



## THE WOODLANDS CHRISTIAN ACADEMY

### 2009-2010 Parent Student Handbook

The Woodlands Christian Academy (TWCA), founded in 1993, is an interdenominational Christian, college preparatory, day school governed by a self-perpetuating Executive Board. The school enrolls students Pre-Kindergarten through 12<sup>th</sup> grade. We proudly graduated our first class in 2001. The Woodlands Christian Academy is accredited by the Southern Association of Colleges and Schools (SACS) and holds membership in the Association of Christian Schools International (ACSI).

The 2009-2010 Parent Student Handbook has been revised and updated to provide parents<sup>1</sup> with the critical information they will need about the programs, policies, and procedures of the school. We hope that new parents will find this to be a valuable tool in their transition to TWCA, and that returning families will read it to review policies and note changes in previous policy and procedure. Please read this handbook carefully at the outset of the school year, and keep it available for reference throughout the year. **All parents will be required to sign an affirmation that they have read and agree to abide by all policies and procedures of TWCA. Likewise, all students in grades 1-12 will be required to sign this agreement.**

The Woodlands Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

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<sup>1</sup> The term “parent” or “parents” used herein will usually mean the parents/guardians of a student.

## Welcome to The Woodlands Christian Academy!

We're glad you appreciate the difference a Christian education makes in the lives of students. TWCA is dedicated to helping develop your student spiritually, academically, physically and socially. We offer a challenging college-preparatory curriculum and a broad range of extra-curricular activities. At TWCA, you will find caring and nurturing teachers committed to equipping students not just for college but for a lifetime of learning and serving God.

Our theme for this year is **relationships**. As Jesus states in Matthew 18:20,

*“For where two or three come together in my name, there am I with them.”*

In order for our students to truly know God and seek His kingdom, they need healthy relationships with mature Christians who model Christ-like behavior and help disciple young minds. At TWCA, we have a unique opportunity to build such relationships because of our small classes, a wide range of extra-curricular and leadership opportunities, and a community of believing educators and families. Through these relationships, our priority will be to join together as a school body and grow closer to Christ.

This handbook applies to all students and is intended to provide guidelines, policies, procedures, responsibilities and rules of conduct. It is important that you read, understand and become familiar with this handbook and strive to comply with the standards that have been established. Please do not hesitate to contact us if you have any questions or need additional information.

Please understand that this handbook is not intended to imply any contract or contractual rights. The Administration reserves the right to modify this handbook as needed, and implement actions set forth herein.

On behalf of the entire TWCA faculty and staff, thank you for trusting us with the education of your students. We are looking forward to a wonderful school year.

In His service,

Julie H. Ambler  
Head of School

Stephen Zeal  
Principal

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## QUICK REFERENCE PAGE

Academic Dean	Bruce Hunter	x1304
Admissions & Enrollment	D'Anne Surber	x1003
Advancement Office	Patty Wesolick	x1010
Athletic game schedules, (Directions, or questions)	<a href="http://www.twca.net">www.twca.net</a>	
Attendance	Front Reception Desk	x1001
Athletics - Boys	Randy Hollas	x1201
Athletics – Girls	Marcy Pryor	x1203
Business Office	Kathy Montes	x1005
Cafeteria/Lunch (Spectrum Catering)	Debbie Keyser	x1015
Calendar – L/S	Sarah Rieser	x1117
Calendar – U/S	Jo Ellen Linder	x1301
Calendar – Athletic	Randy Hollas	x1004
Campus Pastor	Trey Thames	Email*
College/Counseling	Christina Story	x1306
Community Service	Christina Story	x1306
Computer Questions	David Molina	x1311
Conference with teacher	Student's teacher	Email*
Dean of Students	Clint McDonald	x1305
Dress Code – E/C and L/S	Sarah Rieser	x1117
Dress Code – U/S	Jo Ellen Linder	x1301
Facilities	David Brignac	x1011
Financial Questions	Kathy Montes	x1005
Fundraising/Giving	Patty Wesolick	x1003
Grades/Homework	Parents Web at <a href="http://www.renweb.com">www.renweb.com</a>	
Illness	Nurse	x1004
Laptop Usage	David Molina	x1311
Medical/Health Issues	Nurse	x1004
Medical appt. – L/S	Sarah Rieser	x1117
Medical appt. – U/S	Jo Ellen Linder	x1301
Parent/Teacher Fellowship	<a href="mailto:PTF@twca.net">PTF@twca.net</a>	
RenWeb Coordinator	Esther Garza	x1302
Registrar	Esther Garza	Email*
Report Cards (upper school)	Bruce Hunter	x1304
Teacher Conference	Student's Teacher	
Technology	David Molina	x1311
Transcripts	Esther Garza	Email*
TWCA Weekly Newsletter	Nancy Sievert	x1007
Update to medical records	Nurse	x1004
Update to school records	RenWeb at <a href="http://www.renweb.com">www.renweb.com</a>	
Verification of Enrollment (VOE)	Jo Ellen Linder	x1301

\*Email: first initial + last name@twca.net

## **OVERVIEW OF THE WOODLANDS CHRISTIAN ACADEMY**

### **Mission Statement**

The Woodlands Christian Academy is an independent, Christ-centered, college preparatory school that integrates learning with biblical faith and challenges students to reach their highest potential spiritually, academically, physically and socially for the glory of Jesus Christ.

### **Vision Statement**

At The Woodlands Christian Academy, we will develop Leaders for Christ prepared to:

- Defend their faith in the university,
- Witness in the marketplace,
- Serve in the community,
- Utilize their gifts in the church,
- And nurture their family toward spiritual maturity.

### **Statement of Faith**

Because The Woodlands Christian Academy is an institution founded by the direction of Christ Jesus, and because the commitment of The Woodlands Christian Academy is to remain always faithful to Him, the following truths are to be held in continual agreement by all persons involved with the Christian Academy:

- We believe that the Bible is the only inspired word of God. Every part of it, as originally written in Greek, Hebrew, or Aramaic is inspired of God and inerrant by His design.
- We believe that there is only one True and Living God. He is Triune God – three distinct persons who are the same in nature and essence but differs in function – known to us as Father, Son and the Holy Spirit.
- We believe that Jesus Christ is God. We believe in the literal physical birth of Christ to a virgin, that He lived a sinless life, that He died on the Cross for our salvation, that He literally physically rose from the dead and that He is now at the right hand of the Father making intercession for all who trust in Him. Christ's death on the Cross paid the penalty for sin, and removed once and for all the separation from God caused by sin, for any person who personally trusts in Christ Jesus as their Lord and Savior.
- We believe that the Holy Spirit indwells every believer permanently at the moment of spiritual birth, that the believer is to be controlled by Him every moment through surrender and obedience; and that the Holy Spirit empowers the believer to accomplish the will of God for their life.
- We believe that every person is called by God to accountability. The believer is required by God to obey Him in every area of life, and every believer must be diligent in learning all God desires of him.
- We believe that salvation is a gift of God to all who trust in Christ Jesus as Lord and Savior, believing in the finished work of Christ on the Cross and Resurrection as sufficient to save one from the eternal penalty (Hell) of their sins. The blood of Christ is sufficient to secure the forgiveness of all sins, both before and after one's rebirth. Since we could not do anything to earn our salvation, we cannot "unearn" it – we believe in the keeping power of God. We believe that Jesus Christ will one day literally return in power and glory, that He will reward the righteous, that the unbeliever will be eternally separated from God, and that "every knee will bow...and every tongue confess that Jesus Christ is Lord, to the glory of God the Father". (Philippians 2:10-11)

## **Philosophy of Education**

**“You shall love the Lord your God with all your heart, with all your soul, and with all your strength. And these words, which I command you today, shall be in your heart. You shall teach them diligently to your children.”** *Deuteronomy 6:5-7*

**“Train up a child in the way he should go and when he is old he will not depart from it.”**  
*Proverbs 22:6*

**“In whom (Christ) are hidden all the treasures of knowledge and wisdom.”** *Colossians 2:3*

**“Fathers do not provoke your children to wrath, but bring them up in the training and admonition of the Lord.”** *Ephesians 6:4*

- Uphold a thoroughly Christian world-view believing that all truth is God’s truth.
- Demonstrate the integration of learning, faith and life.
- Challenge students to love the Lord with all their heart, soul, mind and strength.
- Promote a rigorous academic standard in the pursuit of knowledge and wisdom in every area.
- Foster an atmosphere that encourages critical thinking through innovative teaching techniques, in order to engage students in the discovery of truth and promote a life-long appreciation for learning.
- Recognize the parent’s ultimate responsibility for the child’s education and discipline by affirming the model of the family, church and school working together to direct the child.
- Encourage the expression of a Christ-like community within the ethnic, racial, cultural and denominational diversity of our school.
- Guide students to be responsible citizens while upholding the dignity due each individual.
- Inspire a love of virtue through self-discipline fostered by precept and example.

## **TWCA Ends Goals:**

The Woodlands Christian Academy exists to cooperate with parents to equip:

- A. Students who have received Jesus Christ as Savior and fulfill God’s purpose for their lives as leaders –spiritually, academically, physically and socially.
- B. Students who are rooted, built up, and strengthened in Christ (Colossians 2:6-8)
  - Student can articulate a Biblical worldview and understand how this worldview defines their values, beliefs and personal choices
  - Students understand diverse worldviews and can articulate and defend their Christian beliefs in the University and the Marketplace, courageously and compassionately transforming the culture for Christ
  - Students overflow with thankfulness
  - Students know, understand and apply God’s Word in daily life
  - Students utilize their gifts in Church
  - Students abide in Christ and bear fruit

- C. Students who are intelligent believers, empowered to lead with Biblical integrity in an ever changing and challenging global environment (Colossians 3:23)
- Students are critical thinkers and able to discern Truth
  - Students demonstrate knowledge and understanding in all academic disciplines;
    - Measurably proficient in math, science, writing, reading, and a foreign language
    - Skilled in research, listening, written and oral communication
    - Appreciative of literature, art, and history (including Church history)
    - Engaged in and appreciative of the performing, visual, and creative arts
    - Understand and respect the cultures of other people
  - Students attend four-year colleges and universities upon graduation
  - Students are equipped to be lifelong learners
  - Students demonstrate the integration of learning, faith and life
- D. Students who develop and care for their body as the temple of the Holy Spirit (Romans 12:1, I Corinthians 6:16-17)
- Students pursue lifelong physical fitness and nutritional health
    - Students refrain from abusive behaviors
  - Student observe Biblical purity
  - Students demonstrate a Christ-like attitude toward sportsmanship and competition
- E. Students who foster relationships with people for the sake of the Kingdom (Mark 10:43-45)
- Students uphold the dignity and respect due each individual as God’s image bearers
  - Students develop a heart for service toward those in their family, their church and their community
  - Students are responsible citizens
  - Students are good stewards of all God’s blessings

**2009-2010 Executive Board**

The Woodlands Christian Academy is governed by a self-perpetuating Executive Board of Directors that represents both God and the moral owners of our school. Moral owners include parents, faculty and members of the greater Christian community who share the vision for the school and have a vested interest in its success. The Board is responsible for the school’s long-term mission and vision. The Board hires only one employee, the Head of School, and delegates all day-to-day operations through explicit governing policies to the Head of School.

**Matt Powers** – Chief Governance Officer  
**Nancy Yanochik** – Secretary  
**Judy Dwyer**  
**Tom Earle**  
**Michelle Hanigan**

**Diane Jones**  
**Barry Kienholz**  
**Jeff Mardaga**  
**Loren Regier**

## **FACULTY AND STAFF STATEMENT OF COMMITMENT**

**A student is not above his teacher, but everyone who is fully trained will be like his teacher.**  
*Luke 6:40*

The TWCA faculty and staff are dedicated to challenging TWCA students to reach their highest potential spiritually, academically, physically and socially for the glory of Jesus Christ. Our faculty and staff are committed to go beyond their classroom and office duties to have a personal knowledge of students and involvement in their lives. It is the personal mentoring, discipling and guidance from faculty and staff members on a daily basis that continues to have a powerful impact upon TWCA student's lives. It is the relationships between faculty, staff and students that contribute to the testimony of TWCA. All faculty and staff have ascribed to the TWCA's statement of faith.

### **THE WOODLANDS CHRISTIAN ACADEMY STAFF**

#### **TWCA LEADERSHIP TEAM**

<b>Head of School</b>	<b>Julie Ambler</b>
<b>Principal</b>	<b>Stephen Zeal</b>
<b>Head of Lower School</b>	<b>Evelyn Allen</b>
<b>Dean of Academics</b>	<b>Bruce Hunter</b>
<b>Dean of Athletics &amp; Physical Education</b>	<b>Randy Hollas</b>

#### **ADMINISTRATIVE STAFF**

<b>Administrative Assistant, Lower School</b>	<b>Sarah Rieser</b>
<b>Administrative Assistant, Upper School</b>	<b>Jo Ellen Linder</b>
<b>Assistant Director of Athletics/Girls Sports</b>	<b>Marcy Pryor</b>
<b>Business Office Director</b>	<b>Kathy Montes</b>
<b>Dean of Students</b>	<b>Clint McDonald</b>
<b>Director of Admissions &amp; Enrollment</b>	<b>D'Anne Surber</b>
<b>Director of Advancement</b>	<b>Patty Wesolick</b>
<b>Executive Assistant to the Head of School</b>	<b>Nancy Sievert</b>
<b>Facilities Director</b>	<b>David Brignac</b>
<b>Human Resources</b>	<b>Robin Sacks</b>
<b>Technology Director</b>	<b>David Molina</b>

#### **SUPPORT STAFF**

<b>Accounts Payable/Receivable</b>	<b>Clarissa Humphrey</b>
<b>Librarian</b>	<b>Gina Lunsford</b>
<b>Nurses</b>	<b>Angela Kontor (Lead Nurse)</b>
	<b>Tracy Dobbins</b>
	<b>Sibylle Waugh</b>
<b>Front Desk Administrative Assistant</b>	<b>Cindy Corey</b>
<b>Registrar/RenWeb Coordinator</b>	<b>Esther Garza</b>

**Please refer to each school section (early childhood, lower school & upper school) for faculty listings.**

## **RESPONSIBILITIES OF PARENTS AND STUDENTS**

Each student and parent must be familiar with the policies and practices in existence. This handbook has been prepared to serve as a guide to school officials, students and parents. If the contents of this handbook are known and the guidelines followed by all, the school will function smoothly and efficiently resulting in increased academic achievement and satisfaction.

Enrollment in TWCA is a privilege and not a right. Students who are enrolled in the school and their parents must continually and consistently obey all rules. Parents may be asked to withdraw students who repeatedly violate minor rules or violate major ones. **Lack of knowledge of a particular policy provided will not excuse a parent or student from the responsibility of obeying it.**

TWCA believes that a positive and constructive working relationship between the school and the student's parents (guardians) is essential to the fulfillment of the school's mission.

TWCA reserves the right not to continue enrollment or not to re-enroll a student if the school administration reasonably concludes that the actions of a parent/guardian make such a positive and constructive relationship impossible or otherwise seriously interferes with the school's mission.

We recognize this handbook does not specifically address some issues that may arise. In case of differences in interpretation, school administrators will render decisions that are fair and in the best interests of both the student and school.

TWCA reserves the right to change policies and procedures at any time without notice. The handbook does not constitute a contract between the school and the student/parent, and the school reserves the right at its discretion to change or amend the handbook at any time in the future.

### **Student Responsibilities**

Student Code of Conduct – The TWCA Student Code of Conduct illustrates good principles of life. All students are expected to abide by the school's Student Code of Conduct. Basic expectations include, but are not limited to, the following list:

- Students will avoid insults or unkindness toward one another.
- Students will refrain from roughhousing. Students must conduct themselves in a manner that does not distract or detract from the learning environment nor be potentially injurious to another student.
- Students will obey instructions and exhibit respect toward teachers and the school staff and supporting adults, promptly and willingly, avoiding a display of negativism of tone or attitude.
- Students will refrain at all times from language which is vulgar and inappropriate and which demeans either God or mankind.
- Students will protect the property rights of others and refrain from meddling with personal or assigned property of others.
- Students will exhibit courtesy toward teachers and other students when asking questions and participating in classroom discussions.
- Students will do all in their power to keep the school campus neat and clean and avoid destruction or defacement to school property in any form.

- Students will remain only in authorized areas of the campus.
- Students will not be in possession of, or use drugs, alcohol, tobacco, or weapons on campus at any time.
- Students will refrain from public displays of affection.
- Students will exhibit honesty in all their dealings with the staff and students of the school and its activities.
- Student actions committed on or off campus and at school-related functions that are considered potentially detrimental to a student's well-being and/or the school's reputation in the community may result in the student being suspended or expelled.

## **PARENT INVOLVEMENT**

**“And you, fathers, do not provoke your children to wrath, but bring them up in the training and admonition of the Lord.” *Ephesians 6:4***

As a support and extension of the family unit, TWCA considers the family to be of first importance to a child. God, through His Word, the Bible, indicates that the family is the most important human institution He designed. We strive to support the family and respect parental authority and responsibility in all we do. TWCA believes in the concept of “in loco parentis” – in the place of the parent. At the core of our philosophy of education is the conviction that parents are ultimately responsible for the education of their children. We see ourselves as “subcontractors” of the parents. The parents are *the* contractors – the ones who are responsible for getting the job done. Our authority and our task are delegated to us from the parent. Therefore, we strongly encourage parental involvement in their school. The staff works hard at communicating with parents to keep them abreast of their child's progress – academically, spiritually and behaviorally. At TWCA we are continually seeking ways to actively involve the parents, siblings, and grandparents of our students in the programs of the school.

A parent's support, encouragement, and prayer increase the success of the spiritual and educational development of your child, the next generation of Warriors for Christ. Groups form each year through PTF to allow parents to be involved in these areas.

## **PARENT TEACHER FELLOWSHIP**

The Parent Teacher Fellowship (PTF) is the council of TWCA parents working together to promote the ideals of the school, to encourage fellowship among families, and to support the various needs of the teachers and classes while nurturing each other in Jesus Christ.

The purposes of the PTF are to:

1. Promote the ideals of the school
2. Foster a sense of community and parent fellowship
3. Encourage the building of lasting relationships between parents
4. Facilitate parent involvement
5. Assist teachers in enriching the learning experience
6. Assist the administration of TWCA with special events
7. Coordinate and disseminate information about events sponsored by PTF

During the 2009-2010 school year the PTF will be involved in organizing and supporting homeroom moms in the lower school and grade level moms in the upper school. PTF will also welcome and support new families and host meetings and luncheons to inform and bring together the parents of TWCA.

### **COMMUNICATION**

The majority of communication between school and families will be done by way of email, Parents Web or on our website. The weekly newsletter, lunch menus, school calendar and school events will be posted to our website at [www.twca.net](http://www.twca.net). It is important for parents to stay informed about their student's academics, attendance and behavior as well as the life and administration of the school. **Please notify the upper school office or lower school office if you have provided TWCA with an email address but are not receiving weekly emails or if your email address has changed. Please make sure that any spam filters you have on your home computer will allow you to receive emails from TWCA.**

### **PARENT COMMUNICATION WITH STUDENTS**

Parents are encouraged to make arrangements, such as carpool, lunch, forgotten items, etc. for your children before school in the morning.

