



Parent Handbook

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www.WindsorChristianAcademy.org

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OBJECTIVES

The objective of a Christian school is to teach children how to live and equip them for success. The Bible verse in Proverbs 22:6 admonishes adults to train up a child in “the way he should go.”

A Christian school is an extension of the home in training young people. The school staff works closely with parents to train the whole child.

Attendance at this school is a privilege and not a right. The goal of this school is to train children in the highest principles of moral character, self-discipline, individual responsibility, personal integrity, and good citizenship. This school stands without apology for high standards of morality and wisdom.

OUR EDUCATIONAL PLAN

The school utilizes the facilities of Windsor Christian Church, which have been designed with a school program in mind.

STATEMENT OF FAITH

1. The Holy Scriptures – We believe the Holy Scriptures of the Old and New Testaments to be the plenary verbally inspired Word of God, the final authority for faith and life, inerrant in the original writing, infallible and Godbreathed. (II Tim. 3:16,17; II Peter 1:16, 21; Matt. 5:18; John 16:12,13).
2. The True God – We believe there is one, and only one, living and true God, an infinite, intelligent Spirit, the Maker and Supreme Ruler of heaven and earth, inexpressibly glorious in holiness and worthy of all possible honor, confidence and love, that in the unity of the Godhead there are three persons, the Father, the Son, and the Holy Ghost, equal in every divine perfection, and executing distinct but harmonious offices in the great work of redemption. (Ex. 20:2-3; I Cor. 8:6; Rev. 4:11; Matt. 3:13-17; Matt. 28:19).
3. Deity – We believe that the Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be God; His virgin birth; His sinless life; His substitutionary death; His physical resurrection; His bodily ascension to the right hand of the Father; and His visible, personal return to the earth to reign. (Isaiah 53:6; John 20:28; Luke 24:36-43; Acts 1:9-11; II Cor 5:21; Isaiah 9:6, I Cor. 15:3; I Peter 2:24; Luke 24:36-43; Matt. 25:31; Phil. 2:6-7; Mark 16:19).
4. Holy Spirit – We believe in the Deity and personality of the Holy Spirit, that He convicts of sin, of righteousness, and of judgment; that He bears witness to the truth of the Gospel in preaching and testimony; that He is the agent in the new birth; that He seals, endues, guides, teaches, witnesses, sanctifies, and helps the believer. (John 14:6, 17, 26; Matt. 28:19; Luke 1:35; Gen. 1:1-3; John 1:33; Acts 11:16; Luke 24:49; Rom. 8:8,14,16, 26-27; Eph. 1:13; John 16:7- 15).

5. Satan – We believe in the reality and personality of Satan, the author of sin and the cause of the fall; that he is the open and declared enemy of God and man; and that he shall be eternally punished in the Lake of Fire. (Job 1:6-7; Isa. 14:12-17; Matt. 4:2-11, 25-41; Rev. 20:10; I Peter 5:8-9; Ezekiel 28:13-14).

6. The Creation – We accept the Genesis account of creation and believe that man came by direct creation of God and not by evolution. (Gen. 1 and 2; Col. 1:16-17; John 1:3).

7. Depravity of Man – We believe that man was created in the image and likeness of God, but that in Adam's sin the race fell, inherited a sinful nature, and became alienated from God; and that man is totally depraved, and of himself, utterly unable to remedy his lost condition. (Gen. 1:26-27; Rom. 3:22-23, 5:12; Eph. 2:1-3, 12).

8. Atonement for Sin – We believe that men are justified on the single ground of God's grace received only through faith in the shed blood of Christ and His finished work on the cross". (Rom. 5:1-25; Eph. 2:8-9; Heb. 9:22; Gal. 2:16).

9. Eternal Security – We believe that all the redeemed, once saved, are kept by God's power and are thus secure in Christ forever. (John 6:27-40, 10:27-30; Rom. 8:1, 38-39; I Cor. 1:4-8; I Peter 1:5; Eph. 4:30).

We further believe that it is the privilege of believers to rejoice in the assurance of their salvation through the testimony of God's Word which, however, clearly forbids the use of Christian liberty as an occasion to the flesh. (Rom. 13:13, 14; Gal. 5:13; Titus 2:11-15).

10. Resurrection – We believe in the resurrection of both the saved and the unsaved; the conscious and endless punishment of the unsaved, and the conscious and endless blessedness of the saved. (John 5:28-29; Rev. 20:5-6, 12-15).

11. Second Coming of Christ – We believe in the second coming of Christ; that His return from Heaven will be personal, visible, and glorious, the time being unrevealed but always imminent. (John 14:3; Acts 1:11; I Thess. 4:16-17; Rev. 20).

12. Separation of Church and State – We believe in the separation of Church and State. We believe that civil government is of divine appointment, and that governors of states and nations should be obeyed when the laws they seek to enforce are not in conflict with the Bible. (Rom. 13:1-7; Matt. 22:21; Acts 4:19-20).

13. The Church – We believe that the Church, which is the body and the espoused bride of Christ, is a spiritual organism made up of all born again persons of this present age. (Eph. 1:22-23, 5:25-27; I Cor. 12:12-14).

