplinary consideration.

## **INFRACTION LEVELS**

Definitions of infraction levels, examples, and possible consequences are given below. In all cases, the lists of example behaviors and possible consequences are not all inclusive. Determination of the Infraction level for behaviors not specifically listed will be made at the discretion of the Administrator.

**LEVEL 1 INFRACTIONS:** Offenses that prevent classroom order and instruction. These offenses will receive 1 – 4 demerits as determined by the Administrator.

Examples of Level 1 Infractions include but are not limited to:

1. Talking without permission
2. Not staying on task
3. Tardy to class
4. Dress Code violation
5. Not following the teacher's instruction

Possible consequences – Offenses may result in communication with parents via RenWeb, additional work, loss of class privileges, separation from the class, parent-teacher disciplinary conference, or Student/Administrator conference.

**LEVEL 2 INFRACTIONS:** Actions and attitudes that show a lack of respect for authority or others, or continued Level 1 Infraction misbehavior. These offenses will receive 5 – 9 demerits as determined by the Administrator.

Examples of Level 2 Infractions include but are not limited to:

1. Defiance towards authority
2. Excessive talking

3. Excessive loud noises
4. Insulting, belittling or degrading others
5. Throwing items
6. Bothering/harassing another student
7. Abusing another's property

Possible consequences – Offenses may result in communication with parents via RenWeb, Student-Administrator conference, Parent/Administrator conference, and/or suspension.

**LEVEL 3 INFRACTIONS:** Violation of Federal, State or local laws; activities that seriously threaten the safety of other students or teachers; activities that show gross lack of respect for authority or property; activities that violate Biblical moral codes of conduct; repeated occurrences of Level 2 Infractions. These offenses will receive 10 or more demerits as determined by the Administrator.

Examples of Level 3 Infractions include but are not limited to:

1. Outright disobedience
2. Physical fighting
3. Lying
4. Stealing
5. Profanity
6. Possession of weapons, pornography, controlled substances

Possible consequences – Offenses may result in removal from class, Parent/Administrator conference, loss of participation privileges, suspension, disciplinary probation, non-re-enrollment, or expulsion.

## **FORMS OF DISCIPLINE**

Depending on the number and nature of referrals, a student may be subject to one or more of the following forms of discipline. With the exception of expulsion, each of these discipline forms is intended as a corrective reminder to discourage inappropriate behavior.

1. **Detention:** Detention serves as a corrective reminder for low level offenses. A student will receive a detention for every behavior violation resulting in 4 to 6 cumulative demerits per five week term. There is a \$10 / hour fine for detentions. Detentions must be served within one week of being issued or an additional referral will be written. The nature of the detention will be determined by the Administrator.
2. **Saturday School:** Saturday school serves as a corrective reminder for higher level or multiple lower level offenses. A student will receive a Saturday school for every behavior violation resulting in 7 to 9 cumulative demerits per five week term. Saturday schools usually are 4 hours and there is a \$10 / hour fine for Saturday schools. Specific arrangements for serving a Saturday school will be

made between the family and the Administration, but the Saturday school must be served within three weeks of the violation or an additional referral will be written. The nature of the Saturday school will be determined by the Administrator.

3. Suspension: Suspension serves as a corrective reminder for serious or repeated misbehavior. A student may be suspended in or out of school for what the Administrator considers continued misbehavior, a demonstrated lack of respect for authority, or other serious misconduct. Behavior warranting an in-school suspension will result in a Level 2 referral at a minimum. When a student is serving in-school suspension, class work may be made up during the time of the suspension. Behavior warranting an out-of-school suspension will result in a Level 3 referral. Work missed during any out-of-school suspension may be treated as an absence; a zero may be received. Any student serving out-of-school suspension will be restricted from participation in any school related activity unless expressly permitted by the Administrator. Disciplinary probation is automatically invoked when a student is suspended out-of-school. The nature and duration of any suspension will be determined by the Administrator.
4. Disciplinary Probation: Disciplinary probation serves as an additional corrective reminder for students who experience behavioral problems. A student will be immediately placed on disciplinary probation if he/she: 1) has an out-of-school suspension, 2) acquires 10 or more cumulative demerits during any one academic term or 20 cumulative demerits per 16 week semester, or 3) receives a Level 3 referral. In addition, disciplinary probation may be invoked following the yearly student evaluation (see below) at the recommendation of the Disciplinary Review Committee and with the approval of the Administrator. When disciplinary probation is invoked, the Administrator will set a meeting with the student and the family to discuss the terms of the probation, which will be determined by the Administrator. The terms of the probation will be clearly defined and will be signed by the student and parents. Among the terms of probation will be: duration of the probation, behavioral expectations during the probation, and specific consequences for violation of the terms. The probation will begin immediately and as a minimum carry through the end of the next five week term. Participation in activities such as student offices, school contests, or programs, and extra-curricular activities while serving disciplinary probation are subject to the Administrator's discretion. No student on disciplinary probation at the time of re-enrollment will be eligible for financial assistance from WPA.
5. Expulsion: In the case of a severe breach of conduct, repeated problems with behavior or academic performance, or other circumstances involving a student deemed by the Administrator to be detrimental to effective classroom instruction or operation of the school, the Administrator will convene a Discipline Review Committee to consider the possible expulsion of the student. The recommendation of the Discipline Review Committee will be taken into consideration by the Administrator in making a decision concerning expulsion of the student. If a decision to expel the student is made by the Administrator, the student will immediately be placed on out-of-school suspension and a date for withdrawal from the school will be set. If the Administrator does not expel the

student, an additional, more restrictive set of behavioral expectations may be imposed on the student. If a student is expelled, the parents are still obligated to pay the full semester's tuition and that student will not be allowed to re-enroll at WPA for a minimum of 12 months.

## **DISCIPLINARY REVIEW COMMITTEE**

The Administrator may assemble a Disciplinary Review Committee, consisting of the Administrator, lead teachers, selected staff, and a Board member as required, to consider disciplinary actions related to level 3 infractions, disciplinary probation, yearly student evaluations, or expulsion from the school. The committee will give recommendations to the Administrator who will use that information to set an appropriate discipline course.

## **YEARLY STUDENT EVALUATION**

As a part of a yearly review all school operations, and prior to re-enrollment for the fall semester, each student will be evaluated by the Administrator to determine if there is any reason he/she should not be allowed to re-enroll at WPA. The Administrator will use the student's disciplinary and academic records, input from faculty/staff, and the advice of the Disciplinary Review Committee to make this determination. Disciplinary probation may be invoked at this time as a condition of provisional re-enrollment.

## **DISCIPLINARY ACTION APPEALS PROCESS**

Appeals regarding application or enforcement of the above discipline policies, except expulsion, will be made in the following order: Administrator, Discipline Review Committee, Board of Trustees. Appeals regarding expulsion will be made directly to the Board. In the case of an expulsion appeal, the Board will convene a special meeting as required to hear the appeal in a timely manner.