If you need to contact your lower school student,

- Call the front receptionist at the main number or the lower school administrative assistant at 936-271-3101.
- Please refrain from emailing your child's teacher time-sensitive changes in transportation or messages as teachers are teaching and may not be able to check their email in time to make arrangements for your child.
- Lower school cell phone policy: It is the policy of the lower school that if a student has a cell phone, it be turned off and placed in the backpack until the student is off campus. Cell phone use during the academic day is prohibited in the lower school. If the phone rings during the day, disturbing classroom instruction, the cell phone may be taken up until the end of the day. Repeated offenses may result in disciplinary action and these students will be asked not to bring the cell phone to school again. During the day, students may ask to use the teacher phones or the nurse phone to contact parents if they need to do so.

If plans change for your upper school student, leave a message on your student's cell phone that they would receive at the end of the school day. However, because **TWCA policy states that all cell phones must be secured in a student's locker during the school day; student's use of cell phones (to call or text), is not permitted, so do not expect a response.**

For emergencies, parents are to contact the Admin. Assistant in lower school (Sarah Rieser), ext. 1117, or upper school (Jo Ellen Linder), ext. 1301 or by email to get a message delivered. We will not be able to guarantee a message is delivered if received less than 45 minutes prior to school dismissal. **Teaching time and tasks in the classroom are important, therefore, we strongly urge that you do not ask for messages delivered other than for true emergencies.**

## **DONATIONS, GIFTS AND FUNDRAISERS**

**For where your treasure is, there your heart will be also. *Luke 12:34***

Tuition covers approximately 90% of TWCA's operating expenses. Hence, TWCA depends on donations to the annual fund, the auction and other fundraising events to meet its operating budget and trusts that each family will participate as the Lord provides and leads. TWCA is grateful to the many parents who make donations and gifts to the school each year. Teachers and employees may not solicit or accept any donations or gifts to TWCA without prior approval from the Advancement Office. Any fund raising requests by staff and parents must also be coordinated and approved by the Advancement office. All donations and gifts to TWCA in excess of \$250 will be acknowledged by the Advancement Office.

## **USE OF TWCA NAME, LOGO, IMAGES, PICTURES**

To assure that TWCA presents a consistent image to its families and the public, the Advancement Office has established a Graphics Standards Manual. Therefore, all advertising, promotional products, publications and other printed material must first be approved by the Advancement Office. Furthermore, any promotional products may only be purchased through a vendor approved by TWCA.

## **Social Networking Sites**

Since access to social networking sites such as Facebook, Twitter, MySpace, classmates, and others, is off-limits on school property, students who develop and maintain personal websites and/or blogs, including but not limited to such freely accessible sites mentioned above, and who identify themselves as students at TWCA must keep in mind they are representing the school in a public forum.

The use of the TWCA name, logo, mascot, or images, movies or pictures of campus or extra-curricular activities may not be used at any site, personal or professional, without prior written consent from the Director of Advancement. Any existing personal or business site which contains the name and identity of the school, the school logo, or images which represent the school must have approval on file or **removal of all content must be initiated**. Permission granted through the Director of Advancement and kept on file at the school does not give consent, written or implied, to use personal information about the students, inappropriate images or vulgar language, or even current songs or themes which could contradict the values of the school as stated in the school's mission statement. When inappropriate websites and/or blogs created and maintained by TWCA members, students, faculty, and parents, mention the school's name and/or use school images and/or logo, the school can and will hold violators responsible for its content.

If violations continue, the school may take the following actions:

- A conference with student and administration will be held to request modification or removal of the school's name and or images/logo off of the website.
- Notification to student's parents or guardians about violation of use will be generated.
- Disciplinary consequences, which the administration believes are in line with the offenses, may be imposed.

- If compliance is not achieved through modification or removal after request, firmer disciplinary action will be taken.
- TWCA and its administrative team have sole discretion on what is deemed as appropriate and inappropriate use of the school's name, logo, and images. Enforcement may be pursued with the local authorities for noncompliance.

## **CAMPUS ENTERING AND EXITING GUIDELINES**

When entering in the morning from 242, turn onto Academy Way and as soon as possible, form two incoming lines. UPPER SCHOOL vehicles MUST use the LEFT lane! LOWER SCHOOL vehicles may use **either lane**. ALL VEHICLES IN THE RIGHT LANE WILL BE REQUIRED TO TURN RIGHT. Vehicles in the left lane will be able to turn left or right. Proceed around the curve and stop at the drop-off/pick-up areas. When dropping off at the lower school, the students **MUST EXIT FROM THE PASSENGER SIDE of the vehicle only**. When dropping off at the upper school, students **MUST EXIT FROM THE DRIVER'S SIDE of the vehicle only**. After students have safely exited the vehicle, middle, high and lower school vehicles will proceed forward and then merge as they enter the exiting driveway and proceed out onto Academy Way. **Please refer to the car line schematic in the Appendix section of the handbook.**

**Parental assistance with morning car line is always greatly appreciated. If you are interested in volunteering in this area for 1 day a week for 20 minutes (7:40-8:00am), please contact PTF by email ([PTF@twca.net](mailto:PTF@twca.net)).**

### **TWCA Car Line**

#### **Drop-Off Procedures:**

1. School begins at 8:00am. All students arriving after this time should report to the front receptionist desk to receive an "ADMIT" slip. Upper school students arriving late to **2<sup>nd</sup> period or after** should report to the upper school office to receive an "ADMIT" slip. Teachers will not admit students who are tardy without this slip.
2. Lower school students are welcome on campus beginning at **7:40am**. Upper school students are welcome on campus at **7:30am** if visiting the Warrior Well Café located in the lobby of the SLC (Student Life Center). Car line drop-off will begin at this time. **TWCA is not responsible for students dropped off prior to 7:40am.**
3. **Please do not allow students out of your car unless a faculty member is present.**
4. **All lower school students will enter the school through the main entrance, and upper school students will enter at the side gate.**
5. Vehicles carrying both middle, high and lower school students must use the lower school drop-off/pick-up area.
6. **Please do not walk across the parking lot except in the designated crosswalks. For the safety and security of your student, only students under the direct supervision of a staff member, teacher, or coach will be permitted on campus before 7:40 a.m.**

### Safety Issues:

1. Please use the car line for dropping off and picking up students. **Please do not park your car and walk your child into the buildings.** With dual parking lots and both schools beginning at the same time, it will be very unsafe to park and walk through the parking lots during this time.
2. Please do not cut in line or pass another car while in car line.
3. You are welcome to use your cell phone before 7:40am and after exiting the car line. For the safety of our students and staff, cell phone usage is prohibited once the car line process has begun.
4. Do not engage car line duty faculty in conversation. This will help ensure safety, efficiency, and a car line that moves more quickly.
5. Cars exiting the upper school side of the parking lot will NOT be allowed to turn left into the lower school parking lot.

### Dismissal and Afternoon Car Line

All lower school students (PK-5<sup>th</sup>) will go to car line in the MPR or Extended Care. Parents are responsible for picking up their students promptly after school. With the exception of Extended Care (for lower school students), the school does not provide supervision after 3:15pm and is not responsible for students after that time. All 6<sup>th</sup> – 12<sup>th</sup> grade students not picked up in car line will go to the SLC lobby for independent study. This is a privilege, and may be revoked if abused. The administration has final say as to whether this privilege remains.

### Pick-Up Procedures:

1. The last bell rings at 3:10pm in the lower school and at 3:15pm in the upper school.
2. After school pick-up will begin at **3:15 and 3:25pm** respectively. Please do not pull into the actual parking lot until this time. Please remain on Academy Way until a staff member alerts you that car line has begun.
3. DUE TO FIRE AND EMERGENCY SAFETY CODES, you may not form more than one line on Academy Way until 3:00pm. We must leave room for emergency vehicle access.
4. **Please obey all posted signage. Failure to do so will result in a fine.**
5. If you are picking up students in the upper school as well, you will exit the lower school line and continue on to the upper school line.
6. Please do not park your car in fire lanes or areas designated for faculty and staff.

Parents and/or students should arrange transportation away from the campus as soon as possible after completion of the school day or after-school activities. Lower school students will not be allowed to go to the upper school after school for pick up by parents.

### EXTENDED CARE

Extended Care is available for PK-5<sup>th</sup> grade students in the Spanish Room (L-205) at a rate of **\$7.50** per hour, per child. You may use this service on a “drop-in” basis at this rate, or you may register in advance if you will be using Extended Care on a regular daily basis. In that case, you will be charged a flat rate of **\$250.00** per month per child. Snacks will be served in Extended Care. Any PK-5<sup>th</sup> grade students who remain on campus after car line will be taken to Extended Care. This policy will be enforced for the safety and security of our students on campus.

## **CAMPUS SAFETY AND CARE**

Our key concerns are the spirit of fellowship among parents, teachers and administrators and the integrity and safety of the campus. We want your students and our faculty to be safe at all times. Therefore, we ask that you abide by the following measures.

- Our policies to protect the integrity of the classroom and safety of the campus require all parents to sign in at the main building reception desk and receive a visitor's badge/name tag. Any visitor not displaying a badge will be required to return to the main building reception desk to register. Parents who regularly volunteer will be given a custom name badge, but still must log into the computer system at reception.
- Parents should only go to the classroom during school hours at the invitation of teachers or the administration.
- TWCA does not allow pets on campus during the school day or at any after school events. If pets ride to school with you in the morning or afternoon, please make sure that they are restrained when students are getting in or out of the car.
- Students, parents, and visitors – use the sidewalks and decks provided to move about the campus. Cutting across the grass to classrooms or buildings causes excessive wear.
- For safety reasons, TWCA is a closed campus. All employees wear badges. No one may be on campus without a badge.
- Students are not allowed in a teacher's classroom unattended, or in any of the teacher's workrooms on campus.
- Students from other schools may not have lunch on campus with TWCA students except with prior permission from the school principal.

## **Emergency Procedures**

Emergency procedures are in place in the event of fire, gas leaks, inclement weather, bomb threats and other crises requiring evacuation or securing of buildings. Fire drills will be conducted every month. Depending upon the type of emergency, parents may be contacted to pick up their students by school officials. However, students will not be released to anyone during a severe weather threat.

In the event of a school closing due to weather conditions, TWCA will close on the same days as the Conroe Independent School District; however, there may be times that TWCA is closed that CISD is not. Please refer to local television news channels for this information. TWCA school policy dictates that in the event the student body has gathered due to a weather warning, your student may not be released to you until the warning is over.

## **Emergency Communication Procedures**

If a school-wide emergency occurs, TWCA will make every effort to communicate information. This will include but not be limited to email, telephone, school web site and local media outlets.

TWCA utilizes [www.school-alerts.com](http://www.school-alerts.com) to communicate with the media about school closings. Parents may sign up with this service to receive texts, emails or telephone calls in the event of a school closing.

If the campus is in a “lock down” for any reason, students will not be released under any circumstances until the danger has passed.

## **HEALTH CLINIC**

### **Health Care, Medical Forms and Medication at School**

The school is fortunate to have a registered nurse on campus from 7:30 am to 3:30 PM, Monday through Friday. TWCA has two AED defibrillators on campus for emergencies and all staff members are trained in its use.

The purpose of the clinic is to render first aid and provide a place for a student to lie down for a short period of time until he or she is able to return to class, or until a parent is able to pick up the student. **An up-to-date medical form must be maintained for each student at all times.** These forms are kept in the clinic for reference in case of a medical emergency. Due to our limited space, students are not allowed to stay in the clinic for extended periods of time. If a parent needs to be contacted regarding an illness or injury, the nurse or her designee will make this contact. In the event a student requires immediate medical attention, and a parent cannot be reached, 911 will be called after administrative approval. Emergency personnel will determine care needed.

Students are not to text or call their parent from their cell phones to ask to be picked up from school. If for any reason, you receive a text or call from your student from their cell phone, please direct them to see the nurse on duty to analyze the illness or injury. The nurse may direct your student to call you from their cell phone after the examination. In most cases, the student will not need to leave campus and can return to the classroom to finish the school day.

Certain guidelines have been set up for the protection of all students, and parents will be notified to take their child home for the following reasons. Students exhibiting these symptoms should be kept home from school for their well being and to prevent the spread of communicable diseases in the school community. If a student develops these symptoms during a school day, parents will be notified to take their student home.

1. Running a fever over 100.5
2. Suspected contagious disease, including head lice
3. Vomiting or diarrhea
4. Severe stomach ache, headache or earache
5. Inability to remain in class due to illness or injury

- **All students must be fever, vomiting and diarrhea free for 24 hours without the use of symptom-reducing medication before returning to school.**
- **If a student misses three or more consecutive days, a doctor's note will be required.**

In the event your child contracts a communicable disease such as strep throat, chickenpox, viral meningitis, mumps, head lice, measles, etc. please notify the nurse immediately. For student and family safety, letters will be sent home noting a communicable disease has been detected on campus. Before your child returns to class, they must get confirmation from nurse on duty, that the child is healthy.

### **Medications**

Any student requiring medication, either prescription or over-the-counter, must have a Medicine Authorization Form filed in the clinic. **Medications must be checked into the office by the parent.** All medication must be in its original container. Any prescription medication must have the student's name on the label with directions for administration. Over-the-counter medication must be current by expiration date and within recommended dosage range for the student as directed by the label and should be supplied by the parent.

**TWCA's policy is that students are not allowed to carry medications of any type. This includes, but is not limited to, Tylenol, Advil, cough drops, inhalers (without a note from their doctors), vitamins, etc. Students caught with any type of medication in their possession will be subject to the following consequences:**

- 1<sup>st</sup> offense: warning and/or detention**
- 2<sup>nd</sup> offense: 2 day suspension**
- 3<sup>rd</sup> offense: possible expulsion**

**In addition, students are not allowed to carry medications (including but not limited to, vitamins, herbal supplements, diet pill, caffeine pills, cough drops, etc.) on their person or in their lockers. Students who need to carry an inhaler may do so only with written permission from their doctor which must be kept on file in the clinic.**

### **Immunizations**

Students must have a copy of current immunizations on file in the clinic, as mandated by the Texas Department of Health. **Students will not be allowed to attend classes at TWCA until all required immunizations are documented and reviewed by the nurse, prior to the first day of classes.** For any questions, please call the clinic. **Students requiring immunizations during the school year will be notified by mail and will have 30 days to comply.**

### **Hearing, Vision and Scoliosis Screening**

Hearing and vision screening will be done throughout the school year. All new students, as well as all students in grades Kindergarten, Pre-first, First, Third, Fifth, Seventh and Ninth will be screened. Scoliosis screening will be done on all students in grades five and seven.

## **LIBRARY**

Library hours are Monday—Thursday 7:45 a.m. to 4:00 p.m. Hardback and paperback books are available for check-out by students, teachers/staff, and parents. Reference books, newspapers, periodicals are available for use within the library. Computers are available with filtered access to the Internet and to four educational databases. These databases may also be accessed from home. To log-on to these databases, select Library under the “Inside TWCA” tab on the school’s website. While using the library’s computers, the school’s Acceptable Use Policy will be in force; ***changing any settings on the computers will result in disciplinary action.*** Printing and photocopying services are available for no additional charge. Replacement cost will be charged for lost/damaged books and report cards will be held for students with outstanding library materials.

### **Lower School**

Classes visit the library weekly for 30 minutes. Lessons include library skills, book talks, and literature appreciation with book check-out for one week. Students may also visit the library anytime with permission from their teacher.

### **Upper School**

The library is open on an as needed basis for book checkout and research. Students may come with their class and may also visit the library anytime ***with a pass from a teacher*** including before school, during break, during lunch, and after school.

### **Triple Crown Reading Program**

The TWCA library promotes the Children's Gallery, Children's Crown, & Lamplighter Reading Lists to students in kindergarten through eighth grade. These lists of books are chosen by Christian librarians encouraging students to...

- \* Read more books of enduring value
- \* Become more discriminating readers
- \* Develop the ability to recognize good and evil

Please see the library’s website for more information about this exciting reading incentive program.

## **FIELD TRIPS**

Students will take an appropriate number of field trips during the school year. These trips are educational in purpose and may relate to any area of the student’s academics; therefore, attendance is very important. Lower school field trips are planned by teachers and will always be approved by the principal. Upper school field trips are planned by teachers and approved by the Academic Dean.

**TWCA parents may serve as chaperones for these trips. It will be the teacher’s ultimate decision as to who the chaperones will be and how many are needed for any given trip. Unfortunately, it is not possible for a large number of parents to go on all of their child’s field trips. When you are acting as a class chaperone, you are not allowed to bring any siblings on the trip with you. Remember that chaperones are to seriously assist the teacher in accompanying and supervising students under the teacher’s direction.**

**Some field trips may be taken by chartered buses. When using charter buses, all students and chaperones must ride on these buses with the exception of the parent driving the designated emergency escort vehicle. Additional adults following the buses in their cars will not be allowed.**

In the event that parents drive students on field trips in their cars, a parent driver form, photocopy of your insurance card, as well as a photocopy of your driver's license is required to be on file at the front desk.

Students may not purchase souvenirs unless everyone has been given the opportunity to bring money to buy souvenirs. A suggested appropriate amount of spending money will be advised by the teachers in these cases. Parents, when you are chaperoning, we ask that you please not purchase souvenirs or special treats for your child as this is an injustice for all other students concerned.

Students will be instructed in advance as to proper dress for each field trip.

### **PARENT BEHAVIOR**

**For I have chosen him, so that he will direct his children and his household after him to keep the way of the LORD by doing what is right and just. *Genesis 18:19***

**Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God. *Romans 13:***

As students and teachers are required to comply with TWCA policies, parents will be required to do so as well. TWCA is proud of its heritage as a Christian school founded on biblical principles. Failure to comply with school policy may result in the eventual dismissal of the family from TWCA.

Our key concerns are the spirit of fellowship among parents, teachers and administrators and the integrity of the classroom. We expect treatment of our teachers and administrators to be Christ-like. TWCA seeks to maintain ongoing written communications with parents about issues regarding parent behavior. TWCA reserves the right to terminate a student's contract based on the poor behavior of the parents.

In regard to the use of alcoholic beverages, TWCA prohibits the serving of alcohol to any person at any TWCA-sponsored event, including, but not limited to field trips and annual TWCA fundraising events such as the auction and golf tournament, whether on its campus or at an off-campus location. Furthermore, if TWCA students are present, anyone who consumes alcoholic beverages will be asked to leave the event.

Parents, your children are watching your conduct and will follow your example. It is Biblical and Christian to submit to authority. Please do not allow your child to suffer for your inappropriate behavior. We need your support so that we can effectively do the job that you would have us to do as educators of your children.

## Parents Visiting Campus

All parents must check-in and check-out at the front reception desk when visiting the campus. You will be asked for a valid driver's license when doing so and will be given a visitor's badge. Any parent or person who is not wearing a visitor's badge on campus will be directed back to the reception desk. As there are many new faces on campus every year, please do not be offended if and when asked for identification. This is for the safety of your children.

