



# WAXAHACHIE PREPARATORY ACADEMY

WARRIORS FOR CHRIST • PARTNER WITH PARENTS • ACADEMIC EXCELLENCE

## FAMILY HANDBOOK

2017 - 2018



## Table of Contents

<b>NEW FAMILY INFORMATION.....</b>	<b>4</b>
<b>HISTORY AND PHILOSOPHY .....</b>	<b>4</b>
<i>BACKGROUND</i>	4
<i>THE MODEL</i>	4
<i>MISSION STATEMENT</i>	5
<i>VISION STATEMENT</i>	5
<i>OUR PHILOSOPHY</i>	5
<i>STATEMENT OF FAITH</i>	5
<i>FINAL AUTHORITY FOR MATTERS OF BELIEF AND CONDUCT</i>	6
<i>DIFFICULT OR CONTROVERSIAL ISSUES AND TOPICS</i>	7
<b>ADMISSIONS POLICIES &amp; PROCEDURES.....</b>	<b>7</b>
<i>NON-DISCRIMINATORY POLICY</i>	7
<i>ADMISSION PROCEDURE</i>	7
<i>RE-ADMISSION POLICY</i>	9
<i>ACADEMIC ADVISING</i>	9
<i>ADDING AND DROPPING CLASSES</i>	9
<i>PARENT AND STUDENT RESPONSIBILITIES</i>	9
<i>STUDENT TEACHER RATIO</i>	10
<b>PARENT INFORMATION.....</b>	<b>10</b>
<b>PARENT CONDUCT .....</b>	<b>10</b>
<i>PARENT PARTICIPATION</i>	11
<i>PARENT/SCHOOL COMMUNICATION AGREEMENT</i>	11
<i>COMPLAINT PROCEDURE</i>	12
<i>APPEALS PROCESS</i>	12
<b>FINANCIAL POLICIES.....</b>	<b>13</b>
<i>APPLICATION AND REGISTRATION FEES</i>	13
<i>TUITION ACCOUNTS</i>	13
<i>NON-ACCEPTANCE OF POST-DATED CHECKS</i>	16
<i>DISCOUNTS</i>	16
<i>BOOK/MATERIALS FEES</i>	16
<i>SCHOOL SUPPLIES</i>	16
<i>UNIFORM COSTS</i>	17
<i>ATHLETICS AND ACADEMIC EXTRA-CURRICULAR FEE</i>	17
<i>VISION/HEARING SCREENING FEE</i>	17
<i>SCOLIOSIS TEST FEE</i>	17
<i>SCHEDULE CHANGE FEE</i>	17
<i>ADDITIONAL FEES</i>	17
<b>ADDITIONAL INFORMATION.....</b>	<b>18</b>
<i>USE OF THE TONGUE</i>	18
<i>CHURCH INVOLVEMENT REQUIREMENT</i>	18
<i>SCHOOL &amp; HOME COMMUNICATION</i>	18
<i>INCLEMENT WEATHER</i>	18
<i>REQUEST FOR ASSISTANCE FROM OFFICE PERSONNEL</i>	19

VISITOR POLICY	19
EXIT INTERVIEW	19
<b>STUDENT INFORMATION .....</b>	<b>19</b>
<b>GENERAL POLICIES .....</b>	<b>19</b>
STUDENT CODE OF CONDUCT	20
ADDITIONAL STUDENT CONDUCT GUIDELINES	21
<b>ACADEMIC AND GRADING POLICIES .....</b>	<b>22</b>
CREDITS	22
ACADEMIC PERFORMANCE STANDARDS	23
GRADING, EVALUATION, AND FEEDBACK	24
HONOR ROLL CLASSIFICATION	25
GRADE LEVEL CLASSIFICATION	26
ADVANCING IN SECONDARY CLASSES	26
STUDY HALL	27
AUDITING OF CLASSES	27
STANDARDIZED TESTING	27
MODIFICATIONS TO STANDARD INSTRUCTIONAL/EVALUATION PRACTICES	27
<b>ACADEMIC INTEGRITY POLICIES .....</b>	<b>27</b>
PHILOSOPHY	28
DEFINITION	28
CHEATING	28
CONSEQUENCES	29
<b>ATTENDANCE POLICIES .....</b>	<b>29</b>
ATTENDANCE REQUIREMENTS GRADES THREE - TWELVE	29
REQUEST FOR MAKE-UP WORK	30
TARDY	30
<b>DISCIPLINE POLICIES.....</b>	<b>31</b>
DISCIPLINE POLICY GOAL	31
DISCIPLINE PROCEDURES	31
FORMS OF DISCIPLINE	33
DISCIPLINARY REVIEW COMMITTEE	35
YEARLY STUDENT EVALUATION	35
DISCIPLINARY ACTION APPEALS PROCESS	35
<b>DRESS CODE POLICIES .....</b>	<b>35</b>
DRESS CODE PRINCIPLES	36
PURCHASE OF UNIFORMS	36
UNIFORM GENERAL GUIDELINES	36
DRESS CODE VIOLATIONS & ENFORCEMENT	39
<b>GRADUATION POLICIES.....</b>	<b>39</b>
RECOMMENDED DIPLOMA PLAN	40
HONORS DIPLOMA PLAN	40
REQUIREMENTS FOR HOMESCHOOL STUDENTS PARTICIPATING IN WPA GRADUATION	40
<b>LATE WORK / DROPPED GRADE POLICIES.....</b>	<b>40</b>
LATE WORK	41
<b>STUDENT PARKING POLICIES.....</b>	<b>41</b>
ON-CAMPUS VEHICLE USAGE REGULATIONS	42
<b>TECHNOLOGY USE POLICIES.....</b>	<b>42</b>