## **PARENT CONDUCT**

*"May the words of my mouth and the meditation of my heart be pleasing in your sight, O Lord, my Rock and my Redeemer." Psalm 19:14*

Just as students at WPA are held accountable for their words and actions, so, too, are the *parents* of those students—particularly regarding communication between home and school. Parents should model humility, gentleness, and spiritual maturity to their students by treating the WPA faculty and staff with respect, both publicly and privately. Our communication to and about one another must be seasoned with grace, edifying to others and glorifying to God. If a parent (or student) acts or speaks in an unkind or disrespectful manner to any faculty or staff member at WPA, the matter will be taken up by the Administrator, who, according to biblical instruction, will give the offending party an opportunity to repent and to ask forgiveness of the offended party—thus encouraging unity and grace. If the offending party is unwilling to comply with these guidelines, the student(s) of that parent or parents may be withdrawn from the Academy, or barred

from admission to the Academy for the following semester. In severe cases of slander or disrespect, a recommendation can be made to the WPA Board for immediate expulsion of the student(s) whose parents are unwilling to walk in a biblical manner in their relationship with WPA faculty and staff members. *This parental Code of Conduct also applies to WPA-sponsored events. While enjoying the event, participants and fans should exemplify Christ in all words and actions and therefore be peculiar in comparison to the world. The WPA Administration will “encourage” participants and fans that act unbecomingly to rethink their words and actions as witnesses of Christ, and may ask such participants and fans unwilling to change their behavior to leave the game immediately.*

## **DRESS CODE**

WPA’s dress code is intended to encourage modesty and decency at all WPA-sponsored events. WPA staff will determine the appropriateness of a student’s clothing or hairstyle. Any student who is not dressed appropriately will be asked to follow the steps listed under Dress Code Violations and Endorsements. The Administrator may grant exceptions to the uniform code for special dress days. Violations of the Uniform Code may at times seem subject to interpretation. The Administrator has final discretion on all uniform decisions.

### **DRESS CODE GUIDELINES**

There are clear Biblical principles that ought to govern choice for dress for all WPA students and those who are visiting the campus:

1. Dress styles are inappropriate if they attract undue attention to the outward appearance. (1 Timothy 2:9)
2. Dress is to be distinctively masculine or feminine, reflecting a wholesome appreciation for God’s creative plan. (Deuteronomy 22:5)
3. Immodesty in dress is incompatible with the concept of the Christian as one indwelt by the Holy Spirit, God Himself. (1 Corinthians 6:19-20)
4. Self-respect and school pride deem sloppy or overly casual attire inappropriate, and respect for others requires that elaborate or showy dress be avoided at any school-sponsored function. (1 Peter 3:3)

### **UNIFORM CODE SPECIFICATIONS**

The general guidelines are always as follows:

- Good hygiene is expected.
- Hair should be neat and clean. There may not be any distracting hair styles or coloration, bleaching, patterns cut into the hair, or styled upward taller than one inch. Boys’ hair may not go below the eyebrow or extend past the mid-ear, and may not extend below the bottom of the collar of the shirt when the boy is

standing, nor include “tails.” Boys may not wear sideburns lower than the middle of the ear, or have facial hair.

- No black nail polish or lipstick may be worn.
- Students must wear shoes. Shoes must have a sole and be tied if designed with laces. Shoes must be closed toe and heel, with heels no more than one inch. Boots may not be worn on campus.
- Socks, leggings, or tights must be worn and must be visible. Leggings and tights must be solid red, white, or navy. Leggings must be worn with socks.
- Shorts must be worn under dresses. Uniform clothing should not be excessively tight or excessively loose or immodest.
- Uniforms are to be kept clean and in good repair.
- Excessive or distracting jewelry may not be worn.
- Boys may not wear earrings or other pierced jewelry. Girls may wear only one earring per ear; no other pierced jewelry is allowed. Any item of jewelry deemed to be unusually distracting, because of color, pattern, or size, is unacceptable for school wear. Girls may wear conservative nail polish.
- Tattoos are strongly discouraged. In the event a student has a pre-existing tattoo, it must be covered at all times.
- No caps, hats, or other head coverings, such as bandannas, may be worn in the building.
- Girls in elementary may not wear make-up.
- Shirts and blouses must be tucked in.
- Belts must be worn with shorts or pants and must be black, blue, or brown (third – twelfth grades only). Only skirts and skorts do not require a belt
- Skirts, skorts, and jumper lengths are to be worn to the knee or below.
- PE uniforms are required for grades seven & up (Navy WPA PE shorts & any WPA T-shirt).
- Uniform pants with an elasticized waist may be worn by kindergarten, first and second grades only.
- No light khaki pants are allowed.
- Only WPA outerwear may be worn in the classroom. All other outerwear must be left in the basket.
- We are currently finalizing our new agreement with a new uniform vendor. All parents and perspective parents will be notified of this change when it is complete.
- If Student Identification is issued at WPA, it must be worn at all times while on campus. Replacement of Student Identification is \$8.00.

Below are listed all the options in the uniform.

<b><i>GIRLS BASIC UNIFORM</i></b>	<b><i>BOYS BASIC UNIFORM</i></b>
Navy or Khaki Pants (Pleated or Flat Front)	Navy or Khaki Pants
Navy or Khaki or Plaid (#65) Shorts	Navy or Khaki Shorts
Navy or Khaki Jumper (9020 & 9040 Only)	Polo Shirts – Red, White, or Navy (Short or Long Sleeve)
Navy or Red Polo Dress (K-third grades Only)	

Navy or Khaki Skort (9KT-877 Only)	White Oxford – Short or Long Sleeve
Navy or Khaki or Plaid (#65) Skirt (SK-14300)	T-Shirts w/WPA Logo – Red, White, Navy, Gray
Navy or Khaki Long Skirt (SK-152) (Seventh grade & up)	Navy, brown or black belt
White Oxford – Short or Long Sleeve	<b>OUTERWEAR UNIFORM OPTIONS</b>
Polo Shirts – Red, White, Navy (Short or Long Sleeve)	Cardigan Sweater–Red or Navy
Girl’s Princess Blouse – Red, White, Navy Piping	Fleece Vest – Navy w/WPA Logo
T-Shirts w/WPA Logo – Red, White, Navy, Gray	Fleece Jacket – Navy w/WPA Logo
Navy, brown or black belt	School Jacket – Navy w/WPA Logo
<b>OUTERWEAR UNIFORM OPTIONS</b>	Sweater Vest—Red or Navy
Cardigan Sweater – Red or Navy	Regular Sweatshirts w/WPA Logo - Gray, Red
Sweater Vest – Red or Navy	Appliqué Sweatshirt w/WPA Logo – Navy, Red
Fleece Vest – Navy w/WPA Logo	Hooded Sweatshirts w/WPA Logo – Navy, Gray
Fleece Jacket – Navy w/WPA Logo	
School Jacket – Navy w/WPA Logo	
Regular Sweatshirts w/WPA Logo – Gray, Red	
Appliqué Sweatshirt w/WPA Logo – Navy, Red	
Hooded Sweatshirts w/WPA Logo – Gray, Navy	

<b><i>ATHLETIC UNIFORM (Seventh - twelfth ONLY)</i></b>
PE Shorts – Navy w/Logo
Sweatpants w/WPA Logo
Athletic & PE T-Shirts (Sleeveless) – Gray

For warmth, a white, red, or navy turtleneck shirt or mock turtleneck shirt may be worn under the uniform shirt.