We believe that the establishment and continuance of local churches is clearly taught and defined in the New Testament Scriptures. (Acts 14:27, 20:17, 28-32; I Tim. 3:1-13; Titus 1:5-11).

14. Human Sexuality

1. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God

disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Genesis 2:24; Genesis 19:5-13; Genesis 26:8-9; Leviticus 18:1-30; Romans 1:26-29; I Corinthians 5:1; 6:9; I Thessalonians 4:1-8; Hebrews 13:4.

2. We believe that the only legitimate marriage is the joining of one man and one woman. (Genesis 2:24; Romans 7:2; I Corinthians 7:10; Ephesians 5:22-23).
3. We believe men and women are equal in the sight of God with complementary roles in the church and at home. (Genesis 1:26-27; Ephesians 5:22-33; 1 Timothy 2:9-3:16)

15. Ordinances

- A. Baptism – As a witness of faith from an experience of salvation, but not in any way as a means of salvation. (Rom. 6:3-5; I Peter 3:21; Matt. 3:13, 28:18-20; Acts 2:42-44).
- B. The Lord's Supper – We believe that the Lord's Supper is the commemoration of His death until He comes, and should be preceded always by solemn self-examination. (I Cor. 11:23-28).

PHILOSOPHY

Windsor Christian Academy exists to glorify God by developing students in Biblical truth and training students in traditional academics.

Windsor Christian Academy's philosophy is based upon the Word of God. The primary objective and purpose of the school is to train the student in the Christian way of life and to give the student a good general education. Since the primary reason for the existence of the school is a spiritual ministry, evangelistic efforts are made to bring all students to a saving knowledge of Jesus Christ.

The academic program through the traditional approach is developed to provide students with the best possible program of studies. There is emphasis on the mastery of the fundamental blocks of material necessary for satisfactory achievement in these areas. Along with the acquisition of facts and concepts in the areas studied, stress is placed upon the development and exercise of the powers of reasoning. Methods of teaching proven to be effective are utilized with a constant search for better methods. Realizing the difference in innate ability, we encourage and expect each student to do his best. We believe the traditional system of education educates the mind and builds character. It encourages competition and teaches the value of living under a free enterprise system of government.

Character training is an important element in Windsor Christian Academy. The teacher is the authority in the classroom. Discipline is administered firmly, but fairly. To obey, to do right, and to love God and country are attitudes we strive to instill in each student, thus equipping him for his role in God's plan for his life and for his proper place in society.

Windsor Christian Academy is an integral and inseparable part of the ministry of Windsor Christian Church. While parent involvement is encouraged, ultimate responsibility for school direction and policies resides with the School Board.

BIBLICAL PRINCIPLES

One of the basic reasons why parents enroll their children in a Christian school is to obtain an education grounded in moral values. This school uses Biblically based curriculum, which includes Scripture passages and references to God and Jesus Christ which are designed to help students develop moral character, a sense of accountability, and wisdom in their lives. Standards of personal conduct, school policies, and curriculum continue to build the students' sense of responsibility and integrity.

VISION

Our vision extends beyond the child's stay at Windsor Christian Academy. We desire to equip each child with the spiritual and practical tools needed to serve God as productive members of society. On a more personal level, it is our prayer that each child would seek to live out Biblical principles, and as a result, grow in his or her relationship with God.

ADMISSIONS POLICY

Re-enrollment Policy

Re-enrollment from year to year is not automatic. WCA reserves the right to deny enrollment due to limited class space, lack of academic achievement, or behavioral problems (failure to follow school guidelines). Please be mindful that any outstanding balance from the previous school year must be paid in full before school begins in August. This is a prerequisite for your children being enrolled in the new school year.

Enrollment Policy

This school admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, and national and ethnic origin in administration of its educational policies, admissions policies, athletics, and other school-administered programs. *All students are accepted by the judgment of the administration, based on information from application forms, previous school assessment form, interview, and placement test.*

Class Size

At Windsor Christian Academy, we prioritize maintaining small class sizes to ensure a nurturing and effective learning environment for all students. While our goal is to keep class sizes around 24 students, we recognize that the optimal class size may vary depending on the unique needs of the students and the capabilities of the teacher. Therefore, we reserve the right to adjust class sizes at our discretion, with the best interest of our students and staff in mind. Our commitment remains to provide a quality, personalized education that fosters academic growth and spiritual development.

Students with Special Needs

Windsor Christian Academy has had success educating students with limited academic struggles. Teachers, after consulting with parents, can make minor adjustments to the student's work load. For example; fewer weekly spelling words can be assigned, or math homework can be reduced. The ultimate goal in this situation is to wean the student away from these accommodations over time. In addition, parents should expect to either offer their child considerable assistance at home, or hire a tutor. Finally, the struggling student should have a

strong work ethic, and be willing to spend above average time at home preparing for coursework.

If a student continues to struggle academically, despite these initial accommodations, WCA may recommend testing through the local public school district or a private entity. Upon receiving the results of this testing, further accommodations at WCA may be appropriate and helpful to the student. Progress will be monitored to determine if these new accommodations are enabling the student to succeed in class

There are instances when a child, with a significant learning disability, requires intervention that WCA is unable to provide. While WCA would like to provide a quality Christian education to all students, we simply do not have the resources available to meet the needs of a child requiring specialized services.