ELECTRONIC DEVICES	42
CELL PHONES AND OTHER TELECOMMUNICATIONS DEVICES	42
COMPUTER AND TABLET USAGE	43
<b>EXTRA-CURRICULAR INFORMATION .....</b>	<b>43</b>
<b>PHILOSOPHY FOR EXTRA-CURRICULAR ACTIVITIES .....</b>	<b>43</b>
<b>GENERAL POLICIES .....</b>	<b>44</b>
POLICY ESTABLISHED CONCERNING POSSIBLE CONFLICTS BETWEEN ESTABLISHED ATHLETIC CLASSES, PRACTICES, AND GAMES WITH SPONSORED SCHOOL FUNCTIONS	45
<b>CONDUCT POLICIES .....</b>	<b>46</b>
ATHLETIC DIRECTOR AND ALL COACHES	46
STUDENT ATHLETES	47
PARENTS/SPECTATORS	48
<b>ELIGIBILITY REQUIREMENTS AND POLICIES.....</b>	<b>48</b>
PERFORMANCE STANDARDS RELATED TO EXTRA-CURRICULAR ELIGIBILITY	48
COURSE LOAD REQUIREMENTS – ACADEMIC, FINE ARTS, & ATHLETIC COMPETITIONS	49
TAPPS ACADEMIC PERFORMANCE STANDARD	49
GRADE LEVEL CLASSIFICATION	49
AGE LIMITATION AFFECTING ELIGIBILITY	49
<b>DRESS CODE POLICIES .....</b>	<b>49</b>
PRACTICES	49
NOT ALLOWED	50
GAME DAY	50
<b>OTHER POLICIES.....</b>	<b>50</b>
TRANSPORTATION	50
EQUIPMENT	50
FINANCES	51
PICTURE DAY	51
TEAM PRACTICES	51
PHILOSOPHY OF PLAYING MULTIPLE SPORTS	51
ACADEMIC AND ATHLETIC LETTERING	51
WPA BOOSTER CLUB	52
<b>OTHER INFORMATION.....</b>	<b>52</b>
<b>CONQUERORS (KINDERGARTEN – SECOND GRADE).....</b>	<b>52</b>
PARENTAL ROLE	52
<b>ELEMENTARY (THIRD – SIXTH GRADE) .....</b>	<b>53</b>
PARENTAL ROLE	53
COURSE PREREQUISITES	53
ACADEMIC DEPARTMENTS	53
<b>SECONDARY (SEVENTH – TWELFTH GRADE) .....</b>	<b>54</b>
PARENTAL ROLE	54
COURSE PREREQUISITES	55
ACADEMIC DEPARTMENTS	55
<b>HANDBOOK DISCLAIMER .....</b>	<b>56</b>

# New Family Information

## **HISTORY AND PHILOSOPHY**

### **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. The school opened in the fall of 2001 in the Waxahachie Bible Church. WPA was a charter member of the National Association of University-Model® Schools (NAUMS) in 2003, certified by NAUMS in 2004 and recertified in 2010. The school achieved accreditation thru SACS CASI in 2008 and re-accredited by an expanded AdvancED in 2013. In June of 2012, the school moved to Heritage Baptist Church.

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 the satellite home campus, where parents continue their instruction and supervision. Teachers provide parents with detailed instructions for the satellite home campus.

UMS caters to a wide variety of student needs by allowing a range of enrollment opportunities. Parents 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 year.

## **MISSION STATEMENT**

Waxahachie Preparatory Academy, a distinctly Christian 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.

## **VISION STATEMENT**

Our graduates represent a generation of Christian leaders who are fully equipped, morally grounded, and eternally impacting the world by serving according to their God-given calling.

## **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 in their child's education.

## **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)
9. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27). Rejection of one's biological sex is a rejection of God's sovereign and perfect will in creating that person as He intended.
10. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18; 7:2-5; Hebrews 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
11. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11).

## **NON-DENOMINATIONAL POSITION**

This ministry's Statement of Faith is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere and teach. It is our desire to maintain this position and to do so in all fairness to each family. In honoring this desire concerning the outreach of this ministry, there shall be no attempt made by parents, students, staff, or school board members to promote or disparage any doctrinal or denominational beliefs, practices, or positions regarding issues upon which the ministry itself has assumed no official stance. Included are denominational positions regarding:

1. Church government-authority
2. Time and mode of baptism
3. Security of the believer
4. Timing of future events
5. Second work of grace – baptism of the Holy Spirit
6. Sinless perfection
7. Gift of the Spirit – tongues, interpretation of tongues, healing, miracle working, discerning of spirits

We desire to remain united in the salvation and love of Christ, avoiding the dissension that may be caused by denominational distinctives.

## **FINAL AUTHORITY FOR MATTERS OF BELIEF AND CONDUCT**

The Statement of Faith given above does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final



source of all that we believe. For purposes of this ministry's faith, doctrine, practice, policy, and discipline, the Board of Trustees of Waxahachie Preparatory Academy Ministries, Inc. is the final interpretive authority on the Bible's meaning and application.

## **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**

### **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**

[Return to Table of Contents](#)



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

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

When you are convinced that WPA is where your family should be, complete the online application (one per child), including the family application fee. Online admission ensures 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 in grades three through twelve. The tests 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 70<sup>th</sup> percentile or higher on WPA's entrance exams; students scoring below the 70<sup>th</sup> percentile will be placed on academic probation and monitored by administration during each grading term period. For incoming Kindergarten, 1<sup>st</sup> grade, and 2<sup>nd</sup> grade students, a readiness assessment will be conducted for grade placement.

## **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. Academic Interview**

When the family interview is complete, a meeting will be held with the Academic Dean and a lead teacher to discuss the academic requirements to be placed on the student and the family. The student and at least one parent must be present at this meeting.

## **7. Letter of Acceptance**

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

## **RE-ADMISSION POLICY**

If a family has been through the entire application process and has re-applied or re-enrolled within an 18-month period, they must update records, update references, take the placement testing, and repeat only the academic interview, 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. 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 Family 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 online application 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. Any change in marital/family status or guardianship must be made know to the school accompanied by any and all supporting documentation.
8. Parents must be willing to use a Christian Conciliation Service to settle any disputes.

## STUDENT TEACHER RATIO

Waxahachie Preparatory Academy allows up to the following student/teacher ratios. Up to three additional students per grade may be allowed with administrative approval under special circumstances.