### **DRESS CODE VIOLATIONS & ENFORCEMENT**

Violations to the dress code will be treated as follows, depending on the severity, at discretion of the administration:

1. The first violation will result in a warning and may result in a referral and require that the student have appropriate clothing brought from home.
2. The second violation will result in a referral and a parent conference.
3. The third violation will require a referral and the student to not attend school for the rest of the day and be picked up by a parent.

<b><i>ADDITIONAL INFORMATION</i></b>
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### **SCHOOL & HOME COMMUNICATION**

Communication is vital in the University-Model School®. WPA administration and teachers will communicate regularly with parents by RenWeb, telephone, website, e-mail, postcard, letter, meetings, and, most importantly, the assignment sheet on RenWeb. We encourage parents and students to contact teachers to clarify assignments or expectations. Parents and students should attend all school meetings. If there are questions or problems within a particular class, the parent or student should first talk with the teacher.

If the issue cannot be resolved satisfactorily, the parent or student should talk with the Administrator. Our desire is to cultivate a positive and effective relationship with the parents to ensure the student's success. Any questions about events, school policies or guidelines, or other information should be directed to the school office. Promotional literature, other than WPA-sponsored activities, can not be distributed at WPA.

## **INCLEMENT WEATHER**

In case of inclement weather, please watch NBC, or go to the website [nbcdfw.com](http://nbcdfw.com) for school closings and delays. If inclement weather arises during the school day, we will notify the news station and e-mail or call families for student pick-up. If we are having school and the weather is poor but not severe enough to cancel school, the rotunda doors will be unlocked to drop off your student. Please do not park and walk them in under the awning; the drive-through is for drop off only. We share the drive with the Promise Child Development Center at the WBC.

## **REQUEST FOR ASSISTANCE FROM OFFICE PERSONNEL**

Parents may make requests for transcripts, administration of medication, homework requests, and attendance records, but should not request assistance in typing, filing, researching, or making phone calls on their behalf. Requests for unusual assistance must be made through the Administrator.

## **VISITOR POLICY**

To enhance both student safety and operational efficiency, WPA will enforce the following guidelines governing the presence of visitors on campus during regular school hours. This policy does not include parents who are dropping off or picking up students. Students and parents should make potential visitors aware of this policy.

1. All visitors must check in with the office upon arrival to obtain permission from the office to remain on campus. A visitor's pass must be worn at all times during the visit. In addition to administration approval, any visitor desires to sit in a WPA class must also obtain permission from the teacher of that class.
2. All visitors must be willing to comply with the rules and regulations governing student and staff conduct, including appropriate dress regulations.
3. Students or friends not attending WPA who drive on campus for the purpose of giving a ride to a WPA student may not loiter in the parking lot or enter the buildings, unless they obtain permission from the office.

## **USE OF THE TONGUE**

***So also the tongue is a small part of the body, and yet it boasts of great things. Behold, how great a forest is set aflame by such a small fire!***  
***James 3:5***

We realize the tongue is one of the most significant threats to God's work at WPA. Therefore, we expect everyone involved with WPA to use the tongue in a manner that praises God, encourages and heals, speaks the truth, is sensitive to all faiths, and seeks to build and not destroy. When we fail, we will be eager to repent, forgive, or correct those offenses, as the Bible requires.

## **EXIT INTERVIEW**

WPA will conduct exit interview with families who are not re-enrolling. This process will enable WPA to determine if there are areas that require attention and improvement.

# **ACADEMIC POLICIES**

## **CREDITS**

### **Definition of Credits**

In general, six (6) WPA credits are equivalent to a full year's instruction in a given course of study. Students will earn course credits on a semester-by-semester basis. The Standard Per-Credit Requirement (PCR) for all courses offered at WPA will be 16 weeks of instruction for each credit earned. Therefore, the fall and spring semesters for WPA will be scheduled for 16 weeks of instruction.

### **Transfer of Credits**

Students may transfer high school credit from another public or private school by providing a complete transcript from the previous school(s). Home school students may apply for credit by following the guidelines set forth by the school. The student will be given the following credit if the course(s) is deemed comparable to courses required for a WPA diploma:

- one complete semester course at a full-time school = three (3) credits;
- one complete yearly course at a full-time school = six (6) credits;
- each complete semester course in a home school or umbrella school program will be individually determined for transfer of credit.

While credit may be granted for transferred courses, actual course grades earned at any other institution, including a home school, will not be averaged into the student's GPA. Current students will be assessed fees for transfer of credit courses.

## **GRADUATION REQUIREMENTS FOR THOSE GRADUATING IN 2013 AND BEYOND**

WPA currently offers two diploma options. In order to receive one of the diplomas offered, all candidates must successfully complete the diploma requirements described below, along with the following:

- high school students, who are enrolled at WPA, must take a minimum of twelve credits or four classes per semester at WPA until graduation. Six credits or two classes must be selected from the core academic classes each semester.
- students who newly enroll or return to WPA as a senior with at least 108 hours towards one of the diploma plans must take a minimum of fifteen credits per semester at WPA until graduation. Nine credits must be selected from the core academic classes at WPA each semester.
- students must maintain a Grade Point Average of 2.0 or above and submit scores from either the ACT or SAT before graduating. Course requirements are listed below.
- core courses comprise those in the following areas: English, Mathematics, Social Studies, and Science.

### **Recommended Diploma Plan**

- English: (24 credits) 9th English I, 10th English II, 11th English III, 12th English IV
- Mathematics: (24 credits) Algebra I\*, Geometry, Algebra II, Pre-Calculus
- Social Studies: (24 credits) World Geography, World History, US History, US Government/Economics
- Science: (24 credits) Biology I, Chemistry, Physics, Biology II or Physics II
- Physical Education: (6 credits)
- Fine Arts: (6 credits) Art, Drama, Music
- Technology: (6 credits)
- Speech: (3 credits)
- Health: (3 credits)
- Foreign Language\*: (12 credits, in the same modern foreign language)
- Electives: (12 credits)

Total Credits: 144

*\*The following classes taken in eighth grade at WPA, if offered, will count toward high school credit: Algebra I and Spanish I.*

## **Honors Diploma Plan**

Honors classes must be taken at WPA to count toward the honors diploma plan. The 12 credits of electives in the recommended plan must come from two of the following areas:

- Math: (6 credits) must include Calculus or Trigonometry
- Science: (6 credits) must include Biology II or Physics II
- Foreign Language: (6 hours) must be the same modern foreign language as the 12 hours in the recommended plan
- Fine Arts: (6 credits) must be in the same discipline as the 6 hours in the recommended plan

## **GRADUATION REQUIREMENTS FOR THOSE GRADUATING IN 2010—2012**

WPA currently offers three diploma options. In order to receive any of the diplomas offered, all candidates must successfully complete the diploma requirements described below and earn a minimum of 30 credits at WPA during their junior and/or senior year(s):

- Students who are enrolled at WPA for both their junior and senior years must take a minimum of 15 credits or 5 classes per year at WPA. Nine credits must be selected from the core academic classes each school year.
- Students who enroll at WPA for only their senior year must take a minimum of 15 credits per semester at WPA. Nine credits must be selected from the core academic classes at WPA each semester of their senior year.