ADMISSIONS PROCEDURES

1. Parents and students read this handbook thoroughly.
2. Parents complete the application process. This includes the following:
 - *Online Application
 - *Parent's Agreement
 - *Tuition Contract
 - *Release of Student Records (1st - 8th grade)
 - *Application fee
3. Complete the *Education Recommendation* form (K- 8th grade). This form must be filled out by your child's current or prior teacher and uploaded into FACTS or emailed directly to Windsor Christian Academy.
4. After the school reviews the application forms, the school will set up an appointment to meet with new families if they haven't already met them.
5. New students need to be scheduled for testing to assess class placement.
6. All students new to WCA will not be considered enrolled until the parents receive a formal letter of acceptance via email. If the school is full in the student's grade level, we will notify parents as early as possible that the student is on a waiting list.
7. Kindergarten children must have proof of physical examination and all immunizations prior to the first day of school, unless an exemption (from CAIR-ME) is on file. Also, a copy of the child's birth certificate is required prior to school entrance.
8. Make sure you have signed the *Release of Student Records (1st-8th)*.

SCHOOL FEES

The administration and school board prior to registration will determine all fees and tuition costs. Tuition and registration fees are kept as low as is consistent with the efficient operation of WCA.

- Application Fee is due when application forms are turned in. All information relative to current fees may be secured through the school office.
- Registration fee is due by February 28th. Registration of continuing families after this date will result in additional registration fees as stated:
 - March 1st – Apr. 30th - \$50 additional
 - After May 1st - \$120 additional
- Book and Iowa Assessments/CogAT Testing Fees are due May 1st.
- There will be a per sport fee for after school teams.

- Students who begin school after the starting date may have to pay two months tuition at the beginning.
- Tuition is due once a month for twelve months in equal payments. Payments are due June through May. Sibling discounts are available.
- The person signing the tuition contract is responsible for all parent service.
- WCA requires that all payments be made within 10 days of the due date. Semi-annual and annual tuition will be due on the first of the month, late on the 10th. If tuition payments due on June 1st are not made by June 10th, a \$25 late fee will be assessed. If semi-annual and annual payments are not made by June 31st, the 3% tuition discount will be forfeited. Acceptable forms of payment are check, cash, or payment through FACTS.
- There is a \$25 returned check fee.
- All accounts 60 days delinquent will result in a letter, requesting payment within 10 days. If a payment is not made within 10 days the student will not be able to return to school until a payment satisfactory to WCA is made.
- All fees must be paid prior to Kindergarten or 8th Grade Graduation.

TIME SCHEDULE

Teachers' Hours:	8:00 a.m. - 3:30 p.m.
Students' Hours:	8:45 a.m. - 3:15 p.m.
½ Day Kindergarten Hours:	8:45 a.m. - 12:20 p.m.
Full Day Kindergarten Hours:	8:45 a.m. - 3:15 p.m.
Minimum Days:	8:45 a.m. - 12:00 p.m.

Please note: There is no lunch program on minimum days. If your child is staying for daycare, please provide them with a lunch from home.

TARDY POLICY

If your children arrive late to school (after 8:45), you, as parents, or carpool driver need to sign them in at the school office. Also, whenever you pick up your children early or take them to a doctor's appointment, you must sign them out and back in when they return. By law, children cannot sign themselves in/out, so we appreciate your cooperation.

WCA desires to encourage timeliness and responsibility in its students. Therefore, for every 5 unexcused tardies that occur within a quarter, a work detention will be given. It is important to be on time so that a student does not miss any instruction given by the teacher. It is also disruptive to the class when a student comes in late.

WITHDRAWAL POLICY

The withdrawal policy requirements are as follows:

1. Please review your initial contract with the school.
2. Submittal of a letter declaring reasons for the desire to withdraw.
3. A scheduled meeting with the administrator.
4. A scheduled meeting with the School Board if the administration deems necessary.

ACADEMY RULES AND PROCEDURE

- Stay in the assigned areas and follow directions.
- Use appropriate language at all times. Any use of profanity, obscenity of word or actions, dishonor to the Holy Trinity or the Word of God will not be tolerated.
- Any form of sexual immorality will not be tolerated.
- Keep hands, feet, and objects to yourself. (No fighting, pushing, kicking, or tripping.)
- Throwing of rocks, sticks, or dirt clods will not be allowed.
- Use all equipment properly – for the purpose designed.
- Gum chewing will not be allowed on the school property.
- Show proper respect and obedience to teachers, staff, and other adults, as well as proper respect for school property.
- The use of illegal drugs, alcohol, or tobacco will not be tolerated on or off the school property.
- The following items are not permitted on school property unless permission is given by a teacher for classroom purposes: skateboards, roller blades, roller skates, knives, guns (real or pretend), matches, or sprays (aerosol or non-aerosol). All electronics, including **cell phones or smart watches** must be turned into the office before school starts and may be collected after school. Students are not allowed to have/use these items during school or daycare hours.
- Conduct outside of school, including on social media, must not dishonor the Lord, authority figures or peers.

ABSENCES

Fees cover costs of operation and equipment, and are predetermined by an annual budget. Therefore, no refunds are allowed by absences, including illness and holidays.