- 12:1 for kindergarten
- 14:1 for 1<sup>st</sup>—6<sup>th</sup> grades
- 16:1 for 7<sup>th</sup>—12<sup>th</sup> grades

# Parent Information

## **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. Every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing

behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrinal beliefs outlined in our Statement of Faith. 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.*

## **PARENT PARTICIPATION**

Each family is responsible to participate at WPA for a minimum of twenty (20) hours for their first child attending WPA and five (5) additional hours for each additional child enrolled at WPA. Hours will be tabulated from July 1<sup>st</sup> thru June 30<sup>th</sup>. Single parents will receive a ten (10) hour reduction in their responsibility. At least one parent must attend Mock Day before the fall semester, unless a waiver has been granted by the Administrator. New families will be required to complete an additional ten (10) hours of orientation their first year and five (5) hours their second year at the school. Any family member, who participates as the following, will gain full hours for the entire family:

- WPA board member
- WFA board member
- Booster Club board member
- Grade Representative

## **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 or staff 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. Tell it to the right person in person. Complaints against specific individuals should be expressed first to the individual in question face to face, and expressed to their supervisor only if you cannot work it out between yourselves.
2. Express it clearly for the purpose of understanding and reconciliation. 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. Always approach them for better understanding with a goal of reconciliation. Misunderstanding of complaints could lead to further problems and needless disunity.
3. 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 ask 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 his issues have not been addressed by the administration to his satisfaction may request an Appeals Form from the WPA office. This form must be

[Return to Table of Contents](#)

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.

## **FINANCIAL POLICIES**

### **APPLICATION AND REGISTRATION FEES**

WPA assesses the following fees during the admissions process. **These fees are nonrefundable.**

- A \$90.00 application fee is assessed for each student.
- The placement testing fee is \$75.00 for full battery testing, \$50.00 for placement testing for grades 3-12, and \$25.00 for readiness testing for grades K-2.
- The registration fees are \$270.00 for the first student and \$135.00 for each additional student per semester.
- The National Association of University-Model® Schools (NAUMS) fee is \$25.00 per student per semester.
- The Warrior Family Association (WFA) fee is \$15 per family per semester.
- For returning families registering within the specified registration period, the \$60.00 processing fee will be waived.
- In addition to tuition, most courses have classroom curriculum and supply fees which are also non-refundable.

Only parents or legal 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 on the first of the month. For your convenience, payments may be made according to WPA's payment schedule. 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 April for the next school year, with a two-day add/drop period in November for the following spring semester. A down payment is required during re-enrollment, based on the selected payment plans as follows:

1. Half-pay plan: annual fees due during April re-enrollment; 5% discount on tuition only, 50% of annual tuition due July 1 and December 1;
2. Ten-pay plan: 1/10 of annual fees & tuition due during April re-enrollment; remaining payments due July through March;
3. Twelve-pay plan: 1/12 of annual fees & tuition due during April re-enrollment; remaining payments due May through March

If a family pays the half the annual tuition by July 1<sup>st</sup>, even if they did not sign up for the Half-pay plan, they will receive the 5% discount on the annual tuition.

Only families enrolling or re-enrolling during the month of April will qualify for the twelve-pay plan, unless accelerated payments are made in accordance with the plan.

New families who register after the onset of monthly payments will have their total tuition and fees divided by the number of months through March.

- No student may attend class without having at least one payment applied to his account.

For courses added after the onset of payments, annual fees will be submitted with the add/drop form, and the tuition will be allocated over the remaining monthly payments. For courses dropped during the add/drop period, any tuition credit will be allocated over the remaining monthly payments. Adjusted payment vouchers will be generated and provided to the family.

## Financial Aid

WPA offers financial assistance for qualifying families. The school contracts with Independent School Management's Financial Aid for School Tuition (FAST) Program to administer the need assessment via outside confidential application submission. Only WPA parents or guardians may participate in this program. Should additional family funding occur, via extended family members or friends, the additional income sources must be included in the FAST aid application. 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 receipt of first payment. 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 receipt of first payment. For existing families re-enrolling during the spring, the deadline for receiving financial aid consideration is June 5. More information may be found on RenWeb.

### **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 in the front office after the fifth (5<sup>th</sup>) of the month, the account is considered delinquent and a \$35.00 late fee is charged. If the fifth of the month falls on a weekend or holiday, the payment must be received by a designated staff member by the previous school day.
- Should the payment for a half-pay tuition account be received after the deadline, the account will be converted to a payment plan and a late fee of \$50.00 will be assessed for each month of missed payment(s).
- Tuition account balance statements will be mailed mid-February for the March final monthly payment, or upon request.
- Should a credit or course change affect the monthly payment plan, new payment vouchers will 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 invoice will be due upon receipt.
- If, for any reason, families need to withdraw student(s) before the end of the semester, the family is 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 student can be registered for the next school year 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.
- If the school cancels a class, only those enrolled in that class at that time will be eligible for a tuition and fee refund.

### **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 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:

[Return to Table of Contents](#)

- During the April re-enrollment period, 1/12 of the annual fees & tuition will be collected.
- The remaining eleven (11) payments will be automatically drafted monthly from the family's bank account. WPA will require bank draft authorization from the family.
- Once a family has demonstrated the willingness to abide by established finance plans and their payment history honorably restored, they then may elect any payment plan with or without automatic bank drafting.

## **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 half-pay tuition amount on or before July 1 will receive a five percent discount.
  - Half-pay discounts are not valid on courses selected after the July 1 deadline.
- Existing families enrolling during the April enrollment period will qualify for the early enrollment discount on their first child.
  - Early enrollment discounts are not valid after the April re-enrollment period.
- Existing families enrolling more than one child during the April re-enrollment period 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.
  - Multi-student discounts are not valid on courses selected after the April re-enrollment period.

## **BOOK/MATERIALS FEES**

Parents are required to purchase a few of the books; most courses provide textbooks and workbooks with a usage fee. Some classes require a materials fee. All books and supplies listed on the curriculum list must be purchased by the family by Mock Day. If a book has been ordered, but has not been delivered, the parents must inform the teacher at Mock Day and have an estimated date when the books or supplies will be available for the student. The books checked out to the family are the responsibility of the family. Any damage to the books will be charged to the family at the end of the year. If a family drops a class all books and workbooks must be returned to the school.

## **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 Family 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 \$25 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 included fee schedule for a list of fees.

After 30 minutes past dismissal from class, athletics, or activity, a fee of \$5 will be charged for the next 15 minutes and \$1 minute for every minute thereafter.

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

## **ADDITIONAL INFORMATION**

### **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.

### **CHURCH INVOLVEMENT REQUIREMENT**

While attending WPA, each family is required to be an active member of a local Christian church. If a family is in the middle of locating a new church, a one semester waiver may be given to the family to find a new church home. The family life coordinator will follow up with the family during this time.