Parents may only go to the classroom during school hours at the invitation of teachers or the principal. Any parent entering classrooms during school hours without such invitation disrupts the integrity of the classroom.

## ADDRESSING CONCERNS/CONFLICT RESOLUTION

### Matthew 18 Principle

Matthew 18 states the following: **If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses.** *Matthew 18: 15-16*

Issues between parents and teachers will arise from time to time. As a Christian school, we believe that issues and concerns should be resolved biblically. We recognize that Matthew 18 requires open and fair discussion of potentially difficult matters. We believe that the Matthew 18 principle is essential for maintaining good relationships. Therefore, we respectfully request that parents meet with the teacher first in order to clearly communicate the issue in question. The manner and tone of such meetings must be carried out in a Christ-like way – truth tempered with kindness.

In addressing concerns we adhere to the following steps taken from the pamphlet entitled, *The Matthew 18 Principle for Solving School Problems* by Dr. Paul A. Kienel, ACSI Founder and President Emeritus:

1. **Keep the matter confidential.** (Proverbs 11:9) Share only with those directly involved and respect confidentiality. **Do not involve other parents or TWCA staff.** Note: It is a teacher's responsibility to respond to the concern by setting up a conference time with the parent within 3 working days.
2. **Keep the circle small.** Person-to-person problems are usually solved at the two-person level. Be straightforward and lovingly forthright. (Proverbs 27:6) **Anger is a work of the flesh and should not be present during the meeting.**
3. **Be forgiving.** (Galatians 6:1) Once the matter is resolved, wholeheartedly forgive and restore the person whose has offended you. Close your meeting in prayer.
4. **If both parties agree that you have been unable to resolve the concern, then share the matter with the appropriate school principal. Meet together, parent, teacher, and principal,** in a spirit of prayer and humility, willing to submit to the Lord's will in the matter and also willing to submit to reproof and correction if needed. An open and honest discussion and submission to godly principles will most likely result in an amiable solution.
5. If further intervention is deemed necessary due to a complex problem, all parties concerned will be required to meet together for a final resolution with a member of the senior administration. Refer to the procedures below.

It is our sincere belief that the discreet conduct and speech characterizing relationships within our school community will reflect our dedication to the highest standards of Christian behavior and speak to the surrounding community and prospective students of our love for each other and our desire to honor Christ.

### **TWCA Procedures for Conferences with Administration**

- Step 1 Fill out the appropriate form documenting the concern and turn in prior to the conference. Please refer to the appendix in the back of the handbook for the form to be used or you may email the Principal with your concern using the form as a guide.
- Step 2 Make an appointment through the administrative assistant to see the principal.
- Step 3 Be aware that conference time will be opened in prayer and limited to a 30 minute session.
- Step 4 Be aware that the conference time will be conducted in a biblical, gracious manner (See Colossians 4: 6). The results will be documented in a memo. The memo will be distributed to the parents and the teacher/administrator involved.
- Step 5 Administrator will agree to respond to concern within three working days.

We practice the Matthew 18 Principle among administration, faculty, staff, students and parents at TWCA.

The Board has delegated to the administration the authority to operate the school on a day to day basis. The Board does not involve itself in resolving conflicts, and we respectfully ask parents **not** to call Board members into school-related issues. By practicing problem resolution in this manner, positive relationships develop among teachers, students and parents and future problems are minimized and are more easily remedied.

**CONTINUE DOWN FOR EARLY CHILDHOOD SECTION**



## EARLY CHILDHOOD (PRE-K – KINDERGARTEN)

August 2009

Dear Parents of Early Childhood Students,

We want to thank you for listening to God's call and trusting us to partner with you and God in the education of your young children at TWCA. We look forward to watching your child blossom spiritually and academically over the next year. It is exciting to see God's hand at work in the life of a child.

This Parent/Student Handbook has been provided to you to communicate our philosophy and expectations for you and your student. Please take the time to read and discuss this handbook with your student(s). Each TWCA student and parent must be familiar with the policies and practices in existence. The handbook has been revised and prepared for the purpose of serving as a guide to school officials, students and parents.

We prayerfully and thoughtfully consider policies before their development and revisit these policies every year. We believe our expectations for student and parent behavior are appropriate and biblically based and, therefore, expect that policies in this handbook be consistently obeyed. Lack of knowledge of a particular policy provided in the handbook will not excuse a parent or student from the responsibility of obeying it.

TWCA recognizes that no policy handbook can foresee every issue that may arise. In cases of differences in interpretation, the school administration will render decisions that are fair and in the best interest of both the student and the school. While we seek to partner with every parent in these differences of interpretation, it is important to note that we must also protect the reputation and learning environment of TWCA in the form of stable policies. We believe God asks us to hold steadfast to biblical principles and policies that have been prayerfully considered. Moses states in Job 17:9, "Nevertheless, the righteous will hold to their ways, and those with clean hands will grow stronger." We stand behind the guidelines in this handbook and ask that you read over it with your child and discuss the expectations and policies as a family.

Again, we are excited you are a part of the TWCA family and look forward to a wonderful year of growing in mind, body, spirit and community.

Blessings,

Evelyn Allen  
Head of Lower School

## **EARLY CHILDHOOD**

### **EDUCATIONAL PHILOSOPHY**

At TWCA, we encompass Developmentally Appropriate Practice (DAP) with biblical integration as the backbone for our Early Childhood Department. The guidelines for DAP were put into motion by the National Association for the Education of Young Children (NAEYC) and embody the notion that early childhood is a time of life very different than later school years and adulthood.

We believe that children need to have many experiences each day through well-planned activities and centers. Every activity in the classroom should have a purpose and should intrigue students to investigate and discover the learning environment. These activities consider individual students' developmental age, interests and abilities when constructing lesson plans. Activities encourage social interaction, fine and gross motor skill development, language development, reading readiness and critical thinking. Our classrooms are active and engaging. Children are on-task as they make educational connections through a variety of hands-on and interactive experiences. It is our goal to have students progress to primary grades with the skills needed for academic and social success.

### **GUIDING PRINCIPLES**

- Cognitive, social, emotional and physical development is interrelated in young children and all developmental areas must be addressed.
- Each child is unique with his or her own individual growth pattern and development.
- Young children construct knowledge and understanding through their interaction with materials within their environment and through their interactions with other children and adults.
- Learning moves from a personal understanding to conventional understanding through awareness, exploration, inquiry and utilization.
- Children have a need to make sense of their experience and are motivated to learn by their interests and natural curiosity.

(Principals adapted from developmentally appropriate practices of the National Association for the Education of Young Children.)

### **EARLY CHILDHOOD TEACHERS**

3-Year-Olds (T/TH)	Tasha Johnson	<a href="mailto:tjohnson@twca.net">tjohnson@twca.net</a>	Ext. 1120
4-Year-Olds (M/W/F)	Tasha Johnson	<a href="mailto:tjohnson@twca.net">tjohnson@twca.net</a>	Ext. 1120
4-Year-Olds (M-F)	Shanna Gonzales	<a href="mailto:sgonzales@twca.net">sgonzales@twca.net</a>	Ext. 1121
Kindergarten	Melissa Smith	<a href="mailto:msmith@twca.net">msmith@twca.net</a>	Ext. 1124
Kindergarten	Julie Brazzel	<a href="mailto:jbrazzel@twca.net">jbrazzel@twca.net</a>	Ext. 1123

## **BIRTHDAY PARTIES**

We want your child's birthday to be a memorable experience and would like to celebrate birthdays on a quarterly basis. If you would like to bring special healthy treats, please check with your child's teacher so she can help you decide what time of the day and the kind of treats needed. If you are having a private party and would like to invite your child's classmates you may bring invitations to the teacher to send home with the students. Make sure that each child in the classroom is invited if you send invitations through the school. If your child has a summer birthday you may set up a school-day celebration with your child's teacher.

## **CLASS PARTIES**

Throughout the year, we will celebrate holidays and themes with class parties. The teacher will set the guidelines for her class party. Parent volunteers will be coordinated through the homeroom mom or dad. Consult your homeroom mom as to appropriate healthy treats to be served at class parties. Alternative arrangements must be made for siblings for the parties unless otherwise specified by the teacher. If siblings are allowed for a particular event, the teacher is responsible only for her students. Children not enrolled in the class must be supervised by their parents at all times.

## **COMMUNICATION/PARENT TEACHER CONFERENCES**

Your relationship with your child's teacher is very important. Effective and productive communication is a high priority at TWCA Early Childhood. A note or email about any changes at home (new baby, parents away, illness or death of pet) will allow the teacher to help your child deal with their important feelings about such matters. Teachers will send home notes to provide you with additional insight into your child's school day. School wide information will be sent home weekly in your child's weekly communication folder. Parent Information Nights are held in early fall. You may also make arrangements with your child's teacher for conference times if necessary, throughout the year. All conferences must be held during the teacher's scheduled conference time. Please make alternate arrangements for siblings during this conference period. We do not publish our teachers' home phone numbers; furthermore, we request that you respect their family time by NOT calling them at home.

### **What to bring to class daily:**

- Standard size backpack
- Lunch or lunch money
- Light blanket or security item for rest time
- Clearly label all items.

### **What not to bring to class:**

Please do NOT bring toys from home unless it is your child's Show-N-Tell opportunity in PK only.

## **DRESS CODE & CHANGE OF CLOTHING**

For the complete outline on the dress code for Early Childhood students, please refer to the TWCA website. Contact Sarah Rieser in the office if you have any specific questions not covered there. Please send in a complete change of clothing (season appropriate) including socks, underwear and pants in a plastic Ziploc bag labeled with your child's name. Please make sure to replace clothes as needed. Label all items. These may be left in the backpack or classroom at the discretion of the teacher.

## **FIELD TRIPS**

Kindergarten may take field trips during the school year. Pre-K classes may schedule field trips at the discretion of the teachers with permission of the principal. These trips are educational in purpose and may relate to any of the students' areas of study. Field trips are planned by teachers and should always be coordinated through the principal.

TWCA parents are needed as chaperones and/or drivers for these trips. A photocopy of your insurance card as well as a photocopy of your driver's license is required of all those driving for a school event. These copies are to be left with the Receptionist.

Students may not purchase souvenirs unless everyone has been given the opportunity to bring money to buy souvenirs. Teachers are allowed to set limits on the amount of souvenir money for each field trip. Parents please do not purchase souvenirs or special treats for your child on field trips, as this is an injustice for all students concerned.

## **GUILDING YOUR CHILD'S BEHAVIOR**

The Early Childhood Team is sensitive and responsive to the specific needs and situations of each individual child. Children function best in a structured, yet loving environment; therefore, each teacher will follow a well-planned, developmentally appropriate schedule that will maintain a positive engagement of students. Teachers will focus on and praise behaviors that are appropriate and acceptable. Each child will be expected to follow the rules in the classroom and in play areas. Development of self-control is facilitated through modeling, redirection, allowing your child to verbally express his/her feelings and maintaining consistent behavior parameters within the classroom setting.

School rules that are common to all classes are:

- Follow directions the first time (first-time obedience)
- Keeps hands and feet to yourself
- Use walking feet in the classroom and walkways
- Use an "inside" voice in the classroom and walkways

Each classroom teacher utilizes his or her own method to transition children smoothly from one activity to another. Specific expectations, including the discipline policy for the classroom, will be stated by the teacher, and classroom rules will be posted for easy reference. There will be no form of threat or physical punishment.

Most discipline will be handled at school. All classes will follow a clip system in which each child will have a clip (clothes pin) with his or her name on it. The system serves to acknowledge

and reward positive behavior and provide a visual system to understand their behavior. Although the system is designed to create consistency among the grade levels, each classroom must adapt the system to meet age appropriateness. Teachers will further explain the system during Parent Information Night and in Parent/Teacher conferences. In some instances, it may be determined by the teacher that a quiet and reflective time away from the classroom will be most beneficial. A note may or may not be sent home. In the event of aggressive or uncontrollable behavior, the student may be sent to the principal and the parents will be notified.

Ongoing communication between parents and teachers are essential when attempting to resolve behavioral issues. Parents are expected to communicate with the classroom teacher and work together to resolve undesirable behavioral issues.

### **HEALTH & SAFETY**

- Each child enrolled in TWCA's Early Childhood Program must have on file a copy of his/her birth certificate and the most recent copy of immunization record signed by the child's physician.
- Each child is required to have on file a Student Health Information and Emergency Authorization form complete with parents' contact information along with three additional names and phone numbers of friends and relatives who have permission to pick up the child in the event a parent cannot be reached. If your contact information changes, please notify the nurse's office and your child's teacher immediately.
- Children with special diets, health concerns or allergies to foods, medications, insect bites or other common substances need to have a signed physician's protocol on file in the school office, nurse's office and the child's classroom.
- Please do not send your child to school if the child is experiencing:
  - Acute cold
  - Sore throat
  - Earache
  - Diarrhea and/or vomiting
  - Temperature of 100 degrees or higher
  - Inflamed eyes with or without discharge
  - Extreme fatigue

All students must be fever free without the use of a fever-reducing medication before returning to school after an absence. Children who are ill, lethargic or unable to participate in classroom activities will be sent home.

- In the event your child contracts a communicable disease such as strep throat, chickenpox, viral meningitis, mumps, measles, etc. please notify your child's teacher immediately. For student and family safety, letters will be sent home noting a communicable disease has been detected in the classroom. This includes head lice.

- Any child requiring medication, either prescription or over-the-counter, must have a Medicine Authorization Form filed in the nurse's office. Medications must be checked into the office by the parent and all medication must be in the original container. Any prescription medication must have the child's name on the label with directions for administration. Over-the-counter medication must be current by expiration date and within recommendation dosage range for the student as directed by the label and should be supplied by the parent.
- Hearing and vision screenings will be offered for a small fee in the fall. Results of the screening will be sent home in the child's communication folder.
- **Children must be potty trained before entrance into the Academy.**
- If your family routine has been disrupted and your child is overly tired, please keep your child at home to rest and recuperate.
- All gates in and out of the Early Childhood deck will be kept closed during school hours.

### **LUNCHES**

Students may either bring their lunch to school or take advantage of the cafeteria program.

When bringing a lunch from home, here are a few guidelines:

- Send pre-cut finger foods that do NOT need to be heated
- Send juice in leak-proof containers
- No carbonated drinks please
- Do not send glass bottles or containers
- Please limit sugar

Students are also asked not to bring any sort of "fast food" lunches such as Wendy's or McDonalds, etc. Any student who does not have his or her lunch will be provided with a hot lunch, and the parents will be notified of the amount due for this lunch. Any forgotten lunches dropped off during the morning must be left at the front desk and not taken directly to the classroom.

Students from other schools may not have lunch on campus with TWCA students except with prior permission from teachers and/or the principal. Parents may visit or eat lunch with students, but need to notify the teacher by 9:00am if they will need to order a lunch from our cafeteria. We welcome parents to come in and eat with students at the lunch table in order to assist us in encouraging proper etiquette and table manners. A monthly lunch visit from parents is encouraged.

### **THEMATIC DAYS**

To enhance our curriculum, we will have theme days throughout the school year. Notes will be sent home in advance letting you know of changes in your child's daily schedule.

**CONTINUE DOWN FOR LOWER SCHOOL SECTION**



## LOWER SCHOOL (1<sup>st</sup> – 5<sup>th</sup>)

August 2009

Dear Parents of Lower School Students,

We want to thank you for listening to God's call and trusting us to partner with you in the education your children at TWCA. It is exciting to see God's hand at work in the life of a child.

This Parent/Student Handbook has been provided to you to communicate our philosophy and expectations for you and your student. Please take the time to read and discuss this handbook with your student(s). Each TWCA student and parent must be familiar with the policies and practices in existence. The handbook has been revised and prepared for the purpose of serving as a guide to school officials, students and parents.

We prayerfully and thoughtfully consider policies before their development and revisit these policies every year. We believe our expectations for student and parent behavior are appropriate and biblically based and, therefore, expect that policies in this handbook be consistently obeyed. Lack of knowledge of a particular policy provided in the handbook will not excuse a parent or student from the responsibility of obeying it.

TWCA recognizes that no policy handbook can foresee every issue that may arise. In cases of differences in interpretation, the school administration will render decisions that are fair and in the best interest of both the student and the school. While we seek to partner with every parent in these differences of interpretation, it is important to note that we must also protect the reputation and learning environment of TWCA in the form of stable policies. We believe God asks us to hold steadfast to biblical principles and policies that have been prayerfully considered. Moses states in Job 17:9, "*Nevertheless, the righteous will hold to their ways, and those with clean hands will grow stronger.*" We stand behind the guidelines in this handbook and ask that you read over it with your child and discuss the expectations and policies as a family.

Again, we are excited you are a part of the TWCA family and look forward to a wonderful year of growing in mind, body, spirit and community.

Blessings,

Evelyn Allen  
Head of Lower School

## LOWER SCHOOL TEACHERS

First	Karen Hartmann	<a href="mailto:khartmann@twca.net"><u>khartmann@twca.net</u></a>	Ext. 1107
	Diana Dew	<a href="mailto:ddew@twca.net"><u>ddew@twca.net</u></a>	Ext. 1110
Second	Annette Agafon	<a href="mailto:aagafon@twca.net"><u>aagafon@twca.net</u></a>	Ext. 1112
	Karen McClenney	<a href="mailto:kmccclenney@twca.net"><u>kmccclenney@twca.net</u></a>	Ext. 1111
Third	Irene Carter	<a href="mailto:icarter@twca.net"><u>icarter@twca.net</u></a>	Ext. 1109
	Chris Parker	<a href="mailto:cparker@twca.net"><u>cparker@twca.net</u></a>	Ext. 1108
Fourth	Linda Baldwin	<a href="mailto:lbaldwin@twca.net"><u>lbaldwin@twca.net</u></a>	Ext. 1101
	Janet Coe	<a href="mailto:jcoe@twca.net"><u>jcoe@twca.net</u></a>	Ext. 1102
Fifth	Debbie Gonzalez	<a href="mailto:dgonzalez@twca.net"><u>dgonzalez@twca.net</u></a>	Ext. 1103
Art (K - 5)	Helen Pierce	<a href="mailto:hpierce@twca.net"><u>hpierce@twca.net</u></a>	Ext. 1012
Music (PK-4)	Nancy Casey	<a href="mailto:ncasey@twca.net"><u>ncasey@twca.net</u></a>	Ext. 1119
Physical Education	Marcy Pryor	<a href="mailto:mpryor@twca.net"><u>mpryor@twca.net</u></a>	Ext. 1203
Physical Education	Clint McDonald	<a href="mailto:cmcdonald@twca.net"><u>cmcdonald@twca.net</u></a>	Ext. 1305
Physical Education	Ryan Highly	<a href="mailto:rhighly@twca.net"><u>rhighly@twca.net</u></a>	Ext. 1202
Spanish (Pre K – 3)	Rebeca Bukowski	<a href="mailto:rbukowski@twca.net"><u>rbukowski@twca.net</u></a>	Ext. 1115

School email is always the encouraged method of communication with your child's teacher. Due to accessibility, teachers can usually respond to emails in a more timely manner than voice mail. If it is necessary to call the teacher directly, please note that the teacher may not be able to answer during instructional or testing time.