STANDARD OF CONDUCT

Students of this school are expected to refrain from talking about or engaging in cheating, swearing, smoking, gambling, immoral music, immoral computer games/internet use, immoral videos/TV, drinking alcoholic beverages, and using narcotics. Students who participate in and discuss such activities at school are subject to suspension or expulsion. Students are expected to act in an orderly and respectful manner, maintaining Biblical standards of social courtesy, moral behavior, acceptable language, and honesty. Students must agree to strive toward unquestionable character in dress, conduct, and attitude.

Boy/Girl Relationships: We expect our young men and young women in the upper grades to refrain from romantic relationships. This includes, but is not limited to the following: hand-holding, hugging, inappropriate touching and kissing. Each young person is expected to show the utmost respect for the opposite sex.

Any student observing questionable activities or overhearing conversations which are contrary to the policies of this Academy should immediately discuss the matter with the teacher. This is not tattling. It has been said, “All it takes for evil to triumph is for good men to do nothing.” “...to him that knoweth to do good, and doeth it not, to him it is sin.” James 4:17

MANDATED REPORTING

As part of our commitment to the safety and well-being of all students, Windsor Christian Academy is required by law to be a mandated reporter. This means that all staff members are legally obligated to report any suspected cases of child abuse or neglect to the appropriate authorities.

Our primary concern is the safety and welfare of the children entrusted to our care. We believe that every child deserves to grow up in a safe and nurturing environment. As a Christian school, we are guided by the principles of love, compassion, and justice. Reporting concerns of abuse or neglect is not only a legal obligation but also a moral responsibility that aligns with our commitment to protect the vulnerable and support families.

We understand that this can be a sensitive topic, but it is important to ensure the safety of all our students. Please know that any reports made by our staff are done with the utmost care and concern for the child's best interest.

If you have any questions or need further clarification, please feel free to contact the school office.

MEDICAL GUIDELINES

No staff member will be allowed to administer any medicines without parent authorization in writing. All medicines must be kept and administered by school staff. Please do not send medicine to school with your child without first conferring with the school staff.

For security reasons, parents must notify the school office by 9:00am when a student is going to be absent. If a student is absent without notification of the teacher and/or school office, parents will be called to verify the absence by 10:00am. We would also like to include the student in our prayers.

Children with contagious diseases should be kept home. We would like to be notified when your child has a contagious disease such as:

- COVID-19
- Head lice
- Measles
- Mumps
- “Pink Eye” conjunctivitis
- Scarlet Fever
- Streptococcal sore throat
- Whooping Cough

We also require that students not return to school until they have gone 24 hours without symptoms.

State law requires that:

Kindergartners must have proof of the following:

1. Birth Certificate
2. Report of Health Examination
3. Immunization Records with proof of the following vaccines:
 - a) Polio: 4 doses at any age, but... 3 doses meet requirement for ages 4–6 years if at least one was given on or after the 4th birthday; 3 doses meet requirement for ages 7–17 years if at least one was given on or after the 2nd birthday.
 - b) Diphtheria, Tetanus, and Pertussis: Age 6 years and under: DTP, DTaP or any combination of DTP or DTaP with DT (diphtheria and tetanus) 5 doses at any age, but... 4 doses meet requirements for ages 4–6 years if at least one was on or after the 4th birthday.
 - c) Measles, Mumps, Rubella (MMR): Age 4-6 years (kindergarten and above): 2 doses both on or after 1st birthday
 - d) Hepatitis B: Age 4-6 years (kindergarten and above): 3 doses
 - e) Varicella: 2 doses
4. OR a *Medical Exemption* signed by their primary doctor

Seventh Grade Students Must Have Proof of:

Tdap Booster (Tetanus, reduced diphtheria, and pertussis) 1 dose on or after 7th birthday OR a *Medical Exemption* signed by their primary doctor.

A parental note is required when a child is prohibited from participating in P.E. because of recent illness.

DAILY SCHEDULE

Regular School Days

Daycare available	7:30 a.m. – 8:30 a.m.
Students arrive and go to classroom	8:30 a.m. – 8:45 a.m.
School begins	8:45 a.m.
Recess times (varies by grade)	10:00 a.m. – 11:00 a.m.
Lunch times (varies by grade)	12:00 p.m. – 1:15 p.m.
School dismissed	3:15 p.m.
Students picked up	3:15 p.m. – 3:30 p.m.
Students remaining must go to daycare	3:30 p.m.
Daycare closes	6:00 p.m.

Minimum School Days

Same morning schedule except	
Dismissal is at	12:00 p.m.
Students picked up	12:00 p.m.-12:15 p.m.
Students remaining must go to daycare	12:15 p.m.
Daycare closes	6:00 p.m.

PARKING LOT ETIQUETTE AND TRAFFIC FLOW

When driving on the school campus, your speed is not to exceed **5-10 mph**. Please do not stop in the driving lane to drop off or pick up your children. We encourage you to move along the “drop off zone” curb when picking up or dropping off your children. **This curb area is a designated “No Parking” zone, so please do not leave your car unattended. If you need to enter the education building, please pull into a parking space.** Please escort your children to and from your vehicle when crossing the traffic lane. The safety and security of our students is very important to us and we would appreciate your cooperation by adhering to these policies.