### **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 Family2Family newsletter every two weeks. We encourage parents and students to contact teachers to clarify assignments or expectations. Parents and students must be respectful of a teacher's time and should never call or text a teacher before 8 AM or after 9 PM. 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, cannot be distributed at WPA.

### **INCLEMENT WEATHER**

In case of inclement weather, please check RenWeb for school closings and delays. If inclement weather arises during the school day, we will notify the parents via e-mail or call families for student pick-up.

## **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 background check will be performed and a printed 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.
4. All visitors, other than parents or guardians, must have prior parent approval to gain admittance to see a student and must be approved by the administration.
5. Siblings of students, who are under the age of 18, may be allowed to eat lunch with a student.

## **EXIT INTERVIEW**

WPA will conduct an 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.

# **Student Information**

## **GENERAL POLICIES**

*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, behaviors, and character consistent with the Statement of Faith 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 effect on-campus relationships and/or learning environment. Individuals should not allow others to break these codes and should follow Matthew 18 in helping the other person come into alignment with these codes, to the point of bringing it to the attention of school administration. 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.”
- Each student must use restrooms, locker rooms, and changing facilities conforming to their biological sex.
- Chewing gum is not allowed anywhere on campus.
- Food or drink, other than water in a clear container, 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 such as, but not limited to, handholding, frontal hugging, 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.
- Students must abide by the Academic Integrity Policies stated later in this handbook.
- Students must show respect and not violate or damage another person’s property while on campus, including, but not limited to, books, cars, clothing,

- personal items, or cellphones.
- Any activity, by a WPA student in public, 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 Heritage Baptist Church and their ownership of the facilities. Students should actively protect and take care of the school 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, walking on the gym floor outside of sports, etc.).

### **Semester Exams and Reviews**

Only students who are taking final exams may be on campus on exam days during exam times unless expressly authorized by the Administrator. Semester exams in courses taken for credit count 20% of the semester grade. Any semester exam in courses not taken for credit in the 8<sup>th</sup> grade count 15% of the semester grade and 10% in the 7<sup>th</sup> grade. Attendance to semester review periods count towards the absent/tardy total for that class for the semester.

### **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.

### **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. Seniors, if given off campus lunch privileges by the administration, may go off campus for lunch with parent approval, but must return for class on time and be present for chapel.
- 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.

<h2><b><i>ACADEMIC AND GRADING POLICIES</i></b></h2>
--

### **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). Homeschooled 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.

## ACADEMIC PERFORMANCE STANDARDS

Students must achieve a passing grade or 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 grade falls below a 70 or GPA falls below 2.0 in the core academic classes during any given semester can be placed on an academic improvement plan and may be blocked from future registration at WPA. At the discretion of the Academic Committee 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 grade of 70 or 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 grade of 70 or 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, if the failing grade is within 10% of passing, the family may elect to continue in the spring. If, at the end of the spring semester, the student has brought the spring grade to a level that, when combined with the fall semester, averages to a passing grade for both semesters, the new passing average will be used for both semesters. A notation will be made on the transcript. If the spring semester does not bring the fall semester to passing, the fall grade will remain failing.

When 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 70 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.
- Only six credits of PE or sports may be applied towards the GPA per academic year.

### **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 his 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 three days of finals for secondary grades.

### **HONOR ROLL CLASSIFICATION**

Each semester, WPA will publish the honor roll. Students must be enrolled in at least three courses of which two must be core courses to be eligible for the honor roll. To be eligible for the A honor roll, a student must earn only A's in all classes at WPA during that term. To be eligible for the A-B honor roll, a student must have all A's or B's with no C's or F's during that term.

## **GRADE LEVEL CLASSIFICATION**

### **Elementary and Junior High Promotion**

In order to be promoted in grades K5 – 8th, students must take and pass the core courses each year. Core courses are language arts, math, science, and history. If not taken at WPA, core course completion must be demonstrated to the Academic Committee prior to the start of the new school year.

### **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 Dean.

## **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.

## **STANDARDIZED TESTING**

During spring, Waxahachie Preparatory Academy administers the TerraNova Achievement Test for all enrolled students in grades K5 through eleven. All students are required to take the test. Those students who take at least three hours of class per semester will not be charged for the TerraNova Test. Those WPA students who take less than three hours of class per day and siblings of current students will be charged \$50. Cost of TerraNova testing for non-registered students is \$80, 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 \$25 for all students.

## **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.

### **ACADEMIC INTEGRITY POLICIES**

***"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***

## **PHILOSOPHY**

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.

## **DEFINITION**

Having academic integrity means valuing and demonstrating positive regard for:

- Intellectual honesty
- Personal truthfulness
- Learning for its own sake
- The creations and opinions of others (i.e., intellectual property)

You are acting with academic integrity to the extent that you demonstrate these values, and in particular:

- Take full credit for your own work, and give full credit to others who have helped you or influenced you, or whose work you have incorporated into your own.
- Represent your own work honestly and accurately.
- Collaborate with other students only as specifically directed and authorized.
- Report breeches of academic integrity to a teacher, principal, or administrator.

## **CHEATING**

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:

- Presenting information collected, organized, or envisioned by someone else as your own (with or without the author's permission) or allowing someone else to present your work as his or her own.
- Taking shortcuts (such as unauthorized use of study aids) that allow you to bypass steps of an assignment.
- Using forbidden material to "help" during an exam, such as cheat sheets, graphing calculators, or cell phones.
- Asking about or sharing questions and/or answers to quizzes and exams.
- Submitting the same work for more than one assignment without express permission from your teacher(s).



Altering corrections or scores with the intent of changing your grade.

- Misrepresenting yourself in any way to your teachers in regard to the work you have done, such as saying you've turned in an assignment when you did not, or that you've worked hours longer than you actually did to complete an assignment.
- Fabricating information to try to earn more time, more credit, or grading leniency on an assignment, project, or exam.
- Missing class in order to avoid turning in an assignment or taking a test.
- Doing more or less than your share of a group project without permission from your teacher.

## **CONSEQUENCES**

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

First offense:

- written warning and a grade zero (0) for the affected assignment; and
- copy sent to the parents, the Academic Dean, and student's file.