Students must maintain a Grade Point Average of 2.0 or above and submit scores from either the ACT or SAT before graduating. Course requirements are listed below.

## **Basic Diploma Plan**

Basic Diploma Plan should prepare students for entry into junior college and somewhat less competitive four-year colleges. To earn this diploma, students are required to earn the following credits:

- ENGLISH: 24 credits in English
- MATHEMATICS: 24 credits (must include Algebra I, Geometry, Algebra II, and Pre-Calculus)
- SCIENCE: 18 credits (must include Physical Science, Biology, and Chemistry)

- HISTORY: 18 credits (World Geography, World History, and 6 credits of upper-level history taken either the Junior or Senior year)
- Foreign Languages: 12 credits in the same foreign language
- COMPUTER APPLICATIONS: 6 credits
- FINE ARTS: 6 credits of Fine Arts
- ELECTIVE: 6 credits

Total required credits for Basic Diploma: 114

### **Standard Diploma Plan**

Standard Diploma Plan should prepare students for entry into a competitive four-year colleges and universities. To earn this diploma, students are required to earn the following credits:

- ENGLISH: 24 credits
- MATHEMATICS: 24 credits (must include Algebra I or Geometry, Geometry or Algebra II, Algebra II or Pre-Calculus, and Pre-Calculus or Calculus)
- SCIENCE: 18 credits (must include Physical Science, Biology, and Chemistry)
- HISTORY: 24 credits (all from history core)
- FOREIGN LANGUAGES: 18 credits in the same foreign language
- COMPUTER APPLICATIONS: 6 credits
- FINE ARTS: 6 credits of Fine Arts

Total required credits for Standard Diploma: 120

### **Honors Diploma Plan**

Honors Diploma Plan should prepare students for entry into competitive four-year colleges and universities. To earn this diploma, students are required to earn the following credits:

- ENGLISH: 24 credits
- MATHEMATICS: 24 credits (must include Geometry, Algebra II, Pre-Calculus, and Calculus)

- SCIENCE: 18 credits (must include Physical Science, Biology, and Chemistry)
- HISTORY: 24 credits (all from history core)
- FOREIGN LANGUAGES: 18 credits in the same foreign language
- COMPUTER APPLICATIONS: 6 credits
- FINE ARTS: 6 credits of Fine Arts
- ELECTIVE: 6 credits
- 2 HONORS CONCENTRATIONS: 12 credits\*

Total required credits for Honors Diploma: 132

\*Honors Concentrations may include Science, Fine Arts, or Foreign Language—students automatically receive one of their concentrations in Math (Calculus).

### **ATTENDANCE REQUIREMENTS GRADES THREE - TWELVE**

Attendance will be recorded for each class and turned into the office. Students are marked absent if they are not present at the beginning of class. If students arrive to class during the first half-hour, the absence will be changed to a tardy.

Parents must contact the school when their child is absent from class. The school will contact the parent when the student is absent and no contact from home has occurred. Students must regularly attend classes in order to successfully complete a course.

Students may not be absent more than:

- two periods during a semester for a course meeting one period a week.
- four periods during a semester for a course meeting two periods a week.
- six periods during a semester for a course meeting three periods a week.

Students failing to meet these attendance requirements will not be recognized as having completed the course. They will be awarded a grade of incomplete, and, in the case of credit-bearing high school courses, denied credit for the course. Parents may appeal this incomplete to the Academic Committee. The Academic Committee will review the case and any information the parents and student present. The Committee will then make a recommendation to the Administrator. The Administrator will have the final determination if the course should be given credit.

In most cases, a failure to successfully complete a course because of excessive absences will also prevent a student from being able to register for the next course in the sequence. Removal of the incomplete can be done by the granting of a variance

(refer to the policy under “Credits: Definition of Credits and Minimum Per-Credit Attendance Requirement”) or by make-up course work prescribed by the school.

In cases of school related absences, in order for those absences not to count towards the attendance requirement, the student must obtain and have all teachers sign a pre-approved absence slip. This must be returned to the office by 3:30 pm the school day before the absence. This includes all sports events, academic meets, senior trips, and up to (2) two college visit days during the junior and senior years. All pre-approved absences must be approved by the administration first.

### **REQUEST FOR MAKE-UP WORK**

The parent should request make-up work for a student no later than 10:00 a.m. on the day of absence. Assignments can then be picked up in the office after 3:00 p.m. Parents must not go to the teacher’s classroom to secure student’s assignments during the school day.

### **TARDY**

In general, a tardy will be treated as a discipline problem. If a student is absent because of their direct participation in a school-related event, they are not counted absent on either the attendance recording forms or the grade book (though the individual teacher may choose at their discretion to make some other notation in their grade book to help in collecting assignments or other classroom paperwork issues). Siblings of these students who are also absent, but are not participating in the event, should be counted absent as usual. When a student accrues three tardies, an absence will be recorded for the semester.

### **ACADEMIC PERFORMANCE STANDARDS**

Students must achieve a GPA (grade point average) of 2.0 or above each semester in attendance at WPA in the core academic classes to remain in good academic standing. A student whose GPA falls below 2.0 in the core academic classes during any given semester can be blocked from future registration at WPA. At the discretion of the Board and Administration, a student may be given the opportunity to regain good academic standing by being placed on academic probation for the following semester. This decision will be based on the student’s attitude, participation, and effort. A student placed on academic probation must earn a GPA of at least 2.0 in the core academic classes during each grading period of the following semester to return to good academic standing. If the student does not maintain the minimum GPA, he or she may be dropped from classes and blocked from future enrollment at WPA. If the student maintains the minimum GPA of 2.0 or higher for the entire semester, he or she will be removed from academic probation.

If a student fails the fall semester of a course, he or she may not continue in the spring semester half of the course. The fall semester must be successfully repeated in the following school year before continuing in the WPA sequence. If a student passes the fall semester of a course, but fails the spring semester, he or she must wait until the next school year to retake the spring semester part of the course before continuing in the WPA sequence. It is recommended, but not required, that the fall semester be repeated as well to increase the probability of success. Students who are repeating classes will be admitted only if space is available.

Once the student successfully completes the course, the passing grade earned will replace the failing grade. When a failing grade has been absolved in this manner, both attempts at taking the course will be noted on the transcript, but only the passing grade will be recorded, and only the passing attempt will affect the GPA. On the transcript, the failing grade of an absolved failed course will be replaced with NG (no grade).