ATTENDANCE REGULATIONS

If the absence is foreseeable, a note/email should be sent in advance to the teacher and the office. A student is considered absent by law if they have missed a half-day or more (3.25 hours). Please attempt to schedule doctor, dental, music, and other appointments for after-school hours. A student is considered tardy if he is not in the classroom by 8:50 a.m. School starts at 8:45 a.m.

Tardies are only excused for doctor/dental appointments. If your child is tardy, they must be signed into the school office and if they are picked up early, they must be signed out in the school office.

Excessive absences will be evaluated:

- a. **10 absences** – parents need to meet with the principal to determine ways to improve attendance.
- b. **15 absences** – parents need to meet with the WCA School Board to determine eligibility for graduation.

Students can arrive on campus between 8:30 – 8:45 a.m. Any student on campus prior to 8:30 must be signed in to daycare. Parents, do not drop off older students to fend for themselves. They too, will be sent to daycare.

DAYCARE POLICY

Hours of Operation

The hours of daycare are mornings from 7:30 a.m. – 8:30 a.m. and afternoons from 3:30 p.m. until 6:00 p.m. on regular school days. If you need to contact our daycare staff after the school office has closed, you may call the daycare room at 707-838-3757 ext. 2208.

Minimum Day Daycare

On minimum school days, daycare is available from 12:15 p.m. until 6:00 p.m. for all children. Daycare will not be available on “no school” days or vacation periods.

Waiting Students

If students are not picked up by 3:30 p.m. on regular school days, they must be signed into daycare and parents will be charged accordingly, with no exceptions. Parents must sign in/out their child from daycare. This is required for insurance purposes. After school daycare billing begins at 3:30.

We cannot allow students to avoid daycare by hiding on or off campus. The potential safety and

legal ramifications of such behavior are of great concern to us. If they are found in this manner, they will be escorted to daycare and the parents will be billed accordingly. If your child walks or rides a bike home, please have them leave campus by 12:15 on minimum days and 3:30 on full days.

Daycare Fees and Billing

The cost of daycare is entirely separate from tuition and will be charged at the rate of \$4.50 per student for each 30-minute billing increment that a student is in daycare. For example: anything 30 minutes or less will be a minimum charge of \$4.50; anything over 30 minutes will be charged at \$9.00 per hour based upon 30-minute segments. Example: one hour and 23 minutes would be
 $\$9.00 \times 1.50 = \13.50 .

Daycare billing will be due ten days after statements are produced, and considered late after 15 days.

Late Pick-ups

Promptness in picking up your child is imperative. There is \$1.00 per minute fee beginning at 6:01 p.m. per child at daycare. After 6:15 p.m. a listed authorized adult from your emergency card will be contacted to pick up your child. If after an hour, no one can be reached and no one comes to pick up your child, it will be necessary to notify the Windsor Police Department to have them assume responsibility. We ask that you set up an alternate plan so that this extreme measure will not be necessary.

DRESS CODE

The uniform policy is implemented to enhance community and provide a standard for modesty. Each student's appearance must be discreet and modest. It is vital that students and parents heartily support the dress standards. Students who attend official school activities after school hours (either on or off campus) must wear clothing consistent with the standards set by the administration.

All students will wear school-approved uniforms while on campus during the school day and during daycare. Students are not allowed to change out of school uniforms after school if they plan to remain on campus. Students may change out of their uniform at school if they are immediately leaving. Parents will be contacted if students do not fully meet these requirements.

When buying new uniform items please purchase through our school's account at the following three vendors:

1. **Lands' End** (School Code 9000-9732-0) <https://www.landsend.com>
2. **French Toast** (School Code: QS473PD) <https://www.frenchtoast.com>
Also sold at J.C. Penney and Target (WCA logo will need to be added to all shirts)
3. **Sonoma Design Apparel** located at 3510 Airway Dr., Santa Rosa, CA 95403

You may also buy uniform bottoms (shorts and pants) in khaki and navy blue through Target and Old Navy. They must be the same design/fit as the shorts and pants offered at Lands' End and French Toast.

Bottom Guidelines

- Must be appropriately sized for the student: that is, they are to be no more than one regular size larger than the student actually measures. It also means that bottoms are not to be tight or be skinny fitting. Extra wide, extra full, extra-long, baggy or sagging bottoms, as well as tight and/or undersized bottoms, are not permitted.
- Pant length must meet top of shoe, but must not touch the floor.
- Shorts/Skirts/Jumper length must be no more than 3” from the top of the knee or have a 7” inseam and the garment must be hemmed.
- Full-length leggings/tights may be worn under skirts/jumpers and must be solid navy, white, or black.
- Bottoms should not be tight around the ankle area.
- Garments must be hemmed and are to be free of holes, slits, frays, studs, rivets or sewn- on loops and ties.
- Undergarments must not be visible.
- Carpenter, cargo, capris, painter or pixie pants/shorts are prohibited.
- Sweats, jean/denim and pajama-type bottoms are not permitted, unless you are wearing WCA P.E. sweats.
- Belt: Belts are optional. The belt must be worn at the natural waistline and be solid-color (Black, Brown, or Tan). Belts must be of an appropriate length for waist and have no logos, emblems, insignias, monograms, studs, or other adornment(s) deemed to be unsafe and/or potentially disruptive.