## **ACADEMIC PROGRAM**

### **Grading Guidelines**

For a complete explanation of the curriculum, please see the Head of Lower School.

The school's grading scale is as follows:

90 – 100	A
80 – 89	B
75 – 79	C
70 – 74	D
69 and below	Failing

Lower school grades will be available to parents through RenWeb. Progress Reports will still be emailed home half way through each quad, but RenWeb will allow you to see your students' grades at any time. We encourage you to take advantage of this feature.

The school year is divided into two semesters. Each semester is divided in half, creating two grading quarters, or quads, per semester. This creates four nine-week grading periods per school year.

A numerical grade is reported at the end of each quad in most subjects, along with a conduct grade of E (excellent), S (satisfactory), N (needs improvement), or U (unsatisfactory). In the Tuesday Folder, teachers will inform parents regarding any student who received a grade of 69 or lower during the week. Parents are encouraged to communicate with school faculty and staff by email and when necessary to call teachers and/or schedule conferences.

Grade changes will only be made in the event of an incomplete. Any of these changes must occur no later than 3 weeks after the close of the quad.

### **Homework**

Homework assignments can also be viewed via Parents Web which is found under the "Parents" Tab on our website, [www.twca.net](http://www.twca.net). Then choose the student portal tab. This will take you directly to RenWeb's sign-in page. Assigned homework will be related to what students are learning in class and will further enrich the classroom experience. Assignments are for the purpose of reinforcement of concepts, extension of understanding, building a sense of responsibility and work habits.

### **The average amount of homework each night per grade level is:**

First Grade	20 minutes homework
Second Grade	30 minutes homework
Third Grade	45 minutes homework
Fourth Grade	60 minutes homework
Fifth Grade	60 minutes homework

\*In addition, students will be required to read independently each day.

Homework must be turned in on time. Grading policies regarding late or missing assignments vary based on grade levels. Teachers will address this issue during Parent Information Nights that will take place in August. If a student is having difficulty completing homework in a reasonable amount of time, the parent should contact the teacher for suggestions.

### **Tuesday Folders**

The Tuesday Folder is the primary vehicle for sending home graded tests, school papers, field trip permission slips, etc. All students will bring home this folder on Tuesday, and it should be returned on Wednesday. **It is vital that parents review these folders for any additional school information and/or notices.**

### **Academic Honor Roll**

Students in the third through fifth grades are eligible for the All “A” Honor Roll at the end of the first semester and again at the end of the year. The All “A” Honor Roll requires that a student must have an A in all academic subjects (Reading, Grammar, Bible, Spelling, Science, History, Math and Latin) and all E’s or S’s in special subjects (Art, Music and Spanish). Student on behavioral probation are not eligible for the All “A” Honor Roll. Citizenship Awards will be given to 3<sup>rd</sup>-5<sup>th</sup> grades students at semester and year-end, and Christian Character Awards and Perfect Attendance will be given at the end of the year.

### **Academic Accountability**

The primary form of communication utilized by TWCA is email. Information is also available at our website at [www.twca.net](http://www.twca.net). Homework assignments are posted on our website weekly, but may be subject to change due to curriculum pacing. Students are responsible for getting these assignments via the web if they have been absent from school. Each teacher has an email address that can be found on the TWCA website, as well as in this handbook. To access these from the TWCA website, select the “ABOUT” tab and then select Staff Directory from the drop down box. Email is the most efficient and timely way to communicate with TWCA staff.

### **Academic Probation**

TWCA strives to maintain excellence in all areas; therefore, grade performance and attendance are highly valued. TWCA understands the individual needs and tendencies of each student and consequently reviews grades for academic probation each quarter. Any student whose quarter grades include a D or an F will automatically be on Academic Probation for the next full quarter (9 weeks). A meeting involving the student, his/her parents, the principal, and at least one teacher will be scheduled during the first week following the grading period. The purpose of this meeting is to discuss the problem and possible solutions. The outcome of this meeting is the creation of an Action Plan put together for academic improvement. The student’s grades will be monitored for the following quarter. ***Any student who is on academic probation for more than 1 quarter (9 week period) within a four-semester period will be subject for review for retention or dismissal from The Woodlands Christian Academy. A retained student will continue to be monitored and assessed each quad to reevaluate placement.***

## **EDUCATIONAL PHILOSOPHY**

**Don't let anyone think less of you because you are young. Be an example to all believers in what you say, in the way you live, in your love, your faith, and your purity. *1 Timothy 4:12***

At The Woodlands Christian Academy, we know God has a plan for every child, no matter what his age. In Romans 12:2, Paul says, "Do not be conformed to this world, but be transformed by the renewing spirit of your mind. Then you will be able to test and approve what God's will is - His good, pleasing and perfect will." God calls us to develop each child to his full potential academically, spiritually, physically, and socially.

Our goal in the lower school is to set a strong foundation in these four pillars.

### **Spiritually**

When Jesus was asked to identify the greatest commandment, he said, "Love the Lord your God with all your heart and with all your soul and with all your mind." As a Christian school, we have the unique opportunity to not only change this world through the futures of our students, but to have an eternal impact on our students and those they will touch spiritually throughout their lives. We look at all subject areas through the lens of Christianity, always seeking to bring students closer to God. Some opportunities that foster a love for God include:

- Bible classes
- Weekly chapel services
- Morning gatherings with worship and prayer
- Christian connections throughout our curriculum

### **Academically**

We believe God calls us to continually grow and "renew" our minds. As a staff, we lead by example, continually studying about God and our profession. This is a value we seek to instill in our family of students and we do this by combining just the right amount of challenge with a whole lot of fun.

Our emphasis in early childhood is learning through guided play, creating the groundwork in the core subject areas through the lens of the Christian faith. Teachers are intentional in planning differentiated center activities to meet the learning needs of the students in their classrooms.

Learning is extended from the early childhood program throughout the rest of the elementary years. Literacy is taught through literature-based guided reading and a phonemic awareness program. By third grade, students begin a more in-depth study of literature and comprehension strategies. Math and science concepts are taught through hands-on experiences and then brought to abstract application. History and Bible are taught in dynamic, cross-curricular units. We believe students must touch and experience to learn.

In addition to core curriculum and bible classes, we have also offered:

- Fine arts (music and art)
- Spanish (K-4)
- Latin (3-5)
- Physical education
- Computer lab (PCs) and laptop cart (Mac)
- Multiple educational field trips throughout the year
- Several playgrounds for unstructured outdoor play
- Basketball pavilion and open field for sports
- After school enrichment programs (Tae Kwon Do, gymnastics, etc)

### **Physically**

Paul wrote in 1 Corinthians 6: 19-20, “Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body.” God expects us to not only work on our minds, but also our bodies, and we strive to instill this value in children at an early age. The Woodlands Christian Academy has a strong athletic department that works closely with our elementary students in health and physical education.

Each day, students can choose to purchase lunch at our cafeteria. Spectrum Catering offers a variety of choices that support a healthy diet.

### **Socially**

Jesus said the second greatest commandment is to, “Love your neighbor as yourself.” This may also be the hardest commandment to keep. In our “me” society, it is sometimes difficult to think about others as we would ourselves. We acknowledge there will always be difficult relationships. Regardless, if Jesus tells us this is the second greatest commandment, we need to learn to love each other as brothers and sisters in Christ, even when it doesn’t come easy. We believe Christian character development is crucial.

Jesus taught us how to treat one another in the Bible and we expect our students, teachers and parents to interact with each other using His principles. We explicitly teach these principles and refer to them in our daily routines and discipline management. Students are given many opportunities to grow relationships throughout the year through:

- Small group activities
- Field trips
- Team building exercises
- Athletic games
- Retreats (4<sup>th</sup> and 5<sup>th</sup> grades)
- Senior Buddies (Kindergarten)
- Pi Day (2<sup>nd</sup> through 12<sup>th</sup> grades)
- Plays and musicals

By developing students academically, spiritually, physically and socially, we not only prepare our exiting 5<sup>th</sup> graders for further challenges in school, but also the difficult decisions they will make as they interact with our secular world. We hope to truly prepare our students to be lights in the darkness, to be in the world and not of it.

## ATTENDANCE POLICY

### Procedures

All students will arrive and depart the academy through the main front doors. Any student arriving at school after 8:00 AM is considered as late arrival or tardy. There will be a three day grace period, August 12-14, to help accommodate carpooling adjustments. All early dismissals will be treated as a tardy and are calculated on a per semester basis. The “tardy count” starts over at the beginning of each semester.

### Late Check-In and Early Check-Out Procedures

If your child arrives after 8:05am, he or she will need to check in at the front reception desk for an “Admit to Class” slip before going to the classroom.

When a student is to leave school during the school day, parents should follow these procedures:

1. Email the lower school office ([srieser@twca.net](mailto:srieser@twca.net)) and the front receptionist ([ccorey@twca.net](mailto:ccorey@twca.net)) **in the morning** and let them know what time you will pick up your child. The office will then make your child’s teacher aware of pick up time and after you arrive will send your child to the front reception area. **Please do not wait until the last minute to notify the office as it is not always possible to reach the teacher if they are out of the classroom at the time.**
2. Wait at the front reception for your child and sign him or her out.
3. **Do not go to the classroom directly to get your child; you will be asked to return to the front reception to complete the check-out process.**
4. If the student returns during the school day, the parent must sign the student back in at the front reception.

**Attendance will be recorded first thing in the morning and in the following manner.**

Absent 1 hour or less	No attendance penalty, but counts as a tardy
Absent from 1 to 3 1/2 hours	1/2 day absence recorded
Absent more than 3 1/2 hours	Full day absence recorded

**With any absences as listed above, your child will no longer qualify for Perfect Attendance at the end of the year. Three or more early pick ups or late arrivals in the year will result in ineligibility for a perfect attendance award.**

**Students may be absent from school for situations such as** sickness, deaths in the family, and other family related emergencies. **Please call ext. 1117 or email Sarah Rieser at srieser@twca.net to notify the office by 9:00 AM regarding any such absence including scheduled appointments, which will take a student out of school.** After the first day of absence, if a student misses additional day(s) from school, please check with the student's homeroom teacher for make-up work that will need to be completed. After the third absence due to illness, a doctor's note will be required. These notes are to be turned into the office. Generally, work must be made up in accordance with number of days absent, beginning with the day after the student returns to school. If a student is absent for three days, he has three days to make up the work. Assignments should be requested from the teacher by the student upon their return.

**Vacations, scheduled or unscheduled, during the academic year are highly discouraged, and students taking such vacations against the advice of the administration will put themselves in danger of grade reductions or possible zeros on any missed work and the maximum attainable grade for any make-up work will be 75%. These absences will be regarded as unexcused.**

**Teachers are not required to provide work ahead of any absence. Teachers are also not required to teach or tutor students who miss school work due to any absences.**

As TWCA is an accredited school by the Southern Association of Colleges and Schools, attendance in school is taken seriously. We are required by their standards to plan for a minimum of 175 days of instruction. We strongly recommend that families plan vacation days only in accordance with the school calendar and scheduled time off. If a student still must miss scheduled school days for reasons other than illness or family emergencies, **TWCA will expect prior written communication between the parents and the principal.** This absence will be considered unexcused. Any absence that is not communicated properly will be considered **TRUANCY.**

**A total of 10 or more absences will be subject to review by the attendance committee. If excessive absences require additional days being made up during the summer, this will be done at a cost of \$75.00 per day for instruction and grade completion.**

**Consequences for excessive early dismissals and late arrivals per quad are as follows.**

- |                                  |  |
|----------------------------------|--|
| 1st & 2 <sup>nd</sup> Offense:   | Written warning is sent home with student for parent signature.  |
| 3 <sup>rd</sup> Offense:         | Wednesday morning detention at 7:00 & <b>\$5.00</b> charge.  |
| 4 <sup>th</sup> Offense:         | Wednesday detention & principal conference with parents & <b>\$5.00</b> charge.  |
| 5 <sup>th</sup> Offense & after: | Wednesday detention and any work missed as a result of being late will not be made up and could possibly result in a zero grade & <b>\$10.00</b> charge. |

## **DISCIPLINE POLICY & STUDENT BEHAVIOR**

**“If you love learning, you love the discipline that goes with it – how shortsighted to refuse correction!” *Proverbs 12:1***

**General discipline statement** – The purpose of the TWCA discipline policy is fourfold: 1) To obey biblical mandates as discipline is a scriptural principle, 2) to create an atmosphere that is conducive to learning, 3) to produce quality character in an individual, 4) to teach self-discipline and respect – respect for others, respect for self, and respect for property. If the purpose of any discipline is to leave an impression then, the purpose of Christian discipline is to leave an *eternal* impression. TWCA does not condone or use corporal punishment with TWCA students.

**“Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness.” *2 Timothy 3:16***

All discipline will be based on biblical principles, e.g. prayer, requesting forgiveness (public and private), restitution, swift discipline, restoration of fellowship, no lingering ungodly attitudes, etc. The vast majority of potential discipline problems will be dealt with at the classroom level. The specifics and nature of each discipline incident and the individual personality of the student involved will be considered in the administration of discipline.

The goal of the discipline policy at TWCA is to disciple students in the Lord’s way. There needs to also be a clear distinction between punishment and discipline. While punishment looks back, discipline addresses the future. “Discipline” is instruction that molds, shapes, corrects, and inspires appropriate behavior; punishment is the infliction of suffering, pain, injury, or loss.

It is vital for parents and students to realize that maintaining an orderly atmosphere in the school and the classroom is critical to the learning process; therefore, these policies must be adhered to. As in all other areas of the education at TWCA, mercy and forgiveness will be an integral part of the discipline of a child. It is because we love that we discipline.

What is effective discipline? Effective discipline means that the classroom is relatively free from confusion, disorder, and anti-social behavior. Each student and the group as a whole operates freely within a structured framework which they understand, accept, and incorporate into their behavior without constant reminders and punishment.

**The following is a general discipline guideline. Not all acts of misconduct can be itemized.**

These are some basic behaviors which will automatically necessitate discipline. These behaviors are, but not limited to:

1. **Disrespect** shown to any staff member.
2. **Dishonesty** including lying, cheating, stealing.
3. **Rebellion**, e.g., outright disobedience in response to instructions.
4. **Fighting**, e.g., striking in anger with the intention to harm another.
5. **Obscene** language or behavior.
6. **Damage** to the school equipment, supplies, facilities or furniture.

## **Offenses and Consequences**

### **Minor Offenses that include, but may not be limited to:**

- 1) Disruptive talking and/or behavior in class
- 2) Unexcused tardiness
- 3) Littering
- 4) Passing notes in class
- 5) Physical horseplay
- 6) Taking the Lord's name in vain, including expressions such as "Oh, God!"

### **Consequences for Minor Offenses will include, but may not be limited to:**

- 1) Verbal warning from the teacher in the classroom
- 2) Communication from teacher to parent via phone, email or conference
- 3) Phone call home to parents, detention or work detail assigned by the teacher
- 4) Office visit with the principal, conference with student and parent, detention or work detail assigned
- 5) Second office visit with the principal will result in a student being placed on disciplinary probation with a written behavior contract for the student (see student contract, "School Rights Reserved") An In School Suspension will be assigned with a fee of \$75.00 charged to the parents.
- 6) Any further office visits with the principal will be considered a very serious matter. At this time, out of school suspension or expulsion can be considered as a reasonable consequence.

### **Major Offenses that include, but may not be limited to:**

- 1) Leaving school without permission
- 2) Verbal abuse, physical threat, teasing, harsh language, including any kind of bullying of another student
- 3) Disrespect towards a teacher or adult, including any written material
- 4) Profanity
- 5) Presence in off-limits areas of the campus before, during, and after school hours, as well as during the lunch period
- 6) Vandalism, including defacing and intentional damaging of school property or the property of another student
- 7) Theft (including plagiarism) and/or cheating
- 8) Use, possession, or sale of tobacco products, alcohol, illegal drugs, or a weapon
- 9) Threats of violence against students, faculty or administration, including "joking" about possession of a weapon of destruction or comments spoken or written to anyone
- 10) Fighting or physical assault
- 11) Lying
- 12) Sexual harassment, sexual immorality, the use or possession of pornography
- 13) The use of racial remarks or hate language, verbal or written or in drawings including the possession of published material
- 14) Practice of the occult or witchcraft, including possession of literature and exchange of information (electronic sources included)
- 15) Violation of the Laptop Acceptable Use Policy

**Consequences for Major Offenses, as listed above, will include, but may not be limited to:**

- 1) Immediate removal from the classroom, phone call to parent, in school suspension for the remainder of the day and/or suspension from school for the remainder of the day, disciplinary probation assigned
- 2) Second offense, depending on seriousness of the matter, will result in a two day suspension or expulsion at the recommendation of the Principal. (see student contract "School Rights Reserved")
- 3) Any further major offenses can result in the expulsion of the student from TWCA.

*We respectfully request that student disciplinary matters not be discussed among parents, teachers, and students in order to protect the dignity of every student at TWCA. These are confidential matters that cannot be discussed by faculty and administration with other individuals who were not involved in the particular disciplinary action of a specific case. As a Christian school we earnestly seek and ask for this discretion among all students, parents, and staff. Trust us to be fair and consistent with student issues in addressing these matters.*

**Students who consistently or repeatedly fail to uphold the standards of conduct and behavior expected of the school may not be invited back the following year. This decision will be made by the principal with faculty input.**

**IN-SCHOOL SUSPENSION (ISS)**

The student will be required to report to the school at 7:45 AM and will serve until 3:15 PM in a classroom designated by the Head of Lower School. The student will bring necessary school homework or classroom materials to work constructively for the entire day. Work missed during an in-school suspension will be subject to a maximum grade of 75%. A work detail may be assigned to the student instead of schoolwork. Parents will be informed either by phone or letter of the In-School Suspension prior to the assignment, situation permitting. No exceptions will be made for the student who may miss athletic, drama or other school related events due to the In-School Suspension. There is an additional charge for In-School Suspension of **\$75.00** per occurrence to cover the cost of hiring additional personnel to oversee ISS. In-School Suspension may be assigned only by the principal.

**OFF-CAMPUS SUSPENSION**

The student is not allowed on campus during the term of the suspension. Work missed during off-campus suspension will be subject to a maximum grade of 75%. The student may not participate in any athletic or extra-curricular events, or represent the school in any manner during the term of suspension.

**DISCIPLINARY PROBATION**

**Students whose behavior does not exemplify TWCA standards may be placed on Disciplinary Probation and could place themselves in imminent danger of forfeiting their privilege of attending TWCA. The parents will be notified and the student will be placed on a behavior contract. If the student does not fulfill the conditions of the contract, he/she may**

**be asked to withdraw from TWCA. The probationary status of the student will be reviewed at the end of the quarter and the principal will determine whether or not the student has fulfilled the behavioral contract. The school also has the right to determine if an enrollment contract is offered for the following school year.**

### **SUBSTANCE ABUSE**

In the State of Texas, the sale of tobacco products to persons under age 18 and the use of alcohol by a minor, defined as anyone under the age of 21, or the distribution, manufacture, possession, sale or use of drugs by anyone is illegal. TWCA will not condone, excuse or permit such conduct by members of the student body. For purposes of this policy, drugs include all substances, which have mind-or function-altering effects upon the human body or that impair one's ability to learn or conduct themselves appropriately, specifically including, but not limited to, all prescription and over-the-counter medications, all psychoactive substances, all controlled substances, all inhalants, all "synthetic or designer" drugs, all "look alike" drugs, and all substances illegal under federal or state law. Students in violation of any part of this policy will be subject to expulsion.