Second offense:

- same as above, including an administration meeting with the student, parents, and Academic Dean to resolve or correct the offense.

Third offense:

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

## ***ATTENDANCE POLICIES***

### **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 of the class, 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.

[Return to Table of Contents](#)

- 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 form must be returned to the office by 3:30 PM the school day before the absence. This policy covers all sports events, academic meets, senior trips, and up to two (2) college visit days during the junior and senior years. All pre-approved absences must be approved by administration first.

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

Parents should first check RenWeb for assignments related to make-up work. For additional questions related to make-up work, parents should email the teacher directly. 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 his direct participation in a school-related event, he is not counted absent on either the attendance recording forms or the grade book (though the individual teacher may choose at his/her discretion to make some other notation in his/her 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. If a student is tardy for over half the class period, the tardy will be recorded as an absence.

## **DISCIPLINE POLICIES**

### **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. As the need arises, however, 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. Failure to stay 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. Lying
3. Excessive talking
4. Excessive loud noises
5. Insulting, belittling or degrading others
6. Throwing items
7. Bothering/harassing another student
8. Abusing another's property
9. Actions that negatively affect the safety/security of the campus

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. Stealing
4. Excessive Profanity
5. 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.

1. 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.
2. 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.
3. 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.
4. 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, Academic Dean, selected 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.

## ***DRESS CODE POLICIES***

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 PRINCIPLES**

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 in conformance with one's biological sex, 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)

## **PURCHASE OF UNIFORMS**

Uniform tops, outerwear, and the plaid skirts will be available from the school. They may be ordered primarily during from June 20<sup>th</sup> – July 31<sup>st</sup> as well as December 1<sup>st</sup> – 15<sup>th</sup>. Uniforms purchased during these times will be available at the start of the following semester. You may choose to buy your uniform pants anywhere; however, WPA requires the uniform to look the same as those demonstrated at the school. . If the appearance is not the same style, color, and/or quality, the uniform will be in violation of WPA's dress code.

## **UNIFORM GENERAL GUIDELINES**

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 without any tears, rips, or holes.
- 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.
- 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.
- Clothes may not be tight or form-fitting.
- 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, shorts, skorts, and jumper lengths are to be worn to two inches above the knee or longer.
- 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.
- 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.

### **GIRLS BASIC UNIFORM**

- Navy or Khaki Pants (Pleated or Flat Front)
- Navy or Khaki or Plaid (#65) Shorts
- Navy or Khaki Jumper (9020 & 9040 Only)
- Navy or Red Polo Dress (K-3rd grades Only)
- Navy or Khaki Skort (9KT-877 Only)
- Navy or Khaki or Plaid (#65) Skirt (SK-14300)
- Navy or Khaki Long Skirt (SK-152) (7th grade & up)
- White Oxford w/WPA Logo– Short or Long Sleeve
- Polo Shirts w/WPA Logo – Red, White, Navy (Short or Long Sleeve)
- Girl’s Princess Blouse w/WPA Logo – Red, White, Navy Piping
- T-Shirts w/WPA Logo – Red, White, Navy, Gray
- Navy, brown or black belt

### **BOYS BASIC UNIFORM**

[Return to Table of Contents](#)

- Navy or Khaki Pants
- Navy or Khaki Shorts
- Polo Shirts w/WPA Logo – Red, White, or Navy (Short or Long Sleeve)
- White Oxford w/WPA Logo – Short or Long Sleeve
- T-Shirts w/WPA Logo – Red, White, Navy, Gray
- Navy, brown or black belt

### **OUTERWEAR UNIFORM OPTIONS (boys & girls)**

- Cardigan Sweater w/WPA Logo – Red or Navy
- Fleece Vest w/WPA Logo – Navy
- Fleece Jacket w/WPA Logo – Navy
- School Jacket w/WPA Logo – Navy
- Regular and Appliqué Sweatshirts w/WPA Logo – Navy, Gray, or Red
- Hooded Sweatshirts w/WPA Logo – Navy, Gray, or Red
- For warmth, a white, red, or navy turtleneck shirt or mock turtleneck shirt may be worn under the uniform shirt. Undershirts must not extend beyond the outer shirts.

### **ATHLETIC UNIFORM (Seventh - twelfth ONLY)**

- PE Shorts – Navy w/Logo
- Sweatpants w/WPA Logo
- Any WPA T-shirt or Sweatshirt
- WPA Athletic & PE T-Shirts (Short Sleeve) – Gray

### **SPIRIT DRESS CODE**

When allowed by the administration, the student may wear jeans or uniform pants/shorts with a WPA shirt. All clothes must meet the general guidelines listed above, with the exception of tucking in shirts and wearing belts.

### **CASUAL DRESS CODE**

When allowed by the administration, the student may wear any clothes that meet the general guidelines above with the exception of tucking in shirts and wearing belts.

- Pants/jeans may not have holes, tears, or decorations of any kind and may not be too short, tight, or loose.
- Non-uniform top/shirt may be untucked, but tops may not have inappropriate writings or graphics.
- Regulation shoes are still expected (i.e., no open-toe, backless shoe are allowed). Boots may be worn.

### **FORMAL DRESS CODE**

When an event is deemed “formal” by the administration, the gentlemen must wear dress shoes, dress pants, belt, shirt, and tie with an optional and preferred jacket. Ladies must wear dress shoes, a dress or skirt with blouse that meets the length guidelines above and is modest in appearance.

## **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.
4. If a student attends an event sponsored by WPA and is not in acceptable dress, he may be asked to leave the event by the administration or supervising school representative.

## **GRADUATION POLICIES**

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 on average 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 credits 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.
- Students will complete a minimum of eight (12) hours of community service each semester in attendance at WPA during the 9<sup>th</sup> through 12<sup>th</sup> grade years. Students may count hours during the summer before each year to count towards the next year’s total. (semesters prior to fall 2017 will require 8 hours)
- Core courses comprise those in the following areas: English, Mathematics, Social Studies, and Science.
- Students in high school must complete and average of 12 hours per year of college preparation hours per year. These include, but are not limited to, college visits, ACT/SAT preparation and test taking, college lunch meetings, PSAT, You Science Test, etc. These hours do not apply prior to fall 2017.