Students may attempt to absolve a failing grade in another academic setting, such as another school or a home school. In this case, students must request transfer credit through the usual channels following the successful completion of the course, should they desire to have the course credit recognized by WPA. If credit is granted, it will absolve the failing grade on the student's transcript; both attempts will be noted and neither the original failed course nor the transferred credit will be calculated into the student's GPA. Any student who has not successfully completed the previous course in the WPA sequence at WPA must take a placement test to be able to enroll in the next course.

## **GRADING, EVALUATION, AND FEEDBACK**

### **Philosophy**

We at WPA view and present grades as an accurate reflection of the quality of a student's work in a given subject at a given time. At WPA, grades serve four basic purposes:

- to help us teach, correct, and train;
- to help us in the on-going placement of students at a level and in subjects responsive to their needs, background, and abilities;
- to provide us with a just and legitimate means of holding students accountable for the quality of their work; and
- to provide a means of communicating a student's progress and achievement to his parents and other parties, such as college entrance boards or other schools to which the student may transfer.

We will establish just and objective standards based on legitimate expectations. This principle means that students will be graded by comparing their level of accomplishment against reasonable expectations of what they should be able to accomplish, and to give credit based on a common standard. We will make every reasonable effort to place

students properly, basing placement upon their background and abilities, rather than any social criteria (such as age). WPA will use grades to encourage disciplined academic study and to encourage student progress in both learning and achievement.

### **Grading Standards, Class Rank, and Grade Point Average (GPA)**

Courses at WPA are graded on a scale of 0-100. The course grade itself represents a percentage of content mastery, which is then used to determine the grade value of individual courses. The grade value of a given course is calculated by converting the course grade (0-100) to a 4.0 scale.

- The letter grade equivalents of this system are as follows:

A grade of 90-100, and cumulative GPA of 4.0, is equal to an A.

A grade of 80-89, and cumulative GPA of 3.0, is equal to a B.

A grade of 70-79, and cumulative GPA of 2.0, is equal to a C.

A grade of 69, and cumulative GPA of 0.0, is equal to an F

- No course grades in excess of 100 are awarded.
- No grade points or credits are awarded for a failed course (grade below 60 or F).
- Other possible grades are Incomplete (I) and Withdrawal (W). A student will receive an "I" if unable to complete the course requirements because of circumstances beyond the control of the student. Special permission is granted by the Administrator to complete the requirements after the semester has ended. Withdrawal before the eighth week will not be recorded on the transcript. After the eighth week, withdrawal will be recorded on the transcript as WF (failing) or WP (passing), depending upon the student's grade at the time of withdrawal. The student will not receive credits for any course in which WF, WP, or I is earned.
- If courses are weighted, the weighted grade will be used in determining GPA.
- Credits transferred to WPA will be applied to the student's diploma requirements (and be included on the transcript), but the grades earned in these courses will not be included in the determination of a student's GPA.
- Class rank will be based on the student's GPA from all courses that are taken at WPA for credit.

### **Reporting of Grades**

WPA issues two progress reports within each semester, occurring at the end of week five (5) and week ten (10). Should parents have concerns based on their student's progress report or at other times during the semester, teachers and the Academic Dean are available for phone or in-person consultations. Teachers will contact by phone parents whose student is performing at an average below 70 percent in any class at any time during the semester.

Annually, all students enrolled in eighth grade and above meet individually with the Academic Dean to select the appropriate diploma plan for the student's needs. Annual meetings are necessary to monitor the student's progress toward their chosen diploma and to facilitate any necessary adjustments in the plan.

Grades for classes will be averaged for each progress report. The final semester grade will be a cumulative average of the semester grades.

### **Final Exams and Inclement Weather Days**

Should there be a need for a make-up inclement weather day, that day will be made up on the Monday prior to finals, followed by two days of finals for secondary grades.

## **GRADE LEVEL CLASSIFICATION**

### **Beginning High School Classification**

In order to encourage academic advancement, WPA students in grades seven and eight may take courses that earn high school credit without being classified as a high school student. However, there is a maximum of 18 credits that can be earned before their classification changes. Once a student begins his 19<sup>th</sup> credit (including transfer credits), the student will then automatically be classified as a high school student (ninth grade). From that point on, the student will only have four years of high school eligibility in academic, fine arts, and athletic competition.

In addition, a seventh or eighth grade student who is taking high school level courses must have an equal or greater number of courses classified as seventh or eighth grade level in order to receive the lower classification. Such classification must be noted on the student's high school transcript.

**NOTE:** This policy applies to academics only. To determine implications for athletics, please see "Eligibility Requirements for Extra-Curricular Activities."

### **Ninth—Twelfth Grade Classification**

A high school student's grade level classification will be determined by the course numbers of the high school level courses that are being taken each semester. The grade level will be assigned corresponding to an equal or greater number of courses classified on the appropriate grade level.

## **ADVANCING IN SECONDARY CLASSES**

A secondary student may advance up to two classes. To be eligible for advancement, a student must be in good academic standing (i.e., a GPA in core academic classes of 2.0 or above) and have completed the prerequisite for the course as listed in the course

descriptions available in the Enrollment Packet. Diploma requirements must still be completed.

To achieve advanced placement in English or math, the student must pass the appropriate placement test for English or math to advance to the desired grade level (and meet the prerequisites for the course). Placement for history or science courses will be based on student performance in the previous course within the department and recommendation from the instructor.

Placement for foreign language or computer courses will be determined by performance on appropriate department tests and approval by the instructor. All advanced placement is subject to approval by the Academic Advisor.

### **STUDY HALL**

Study hall will be offered for students remaining on campus but not enrolled in another class. Students may register for any hour of study hall during the class day, but may not register for more than two periods on the same day. Registration in a study hall is required for any student expecting to be on campus but not in class during school hours. A study hall will be offered only during each class period.

### **AUDITING OF CLASSES**

WPA does not allow the auditing of classes. Any student enrolled in any class at WPA will receive a grade reflecting his or her level of achievement in the class.

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

All secondary students who desire to participate in extra-curricular activities must meet the following requirements to remain eligible for participation. Participation in these activities requires additional time and effort that does not supersede the student's responsibilities to represent WPA and their fellow students with excellence and properly prepare for academic success. Extra-curricular activities do not, at any time, take precedence over the academic program.

### **PERFORMANCE STANDARDS RELATED TO ELIGIBILITY**

All secondary students who desire to participate in extra-curricular activities during any given semester must maintain a GPA of 2.0 in the core academic classes and maintain acceptable student conduct, or the student may have limitations to participation applied until the grades improve or the discipline problems have ceased. No refunds may be given to students temporarily barred from participation in extra-curricular activities related to academic or disciplinary problems. Students who are on academic or student conduct probation may be barred from participation in extra-curricular activities. It is our hope that the possibility of non-participation will further motivate students to focus on the importance of their academic studies.

## **ACHIEVEMENT TESTING**

Every spring, Waxahachie Preparatory Academy administers the Stanford Achievement Test for all enrolled students in grades one through eleven. Those students who take at least three hours of class per semester will not be charged for the Stanford Test. Those WPA students who take less than three hours of class per semester and siblings of current students will be charged \$45. Cost of Stanford testing for non-registered students is \$90, due at test time. Additionally, tenth and eleventh grade students are required to take the PSAT (administered at WPA). The cost for PSAT testing is \$20 for all students.