### **CHAPEL PROGRAM**

The chapel program is an integral part of The Woodlands Christian Academy, providing a regular worship opportunity for students and faculty to encounter Christ and grow in their faith through inspiring music, thought-provoking speakers, and spirit-moving drama. These services are a result of planning between the Chapel Coordinator, the lower school Chapel Team and other interested parents and staff. Distinct chapel services will be held every Wednesday morning. They will be age appropriate and exciting, and will incorporate live music and worship. Early childhood – 2<sup>nd</sup> grade chapel will be from 8:15 – 9:00am and 3<sup>rd</sup> – 6<sup>th</sup> grade chapel will be from 9:15 – 10:00am.

Each year a character value is selected to be prayerfully pursued within the school community. This year, TWCA's theme is **RELATIONSHIPS**, and this theme will be emphasized in chapel as well as in Bible classes and special projects.

### **DRESS CODE**

Students at The Woodlands Christian Academy come together to study in a disciplined environment where they are challenged to reach their highest potential spiritually, academically, physically and socially. The personal appearance of the student is important in the development of character, personal responsibility, and self-image. As such, parents and students should select clothing appropriate to both an academic and a Christian atmosphere. Thus, it is necessary that student dress reflects an atmosphere consistent with the standards of the school and that it be neat, clean and modest.

The intent of the dress code is both to present a student with a neat and appropriate appearance, as well as to avoid putting undue emphasis on outward appearance. Student compliance with the spirit and purpose of the dress standards is important. **Please refer to the TWCA website for the complete Dress Code.**

Dress code compliance is the responsibility of the student and the parents. However, the administration has the final authority in matters concerning the appropriateness of a student's dress. When students are dressed inappropriately, consequences will be given and parents may be contacted in order that they may bring the correct clothing to school.

Chapel Day attire should be purchased through **Sue Mills Uniforms** and/or **Lands' End**.

Students are required to follow the dress code. Please take dress code matters seriously.

Monday/Tuesday/Thursday: Polo shirt with TWCA logo worn with khaki or black pants, shorts or skirt.

Wednesday: Chapel uniform

Friday: TWCA Spirit shirt designated for 2009-2010 or polo shirt worn with TWCA logo with blue colored denim jeans only

### **Dress Code Violations**

Discipline for dress code violations will be:

- |                                  |  |
|----------------------------------|--|
| 1 <sup>st</sup> Offense:         | Verbal Warning, notice sent home to be signed by parent  |
| 2 <sup>nd</sup> Offense:         | Loss of Spirit Day privilege for the following Friday  |
| 3 <sup>rd</sup> Offense:         | Wednesday morning detention (7:00-7:40), loss of Spirit Day dress privilege on the next Friday and a <b>\$5.00</b> charge                  |
| 4 <sup>th</sup> Offense or more: | Saturday morning detention from 8:00 a.m. until 12:00 p.m., loss of Spirit Dress privilege on the next Friday, and a <b>\$40.00</b> charge |

**Only during the first 3 days of school, August 12-14, dress code warnings will be given with no additional consequence.** Above outlined consequences will begin on Monday, August 17<sup>th</sup>, and consequences will begin again at the beginning of each semester.

### **Special Notes Regarding Dress Code**

- 1) Boys' hair must be off the collar in back and bangs no longer than the tops of the eyebrows. Hair must be clean, combed, and under control. No facial hair is allowed.
- 2) No unnatural hair color is permitted.
- 3) Shirts and blouses must be tucked in at all times with daily, chapel and spirit uniforms.
- 4) Clothing should be properly sized, not baggy or overly tight, and without holes, frays or rips.
- 5) Hats worn for warmth may only be worn before school, in between classes and after school, but are not allowed in the classrooms; bandanas and scarves may not be worn in school.
- 6) Regarding jewelry, a single appropriate necklace and single appropriate bracelet may be worn. No more than two ear adornments may be worn per ear. No visible body piercing, with the exception of earlobes for the girls, is permissible. Tattoos are NOT allowed, and any existing tattoos must be covered by clothing.
- 7) It is unacceptable for students to write on their clothing, on themselves (their skin) or on each other.
- 8) No frayed, cut or slit pants of any kind. (This includes jeans.)
- 9) Shoes must match each other and be the same color; shoelaces must be worn and tied.
- 10) Polo shirts with TWCA logo are the only acceptable daily wear shirts. (no button-down shirts)
- 11) Students may NOT wear their school sweatshirt without a polo shirt underneath.
- 12) Chapel shoes are to be **predominantly** black, brown or white dress shoes or tennis shoes.
- 13) Black or brown belts **with no adornments** must be worn with pants, jeans or shorts with belt loops. (Gr.1-5)

- 14) Socks, including golf socks, must be worn with shoes at all times.
- 15) At the discretion of the Head of Lower School, girls will be permitted to wear khaki pants to chapel when cold weather dictates. Exact dates will be advised by the Head of Lower School.
- 16) On days when blue jeans are allowed, students may wear **blue jeans only**.
- 17) Blue jeans may not be baggy, loose fitting or have holes, patches, torn areas, slits or frays.
- 18) Biking shorts, “jams”, or wild florescent colored shorts or cutoffs are not allowed.
- 19) Flip-flops, Crocs or any type of house shoes are not acceptable footwear.

### **EXTRA-CURRICULAR SUMMER EXPECTATIONS FOR READING AND MATH**

It is the belief of the administration and faculty that a summer reading program at all grade levels is integral to developing an appreciation and a love of reading and an understanding of learning as a life-long activity. During the first week of school, teachers in Grades 2-5 will review summer reading books and assessing comprehension. In addition, research shows that reviewing math skills during the summer is beneficial to the students, and therefore requires that a grade-level math workbook be completed during the summer. These workbooks will count for a grade at the beginning of the year. All reading lists are available online and materials for both reading and math may be purchased at In & Out Textbooks.

### **FIELD TRIPS**

Each grade level will take an appropriate number of field trips during each semester. These trips are educational in purpose and therefore will carry the weight of a quiz grade for attendance. These field trips may relate to any area of the student’s academics; therefore, attendance is very important. Field trips are planned by teachers and will always be coordinated through the principal.

**TWCA parents may serve as chaperones for these trips. It will be the teacher’s ultimate decision as to whom the chaperones will be and how many are needed for any given trip. Unfortunately, it is not possible for a large number of parents to go on all of their child’s field trips. When you are acting as a class chaperone, you are not allowed to bring any siblings on the trip with you. Remember that chaperones are to seriously assist the teacher in accompanying and supervising students under the teacher’s direction.**

**Some field trips may be taken by chartered buses. When using charter buses, all students and chaperones must ride on these buses with the exception of the parent driving the designated emergency escort vehicle. Additional adults following the buses in their cars will not be allowed.**

In the event that parents drive students on field trips in their cars, a parent driver form, photocopy of your insurance card as well as a photocopy of your driver’s license is required to be on file at the front reception desk.

Students may not purchase souvenirs unless everyone has been given the opportunity to bring money to buy souvenirs. A suggested appropriate amount of spending money will be advised by the teachers in these cases. Parents, when you are chaperoning, we ask that you please not purchase souvenirs or special treats for your child as this is an injustice for all other students concerned.

Dress code for field trip will be determined by the teacher, depending on the nature of the field trip taken.

### **LOCKERS**

Students in the 4<sup>th</sup> & 5<sup>th</sup> grade will be issued a locker and lock at the beginning of school. Any properties, money and other valuables left in lockers are the responsibility of the student. Locks must be secured at the end of every school day. Lockers are the property of The Woodlands Christian Academy and are subject to periodic inspection by authorized school personnel. Sharing lockers is not allowed, as the responsibility of the locker contents falls on the student to which it is assigned. TWCA will charge **\$10.00** for any lost locks.

### **LOST AND FOUND ITEMS**

When items of clothing or personal property are left at school, they will be placed in a lost and found in the lower school office. We recommend that all items of clothing have your student's name clearly marked in them.

### **LUNCH**

Students may either take advantage of the cafeteria hot lunch program or bring their lunch to school. All students are required to eat lunch in the multi-purpose room. When bringing a lunch from home, it should not contain an excessive amount of heavy sweets. Students are not permitted to bring any sort of "fast food" lunches such as Wendy's or McDonalds, etc. Any student who does not have his or her lunch will be provided with a hot lunch, and the parents will be notified of the amount due for this lunch. Any forgotten lunches dropped off during the morning must be left at the front desk and not taken directly to the classroom.

Students from other schools may not have lunch on campus with TWCA students except with prior permission from a teacher and/or the principal. Parents may visit or eat lunch with students, but need to notify the teacher by 9:00am if they will need to order a lunch from our cafeteria. We welcome parents to come in and eat with students at the lunch table in order to assist us in encouraging proper etiquette and table manners. A monthly lunch visit from parents is encouraged.

**Parental assistance with monitoring the lunch room is always greatly appreciated. Anyone wanting to help with this for 30 minutes a week is encouraged to contact a member of PTF or Sarah Rieser in the lower school office.**

## MISCELLANEOUS

- Students should eat a healthy breakfast before school each morning and should refrain from unnecessary snacking during the day.
- Teachers may choose to allow their students a mid-morning or mid-afternoon snack; however; **this snack will be of a healthy nature.**
- **Snacks that include heavy sweets such as candy, cookies, cake, brownies, carbonated beverages, etc. are not permitted.**
- **Chewing gum during school hours is not allowed.**
- Students may bring a spill-proof water bottle each day. Please fill these at home before sending to school and label with student's name.
- We do not encourage parents to send flowers, balloons, gift baskets, etc. to a student at school. If these are sent, they will be held in the lower school office until the end of the day and given to the student at car line.

## PARTIES IN THE CLASSROOM

Birthdays are very special to us at TWCA. We love to celebrate our children and emphasize that they are wonderfully made by an awesome God. Teachers will celebrate your child in the classroom in a variety of different ways appropriate to their age and grade. In addition, parents are invited to participate in our quarterly birthday celebration called "Birthday Buddies". A special treat will be offered to all students and each student that has a birthday during that quarter and will be recognized with a "Birthday Buddy" sticker and birthday song! July birthdays will be celebrated in the first quarter, and June birthdays will be celebrated in the last quarter. ***Please note that any special gifts that are delivered to the school for your child's birthday will be held in the lower school office until the end of the day. These gifts will not be taken to the child's classroom.***

## THEMATIC DAYS

Teachers, with administrators' approval, may declare certain days as specific dress theme days to enhance or emphasize curriculum.

During the first three days of school, grace will be given on dress code in order to familiarize all students with the changes. If you are unsure of an item, this will be the time to wear them. The Administration will inform your student if they are not to wear a particular item. At the end of three days, dress code violations will result in consequences outlined in this handbook.

**The administration reserves the right to make decisions of appropriateness on an individual basis.**



THE WOODLANDS  
CHRISTIAN  
ACADEMY

**MIDDLE (6<sup>th</sup> – 8<sup>th</sup>) AND  
HIGH SCHOOL (9<sup>th</sup> – 12<sup>th</sup>)**

August 2009

Dear Parents,

If this is your first involvement in Christian school education, we trust that this will be the beginning of a long and fruitful relationship. If you are returning or if you have had your children in Christian schools already, we pray that God will continue to bless you as you provide Christ-centered training for your children.

Please remember that God gave the responsibility of properly training children to parents. This is made very clear in God's Word. Take time and study such passages as Deuteronomy 6, Ephesians 6, and Colossians 4. The book of Proverbs is another excellent portion of Scripture that emphasizes the importance of the home in the training of children. Fathers and mothers must assume the responsibility of making sure that their children are taught the truths of God's Word throughout all aspects of life.

You bring the greatest strength to your precious child's education when you see the relationship between home and school as a partnership, a coming together "to train up a child in the way they should go." In essence, TWCA should be an extension of your parenting, with special expertise in curricular and spiritual teaching and nurture.

Let us let you into a secret. Christian schools are not perfect! TWCA is filled with people and people make mistakes. There will be times when problems and conflicts will surface. However, when this happens, the key to solving them is to **respond** to them not to **react**. When problems are not handled properly, only one person ends up on the losing side. That person is always the child. Matthew 18:15-17 gives us God's clear direction about how to handle a disagreement. The principle is simple. One must go directly to the person involved and deal with the issue. If it cannot be worked out between the two of you, then ask if **both** of you could meet with the next person in authority.

Children today need to learn how to live before they can learn how to make living. They need to develop character before developing a career. It is our hope and prayer that you will do whatever it takes to make sure your children receive such an education. We trust that this year is one of many, in which together home and school join hearts and hands to mold our children according to the "nurture and admonition of the Lord."

The Lord's richest blessings,

Stephen Zeal, M. Ed.  
Principal

## UPPER SCHOOL ADMINISTRATIVE STAFF

<b>Principal</b>	Stephen Zeal
<b>Academic Dean</b>	Dr. Bruce Hunter
<b>Assistant Director of Athletics/Girls Athletics</b>	Marcy Pryor
<b>College and Guidance Counselor</b>	Christina Story
<b>Dean of Students</b>	Clint McDonald
<b>Director of Athletics and Physical Education</b>	Randy Hollas
<b>Director of Technology</b>	David Molina
<b>Registrar/RenWeb Coordinator</b>	Esther Garza
<b>Upper school Administrative Assistant</b>	Jo Ellen Linder

## UPPER SCHOOL DEPARTMENT CHAIRS AND FACULTY

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Julie Anderson	<a href="mailto:janderson@twca.net">janderson@twca.net</a>	Renee Hill	<a href="mailto:rhill@twca.net">rhill@twca.net</a>
David Blanchard	<a href="mailto:dblanchard@twca.net">dblanchard@twca.net</a>	Deanna Hinnant	<a href="mailto:dhinnant@twca.net">dhinnant@twca.net</a>
Jerry Bradshaw	<a href="mailto:jbradshaw@twca.net">jbradshaw@twca.net</a>	Troy Holiman	<a href="mailto:tholiman@twca.net">tholiman@twca.net</a>
Terry Brignac	<a href="mailto:tbrignac@twca.net">tbrignac@twca.net</a>	Shawn Lusk	<a href="mailto:slusk@twca.net">slusk@twca.net</a>
Rex Causey	<a href="mailto:rcausey@twca.net">rcausey@twca.net</a>	Pam Masau	<a href="mailto:pmasau@twca.net">pmasau@twca.net</a>
Renee Crawford	<a href="mailto:rcrawford@twca.net">rcrawford@twca.net</a>	Clint McDonald	<a href="mailto:cmcdonald@twca.net">cmcdonald@twca.net</a>
Suwayne Crow	<a href="mailto:scrow@twca.net">scrow@twca.net</a>	David Molina	<a href="mailto:dmolina@twca.net">dmolina@twca.net</a>
Dustin Ellis	<a href="mailto:dellis@twca.net">dellis@twca.net</a>	Haywood Pete	<a href="mailto:hpete@twca.net">hpete@twca.net</a>
Tory Fisler	<a href="mailto:tfisler@twca.net">tfisler@twca.net</a>	D'Anne Surber	<a href="mailto:dsurber@twca.net">dsurber@twca.net</a>
David Flowers	<a href="mailto:dflowers@twca.net">dflowers@twca.net</a>	Trey Thames	<a href="mailto:tthames@twca.net">tthames@twca.net</a>
Jay Harmon	<a href="mailto:jharmon@twca.net">jharmon@twca.net</a>	Melissa Watkins	<a href="mailto:mwatkins@twca.net">mwatkins@twca.net</a>
Ryan Highley	<a href="mailto:rhighley@twca.net">rhighley@twca.net</a>	Suzette Wheeler	<a href="mailto:swheeler@twca.net">swheeler@twca.net</a>

## MINISTRY ACTIVITIES

**This is to my Father's glory, that you bear much fruit, showing yourselves to be my disciples. *John 15:8***

### Chapel Program

The chapel program is an integral part of The Woodlands Christian Academy that provides a regular worship opportunity for students and faculty to encounter Christ and grow in their faith through inspiring music, thought-provoking speakers, and spirit-moving drama. These services are planned and lead by chapel coordinators under the direction of the Principal. Each year a character value is selected to be pursued within the school community. This year, the trait of **RELATIONSHIPS** will be emphasized in chapel as well as in Bible classes and special projects.

### Student Retreats

Retreats are planned as determined by school administration in consensus with individual faculty members. The students will participate in many physical activities (such as swimming, canoeing and rope courses, etc.) and will be exposed to devotionals and inspirational teachings that will help explore and deepen their relationship with Christ. In addition, these retreats serve to develop strong bonds among students and teachers. Although the students will likely be off-campus for

these retreats, appropriate attire is expected (including modest swimsuits). Add behavior? Chaperones will make decisions of appropriateness on an individual basis. Parents should anticipate an extra cost for these retreats.

### **Class Advisory**

The advisory program is designed to build relationships that address the needs of our students, including school life, relationships, and spiritual growth. Advisors will encourage and inform students to create a stronger link between each student and the school, and to build school spirit. This is an important part of TWCA.

### **Spring Fling**

Spring Fling is an event sponsored by the National Honor Society that is an outreach to the community. One day during the spring semester, the students host a day of fun and games, much like a carnival, for disabled children in our area. Children are transported to TWCA from schools all over the district, and paired with an upper school “buddy”. Early in the spring semester, students are encouraged to earn extra money to treat themselves and their guest to lunch.

This annual event is much anticipated by the special-needs children as well as their teachers and it is a tremendous outreach for TWCA students. It provides not only a way to step outside of their comfort zone, but it provides a way to give back to the community in a very positive way.

### **Community Service**

**Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms. *1 Peter 4:10***

TWCA Community Service is designed to engage our students in personal and direct contact with people and the environment by giving back to the community. The Community service requirement is designed to encourage our students to give time and energy of themselves.

All students are required to complete a minimum of five (5) individual service hours each quarter, for a total of twenty (20) hours per school year. A list of approved projects may be obtained from the TWCA College and Guidance Counselor office, or from your Bible teacher.

To complete Individual Community Service Hours:

- Pick up a copy of the Community Service Form located in the upper school office, from your Bible teacher, or download a copy of the form from TWCA website by selecting the “High School” under the “ON CAMPUS” tab.
- Students should complete the form, and then bring it to the work site.
- Once the project has been completed, the supervisor at the site should sign the form. The supervisor at the site should sign off on the type of work done, and the number of hours completed.
- Turn in the completed Community Service Form to your Bible teacher before the quarter deadline has passed.

Service hours must be completed and turned in to their Bible teacher one week before the end of each quad.

- 1<sup>st</sup> Quad deadline October 7, 2009.
- 2<sup>nd</sup> Quad deadline December 11, 2009.
- 3<sup>rd</sup> Quad deadline March 5, 2010.
- 4<sup>th</sup> Quad deadline May 21, 2010.
- \*Seniors 4<sup>th</sup> Quad deadline is May 1, 2010.