## 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, Anatomy & Physiology
- Physical Education: (6 credits)
- Fine Arts: (6 credits) Art,
- 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
- Foreign Language: (6 credits) must be the same modern foreign language as the 12 credits in the recommended plan
- Fine Arts: (6 credits) must be in the same discipline as the 6 credits in the recommended plan

## REQUIREMENTS FOR HOMESCHOOL STUDENTS PARTICIPATING IN WPA GRADUATION

If a WPA student wishes to participate in the WPA graduation ceremony as a homeschool graduate, he must speak with the Academic Dean to inquire of the qualifications which must be met to participate in the ceremony.

### **LATE WORK / DROPPED GRADE POLICIES**

***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 3:15 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 3:15 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 administration approval, be turned in by 3:15 PM that day for a 10% deduction

As a general rule, elementary students will be able to drop the lowest daily grade in each course during each semester with teacher approval.

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.

## ***STUDENT PARKING POLICIES***

On campus driving is a privilege, not a right. Student drivers must be cautious and keep their speed to 10 mph when driving on school grounds. Student drivers must park their

[Return to Table of Contents](#)

vehicle in the area the administration designates. Cars must be parked correctly and should remain locked. Neither the school nor church bears any responsibility for vehicles parked on campus. On-campus vehicle usage regulations must be followed. Violation of these safety regulations 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. Any student wishing to park on campus must fill out a WPA Parking Form with Regulations prior to the first time he parks on campus.

### **ON-CAMPUS VEHICLE USAGE REGULATIONS**

- Enter the property using the north drive entrance.
- Park behind the Elementary Building on the south side of the church.
- Do not park in front of the doors to the storage units.
- Do not block the drive or main vehicle lanes.
- If you enter after 8:25 AM you must go through the front office and sign in.
- If you leave before 3:15 PM you must go through the front office and sign out.
- For the times of 3:15 PM to 3:30 PM, students may use the south exit from the gym to exit the building.
- Do not go to your car during the day unless you sign out and in at the front office.
- You may arrive on campus up to 15 minutes before your class/practice and you must leave campus within 15 minutes of your last class/practice.
- Do not loiter/hang out in the parking area.
- Never engage in horse play/games in the parking areas.
- Do not drive or park on the grass.
- Do not drive over 10 miles per hour while on campus.
- Do not use a cell phone/electronic device while driving on campus.
- Always leave the property using the south drive entrance.

## ***TECHNOLOGY USE POLICIES***

### **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 and 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 may leave such devices in their car, turned off in their basket/backpack, or in the office. Seniors, with administration approval, may use them between classes and during lunch.



- Personal cell phones are allowed on campus for those in the 7<sup>th</sup> – 12<sup>th</sup> grades. Phones may be used before 8:30 am and after 3:10 pm.
- Students may not listen to music or use headphones with cell phones or MP3 players while on WPA campus.
- Any content that is viewed while on WPA campus is subject to review by the administration.
- Students may have a cell phone in class or chapel, but must be turned off. Any phone that is left on in class or chapel, even on vibrate or silent mode, will be confiscated. If a phone is confiscated, a charge of \$25 may be assessed before the device is returned. Any confiscated device must be picked up by a parent.
- Repeated infractions of the phone policies may result in the student not being allowed to bring a phone to school.

## COMPUTER AND TABLET USAGE

- No downloads or loads from disk/CD/DVD without permission. This restriction includes instant messenger programs, wallpaper/screensavers, games, music, programs, applications, and updates.
- Web browsing/email use is only to be done with permission.
- Absolutely no objectionable content is to be viewed. Determination of what is objectionable will be made by the teacher and administration.
- While on WPA campus, any personal laptop or notebook computers must be approved by the teacher and administration and may only be used for school/class purposes.
- Electronic books may only be used if it has been approved for that class on the curriculum list.

# Extra-Curricular Information

## ***PHILOSOPHY FOR EXTRA-CURRICULAR ACTIVITIES***

At Waxahachie Preparatory Academy, our desire is that our sports program and other extra-curricular activities be fully supportive of our school mission and statement of philosophy. To that end, the purpose of any extra-curricular 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.

## **GENERAL POLICIES**

1. Any determination of starting position, playing time, and duration of play is to be determined by the head coach. Being in a sport does not guarantee any amount of playing time during a game or competition.
2. All WPA athletics personnel, whether paid or not by the academy, who work with WPA students in any capacity on or off the field/court during the regular course of an athletics season, including off-seasons or in-season practices, **must** fill out an employment application and clear a background check performed by the administration—**NO EXCEPTIONS**.
3. The only personnel allowed courtside, on the sidelines, or any other location typically dedicated to coaches or players are WPA approved coaches and student-athletes, or volunteers appointed by the Head Coach for the purpose of keeping team stats, play-by-play announcing, etc.
4. In accordance with TAPPS policies, all 9th – 12th grade WPA student-athletes must be full-time students (enrolled in 4 academic classes). If a student-athlete drops a class and is no longer enrolled in 4 academic classes, he/she may continue practicing but will not be eligible to compete in meets/games and will not receive credit for the class. 6th – 8th grade students must be enrolled in at least 3 classes.
5. All athletes in grades 9-12 will receive a letter grade and credit hours in accordance with each sport they play. The grade given will reflect 60% game/meet participation and attitude and 40% practice participation and attitude. In keeping with school policy, athletes are allowed to miss 12.5% of games and practices before credit will not be given for the class. Please note that points will still be deducted from the student's grade for each absence recorded (excused or unexcused).

6. Student-athletes are expected to be at all practices and games, on-time and ready to practice or compete. The only acceptable reasons for missing practices or games are: (a) illness, (b) school-sponsored activities approved by coach through activity sponsor (**See added policy concerning possible conflicts on next page**), or (c) emergencies.

## **POLICY ESTABLISHED CONCERNING POSSIBLE CONFLICTS BETWEEN ESTABLISHED ATHLETIC CLASSES, PRACTICES, AND GAMES WITH SPONSORED SCHOOL FUNCTIONS**

All sponsors of school activities or functions should be very aware of the priority for committed athletes with dual participation. Any schedule conflicts must be first discussed with the coach of the sport the athlete/s is committed. It is the responsibility of the sponsor of said school activity or function to speak to the coach directly should a conflict arise. In all cases, students should not be directed to miss a practice or game until conflict is resolved as directed by the coach and sponsor.