## **COURSE LOAD REQUIREMENTS – ACADEMIC, FINE ARTS, & ATHLETIC COMPETITIONS**

In order to participate in junior high sports (grades six through eight), students must be registered for at least three academic classes: mathematics, language arts, history, science, computer, and foreign language classes at WPA. High school students (grades nine through twelve) must be registered for at least four academic classes: mathematics, language arts, history, science, computer, art, and foreign language classes at WPA, in order to participate in WPA's high school academic, athletic, and fine arts competitions. Of the courses required for ninth through twelfth grade students, only one can be a fine arts class. Classes taken somewhere other than WPA to be transferred to WPA for credit **do not** count toward the four-class minimum requirement.

## **TAPPS ACADEMIC PERFORMANCE STANDARD**

If a student is failing any courses during any of the grade reporting periods during which the student desires to compete in TAPPS, the established TAPPS standard (non-participation for two weeks) will be applied, in compliance with existing TAPPS policy. Also, a student earning high school credit while being classified as a seventh or eighth grade student must carry four or more courses each semester of the ninth through twelfth grade school years, in addition to P.E. or athletics, in order to maintain eligibility, even if diploma requirements have been met.

NOTE: This policy applies to students wishing to qualify for high school sports only.

## **GRADE LEVEL CLASSIFICATION**

Once beginning high school classification is achieved (see "Beginning High School Classification"), WPA secondary students (ninth through twelfth) will compete on the grade level that is consistent with the grade level designation of their courses (i.e., must have an equal or greater number of courses classified as the grade level at which they desire to compete).

## AGE LIMITATION AFFECTING ELIGIBILITY

Students who turn 19 years of age by September 1 of their senior year are not eligible to participate in TAPPS competitions (including academic, fine arts, and athletics).

## LATE / DROPPED WORK POLICY

***Whoever loves discipline loves knowledge, but he who hates correction is stupid. Prov.12:1***  
***Diligent hands will rule, but laziness ends in slave labor. Prov. 12:24***  
***But the fruit of the Spirit is...self-control, against such thing there is no law. Gal.5:22-23***

Waxahachie Preparatory Academy, desiring to promote both godly character qualities and high academic standards, has adopted the following general principles concerning student assignments turned in past their due date.

These principles are designed to promote the development of godly character qualities, such as self-discipline, diligence, and self-control, in the lives of our students and to give all faculty members a framework within which they may formulate their individual class policies.

### Late work

- Elementary
  - Due at beginning of period
  - 10% deduction if turned in by 3:00 pm that day
  - 20% deduction if turned in by the beginning of the next class period
  - 30% deduction if turned by the beginning of the following class period
  - No credit after that
- Junior High (non-credit courses)
  - Due at beginning of period
  - 10% deduction if turned in by 3:00 pm that day
  - 30% deduction if turned in by the beginning of the next class period
  - No credit after that
- Credited Courses

- Due at the beginning of period
- No credit after that
- Projects / Papers may, with teacher and administrator approval, be turned in by 3:00 pm that day for a 10% deduction
- As a general rule, secondary students will be able to drop the lowest daily grade in each course during each term with teacher approval.

This principle was adopted in order to assure that students know how a given teacher intends to hold them accountable for any lack of appropriate responsibility, diligence, or self-discipline.

## ACADEMIC DISHONESTY AND CONSEQUENCES

*"The integrity of the upright will guide them, but the perversity of the unfaithful will destroy them." Prov. 11:3*  
*"A truthful witness gives honest testimony, but a false witness tells lies." Prov. 12:17*  
*"Righteousness guards the man of integrity, but wickedness overthrows the sinner." Prov. 13:6*

WPA will not tolerate academic dishonesty (i.e., cheating). Academic dishonesty is both a serious breach of personal integrity and a serious hindrance to real student learning. We exhort our students and their parents, therefore, to adhere to high standards of personal integrity, both in school and in the home. I Chronicles 29:17a reminds us that God "tests the heart" and is "pleased with integrity." We want to encourage and equip our students to become Disciples of Christ committed to serving and pleasing God in all the student may do.

Academic dishonesty is broadly defined as any attempt on the part of a student or parent, whether realized or not, to falsely represents the student's level of achievement or mastery in a given course or with regard to any element of the course. This breach includes, but is not limited to:

- lying or giving false information about completed assignments;
- copying the work of others at any time without direct authorization from the instructor;
- using any resources, such as solution manuals and teacher edition textbooks, to complete assignments without the direct authorization from the instructor;
- obtaining any quizzes, tests, or academic materials, created by or belonging to the school, without direct authorization from the instructor;
- engaging in plagiarism. To plagiarize is "to take ideas or writings from another and offer them as one's own." Credit **must always** be given to original sources;

- altering a graded paper or project for the purpose of disputing the accuracy of the grade; and
- talking with another student during any quiz, test, or academic assignment without direct authorization from the instructor.

## **Consequences**

The instructor will follow these steps if academic dishonesty has taken place:

First offense:

1. written warning and a grade zero (0) for the affected assignment; and
2. copy sent to the parents, the Administrator's office, and student's file.

Second offense:

1. same as above, including an Administrator meeting with the student and parents to resolve or correct the offense.

Third offense:

1. student will receive a grade zero (0) for the affected assignment; and
2. the Administrator will take disciplinary action appropriate for a serious offense

## **MODIFICATIONS TO STANDARD INSTRUCTIONAL/EVALUATION PRACTICES**

WPA and its instructors are not equipped to modify its instructional or evaluation practices or procedures in response to a student's learning disabilities or other special challenges, such as ADD. All students will receive (or not receive) credit based upon what they have (or have not) done relative to a common standard, rather than upon individualized standards developed in response to special needs.

<b><i>LOWER ELEMENTARY (Kindergarten – second grade)</i></b>
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## **PARENTAL ROLE**

At the kindergarten through second grade level, the role of the parent is to be the primary teacher. This arrangement allows young students to have a very positive early education experience before they transition to a more independent course load in the third – sixth grades. This primary teacher role allows the student to have one-on-one teaching time with his or her parent. As the primary teacher, the parent will determine the amount of time needed to spend on any given concept. The readiness, maturity, attention span, and pace at which to proceed are all at the discretion of the parent. The WPA classroom teacher responsibilities are to introduce concepts appropriate to the given grade level, practice, and review these concepts. The concepts introduced in the classroom may be a first-time exposure, a resurfacing of a skill not yet mastered, or a

review of previously mastered material with their primary teacher. The WPA classroom teacher is a degreed teacher who is there to provide support and encouragement and to act as an overall resource for the parent/primary teacher.

## ***UPPER ELEMENTARY (Third – sixth grade)***

### **PARENTAL ROLE**

At the elementary level, parents will act as “co-instructors” in the home classroom. Parents will receive instructions from the classroom teacher on a regular basis, outlining home assignments, drill practice, follow-up study over covered material, and preparation needed for the next class. Parents will also take extensive responsibility for direct instruction in some courses (e.g., spelling, vocabulary, and penmanship in Language Arts).