Service to TWCA will only be permitted under special circumstances, and for no more than 25% of the required service time.

As students perform service hours in the community they should be mindful that they are seen as an ambassador of TWCA and a representative of Jesus Christ. Conclusions may be drawn both about the school and about our Lord based upon student's actions. The goal should always be to show Christ's love through service to the community.

#### Guidelines for Service

- If a student chooses to take on a specific project, it must be completed. (i.e. if a food drive is started, the food must be delivered before the project is complete.)
- The student cannot allow their parent to complete the hours on their behalf.
- Helping a parent or family member will not be considered acceptable service hours.
- Community service hours are to be earned during the school year.

#### Prayer

Prayer is a vital ingredient in our program of Christian training. TWCA students are trained in the importance of establishing a consistent daily prayer life. Teachers lead students to understand how God is central to all of life and that continual communication with Him is essential to consistent Christian living. Students are trained in the habit of prayer throughout the school day, before beginning the responsibilities of each day, before eating lunch, for special needs, and to give God praise for all things. Students are encouraged to make their requests known before God and are given opportunities to pray and to share needs with others as they share their requests with Him. There are many opportunities throughout the year for parents and students to meet for the purpose of prayer.

#### ACADEMIC

##### Curriculum - Christian Worldview

In all academic departments, TWCA seeks to develop a wholly Christian worldview in the mind and hearts of students. The principles of Scripture, especially Genesis 1:1, apply to all subjects. An example of this is the presentation of the Darwinian theory of evolution. TWCA presents that theory as the science of one faith, secular humanism, as contrasted to creationism, the science of another faith, Christianity. Darwinian evolution will be presented as the science of a secular worldview apart from the Word of God while creationism, God as author of the universe, will be shown to be both scientifically sound and Biblically true.

While students have the freedom of personal application in all subjects, mastery of subject matter must be demonstrated. As deemed appropriate, diverse sources of knowledge are presented for the purpose of discovering and understanding new aspects of God's world, and, when appropriate, enlightening the student to the existence of a secular world view that is inconsistent with Scripture. But, the goal of TWCA remains to establish and maintain a Christian school where the primary emphasis in teaching is the glorification of God by building Christ-like character into the lives of students as a foundation for excellence in scholastics.

More is done, in this effort, than merely adding a Bible class to a traditional middle or high school program. Scripture is integrated throughout the students' history, art, literature, math, or science classes, and each subject is taught in the light of God's existence and His revelation to humanity through His son, Jesus Christ. Not only are students pointed to the truth of God's Word, but each student is encouraged to develop a deep, authentic relationship with Jesus Christ.

The curriculum at both the middle school and high school level is a rigorous college-preparatory program. The school provides an ongoing review of curriculum in each discipline, keeping textbooks current and in line with the best in educational theory, as well as Christian values. TWCA offers courses at the level, Pre-AP, and Advanced Placement levels. Dual credit classes are also available.

### **Grading Schedule**

The upper school year is divided into two semesters. Each semester is divided in half, creating two grading quarters, or "Quads," per semester. This creates four grading periods per school year.

#### Progress Reports

Progress Reports are emailed to parents approximately every three weeks to provide a cumulative picture of a student's academic progress.

#### Report Cards

Report Cards will be emailed to parents after the conclusion of each quad according to the schedule listed below. Academic grades will be reported numerically and Conduct grades will be listed as

E = Excellent

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

#### Parents Web

Parents are reminded that their children's grades are all available on Parents Web. The actual Progress Reports and Report Cards are only posted for 2 weeks and parents are encouraged to make hard copies if desired. Parents are encouraged to use this tool to help guide their children successfully through the school year. Email is the preferred means to contact teachers when academic concerns arise. Parent-Teacher conferences may be scheduled when needed.

## Grade Reporting Dates

<b>Grading Period</b>	<b>Approximate Ending Date</b>	<b>Approximate E-mail Date</b>
Progress Report		Sept. 4
Progress Report		Sept. 25
Quad 1 Report Card	October 14	October 20
Progress Report		Nov. 5
Progress Report		Dec. 3
Semester 1 Report Card	December 18	January 8
Progress Report		Feb. 4
Progress Report		Feb. 25
Quad 3 Report Card	March 12	March 23
Progress Report		Apr. 15
Progress Report		May 6
Semester II Report Card	May 28	June 4

**Parents, please remember that your child's grades are accessible at all times through Parents Web; however, report cards and progress reports are only accessible through ParentsWeb for 2 weeks after e-mail date. We suggest you print a copy for your records.**

## Graduation Requirements

Students at TWCA must earn 28 regular credits to graduate. The credits are broken down as follows:

Students entering high school prior to 2007:

English	4 credits	Fine Arts	1 credit
History	4 credits	Technology	1 credit
Math	3 credits	Health	.5 credit
Science	3 credits	Speech	.5 credit
Bible	4 credits	Electives	3 credits
Foreign Language	2 credits	Athletics	2 credits

Students entering high school in or after 2007:

English	4 credits	Fine Arts	1 credit
History	4 credits	Technology	1 credit
Math	4 credits	Health	.5 credit
Science	3 credits	Speech	.5 credit
Bible	4 credits	Electives	1 credit
Foreign Language	3 credits	Athletics	2 credits

Students will earn .25 credit for each semester of athletics.

Students will be classified into grades according to courses taken and the units accumulated toward graduation requirements to make sure that reasonable progress toward graduation is maintained. TWCA does not allow an opportunity for accelerated graduation. TWCA expects students to attend school a full day, even if graduation credits have been met.

Please note, that a fifth-year high school student is ineligible for all TAPPS academic, athletic, and fine arts competitions. Eligibility must be verified by the Academic Dean.

Students that are deficient with more than one credit toward graduation requirements may not be permitted to participate in graduation ceremonies. These include all activities planned for the graduating senior class as well as the graduation ceremony.

Because some students transfer to TWCA at the beginning of 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade, there is some variation in the units accumulated between continuing and transfer students. The Academic Dean has the authority to classify each student's grade level based on credits earned and courses in progress.

### **Grading Scale**

TWCA uses a 4.0 scale to calculate GPA. While each student has a GPA calculation, we do not rank our students. A valedictorian and salutatorian are recognized each year (this will be determined and announced in May based on GPA from all four years of high school), but no other rank is established or published for any reason. Students must be enrolled full time at TWCA for the last four semesters of high school to be eligible for valedictorian or salutatorian.

The grading scale is as follows:

		<u>Level</u>	<u>Pre-AP/Honors</u>	<u>AP/Dual Credit</u>
90-100	A	4.0	4.5	5.0
80-89	B	3.0	3.5	4.0
75-79	C	2.0	2.5	3.0
70-74	D	1.0	1.5	2.0
69 and below	F	0.0	0.0	0.0

### **Dual Credit**

TWCA participates in a dual-credit program through Lone Star College. The following classes may offer dual credit on our campus to students who qualify:

<u>Class</u>	<u>College Credits</u>	<u>Duration</u>
College Algebra (Math 1314)	3 hours	August - May
Trigonometry (Math 1316)	3 hours	August - December
Pre-Calculus (Math 2412)	4 hours	January - May
Calculus (Math 2413)	4 hours	August - May
Microcomputer Applications (COSC 1401)	4 hours	August - May

Students receive AP credit for all dual-credit classes. Occasionally, individual students may take a class on the Lone Star College campus with advance permission from the Academic Dean. In general, permission for this is given only for classes not offered on the TWCA campus.

### **Transcript Requests/Student Records**

To request a transcript, send an e-mail to [transcripts@TWCA.net](mailto:transcripts@TWCA.net) and include the following information: name of the school or college, complete mailing address, and attention line information (for example: Attention Undergraduate Admissions). Transcripts will be mailed **within 5 working days** of receipt of e-mail. Ten transcripts will be printed free of charge for each student; each additional official transcript will be provided at a cost of **\$5.00**, and each additional unofficial transcript will be provided at a cost of **\$2.00**. **Note: Final transcripts will not be mailed until all financial accounts have been cleared.** Student records may be requested through the Registrar's office.

## **Academic Concerns**

As a partnership, TWCA expects parents to check Parents Web regularly to be proactive about academic progress, and every effort will be made to communicate clearly and in a timely fashion with parents when academic concerns arise. TWCA expects parental cooperation in support of actions or requests communicated. Parents are encouraged to contact a teacher by e-mail, when a question or concern arises over their child's progress.

## **AP Classes and Tests**

- Students are required to get teacher approval before enrolling in an AP class.
- The following AP classes may be offered as determined by administration:
  - AP Art History
  - AP Calculus, with dual credit
  - AP English Language
  - AP English Literature
  - AP US History
  - AP World History
  - AP US Government
  - AP Spanish
- AP tests will be administered at a location off campus at the appointed dates and times set by the Collegeboard.
- After students have completed the AP test for each date, they will be required to report back to the TWCA campus to complete their regularly scheduled classes. CONFIRM
- Dress code for AP testing will be "spirit dress."

## **Physical Education Requirements**

Students will earn .25 credit for each semester of athletics. Students who want athletic credit for approved off-campus physical activities must participate in the activity for at least 10 hours a week during the school year to receive credit. Credits earned off campus receive a "P" for passing, or "F" for failing. Students must complete the EXEMPTION FROM TWCA ATHLETICS PARTICIPATION form available in the upper school office. The student, the parents, the Academic Dean and Athletic Director must approve all off-campus activity. In addition, a log must be filled out and signed by the student and an authorized employee overseeing the activity.

## **Transfer Credit**

With prior approval from the Academic Dean, a student may earn high school credit for the following reasons: the student failed a course and needs the credit to graduate or the course is not offered at TWCA. Any off-campus courses must be approved by the Academic Dean and must be earned from an accredited program. In order for credit to be applied toward graduation, the course work must be completed and the final exam be submitted to the credit-granting institution prior to April 15 of the graduating year.

## **4-year Plans**

TWCA recognizes the importance of class selection and planning ahead. A four-year plan is made up and kept on file for each student as he or she enters high school. This plan shows credit

only and generally will not reflect the level of the classes taken. Students should keep a copy of their four-year plan in their portfolio binders and carefully consider changes made each year to this plan.

Samples below show two tracks, level (entering high school with no credits) and advanced (entering high school with 2.5 credits.) These two plans reflect the new graduation requirements implemented in 2007.

**Sample 4-year Plan – Level**

	Credits Required	Credits Earned	9th grade	10th grade	11th grade	12th grade				
English	4	4	English I	1	English II	1	English III	1	English IV	1
History	4	4	Ancient World History	1	Modern World History	1	US History	1	Government & Economics	1
Math	4	4	Algebra I	1	Geometry	1	Algebra II	1	College Algebra	1
Science	3	3	Biology	1	Chemistry	1	Physics	1	Science Elective	1
Bible	4	4	New Testament Survey	1	Church History	1	New Testament Theology & Ethics	1	Apologetics & World Views	1
Foreign Language	3	3	Spanish I or Latin I	1	Spanish I or Latin II	1	Spanish III or Latin III	1		
Fine Arts	1	1			Art	1				
Technology	1	1					Computer	1		
Health	0.5	0.5	Health	0.5						
Speech	0.5	0.5	Speech	0.5						
Electives	1	3							Spanish IV or Latin IV	1
									Physics	1
									Elective	1
P.E.	2	2	P.E.	0.5	P.E.	0.5	P.E.	0.5	P.E.	0.5
Totals:	28	30		Total: 7.5		Total: 7.5		Total: 7.5		Total: 7.5

**Sample 4-year Plan – Advanced**

	Credits Required	Credits Earned	9th grade	10th grade	11th grade	12th grade				
English	4	4	English I	1	English II	1	English III	1	English IV	1
History	4	4	Ancient World History	1	Modern World History	1	US History	1	Government & Economics	1
Math	4	4	Algebra I (8th) Geometry	1 1	Algebra II	1	Trigonometry PreCalculus	0.5 0.5	Calculus	1
Science	3	3	Biology	1	Chemistry	1	Physics	1	Science Elective	1
Bible	4	4	New Testament Survey	1	Church History	1	New Testament Theology & Ethics	1	Apologetics & World Views	1
Foreign Language	3	3	Spanish I or Latin I (8th) Spanish I/Latin II	1 1	Spanish III/ Latin III	1				
Fine Arts	1	1			Art	1				
Technology	1	1					Computer	1		
Health	0.5	0.5	Health (Summer)	0.5						
Speech	0.5	0.5	Speech	0.5						
Electives	1	5.5	Debate	0.5			Spanish IV or Latin IV	1	Elective	2
P.E.	2	2	P.E.	0.5	P.E.	0.5	P.E.	0.5	P.E.	0.5
Totals:	28	32.5		Total: 10		Total: 7.5		Total: 7.5		Total: 7.5

## **Recommended Placement**

A number of factors are considered in determining the appropriate placement of students in classes. The student's performance in the preceding class is considered in the teacher recommendation. Test scores, the overall academic record, and the long-term goals of a particular student are other factors which are considered by the Academic Dean in making any final determinations.

## **High School Credit for Middle School Students**

A limited number of high school level courses may be taken by middle school students. Credits from a high school course earned in middle school are subject to review but may be accepted if the credits are earned from an accredited school. These credits are indicated on the transcript, but are not included in GPA.

## **Final Exams**

- 1. High School Final Exams** – At the end of each semester, a comprehensive examination will be given in each subject to all high school students' grades 9-12. Exams will be scheduled in two-hour blocks during a week designated as finals week. High school final exams will be counted as 20 percent of the semester grade; Quad 1 grades will count as 40 percent and Quad 2 grades will count as 40 percent. Only semester grades will appear on high school transcripts.
- 2. Middle School Semester Ending Exams** – Middle school students will take exams during finals weeks. The material covered on these exams will not be weighted more than other exams. Middle school Quad 1 grades will count as 50 percent and Quad 2 grades will count as 50 percent of the semester grade. In all non-core courses a final exam is a teacher's option.
- 3. Please be aware that students must pay all fines or tuition and return or replace lost or missing uniforms, textbooks or library books in order to take the semester final.**

\*Please note that any middle school student taking high school classes for credit (i.e., Spanish I, Latin I or Algebra I) will have comprehensive two-hour finals and the semester grades for these classes will be calculated using the formula listed in the high school section above.

**Students taking finals will stay the full two hours of the final period.** High school students who are not taking a final are not expected to be present at school. Middle school students are expected to attend their classes.

## **Exam Exemptions**

In the spring semester, a student may earn an exemption from the final exam in some classes. Freshmen may exempt 1 final, sophomores and juniors may exempt 2 finals, and seniors may exempt 3 finals. Grade and attendance requirements for exemptions are:

- A 91-100 average in each nine-week quarter of the spring semester with no more than 3 excused absences during the spring semester. The student can have no more than 5 tardies and no unexcused absences. Absences resulting from school-sponsored activities are not included.

- All students enrolled in the AP courses are required to take the AP exam and to meet the same exemption criteria as all other students. Failure to meet these criteria results in a final exam grade being averaged in the overall course average. (Prior to the AP exam, a test/ evaluation exercise/assessment activity will be given in all AP courses that can be applied as a final exam grade if the AP student does not meet the above exemption criteria.) Semester grades for those AP students meeting exemption criteria will reflect an exempt status indicating a final exam grade was not used in computing the semester average.

When a student maintains these standards, they are exempt. Those who wish to be exempt must submit a written request to the Academic Dean to be exempt from the final. No student will be exempt who has been placed on disciplinary probation (includes cheating), and has been assigned any type of suspension during either semester, or served more than 2 Saturday Detentions for the year.

The week preceding finals is designated “Review Week.” Extra-curricular activities will be kept to a minimum.

### **Schedule Changes/Drop Dates**

Students may apply for a course change/drop only change within the first full week of each semester with the Academic Dean.

Semester I:	Between August 17 - 21, 2009
Semester II:	Between January 11 - 15, 2010

No schedules will be changed after these dates.

Schedule change forms are available in the school office, and submitted to the Academic Dean. **Changes will not be considered without appropriate signatures.**

**Students should continue to attend the original class until notified by the Academic Dean that the change has been approved and the student has been enrolled into the new class.**

### **Academic Probation**

TWCA understands the individual needs and tendencies of each student and consequently only reviews grades for academic probation each report card period.

The following guidelines are followed for academic probation placement.

1. A student with a failing grade (below 70) at the time report cards are issued will be placed on academic probation.
2. The student and his or her parents will meet with the TWCA Academic Dean to ensure that academic expectations of the school are clear and attainable by the student.
3. A student on academic probation for two consecutive quads will be evaluated to determine eligibility to remain enrolled in TWCA.
4. A student is required to maintain regular and punctual attendance in all classes. A student who fails to meet attendance expectations may lose credit in the course.

## **Homework**

A rigorous academic program, which challenges students to reach their highest potential, involves out-of-class work. The homework load will vary according to class load and individual study habits.

Some assignments are assigned well in advance of their deadline, to give the student time to plan, research, and prepare a more complex project. The student must plan and arrange the necessary time to complete, including any additional help or clarification from the teacher. Project materials (like poster boards) are not available on the school campus, and the student will not be released from class to obtain them.

Teachers may assign a student an additional academic assignment at any time. The assignment is required to be completed in the time period set by the teacher. Additional academic assignments are used to reinforce class work and/or student discipline, not for the purpose of improving a low grade at the end of a semester.

## **Summer Reading and Math Program**

The summer reading program is integral to developing an appreciation and a love of reading and an understanding of learning as a life-long activity. All reading lists are available on the TWCA website, and books are available at [In & Out Textbooks](#).

In addition, reviewing math skills during the summer is beneficial to the students and helps them retain necessary and relevant information upon their return in the fall. Some math classes require that a summer math workbook be completed during the summer if the student has less than a 90% for their semester math grade. In order to validate their work a grade will be assessed at the beginning of the next school year. Parents may want to tear out the back page with the answers. Math workbooks are available at [In & Out Textbooks](#).

## **Tutoring and Tutorial Time**

Students are encouraged to ask their teachers for help when they are having difficulty in a class. The main opportunity for students to obtain additional help from their teachers is Tuesday through Thursday for 30-45 minutes after school. If students are unable to schedule a meeting with a teacher during these times, they should talk with the teacher to schedule appointments either before school, during study halls or free periods, or during lunch. Teachers will provide tutorial hours which meet student needs. **A student may be required to attend a tutorial session at the discretion of the Academic Dean.** Academic success is a priority at TWCA. Teachers and coaches will make every effort to coordinate tutoring and practice/game schedules to the benefit of the student.

Any student with a grade below 75 percent is strongly encouraged to seek assistance. Any student with an average below 70 percent on the Progress Report or Report Card will be contacted by the Academic Dean and may be assigned a tutorial time to meet with the teacher.

## **Student Planning and Responsibility**

Managing time effectively is a vital skill for success in school and in life. Assistance is provided to students in the form of planning tools which can facilitate this effort.