1. If a student-athlete is going to be absent from or late to a practice or game, he/she must notify the coach as soon as possible on the day of the absence.
2. After each reporting period, if an athlete fails a class, he/she must sit out 2 weeks beginning the following Monday at 8:00 AM. The grades will then be checked weekly. If the grade is passing, the athlete will be able to compete again. If the grade is not passing, the athlete will be out another week and so on until the grade is passing. Athletes that are not competing in games/meets are still required to sit on the bench/attend meets but not in uniform.
3. For team unity, support, and instruction, an injured student-athlete is expected to be at all practices and games, whether or not he is able to participate. The only exception to this is if an arrangement has been made with the coach.
4. Student-athletes that participate in outdoor sports will meet even if the weather does not permit; practices will be moved indoors to the YMCA or another approved venue. The coaches will communicate with student-athletes when such changes in practice occur. For Cross Country and Track, please check [www.weather.com](http://www.weather.com) at 6:00 AM for an accurate assessment of the weather (39 degrees and below will be moved indoors).
5. Student-athletes are expected to attend class and turn in all academic work due on time; an athletic event is not an excuse for academic sloth. In the event that a team must miss all or a portion of a school day to travel to a distant location, athletes will need to get a "Pre-Approved Absence Form" signed by their teacher(s) and turned back in to the office 2 days prior to the event. If no form is turned in, the absent will be unexcused. If you will be leaving early from a class, do not leave the room until picked up by a parent or coach.
6. Student-athletes are accountable for the uniforms and equipment provided by WPA. If uniforms or equipment are not turned in when requested by the coach, or by the end of that sport's season, the student-athlete will be required to pay for the cost of replacing that uniform (at a much higher amount than originally paid due to the fact that the cost of replacing one item is more expensive than

WPA's cost in purchasing an entire team's), and the student-athlete may be barred from re-enrollment in or graduation from the Academy, as well as have transcripts withheld.

7. Each WPA athletic team has a day designated for team photos. Whether purchasing or not, a student-athlete is expected to participate in these team photos.
8. To participate in sports at WPA, student-athletes must have a physical exam each year (form available in the front office). High school athletes are also required to sign and have on file an Acknowledgment of Rules form which should be turned in no later than the first day of practice.
9. To discuss athletic-related issues, please set an appointment with the Athletic Director. Please refrain from walking in the office and discussing matters publicly.

## **CONDUCT POLICIES**

### **ATHLETIC DIRECTOR AND ALL COACHES**

***“Let not many of you become teachers, my brethren, knowing that as such we will incur a stricter judgment.” (James 3:1)***

It is incumbent upon Christian leaders to model Christ in everything they do, to reflect the fruits of the Spirit and provide an example of godliness to students. Thus, directors and coaches are held to a higher standard than those they lead, including but not limited to:

- *Spirituality*—Director and coaches must possess and cultivate a personal, saving relationship with Jesus Christ, and bring that relationship into every aspect of their leadership and coaching. Students should view athletic personnel as substantive, Christ-centered role models.
- *Speech*—Director and coaches should employ language that is wholesome, engenders a spirit of love and humility, and even when properly disciplining a student on or off the field/court is dedicated to the training up of that young person in Christ. Directors and coaches should also refrain from demeaning, sarcastic, or accusatory language directed toward players, officials, other coaches, and fans (e.g., it's one thing to “lovingly” let an official know they've made a questionable call, it's quite another to declare inflammatory and personal remarks).
- *Physicality*—Director and coaches should treat students under their guidance with respect, and therefore refrain from any physical touch that would clearly indicate abusiveness (e.g., a strong pat on the helmet is one thing, slapping or violently grabbing a student is quite another). Male Directors and coaches are to take great care in how and where they offer physical support to female athletes; in principle, male coaches should not touch a female athlete unless it is required for training purposes (e.g., positioning an athlete's feet or arms for a proper

swing), or to congratulate an athlete for an accomplishment (e.g., a “high-five” or pat on the helmet).

- *Community*—Director and coaches must foster unity among the WPA staff, parents, and students by resolving issues in a biblical manner and cooperating with the WPA administration. Athletics (or athletes) must never be viewed as separate from the academic and spiritual life of the academy—we *all work together* for the glory of the Lord.
- *Witness*—Director and coaches are representatives of Waxahachie Preparatory Academy on and off the field/court and, therefore, should endeavor to maintain a proper witness of Christ. *Any* behavior unbecoming to Christ or the Academy is unacceptable and can result in disciplinary action. We are, *first and foremost*, ambassadors of Jesus Christ and His kingdom.

## STUDENT ATHLETES

**“Whether, then, you eat or drink or whatever you do, do all to the glory of God.” (1 Corinthians 10:31)**

It is a privilege to participate in athletics at WPA and, therefore, student-athletes are expected to perform to the best of their physical abilities for the sake of the team, school, and, ultimately, the Lord. They are also charged with the responsibility to walk in a manner that upholds the biblical standards of the academy, and to do all things to the glory of the Lord, including but not limited to:

- *Spirituality*—Student-athletes must cultivate a personal, saving relationship with Jesus Christ, and bring that relationship into every aspect of their athletic involvement at the academy.
- *Speech*—Student-athletes should employ language that is wholesome, engenders a spirit of love and humility, and even when frustrated reflect peculiarity to the world. Student-athletes should also refrain from demeaning, sarcastic, or accusatory language directed toward other players, officials, coaches, and fans.
- *Community*—Student-athletes must foster unity among the athletic teams, parents, and coaches by resolving issues in a biblical manner and cooperating with the WPA Administration. Student-athletes are first students and therefore must never view themselves as separate from the academic and spiritual life of the academy—we *all work together* for the glory of the Lord.
- *Witness*—Student-athletes are representatives of Waxahachie Preparatory Academy on and off the field/court and, therefore, should endeavor to maintain a proper witness of Christ. **Any behavior unbecoming to Christ or the academy is unacceptable and can result in disciplinary action.** We are, *first and foremost*, ambassadors of Jesus Christ and His kingdom.

## PARENTS/SPECTATORS

***Start children off on the way they should go, and even when they are old they will not turn from it (Proverbs 22:6)***

As supporters and encouragers of our athletes, it is important that parents and friends attend the games and competitions of their children. It is also important to model the proper attitude and character on the sidelines of those events.