Students may choose their daily school attire according to their respective list.

Additional Dress Requirements

- The WCA School Administration recommends only WCA sweatshirts and fleece jackets purchased through Sonoma Design Apparel or Lands’ End. However, students may wear non-WCA jackets to school. These jackets must either have a zipper or buttoned closure and may not be of sweatshirt material. The only pull-over allowed is the approved WCA sweatshirt from the vendors listed above. Most days of school are mild weather and cardigan sweaters, WCA sweatshirts and WCA fleece jackets should be worn. On cold days where a WCA sweatshirt or fleece is not warm enough, students may wear a winter coat or rain jacket to school. Winter coats and rain jackets are designed for severe weather. These winter coats or rain jackets must not be worn in the classroom, it must open all the way up, and the outside may not be made of the following materials: fleece, jersey, denim, or sweatshirt material.
 - All undershirts must be black, navy or white and be tucked in.
 - Students will be given a WCA “Friday” t-shirt to be worn on Fridays only.
 - Shoes and socks must be worn. Sandals with heel straps are permissible if worn with socks. No slipper like footwear is allowed.
 - Hair must be neat and trimmed, and kept out of eyes. *Natural hair colors only.*

Teachers and staff will be regularly checking the student’s uniforms to ensure there is compliance with uniform dress requirements. If your child is not in compliance with the school uniform policies, they will call home to have the parent bring them appropriate clothing.

Free Dress Days

Uniform bottoms must be worn on free dress days and shirts must have sleeves and not contain any inappropriate sayings or pictures.

PE Uniform Requirements

P.E. Dress

P.E. uniforms are required for 5th grade on up. P.E. uniforms (shirts, shorts, sweatpants and sweatshirts) must be purchased through Sonoma Design Apparel. No substitutions will be allowed for P.E. clothes. All students must wear tennis shoes on P.E. days. No exceptions. If students do not comply with wearing their P.E. uniforms, they will receive a uniform infraction that will go home and parents will need to sign and return the form to the P.E. teacher the next day.

5th Grade and up: All students must wear their P.E. uniform on P.E. days only and the uniform must be worn for the entire school day. If a student is not in their P.E. uniform, they will be asked to call home.

P.E. Uniform:

Ash gray t-shirt with school logo
Black shorts with school logo
Black sweatpants with school logo
Ash gray or navy sweatshirt with school logo
Socks
Tennis/athletic shoes (no Crocs)

Logo Policy

To maintain a consistent and updated appearance across our student body, only apparel featuring the current school logo may be worn on campus. Students wearing items with the outdated logo will be asked to change into approved attire.

Used Uniforms

We have a supply of used uniforms that will be for sale during the school year. You can come to the school office during office hours to see if we have the sizes that you need. All items are \$2.00. On *Meet Your Teacher Day* we will also have some used uniforms for sale.

Spirit Wear

Students are welcome to wear any sweatshirt from the Spirit Wear Store on any school day. On Fridays (or the last day of the school week), students may also wear any Spirit Wear t-shirt in place of their regular uniform or Friday shirt. Spirit Wear Store:

<https://spiritwear.windsorchristianacademy.org/>

Friday Shirt

Each year, students receive a Friday shirt featuring the current school year's theme. On Fridays (or the last day of the school week), students are allowed to wear any Friday shirt from past or current years in place of their uniform top.

Jewelry

Girls may wear one small pair of earrings at a time, one in each ear (no hoops or dangling earrings for safety). *No other visible piercings or studs are permitted.

Boys are not allowed to wear earrings or other visible piercings.

STUDENT OF THE MONTH, FRUIT OF THE SPIRIT AND GOOD SAMARITAN

Our desire with the Student of the Month, Fruit of the Spirit and the Good Samaritan Awards is to recognize those students who have truly gone the extra mile in their attitudes, actions and academics. We firmly believe that these awards are earned and not just given. Therefore, teachers will be looking for consistency on the part of each child through the entire month or quarter.

Along with these recognized school awards, our teachers will also be striving to encourage good behavior, praise character qualities, and recognize students for jobs well done in a variety of ways within the framework of their own classes.

Student of the Month Award

1 Corinthians 10:31 “So whether you eat or drink or whatever you do, do it all for the glory of God.”

What teachers are looking for:

- BEHAVIOR – Christ-like in actions. Leads by example in a positive way.
- ATTITUDE – Positive, Encouraging, Cooperative.
- ACADEMICS – Consistency, Improvement, Striving to do his/her best (not necessarily the smartest student or one who gets the best grades).

This is awarded once per month.

Fruit of the Spirit Award

Galatians 5:22-23 (ESV) “But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.”

What teachers are looking for:

- Students who display the various fruits of the Spirit.

This is awarded once per month.

Good Samaritan Award

Philippians 2:4 “Each of you should look not only to your own interest, but also to the interest of others.”

What Teachers Are Looking For:

- HELPFULNESS - Helpful to teacher and fellow students. Goes the extra mile in assisting a fellow student or an adult.
- THOUGHTFULNESS - Thinks of others first - looks out for others’ well-being.
- CONSIDERATION - Considerate of others’ feelings and seeks to encourage and uplift.

This is awarded once per quarter.