### **COURSE PREREQUISITES**

Satisfactory performance on the appropriate entrance test, successful completion of the preceding course in the WPA sequence, or permission of the instructor is required for the next level.

### **ACADEMIC DEPARTMENTS**

#### **Elementary Language Arts**

The primary purpose of the Language Arts program is to develop and refine student skills in both oral and written communication and to promote understanding of and appreciation for fine literature. Emphasis will be placed on reading and writing proficiencies, as well as evaluating the world’s great literature against the standard of scriptural truth and wisdom.

#### **Elementary Mathematics**

This program focuses on teaching students structured mathematical systems that will enable students to think logically and analytically. The math curriculum will have a strong applications emphasis, encouraging students to view God’s world through precision and structure. Importance is placed on learning basic math skills and facts during the early years, in order to provide a strong foundation for secondary mathematics.

#### **Elementary Science**

The primary goals of the Science program are to teach essential scientific concepts, skills, and methodologies; to encourage the development and appropriate use of higher-level thinking skills; and to help students better understand the Creator-creation

relationship. In the elementary courses, students will be presented with the information and skills needed to understand and appreciate the miracle of God's creative genius.

These courses will lead students continually from the known to the unknown by teaching important scientific concepts within the context of the things they can see and recognize. As students study the environment, creatures of the environment, the universe, space, and matter, emphasis will be placed on the entire universe as the direct creation of God, and the man-made idea of evolution will be refuted.

### **Elementary Social Studies**

The curriculum for Social Studies focuses on the social aspects of human existence and experiences. Specifically, this study examines the origin, development, relationships, and problems of various societies and their cultures. The primary goal of the program is to give students a broad knowledge of people and their diverse societies, governments, and geography, while teaching biblical citizenship that will be useful for whatever life situation the Lord should deem appropriate for His service. Elementary courses will provide students with a study of society, culture, politics, social studies, and geography, beginning with a biblical analysis of man as created in the image of God. Instruction then will move outward from the individual to the family, and then to increasingly larger groups, such as the city, state, nation, and world. The studies will then focus specifically on American History and principles that made America great, the Eastern hemisphere by geographical regions with an introduction to worldwide missions, and a study of the Western hemisphere including recent United States and worldwide events.

<b><i>SECONDARY (Seventh – twelfth grade)</i></b>
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### **PARENTAL ROLE**

At the secondary level, the parental role will evolve from “guide for dependent study” to “guide to independent study” as the student matures. Students in the seventh through tenth grade courses will require supervision in order to help them develop disciplined study habits and personal responsibility for the completion of assignments in a timely manner. Parents will supervise student work, monitor student assignments, and discuss content as required. Courses for 11th and 12th grade students are designed to require students to study independently and plan for the completion of assignments, as required in post-secondary education programs. Parents are available to assist as needed for discussion, help with pacing on assignments, organization, and spiritual guidance.

In some courses, the student may need a tutor to help with home assignments, if the parent is unable to teach and review the material (e.g., upper-level math or science courses).

## **COURSE PREREQUISITES**

Satisfactory performance on the appropriate entrance test, successful completion of the preceding course in the WPA sequence, or permission of the instructor is required for the next level.

## **ACADEMIC DEPARTMENTS**

At WPA, the primary goal of the academic program is to prepare students for effective ministry and useful citizenship within whatever life station or geographical location the Lord should deem appropriate for their service.

### **Secondary English**

The primary purpose of the English program is to develop and refine student skills in both oral and written communication, and to promote understanding of and appreciation for fine literature. Emphasis will be placed on reading and writing proficiencies, as well as evaluating literature against the standard of scriptural truth and wisdom. Junior high courses will give students the opportunities needed to improve reading, composition, and higher-level thinking skills. Emphasis will be placed on reading comprehension and analysis, vocabulary and spelling, mechanics of grammar, components of various types of compositions, including the beginning stages of a research paper, and an increasing knowledge, understanding, and appreciation of literature. Students will be taught the principles that literature should be evaluated by Biblical standards and that lessons learned through the study of literature should be applied to life.

High school courses will provide students with the opportunities needed to improve reading, composition, and higher-level thinking skills. Mechanics of grammar, components of compositions, vocabulary and spelling, and reading comprehension and analysis will be reinforced. At this level, emphasis will be placed primarily on detailed analysis of various selections from American literature, world literature, and British literature. All readings will be evaluated by Biblical standards, and students will begin to see the correlation between an author's worldview and how it affects the work produced. Compositions will focus on students' analysis of literature, with special attention placed on communicating in a manner worthy of a Christian who desires to influence a world in need of Christ. Students will also have the opportunity to enhance and refine their oral communication skills through participating in dramatic readings, persuasive and extemporaneous speeches, and class discussions. Students must have four years of high school English to graduate.

### **Secondary Mathematics**

The mathematics department exists to help students learn to appreciate the orderliness of the creation and, therefore, the Creator, even as they learn to think logically and analytically using highly structured mathematical systems. A concurrent focus on the

development of problem solving skills and methodologies gives the math program an important applications emphasis.

### **Secondary Science**

The primary goals of the science department are to teach essential scientific concepts, skills, and methodologies, to encourage the development and appropriate use of higher-level thinking skills, and to help students better understand the Creator-creation relationship, while balancing the acquisition of scientific knowledge with the application of valid problem-solving skills and methodologies. The computer sciences program employs a hands-on approach to encourage students to develop a working knowledge and mastery of skills required for operating the computer in the academic and business communities. Students must have three years of high school science and one year of computer science to graduate.

### **Secondary History**

As the term indicates, history has as its primary interest the social aspects of human existence and experience. Specifically, this study examines the various institutions, relationships, ideas, and problems related to the specific cultures and societies. Students must develop the ability to understand and utilize general facts and ideas to sift and evaluate a given culture's values and traditions through a biblical grid. Understanding the essential information and concepts associated with history (e.g., history, government, economics, geography, etc.), the student will be taught to apply effective communication, research, and critical thinking skills. Students must have at least three years of high school history to graduate.

## ***EXTRACURRICULAR ACTIVITIES***

### **PHILOSOPHY FOR SPORTS & EXTRACURRICULAR ACTIVITIES**

At Waxahachie Preparatory Academy, our desire is that our sports program and other extracurricular activities be fully supportive of our school mission and statement of philosophy. To that end, the purpose of any extracurricular activity at WPA is:

- to partner with parents to develop spiritual maturity in each student,
- to provide each student with an opportunity to participate in extracurricular activities, and
- to learn and demonstrate Christ-like character and behavior during interaction with each other, as well as other groups outside of the school.