- *Speech*—Parents and spectators should employ language that is wholesome and encourages others. They should also refrain from demeaning, sarcastic, or accusatory language directed toward any player, officials, coaches, and other fans.
- *Community*—Parents and spectators must foster unity among the WPA family.
- *Witness*—Parents and spectators are representatives of Waxahachie Preparatory Academy and God to their children and others at school events. Therefore, they must endeavor to maintain a proper witness of Christ. **Any behavior unbecoming to Christ or WPA may result in being asked to leave the game or competition.**

## ***ELIGIBILITY REQUIREMENTS AND POLICIES***

All 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 EXTRA-CURRICULAR 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. No athlete, who has been ineligible due to grades for more than three weeks during a season, will be eligible for district honors.



## **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 **does 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).

<h2><b><i>DRESS CODE POLICIES</i></b></h2>
--

## **PRACTICES**

WPA t-shirt, modest shorts, and appropriate footwear



## **NOT ALLOWED**

Tank tops, non-WPA t-shirt, form-fitting attire, jewelry

## **GAME DAY**

No dressing up before any games/meets. Regular school uniforms are to be worn during the school day.

Basketball: School-issued uniform and warm-up is to be worn to all home and away games.

Cross Country Meets: School-issued uniform is to be worn. A WPA shirt may be worn over the uniform.

Golf: School-issued shirt is to be worn. A WPA sweatshirt or jacket may be worn over uniform according to golf course regulations.

Swimming: School-issued swimsuit is to be worn with a WPA t-shirt. A WPA sweatshirt, jacket, sweatpants may be worn over the uniform.

Tennis: School-issued shirt is to be worn. A WPA sweatshirt or jacket may be worn over uniform.

Track: School-issued uniform is to be worn. A WPA sweatshirt, jacket, sweatpants, or WPA shirt may be worn over the uniform.

Volleyball: School-issued uniform is to be worn. A WPA shirt may be worn over the uniform.

## ***OTHER POLICIES***

## **TRANSPORTATION**

It is the parent/guardians responsibility to transport their student-athlete to and from practices, games, and meets. Carpooling amongst parents is allowed, but it is handled independently by the parents, not WPA. With the exception of a relative, students may not ride with other students unless an authorization form is filled out (available in the front office).

## **EQUIPMENT**

Uniforms and equipment for each team are ordered by the Athletics Director. The head coach is also responsible to distribute and receive back all uniforms/equipment from student-athletes, and keep on file an inventory of current uniforms/equipment owned by the school.

## **FINANCES**

All purchases and expenses to be paid by WPA must be cleared by the Athletic Director. Purchases made without this approval will be the sole responsibility of the person ordering the item(s). WPA athletics expenses cannot exceed the annual budget established for the Athletics Department by the WPA administration.

## **PICTURE DAY**

Head coaches are responsible to schedule and coordinate a day and time for team pictures, as well as communicate this information to student-athletes, parents, and assistant coaches. Team pictures are mandatory for all student-athletes, whether or not they intend to purchase photos.

## **TEAM PRACTICES**

Head coaches are responsible to provide student-athletes with proper training and practice in the sport over which they have authority, including but not limited to: (a) a practice schedule and plan, (b) providing proper communication with student-athletes and parents regarding this schedule and plan, (c) fostering Christ-centered motivation and attitudes among players and coaches, (d) regular team prayer or Bible instruction.

## **PHILOSOPHY OF PLAYING MULTIPLE SPORTS**

Because WPA is small school and has a limited number of student-athletes from which to draw, it is common for a student-athlete to compete in multiple sports. While the school encourages this participation (in fact, to remain competitive, desires this), ultimately, it is a decision made by the parents and supported by the WPA Athletics Department. We believe student-athletes benefit from participation in multiple sports, not only in physical, but also in character development, learning to consider and support others in the team effort to achieve success.

## **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.

In order to letter in a sport at WPA, the athlete must complete the entire sport season, including, but not limited to: attending practices, participating in games/meets, maintaining eligibility, receiving a letter grade and credit hours for the sport.

In order to letter in Academics at WPA, the student must advance to State in his category.

For non-athletes to be able to purchase and wear a WPA letter jacket at school, only WPA activities and honors can be reflected on the jacket. The only approved patches allowed on the jackets that are worn on campus are: letter “W” (which must be earned for academics or athletics; see above), WPA/Warriors, shield & sword logo, Yearbook, NHS, Honor Roll, Graduation Year, sports played through WPA ONLY, character traits, and Scripture verses.

## **WPA BOOSTER CLUB**

The WPA Booster Club’s mission is to provide logistical and financial support for each sport offered at Waxahachie Preparatory Academy. The WPA Booster Club administrator(s) will:

- report directly to the Athletic Director and school Administrator.
- oversee Booster parent volunteers approved by coaches to assist each individual athletic club.
- approve fundraising events and coordinate with school and athletic calendars to obtain approval from Athletic Directors and school Administrator.
- assure that all revenue and expenditures are approved by the Athletic Director and noted to the appropriate club account. Use of these funds must be approved by the Athletic Director.
- **ensure fundraisers that involve the athlete’s participation should be done only during the season in which that sport is played. Athletes may not participate in another sport’s fundraiser until completion of the current season.**
- maintain and provide monthly statements and balance of the Booster Club income and expenditures.
- obtain approval of all Booster apparel being sold on behalf of WPA, displaying any slogans other than the standard WPA logo.

## **Other Information**

<b><i>CONQUERORS (Kindergarten – second grade)</i></b>
--

### **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

[Return to Table of Contents](#)

given grade level, to practice, and to 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 professional who is there to provide support and encouragement and to act as an overall resource for the parent/satellite campus teacher.

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

### **PARENTAL ROLE**

At the elementary level, parents will act as “co-instructors” in the satellite classroom. Parents will receive instructions from the campus 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. This study specifically 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>
---

### **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.

[Return to Table of Contents](#)

## **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 four 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 four years of high school history to graduate.

<b><i>HANDBOOK DISCLAIMER</i></b>
-----------------------------------

This handbook is intended to provide information regarding pertinent policies and practices of WPA. It does not create a contract and is subject to change at any time without notice if such change is deemed necessary or advisable by the Administration and/or Board of Trustees at their sole discretion.