BEHAVIOR POLICY

At Windsor Christian Academy we want to encourage and enhance learning as much as possible both in and out of the classroom. In order to do this, we have established certain procedures and rules that need to be followed.

We believe in assertive discipline, which is choice oriented. Each child chooses to obey or he

chooses the consequences. Ultimately, the choice is his/hers.

We also believe in the creativity and varying personality of teachers. Therefore, classroom rules may vary slightly from class to class. Yet, each teacher will post, read, and discuss their classroom rules with the students so that each child can understand exactly what is expected of them.

Our teachers seek to be creative in their teaching and seek to use many positive reinforcements to encourage the children to do right and follow instructions. But if a child chooses to disobey the rules, then this is the procedure that will be followed:

Procedures for K-3rd Grade

Two red checks are issued as two separate warnings. After the third red check is given, the student is given a work detention to be served within the following week (i.e., pick up garbage, do extra work in the school office, etc.). When a work detention is issued, the student is sent to the principal's office to discuss his/her behavior. The work detention is sent home with the student and needs to be signed by the parent and sent back to the teacher the next day. If a student in K-3rd grade is issued 6 work detentions or (6points) for minor infractions, they will be suspended for 1 day. If a student accumulates 12 points in the school year they will be expelled from the school. All suspensions need to be served within a week. Suspension or expulsion can result immediately depending on the severity of the infraction.

Procedures for 4th-8th Grade

Two red checks are issued as two separate warnings. After the third red check is given, the student is given a work detention to be served within the following week (i.e., pick up garbage, do extra work in the school office, etc.). When a work detention is issued, the student is sent to the principal's office to discuss his/her behavior. The work detention is sent home with the student and needs to be signed by the parent and sent back to the teacher the next day. If a student in 4th-8th accumulates 4 points they will be suspended 1 day. If a student accumulates 8 points, they will be suspended 2 days and if a student's gets 12 points in the school year they will be expelled. All suspensions need to be served within a week. Suspension or expulsion can result immediately depending on the severity of the infraction.

Possible Reasons to get a Red Check

1. Not following directions
2. Disruptive behavior
3. Eating or drinking in class without permission
4. Gum chewing
5. Coming to class unprepared
6. Throwing inappropriate objects
7. Littering
8. Being out of uniform or wearing uniform improperly

Severe clause: If a child willfully harms another child, destroys property, refuses to obey, has total disrespect for teacher authority, or exhibits any behavior that stops the entire class, then he will be sent to the principal.

Be encouraged, though, that each child gets a fresh start every day and is often reminded that he/she has the choice to obey or disobey. We also reinforce good behavior by giving the students blue checks.

DISCIPLINE

STANDARDIZED TESTING

All students are given a standardized test in the spring (Iowa Assessments/CogAT). This test helps the school to measure progress. The results usually return to the school at the end of the school year. Parents can pick up a copy of the results throughout the remainder of the school year and summer.

REPORTING PUPIL PROGRESS

Report cards will be issued every nine weeks. At the time of the first and third reports, time will be set aside for parents to discuss pupil progress. Please consult the school calendar for details.

Any parent who would like a conference with his child's teacher is asked to make an appointment directly with the teacher. Please do not endeavor to confer with a teacher before or right after school, since teachers have duties and responsibilities at this time.

GRADE SCALE

A+	99 – 100	C+	83 – 84
A	95 – 98	C	79 – 82
A-	93 – 94	C-	77 – 78
B+	91 – 92	D+	75 – 76
B	87 – 90	D	72 – 74
B-	85 – 86	D-	66 – 71
		F	65 and below

GRADE REQUIREMENTS FOR SPORTS TEAMS

Two requirements must be met in order to maintain eligibility for any sports team.

- ◆ The student must maintain a C average or better.
- ◆ The student must have no failing grades.

ACADEMIC EXCELLENCE RECOGNITION

Honor Roll – A grade point average of at least **85%** is required without any D's or F's.

Principal's List – A grade point average of at least **93%** is required without any D's or F's.

PROGRAMS

All of our students are expected to be present at scheduled nightly programs; these are an important training time for your child.

HOMEWORK POLICY

At Windsor Christian Academy, homework is an integral part of learning. It offers practice, reinforcement, and drilling of material that the student has learned that day in school. Homework may also be necessary in order for the child to be prepared for class discussion the following day. Therefore, we firmly believe in homework and we expect every child to do his homework and turn it in on time. Homework should increase by roughly ten minutes as they move up through 5th grade, i.e.: 1st grade – 10 minutes, 3rd grade – 30 minutes, 5th grade – 50 minutes. Homework requirements for Junior High students are as follows: 6th grade – 7 ½ hours per week; 7th & 8th grade – 10 hours per week. If the student chooses not to do his homework, does not finish it completely, or turns in sloppy work, then teachers reserve the right to enforce any of the following consequences:

1. Unsatisfactory homework can be returned for completion or correction.
2. Additional work may be assigned.
3. The subject grade may be adversely affected.
4. The student may be assigned a work detention.
5. A conference may be scheduled with parent, child, and teacher.

SCHOOL CALENDAR

Calendars are given out during the summer, outlining the yearly school schedule. Please post it in a handy location so as to cut down on the amount of calls to the office checking on days off, minimum days, and holidays. The school calendar may also be accessed on the *FACTS* homepage and on our website.