Each middle school student will receive a daily planner and the student is required to record all assignments and due dates on a consistent basis. High school students need to take responsibility for recording all assignments and due dates in their Outlook calendars on their Apple laptop on a regular basis. Additionally, these planning tools may be used cooperatively by teachers and parents in the event a student begins to struggle. Assignments will be posted on Parents Web (on the internet website through RenWeb), allowing both students and parents to look up any work that may be assigned if a student misses class. Homework postings (pages) are provided as a supplemental resource only and are not intended to take the place of the student's responsibility to record assignments in his/her planner.

### **Incomplete Grades**

Students will have three weeks from the report card date to convert an Incomplete grade on the report card. After that time the student will lose the ability to change the grade. Make-up work must be submitted consistent with TWCA policies and the established policies and procedures of the individual teacher.

### **Late Work**

The policy for late work will be explained by the teacher, and included in the class syllabus.

### **Make-Up Work/Tests**

Absence from school will be excused for the reasons listed in the attendance section of the handbook.

Students will receive a zero for any missed assignment not made up according to procedure.

**Make-up Work Due to Athletics or Other School Events** – A student who is aware of an athletic competition or other school-sponsored event that will cause him or her to be absent from a class is responsible for keeping up with his or her schoolwork. Any work that is due during a period that the student will miss should be turned in before the class period. Any tests that the student will miss should be taken ahead of time if possible. Otherwise, the student must work out an arrangement with the teacher ahead of time for making up the test.

All work missed because of an absence must be made up to the satisfaction of the teacher. A student has the same number of class meetings to make up work, which they missed during their absence. Tests should be made up within the same time frame as other make-up work.

Students and parents should check Parents Web for a listing of homework assignments.

**Make-up Work Responsibility** - Students and parents should check Parents Web for a listing of homework assignments for all missed work due to absences. It is the student's responsibility to determine which assignments need to be made up and to turn-in the work within the time requirements.

**Unexcused Absences** – Students who receive an unexcused absence will be allowed to make up all academic work missed; however, work missed may be subject to the maximum-of-75 percent rule.

A student cutting class will receive a detention. If the student cuts to avoid a project deadline or test, he or she may receive a zero on the assignment. Further offenses may result in suspension or expulsion.

### **Maximum Absences – Loss of Credit**

Regular and punctual attendance is an important part of the instructional process. Excessive absences may result in a student being placed in academic probation or may incur a loss of credit. Students who miss more than three days per quad may be contacted by the Dean of Students. The student may also be referred to a campus attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit. Three tardies equal one class absence.

### **Tests and Major Projects**

When feasible, teachers will make every effort to schedule no more than one “core” class test, and 2 quizzes per day (major-grade projects do count as test). Major projects may require careful planning, and extensive research to complete; we strongly encourage students to plan ahead and use time wisely. **Note:** Planning is encouraged. Major-grade projects and tests may fall on the same day.

### **Academic Competitions**

Any student interested in academic and fine art enrichment opportunities is encouraged to enter competitions. Events vary throughout the year, and students may enter any time in a subject of interest offered in competition. TWCA joins in TAPPS, ACSI, EfTA, and other sanctioned competitions in order to provide application to classroom instruction.

### **Textbooks and Equipment**

Textbooks and resource materials are issued at the beginning, and at other times during the school year. These belong to the school, and must be respected as borrowed property. Parents will be responsible for paying for any textbooks or equipment that are lost or damaged by their student.

In advanced classes, i.e. Pre-AP, AP, and Dual Credit classes, textbooks are not provided, and must be purchased by student.

### **Awards**

**End-of-the-Semester Recognition** – At the end of each semester, the Academic Dean will publish a *Head of School* list, based on the following:

#### **Head of School:**

Middle school students with a cumulative grade average of 95 percent or better with no course grade below a 90 percent for a quad and no detentions will receive a certificate and at the end of each semester, will be invited to attend a “Head of-School Luncheon.”

High school students with a cumulative GPA of 4.0 or better for a quad will receive a certificate and at the end of each semester, will be invited to attend a “Head-of-School Luncheon.”

**End-of-the-Year Recognition** – An academic awards assembly will be held in May. The *Daniel Award* is given to one student in the senior class, chosen by his or her peers, who best exemplifies the courageous and righteous behavior of this biblical hero. Students who have made the TWCA Head of School’s list for two consecutive semesters will also receive recognition at this ceremony. Individual student accomplishments will also be recognized.

## **COMMUNICATION WITH PARENTS**

### **School Communication**

TWCA utilizes electronic means as the primary communication vehicle with parents.

Parents Web: Homework assignments, grades, Progress Reports and Report Cards are posted on Parents Web.

Email: Each teacher has an email address that begins with the first letter of the first name, followed by the complete spelling of the last name, ending with @twca.net. Faculty and staff members will answer emails as promptly as possible within the time constraints of teaching and advising students.

Progress Reports and Report Cards: Progress Reports which provide a summative picture of a student’s progress to date in the Quad will be emailed according to the schedule posted in this Handbook. Report cards will be emailed the week following the end of the Quad. Parents are encouraged to make a copy of the report card for their records.

### **Parent/Teacher Communication**

Parents should contact teachers by email. While school is in session teachers are prohibited from conducting parent conferences while they are teaching or supervising students. Between 8:00 a.m. and 3:15 p.m., do not go directly to a teacher’s classroom, but check in first at the main building reception desk to register, and receive a visitor’s badge, then proceed to the school office for approval before proceeding to the classroom. Parent conferences can be scheduled directly with the faculty member by email.

## **ELIGIBILITY**

### **Re-enrollment /Reapplication to The Woodlands Christian Academy**

A student who commits a major disciplinary infraction or repeatedly refuses to live up to the standards of TWCA may be expelled or asked to withdraw. Any student expelled from The Woodlands Christian Academy may only re-apply after one full semester and will be thoroughly re-evaluated at that time. If accepted, the student will be placed on disciplinary probation until the next semester.

## **ATHLETICS**

### **Athletic Philosophy**

The Woodlands Christian Academy Athletic Department will pursue excellence in competitive sports through strong Christian leadership, quality facilities and committed student-athletes. The vision of the athletic department is to develop the skills of all student to eventually culminate with the varsity teams.

The pursuit of excellence in competitive sports will start in the Physical Education programs in the middle and elementary where development of fundamental skills and gaining a basic knowledge of the games will be the focus.

High school varsity sports involve the highest level of training and the goal of each sport team is to prepare to be the best for competition.

Team selection, rosters, and playing time will be determined solely by the head coach in each sport. Inclusion on a team will be based on a variety of criteria, including the student's performance and ability level. The numbers of participants and the availability of coaches will determine if there will be a junior varsity as well as a varsity team at the high school level.

All levels of sport teams will stress discipline, commitment, attitude, integrity, respect, honor, class, humility, intensity, desire, courage, spirituality, and they will strive to reach the highest potential for the team and individual on the field, as well as, in the classroom. Team will always take priority over the individual.

At the middle school level and sub-varsity level, the goal is for everyone to be able to get playing time, but playing time is not guaranteed. At the varsity level, the goal is for the team to perform at its highest potential, giving it the best opportunity to win, thus there is no guarantee of individual playing time. Whenever possible, coaches will try to find opportunities to get players into games; however, our intent is never to place a child in a position to fail or to be embarrassed in any way.

Knowledgeable coaches who exemplify being strong leaders and Christian role models will lead teams.

Student-athletes will be trained and challenged both physically and mentally to develop character and a strong work ethic. They will grow in self-discipline and learn to operate within a team concept. TWCA coaches will organize, stimulate, and encourage our students to reach their highest potential, and to develop a spirit of fair play, true sportsmanship, and good fellowship for wholesome competition and academic excellence.

### **Governing Body**

The Texas Association of Private and Parochial Schools (TAPPS) governs high school interscholastic sports. TWCA is a member of TAPPS, and adheres to all TAPPS rules, regulations, and by-laws, found in the TAPPS Constitution. In some cases TWCA has more stringent policies, which may supersede TAPPS policies.

## Eligibility

All departments work together to encourage students to achieve their God-given potential. Grade checks are made every three weeks. At the conclusion of the first three weeks grading period, a progress report will be issued to all students which will serve as the first warning for students in danger of failing. At the conclusion of the first six weeks of a grading period, any student failing (below a 70 average) in any class will be ineligible until that grade is brought up to passing. At the conclusion of a quad, any student not passing any class will be ineligible for the next three weeks. After this time, should the student bring this grade back up to passing, he/she will become eligible again.

## Participation

Middle school and high school students are strongly encouraged to participate in team sports. Regardless of athletic participation, however, all students must be involved in a physical education class for the entire school year. This class will be conducted by the training staff at TWCA and will work to incorporate training regimens that work to teach future life fitness skills. It is the goal of the Physical Education department to impart values and knowledge of a healthy lifestyle to all students.

Students should not be unduly influenced to participate in a sport, or to participate in one sport over another.

## Recruiting

Students and families must follow the admissions procedures established by the school administration prior to any involvement with the athletic department. Contact with TWCA initiated by a parent or prospective student allows the school to promote itself to the prospective family. **Initial contact of a student or family of a TAPPS school by a staff member of another TAPPS school for the purpose of athletic recruitment is prohibited.** Any means that circumvent the spirit of the regulations prohibiting recruitment of student athletes at TAPPS member schools, such as contact by parents or members of the Booster Club from another TAPPS member school, is also prohibited. Students or families involved in one school program who choose to change must be willing to certify that the decision was theirs and not a result of financial enticement by another TAPPS school or one of its constituents.

TWCA will not offer or support any form of enticements, including athletic scholarships, by the athletic department or anyone associated with TWCA.

## Practice

Most high school workouts will begin immediately after school. Sports that do not practice directly after school will practice at a time designated by the coach.

Middle school workouts may start before or after school and may extend into the middle school P.E. period. Students will be released in time to shower and go to class.

Occasionally a practice or game may be scheduled on days when school is not held. If a practice is scheduled when school is not open, the TWCA Athletic Director must approve it and the coaches will notify the parents in advance. Practices will not be held on Sunday. During exam

week, practices may not exceed one hour each day. Fall sports may begin practice before the school year begins, but not before the dates specified in the TAPPS rules.

### **Competition Seasons**

TWCA offers a variety of organized team sports for both boys and girls. The school year is broken into three competition seasons: fall, winter, and spring. Fall sports are football, girls' volleyball, cross country, and cheerleading. Winter sports are boys' and girls' basketball, and cheerleading. Spring sports are baseball, cheerleading, softball, and track and field. Offering other team sports is dependent on student interest and participation.

### **Exemptions**

Exemptions from school athletics are granted only in the case of medical reasons or by a substitution of a serious athletic pursuit outside of school in a sport not offered by TWCA. Students who want athletic credit for approved off-campus physical activities must participate in the activity for at least 7 hours a week during the school year and under the supervision of a qualified coach to receive credit. A log must be filled out and signed by the student and an authorized employee overseeing the activity. Students desiring an exemption must obtain permission from the Academic Dean and the Athletic Director, by completing the EXEMPTION FROM TWCA ATHLETICS PARTICIPATION form available in the athletic office. The Athletic Director will inform the student when and if his/her application has been approved.

### **Calendar**

Head coaches are responsible for scheduling their sport, and all game schedules are approved by the Athletic Office, usually well in advance of the season. Other sports events, pep rallies, and post-season events are approved by the Athletic Director and the Principal, and will be placed on the school events calendar.

Athletic events should not be held on Sundays. During exam week, events may be scheduled only after the conclusion of all exams.

### **Joining a Sport after the Start of the Season**

This will be reviewed on an individual basis.

### **Discipline**

Each student-athlete is expected to be on his or her best behavior at practices, games, school, and in the community. If a student has a problem in this area, it will affect his/her status on the team. Each coach is free to implement appropriate consequences.

### **Post-Season Recognition**

The Athletic Director, head coach, and Booster Club will decide upon an appropriate recognition of players and coaches at the conclusion of the season.

### **Uniforms and Equipment**

Each individual student is fiscally responsible for any item issued.

## **Travel Policy**

Whenever possible, the athletes will travel together as a team and return to the school as a team. They will travel in the school van plus a rented van or in the school van, and parent vehicles. If parents are driving, the Athletic Director must have a current copy of a valid driver's license and an up-to-date copy of their insurance card. No student-athletes are permitted to drive to or from sporting events. There will be some occasions when it makes sense to have a parent, with permission from the head coach, to take the player with them. This should not be a routine, but common sense policy.

**When an away game is at a great distance and arrival back to the TWCA campus is late, the student-athlete is still expected to be at school on time the day following an athletic contest.**

If not traveling in uniform, appropriate, modest attire is expected. This will be at the discretion of the Head Coach.

## **Attendance to Practice and Games**

Coaches will outline team rules and procedures at the start of each sport's season. When the athlete is absent, the athlete's eligibility to participate will be determined by the Athletic Director.

## **Student-Athletes Not Completing a Season**

Students who quit a sport mid-season will be subject to suspension from all other sports for one calendar year. Exceptions exist only if the Head Coach from that sport agrees to allow the student to participate in other sports.

## **Parent Concerns**

Parent concerns should be directed to the coach first and if resolution is not accomplished, then to the TWCA Athletic Director. Ninety-nine percent of issues pertaining to athletics will most likely be resolved through open, honest discussions of the issues between parties. If a resolution cannot be made with the TWCA Athletic Department, the parents should meet with the Principal. Resolution may include: compromise, agreeing to disagree or if harmony cannot be reached, the Principal reserves the right to ask the disagreeing parent and athlete to withdraw from the program for the good of all concerned. Once harmony is reached, the student may re-join the team the following year.

## **Locker Rooms**

Lockers are available in the locker room for students to secure clothes and valuables during each athletic period, practice, or event. It is the student's responsibility to secure their personal items. The student is also expected to keep the locker room clear and clean. In some instances, more than one student will share a locker. All monies and valuables lost or stolen are the responsibility of the student. TWCA encourages all students and parents to not carry expensive valuables and large amounts of cash while on campus.

## **Lost and Found**

Students often leave articles of clothing, and other personal property in the SLC, or athletic locker rooms. To keep the locker rooms clear and clean, items will be collected daily – undergarments will be disposed of, and outer garments, and other items will be turned in to the athletics office with other lost and found items.

## **Lettering**

Each varsity head coach determines lettering eligibility. As a general rule, students will not letter unless they have dressed out and were eligible for at least 75% of all varsity contests during a season. Students will be given the opportunity during the school year to purchase a school-approved letter jacket from the designated dealer. The Athletic Director will approve patches before student places their order. Ordering forms will be available in the athletics office.

## **Forms**

The following forms **must be completed and returned to the athletic office prior to athletic participation:**

- Physical exam
- Acknowledgement of TAPPS rules
- Parent and Student Acknowledgement in front of Handbook

## **ATTENDANCE**

### **Guidelines**

Class attendance is essential for success as a student. Parents and students must work together and both take responsibility for regular and punctual class attendance, since class attendance affects class credit. As TWCA is an accredited school by the Southern Association of Colleges and Schools, attendance in school is taken seriously. We are required by their standards to plan for a minimum of 175 days of instructions. We strongly recommend that families plan vacation days only in accordance with the school calendar and scheduled time off. Student attendance records will be reviewed at each quad, and excessive absences may result in lost credit. A maximum of 8 class absences (6 excused, 2 unexcused) are allowed per semester.

If a student still must miss scheduled school days for reasons other than illness or family emergencies, TWCA will expect prior written communication between the parents and the Dean of Students. This absence will be considered unexcused. Any absence that is not communicated properly will be considered TRUANCY.

School begins at 8:00am. After 8:00 am, the entrance gates will be locked, and student will enter through the main building doors. Students will sign in at the front receptionist desk and receive an “ADMIT” slip.

In the upper school, attendance is taken at every period. Tardy students will not be admitted to class without an admit slip. Students more than 10 minutes late to class, will be counted as absent (unexcused).

When a student is to leave school during the school day, parents should follow these procedures:

1. Notify the upper school office by email ([jlinder@twca.net](mailto:jlinder@twca.net)) and the front receptionist ([ccoorey@twca.net](mailto:ccoorey@twca.net)) **in the morning** giving reason and permission for student's release from school. Without this notice, the student will not be released. If your student drives, let us know what time they should leave campus for appointment.
2. Student will report to the upper school office to receive a "PERMISSION FOR RELEASE" form.
3. Wait at the front reception for your student and sign him or her out at the designated time.
4. **Please do not wait until the last minute to notify the office. Please do not go to the classroom directly to get your child; you will be asked to return to the front reception to complete the check-out process.**
5. If the student returns during the school day, the parent must sign the student back in at the front reception.

All students must check-in and out at the front reception, and use the main entrance, including those students who drive themselves. There are times when the front reception will be busy, however, parents and students must wait to complete the check-out process before leaving campus. Students who do not follow these procedures, and leave campus, will be considered truant.

For those students who drive themselves, if parent permission is not communicated, U/S Administration will attempt to contact parent and will not release student until written permission is given. Students will not be released without this written permission in hand. Do not contact your student directly by cell phone, or U/S office by phone from the parking lot. If students are called out of class unexpectedly, they may miss valuable teaching time, tests or quizzes.

### **Tardies**

All tardies to any period are considered unexcused. Tardy students will not be admitted to class without an admit slip. Students more than 10 minutes late to class, will be counted as absent (unexcused).

- (1) If a student is tardy to school during first period, he/she should report directly to class, after receiving admit slip from the front reception.
- (2) If a student is tardy to any other period, he/she should report to the school office to obtain an admit slip.
- (3) All tardies to class will be reported by the class room teacher, and monitored by the TWCA Dean of Students. If the student misses an early test, the student must be prepared to make up the test that same day in a study hall or after school. If a student arrives late, the student must turn in all assignments due in the missed classes that same day.
- (4) The sixth tardy (cumulative in all class periods) in any one quad will result in a detention assigned by an administrator.

Three tardies, excused or unexcused, will be considered one class absence.

## Absences

Parents should contact the school office by phone (x1301), or by e-mail ([jlinder@twca.net](mailto:jlinder@twca.net)) on the morning of absence by 9:00 a.m. Types of absences are:

1. Excused absences may be granted but not limited to the following reasons:
  - a. Illness
  - b. Emergency family matters
  - c. Death in the family
  - d. Dental or medical appointments
  - e. Funeral, graduation, or wedding of family member,
  - f. Athletic clubs for non-TWCA sponsored sports, tournaments, or competitions
  - g. College visits (see College Counseling section)
  - h. Pre-approval by the Academic Dean
  - See Make-up work policy (see Academic section)
  - Parents do not ask to excuse your student's absence from class or school for reasons other than those listed above.
2. Unexcused absences are for the following reasons:
  - a. Visiting, testing, interviewing for enrollment in another school
  - b. Non-TWCA tutoring
  - c. Truancy (see Attendance section)
  - Make-up work policy (see Academic section)

Students are required to be present during achievement, standardized, or placement testing, semester or final exams, or major field trips.

When absences are voluntary (rather than due to illness or emergency) the student should work ahead to reduce the amount of make-up work and to keep pace with the rest of the class. Students must make arrangements for making up tests, quizzes, or other in-class assignments. Students may be asked to complete assignments before departure. Because preplanning is assumed, all assignments will be due the day the student returns to campus. See the Academic section for grades and credit given for make-up work and tests.