We believe extracurricular activities are a vital resource for the training of young minds and hearts. These activities provide opportunities outside the classroom for students to practice and experience biblical principles taught at home and in the school. All students participating in extracurricular activities will be required to sign a participation

code of conduct. We expect that, through these parent/school sponsored activities, our children will learn:

- the benefits and proper disciplines of competition;
- the right rewards for hard work and preparation;
- how to submit to and follow scriptural authority subjecting personal interests to those of the leader and the team;
- the benefits of working together in unity under leadership and the appropriate expression of individual talent for the benefit of the team;
- the value of camaraderie and the friendships that result;
- the value of experiencing both victory and defeat;
- how to celebrate or to express disappointment with Christ-like dignity (good sportsmanship), demonstrating honor and respect to coaches, parents, officials, and other competitors; and
- the benefits of experiencing new challenges.

### **ACADEMIC AND ATHLETIC LETTERING**

For athletics, the student competes for a WPA varsity team at the TAPPS district level.

For academics, the student competes for WPA at the ACSI or TAPPS district level and receives a "Superior" rating, or the equivalent TAPPS rating.

### **STUDENT GOVERNMENT**

The ninth grade leadership team will meet periodically to discuss leadership topics, life issues, and to prepare students for leadership roles in student government at Waxahachie Preparatory Academy. Students interested in leadership must attend the class in order to serve in the student government role.

## 2011-2012 WPA Fees Schedule

Name of Fee	Type	Applies to:	Fee Amount
Application fee	Enrollment	New family or returning after 18-month separation	\$75.00
Add/Drop fee	Enrollment	Student adding or dropping class after enrollment period	\$20.00
Cell phone fee	Penalty charge	Student fee for using cell phone during school hours	\$25.00
Discipline fee	Penalty charge	Student fee for disciplinary supervision (per hour rate)	\$10.00
<b>Classroom Supply Fees</b>	Enrollment	Student enrolling for specific classes	
<b>Art:</b>			
Conquerors	Enrollment	Student enrolling for Conq (K) art class	\$20.00
Conquerors	Enrollment	Student enrolling for Conq (1-2) art class	\$30.00
Elementary	Enrollment	Student enrolling for Elem (3-6) art class	\$30.00
Secondary	Enrollment	Student enrolling for Sec. (7-12) art class	\$45.00
<b>Music and/or Drama Classes:</b>			
Conq. Music/Drama	Enrollment	Student enrolling for Conq (1-2) music/drama class	\$20.00
Elem. Drama	Enrollment	Student enrolling for Elem. (3-6) drama class	\$30.00
Sec. Drama	Enrollment	Student enrolling for Sec. (7-12) drama class	\$40.00
<b>Clubs:</b>			
Math Pentathlon	Enrollment	Student enrolling for Conq., Elem. (1-6) math pentathlon club	\$30.00
Drama Club	Enrollment	Student enrolling for Elem. (3-6) drama club	\$30.00
Speech Club	Enrollment	Student enrolling for Elem. (3-6) drama club	\$30.00
Bible Quizzing Club	Enrollment	Student enrolling for Conq., Elem. (1-6) Bible quizzing club	\$30.00
Yearbook Club	Enrollment	Student enrolling for Sec. (7-12) yearbook club	\$30.00
<b>Technology:</b>			
Keyboarding	Enrollment	Student enrolling for Sec. (7) keyboarding class	\$55.00
Computer Application	Enrollment	Student enrolling for Sec. (8-12) computer class	\$55.00
<b>Science:</b>			
Conquerors	Enrollment	Student enrolling for Conq. (K-2) science class	\$20.00
Elementary	Enrollment	Student enrolling for Elem. (3-6) science class	\$30.00
Secondary	Enrollment	Student enrolling for Sec. (7-12) science class	\$45.00
Health	Enrollment	Student enrolling for Sec. (10-12) health class	\$45.00
<b>Sports:</b>			
Elementary	Enrollment	Student enrolling for Conq., Elem. (K-6) sports class	\$20.00
Jr. High 1st Sport	Enrollment	Student enrolling for first Sec. (6-8) athletics class	\$125.00
Jr. High 2nd Sport	Enrollment	Student enrolling for second Sec. (6-8) athletics class	\$100.00
Jr. High 3rd+ Sport	Enrollment	Student enrolling for third and subsequent Sec. (6-8) athletics class	\$75.00
Sr. High 1st Sport	Enrollment	Student enrolling for first Sec. (9-12) athletics class	\$150.00
Sr. High 2nd Sport	Enrollment	Student enrolling for 2nd Sec. (9-12) athletics class	\$125.00
Sr. High 3rd+ Sport	Enrollment	Student enrolling for 3rd and subsequent Sec. (9-12) athletics class	\$100.00

## 2011-2012 WPA Fees Schedule

Name of Fee	Type	Applies to:	Fee Amount
Study Hall	Enrollment	Rate per hour per week; maximum of 2 classes per school day	\$65.50
Study Hall one-time fee	Enrollment	One-time study hall drop-in fee - per hour rate	\$5.00
Late fee	Penalty charge	Tuition account with late payment received after 5th of month	\$25.00
Late Pickup fee	Penalty charge	Student charged for late pickup <b>per minute</b> , 15 minutes after dismissal from class, athletics, activity	\$1.00
NAUMS	Enrollment	Student charge <b>per student</b> per semester	\$25.00
Processing fee	Enrollment	Re-enrollment application processed after designated re-enrollment period	\$55.00
Registration fee 1	Enrollment	Enrollment/re-enrollment payment sheet 1st student	\$250.00
Registration fee 2	Enrollment	Enrollment/re-enrollment payment sheet additional students each	\$125.00
<b>Testing fees</b>			
PSAT	Student charge	9th-11th grade student taking PSAT at WPA	\$20.00
PSAT - outside	Student charge	9th-11th grade outside student taking PSAT at WPA	\$30.00
Placement testing	Enrollment	New student taking Stanford language & math sections for placement only	\$50.00
Stanford testing	Student charge	Sibling of WPA student taking Stanford language & math sections - no placement	\$50.00
Stanford testing - new	Enrollment	New student or outside client taking Stanford full battery test	\$75.00
Transcript fee	Student charge	WPA student official transcript; requires letterhead & seal (max. 5)	\$15.00
Transcript fee	Student charge	WPA student unofficial, unsealed transcript w/out seal (max. 5)	\$10.00
Transcript fee	Student charge	WPA student official transcript; requires letterhead & seal (1 each)	\$5.00
WFA fee	Enrollment	Enrollment/re-enrollment payment sheet; per family fee	\$15.00



# WAXAHACHIE PREPARATORY ACADEMY

WARRIORS FOR CHRIST • PARTNER WITH PARENTS • ACADEMIC EXCELLENCE

P.O. BOX P • WAXAHACHIE, TX 75168

## 2011-2012 WPA Handbook Parental/Student Signatory Agreement Form

Parent Names: \_\_\_\_\_

Parents/Guardians  
Initials

Student  
Initials

\_\_\_\_\_ I (we) have read the 2011-2012 Waxahachie Preparatory Academy Student Handbook provided to me by the school and agree to abide by the policies and procedures set forth therein.

*NOTE: Only Secondary students need to read the student-applicable portions of the handbook and initial this form. Please print additional forms for multiple secondary students in a family.*