CHRISTIAN AMERICANISM

Christian Americanism places emphasis upon the greatness of America's heritage and sacrifices of her heroes. America's Constitution guarantees liberties in order to preserve freedom. We unashamedly teach the Bible doctrines of self-discipline, respect for those in authority, obedience to law, and love for God, flag and country. The following pledges are used in our daily opening exercises:

Pledge of Allegiance to the American Flag

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

Pledge of Allegiance to the Christian Flag

I pledge allegiance to the Christian flag, and to the Savior for Whose kingdom it stands, one Savior, crucified, risen, and coming again, with life and liberty for all who believe.

Pledge of Allegiance to the Bible

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, and a light unto my path. I will hide its words in my heart, that I might not sin against God.

PARENTAL INVOLVEMENT

Parent orientation, meetings, and conferences promote a good understanding between parents or guardians and the faculty/administration. Parent's participation in these informative and helpful programs is essential. Reading this handbook and attending our Back to School Night serve as our annual parent orientation. On this night, parents will also have a chance to visit the classrooms.

Individual parent conferences are after the first and third quarters and as needed during the remainder of the year. We will have an Awards Presentation after the fourth quarter.

Please keep in mind that the staff has many responsibilities and duties right before and after school, so appointments would be appreciated for anything longer than a message or brief question.

We would also encourage parents to stay in touch with the school and show your child your interest by volunteering in one or more of the following areas:

- Transportation on field trips
- Holiday parties
- Regular classroom help
- Lunch or recess duty
- Room parent
- Fund-raising programs

SERVICE HOURS

We believe that education is important. Studies have shown that when parents are involved in their child's education, children see that their school is important to their parents and they, in turn, attach a greater value to their school experience. Therefore, we ask that all families support the school by either serving a minimum of 10 service hours per school year or by submitting a fee of \$25.00 per hour not served. In the case of single parent households, the parent will be asked to serve five hours. If parents are out of the area, their service requirement will be waived. Immediate family members, such as grandparents and brothers/sisters, may perform service hours if the parent is not able to perform the service hours. The school office must be notified, in advance, if a family member will perform service hours. Eighth grade families will be excluded from this requirement, because of the Washington, D.C. trip and graduation requirements. If special circumstances make even the reduced service hour requirement unworkable, parents must contact the school principal.

To receive credit for performing service hours, families will be required to complete the "Parent Service Hours Form" and submit to the school office. This can be found in the office or on our website. Any hours submitted after the current school year ends will be forfeited.

Please note: Accompanying your child on a field trip does not count towards your parent service hours. If you have service hours at Windsor Christian Church, those count towards your Parent Service Hours.

COMMUNICATION ENVELOPES

An envelope is used every Tuesday to send communications back and forth from school and parents. Each time an envelope is sent home, a parent must sign the outside of the envelope on the designated line and send it back the following day. This helps the school to know the parent received the enclosed information. Please make sure to train your child to give you this as soon as he gets home. The school will send samples of student work, and school communications in this envelope.

SCHOOL SPIRIT

Watch out for slanted news brought home. Give the staff the benefit of the doubt. Realize your child's reporting may be emotionally biased and may not include all the information. Realize that the school has a reason for all rules and that they are enforced without partiality and tempered with love. If you hear negatives or something that doesn't sound right and the matter involves your student, contact your child's teacher to get the facts. Students benefit when they know you will follow up on their comments.

If a conflict arises with WCA staff or administration, seek to resolve the conflict in a mature, peaceable, Christian manner. Go directly to the person with whom you have a conflict, as indicated in Matthew 18:15: "If your brother sins against you, go and show him his fault just between the two of you." Realize if you are unable to support the school's policies or decisions after attempts to resolve a conflict, you may respectfully withdraw your child from WCA.

FUNDRAISERS

Each year we endeavor to keep tuition costs low and the quality of education high. In order to do this, we need to use fundraising. We appreciate your help and/or financial participation in this area. Currently, we have the Jog-A-Thon fund-raiser in the fall. This helps with such things as our enrichment programs, special projects, and our tuition assistance program. All students are encouraged to participate in raising a minimum of \$100.00 per student for our Jog-A-Thon Fundraiser. If you raise less than the minimum amount, the difference will be billed to you. The cost to buy out of the fundraiser is \$150.00 (per student).

Please keep us in mind with charitable contributions from your business. Also keep us in mind as a suggestion to others for endowments.

8th GRADE CLASS

The eighth grade class has special privileges not offered to other classes.

- A trip to Washington D.C. in the spring for those meeting certain academic and behavior requirements. Eighth grade students must maintain a 77% GPA or better in order to attend the Washington D.C. trip. In addition, a suspension will prevent a student from attending the Washington D.C. trip.
- Responsibility for organization of Spirit Week.
- A special "ditch day" toward the end of the school year.

8th GRADE GRADUATION POLICY

- 70% minimum grade average for the year. *
- WCA account balances must be paid in full before walking. *

*Principal or WCA School Board may make allowances for special circumstances.

STAFF

Daren Briare
JT Stadum
Serena Rupert
Shannon Park

Principal
Business Administrator
Office Manager
Office Assistant