## Returning After Absence

A student returning to school after absence must bring signed note from parent (for 1 or 2 days absence) to the upper school office the morning of their return. For absences of 3 or more days, a note from the doctor is required and to be turned into the school office, as well. If parent does not supply a note within one school day after returning from absence, the absence will be considered unexcused.

For contagious illnesses (i.e. lice, staph infection, pink eye, chicken pox) parents are to check with the nurses before return.

## **Truancy**

Truancy is any absence from class or school without following attendance guidelines. Truancy is counted as an unexcused absence. A student absent from a class and or a school day without the permission of the school and parents will be considered truant. If a student is truant he will receive an in-school suspension and assessed an \$80.00 fee to defray the cost of the supervisor.

## **Hall Passes**

Any student out of class must show a pass authorized by teacher, administrator, staff member, or admit slip from the front reception. Students must check in with teacher, before class time to get permission to visit the upper school office during class period. Teachers may or may not give permission depending on their planned class activities.

## **Early release**

Early release is only granted by prior approval for athletic events (games, tournaments, or off-campus P.E. activity), emergencies, and medical appointments. Parents are strongly encouraged to schedule appointments outside of school hours.

- The Athletic schedules are posted on the TWCA website. Coaches may request early release for away games only.
- The U/S Administration will work with the Athletic Director to arrange early release for players and students for playoffs and state tournaments.
- Early release for off-campus P.E. activity will only be granted if the “Athletic Exemption” form is approved and on file in U/S office. Students with permission to leave campus early for off-campus athletic training will sign out on the “Early Release Log” located at the front reception.

## **Visiting Students**

Non-TWCA students are welcome to attend after-school events, sporting events, homecoming, etc. TWCA is a closed campus and non-TWCA students may not be on campus during school hours unless they are on an officially supervised school tour or have prior approval by the Principal.

## **COUNSELING SERVICES**

### **Academic**

Academic success is a priority at TWCA, however we also believe that all students are created by God as unique and special for His divine purpose. Therefore, the Academic Dean will provide the student the four-year plan that guides them to reach their highest level of academic achievement. Any questions regarding a student’s program of academic studies should be directed to the Academic Dean.

### **Guidance Counseling**

TWCA offers services to provide individual assistance in aspects of personal, spiritual, and educational growth and development through individual conferences. TWCA reserves the right to meet with a student if recommended by a teacher or administrator.

## College Counseling

Individual appointments- The college counselor works directly with students to assist them in compiling a list of colleges of interest. This is achieved through the following: individual conferences with parent and student; hosting a variety of college visits from admissions officers; and coordinating college visits. Individual appointments may be scheduled to discuss student goals, grades, standardized tests and scores, college requirements, financial aid, admissions applications and deadlines. In cooperation with the student, their parents, Dean of Academics and teachers, the College Counselor will help students keep their future goals in sight, stay motivated, and use their time at TWCA wisely to study and learn. Contact the College Counselor via email to schedule an appointment.

Information about preparing for and choosing a college is distributed by the Counseling Office to each 9<sup>th</sup> through 12<sup>th</sup> grade student in a variety of formats. The most current information regarding college preparation is sent via emails. Students should check their TWCA email accounts on a daily basis to ensure they are to date on important deadlines. College Binders are given to every student to help them organize the information necessary to complete their college applications at the beginning of the senior year. The binder includes information about standardized testing dates, and a variety of tips on choosing a college, college campus visits, and a step by step guide to the college admissions process. The College Newsletter is sent out electronically on a regular basis with continually updated college information.

College Resource Room, located in room 415, contains current catalogs, brochures and additional resource books for students and parents to read. Information on individual colleges, scholarships and college entrance exams are available from the Counseling office.

SAT & ACT Preparation Courses- TWCA offers on-campus preparation courses for both standardized tests, from reputable sources at a greatly reduced cost. Students are strongly encouraged to participate in at least one of these after-school courses.

**Recommendation letters or college admission forms** – Any forms to be completed by the counseling office or faculty require a **minimum of 10 working days notice**. They should be given to the counseling office or faculty members personally. In order to ensure the very best letter of recommendation possible will be written for your student, please complete the College Recommendation Form along with your request for a recommendation letter.

*We recommend that you do not request that transcripts and recommendation letters be mailed together as it can delay the receipt of your transcript*

## College Visits

Seniors and juniors are encouraged to visit colleges for which they are interested in seeking admission (seniors – 3 days; juniors – 3 days). Students who need to be absent from classes must make arrangements, in advance, through the college counselor and take the following steps:

1. Prior to the day missed, a parental note must be received by the College Counselor's office stating the reason for missing school.
2. Once the parent note is received, the student will be given a College Visit Form.
3. The student is responsible for any missed assignments during their absence.
4. Students must make up all assignments according to the academic planned absence policy.

5. The student must bring a College Visit Form to the college and have a school official sign off in the designated area on the sheet.
6. Any college campus visit should include the official campus tour.
7. Verification of the campus visit must be brought to the College Counselor the day of their return.

*Failure to return the completed form before 8:00am the following school day will result in an unexcused absence.*

### **Testing Dates**

The PSAT test date is Wednesday, October 14, from 8:00am to 12:00. It will be administered to all TWCA 10<sup>th</sup> and 11<sup>th</sup> grade students.

TWCA is currently not a testing site for the SAT or ACT tests; these tests are given at various high school and college campuses. Students can sign-up online at [www.collegeboard.com](http://www.collegeboard.com), at least 6 weeks prior to exam date. The TWCA code is **447644**.

#### SAT Reasoning Test

- Given 6 times per year
- Test structure: Ten section exam; three critical reading, three math three writing and one experimental section.
- Test content: Math, up to geometry and algebra II; Reading, sentence completions, short and long critical reading passages, reading comprehension; Writing, grammar, usage, work choice and a mandatory essay.

#### SAT Subject Tests

- Given 6 times per year, with the exception of World History and languages
- Students can take up to three SAT Subject Tests on a single test date. Students may NOT take Subject test and Reasoning test on the same date.
- It is recommended that a student take the exam as soon as they have completed the course.

#### ACT Test

- Given 6 times per year
- Test structure: Five section exam; English, Math, Reading, Science, Reasoning, and Writing.
- Test content: Math; up to trigonometry; Science; charts, graphs and data interpretation; Reading; four passages, one each of Prose Fiction, Social Science, Humanities, and Natural Science; English stresses grammar and essay is optional.

College Board has posted the following test dates:

**SAT Calendar Dates  
2009-2010 Test Dates and Registration Deadlines**

<b>U.S. Registration Deadlines</b>		
<b>2009-10 Test Dates</b>	<b>Test</b>	<b>Regular Registration Deadline (postmark/submit by)</b>
October 10, 2009	SAT & Subject Tests	September 9, 2009
November 7, 2009	SAT & Subject Tests	October 1, 2009
December 5, 2009	SAT & Subject Tests	October 30, 2009
January 23, 2010	SAT & Subject Tests	December 15, 2009
March 13, 2010	SAT only	February 4, 2010
May 1, 2010	SAT & Subject Tests	March 25, 2010
June 5, 2010	SAT & Subject Tests	April 29, 2010

**ACT Calendar Dates  
2009-2010 Test Dates and Registration Deadlines**

<b>Test Dates</b>	<b>Registration Deadline</b>	<b>(Late Fee Required)</b>
September 12, 2009*	August 7, 2009	August 8 – 21, 2009
October 24, 2009	September 18, 2009	September 19 – October 2, 2009
December 12, 2009	November 6, 2009	November 7 – 20, 2009
February 6, 2010**	January 5, 2010	January 6 – 15, 2010
April 10, 2010	March 5, 2010	March 6 – 19, 2010
June 12, 2010	May 7, 2010	May 8 – 21, 2010

**Withdrawing From School**

Parent should contact Principal and Business Office to request student withdrawal, and include reason for and date of withdrawal. A school-issued form is completed to insure that locker, school property is returned, and student's financial record is paid in full. Upon satisfactory completion of this form, student's records will be released.

## **STUDENT ACTIVITIES**

### **Student Organizations**

Students can and are encouraged to participate in a variety of clubs each year. These clubs provide opportunities to form lasting friendships, interact socially, to develop leadership and to learn the value of assuming a responsibility and following it through to completion.

All student clubs and organizations and their bylaws must be approved by the administration.

### **Clubs**

**National Honor Society** – TWCA is a member of the NHS. The NHS seeks to create enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character. The National Honor Society Advisor will send out information packets to all students in the 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade with a cumulative grade point average of 3.5 or better concerning eligibility for membership. Students must then complete an application that includes written recommendations from teachers, youth leaders, etc. The Faculty Council reviews the application to determine selection for membership. Once a student is selected for membership in National Honor Society he/she is required to meet the following criteria in order to remain a member in good standing:

1. Maintain an 3.5 cumulative grade point average
2. Maintain an excellent school disciplinary record
3. Attend regular chapter meetings
4. Participate in chapter service projects at school

**National Junior Honor Society** -- The NJHS is a duly chartered and affiliated chapter of the prestigious National Honor Society organization. The objectives are to create enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character. Students in the 7th and 8th grade who have completed one entire semester are eligible for membership. For the scholarship criterion, a student must have a cumulative grade point average of 3.75. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council (faculty members selected by the principal) with information regarding the candidate's personal history of leadership experiences and participation in school and/ or community service. The nominees are notified of selection by a Tapping ceremony. Following notification, a formal induction ceremony is held to recognize all newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all four criterions that led to their selection.

**Interact** – Interact is Rotary International’s service club for young people ages 14 – 18 and includes more than 10,700 clubs in 109 countries with almost 200,000 members worldwide. The Interact Club of The Woodlands Christian Academy is sponsored by The Rotary Club of The Woodlands. Each year, Interact clubs complete at least two community service projects, one of which furthers international understanding and goodwill. Through these efforts, members develop a network of friendships with local and overseas clubs and learn the importance of developing leadership skills and personal integrity, demonstrating helpfulness and respect for others, understanding the value of individual responsibility and hard work, and advancing international understanding and goodwill.

**Mu Alpha Theta** – Mu Alpha Theta is the National High School Honor Society with over 75,000 student members nationwide. MAT is dedicated to inspiring keen interest in mathematics, developing strong scholarship in the subject, and promoting the enjoyment of mathematics in high school students.

For full membership, students must have completed Advanced Algebra I and Advanced Geometry, be enrolled in College Algebra in the current school year, and have a grade point average of at least 3.5. For an associate membership students must have completed Advanced Algebra I, and be enrolled in Advanced Geometry in the current school year.

### **Student Government**

The role of the student government at TWCA is to demonstrate the principles of democratic government and the responsibilities of the individual, thereby developing an appreciation of membership in democracy. This is accomplished by:

- 1) Advising the administration of the school in matters directly or indirectly related to the welfare of students of the school community as a whole and providing a forum for student expression.
- 2) Establishing greater unity in the school by encouraging cooperation and understanding between the student body, the faculty and the administration.
- 3) Promoting the general welfare of the school, safeguarding its reputation and preserving its tradition.
- 4) Facilitating the development of attitudes and practices in good citizenship and Christianity.
- 5) Helping to improve school morale and spirit
- 6) Establishing and providing orderly direction for school activities

Student Council events can include:

- o Student Council Elections
- o School Dances
- o Class Trips
- o Donation of food to the needy
- o Community service projects
- o Decorating the school for Christmas and other celebrations
- o Student Council Induction Ceremony
- o Spirit Week Activities
- o Homecoming
- o Open House
- o Baccalaureate
- o Graduation Events

### **Student Leadership**

Students may only serve as president of one organization at a time to allow the president to give a strong and focused commitment to that organization. Leadership positions include president of the Student Council, president of the National Honor Society, editor of the yearbook team, head cheerleader, and athletic team captain.

Students are selected by the high standards of each individual club, however club leaders are to maintain standards of academics, leadership, service, and character. Some clubs may allow warnings for some infractions, but any obvious violation of school rules will result in immediate review by club sponsor.

Any student in leadership that receives any suspension, or is found cheating or plagiarizing will be removed from that position.

### **Student Activities**

School staff or faculty, parent or teacher sponsors, students and/or student council members may propose an activity, but it must be approved in advance (prior to confirming any reservations). The written proposal must include information including but not limited to: time (start and finish), date, location (on- or off-campus), approximate cost, source of funds, type of entertainment or music (disc jockey or band), approved music, chaperones, security, decorations, attire, and theme. Activities may be chaperoned by TWCA staff, faculty, and/or parents and will have an appropriate number.

No alcoholic beverages or drugs will be tolerated. Any student possessing same or intoxicated will be removed and held until a parent/guardian can pick them up. This includes the guest or date of any TWCA student. Parent/student Handbook guidelines apply to all school-sponsored activities.

This handbook will not attempt to identify every activity available at the school due to their variation from year to year, but all activities will be subject to the policies and procedures of TWCA. **Responsibility for the welfare of a son or daughter rests with each parent who must decide whether or not to allow their student to join in the activity.**

### **Driving Privileges/Transportation/Parking Lot Safety**

Parking on the TWCA campus is a privilege. **Responsible driving is expected on campus, and violations may result in student losing this privilege.** All student drivers must have proof of insurance as required by state law, and a completed PERMISSION TO DRIVE form on file with the U/S office.

Since all books and supplies should be kept in the student's locker, backpack, or athletic locker, students are not allowed in the parking lot or their cars during school hours without written permission from a school administrator. All vehicles parked on TWCA property are subject to random search without cause, at any time.

## **STUDENT SERVICES**

### **Warrior Well**

Warrior Well is a café located in the lobby of the SLC, opened before and after school. Drinks and snacks are available for sale to upper school students, parents, staff and visitors.

## Lunch

Students may bring their lunch to school or take advantage of the cafeteria program. Students may eat lunch in the multi-purpose room and/or in the designated campus lunch locations, and are responsible for cleaning up after themselves OR making sure their area is cleaned before leaving the area. Students are allowed to leave lunch five minutes early to go to their lockers before the next class. Due to the time restrictions and other safety issues, our campus is a **closed campus**. This means that no student will be allowed to leave the campus for lunch. **Any student who chooses to leave campus during lunch without school administration permission will be considered truant.**

Parents are welcome to eat lunch with their child but must sign in at the front reception.

## Friday Lunches

On selected Fridays, PTF coordinates with local restaurants to bring lunches to the TWCA campus. Students must purchase a separate lunch agreement to participate. These may be purchased from PTF. **IOUs will not be issued.** The proceeds of this event will be deposited into each grade-level PTF account. These funds will then be available to be used for student activities. The regular cafeteria lunch program is also available on Fridays.

## Lockers

Students will be issued a locker. Any properties, money, and other valuables left in lockers are the responsibility of the student. Lockers and lock combinations must be kept secure at all times. Lockers are the property of The Woodlands Christian Academy, and are subject to periodic inspections by authorized school personnel. Sharing lockers is not allowed, as the responsibility of the locker contents fall on the student to which it is assigned.

Middle school students will be issued a separate lock as well. The charge for lost locks is \$10.00.

## Field trips

Field trips are planned by teachers and are coordinated through the Dean of Students. The trip sponsor or teacher must have signed permission form, and signed "permission to travel" form on file. Although the students are off-campus, appropriate attire is expected and will be included in trip guidelines. Appropriate behavior is also expected; all school rules are in effect during field trips. Field trip sponsors will make decisions of appropriateness on an individual basis. Trip sponsor determines number of chaperones needed. Students will make arrangements with their teachers upon their return, for any work to be made up. Students with excessive absences or behavior problems may be asked to remain on campus. Parents should anticipate an extra cost for any out-of-town trips

Parents are often needed as chaperones and/or drivers for these trips. A photocopy of both the insurance card and driver's license is required of all those driving for a school event. These copies are to be left with the receptionist. When using charter busses or TWCA school vans, all students and chaperones must travel together. Siblings of any age are not allowed on the field trip.

## **Lost and Found**

Students often misplace articles of clothing, books, band instruments and other personal property. When these are found in the upper school campus, by school employees and students, they are turned in to the school office and kept for 2 weeks. At the end of 2 weeks, unclaimed articles will be donated to appropriate charities. Students are able to retrieve items from lost and found for a small fee – \$1.00 for miscellaneous items and \$5.00 for laptops. Fees collected will be donated to a TWCA scholarship fund.

## **Deliveries/Forgotten Items**

TWCA discourages the delivery of flowers, balloons or other gifts for students during the day. Such gifts will be held for pickup at the front reception until the end of the school day.

Parents bringing forgotten items from home (athletic equipment, schoolbooks, homework, lunch, lunch money, water bottles, etc.), should bring item to front reception desk and not the child's classroom, and the student will be instructed to retrieve item.

## **STUDENT MANAGEMENT**

### **Student Lifestyle Statement**

TWCA is committed to each student's development as a whole person for the fulfillment of God's will, focusing not only upon the discovery and development of abilities and gifts, but also upon growth in spiritual maturity. The TWCA community consists of students, faculty, staff, and administration. The privilege of belonging to this community includes adherence to certain rules of procedure and conduct that are designed for the best interest of everyone involved. At TWCA, some of these are based on clear biblical imperatives, some are drawn from biblical principles and others are part of the institutional distinctives that make the school special. As a minimum requirement, each community member is obliged:

1. To be a good steward of time by engaging in careful study, service to the community, active participation in a local church, and attendance at TWCA chapel services.
2. To exercise wise biblical discernment in all areas of life.
3. To avoid every form of immorality, including immoral sexual behavior, homosexuality, lying, stealing and cheating.
4. To abstain from possession and use of illegal drugs.
5. To abstain from activities that may cause personal spiritual harm or may show insensitivity regarding how one's behavior affects other members of the community.

Some of these community expectations are matters of Christian liberty for which each student alone will be responsible when they are no longer a student at the school. It is expected that students will temporarily set aside that freedom in these areas for the benefit of the entire community.

Students' voluntary enrollment at TWCA attests to the fact that they agree to live within the framework of TWCA's community expectations as stated in the Parent Student handbook. Students are obligated to honorable adherence to the community expectations while enrolled at TWCA, including all school vacations.

Behavior, either on campus or away, that indicates a student has disregard for the spirit of The Woodlands Christian Academy community expectations may be sufficient reason to ask a student to withdraw from TWCA.

### **Biblical Guidelines**

At The Woodlands Christian Academy, we believe that academic and personal integrity are absolutely essential elements to create a comfortable and trusting educational atmosphere for students, faculty, staff, and school family members. We encourage all students to extend their educational experiences beyond textbooks and academics. TWCA is responsible not only for developing a student's mind, but partnering with parents in developing character, strong moral values, and social responsibility. To accomplish this goal, each student must uphold and follow the school's Honor Code. Our Honor Code is a system of mutual trust among parents, students, faculty, and staff.

### **Responsibilities of the School Community**

For the Honor Code to work, parents, students, faculty, and administrators must share the responsibility for promoting the principles of honor and for creating an atmosphere of trust.

### **Honor Code Pledge**

"As a member of The Woodlands Christian Academy community, I pledge that I will consistently act in a positive, Christ-like manner. I pledge that I will not lie, cheat, or steal and that I will uphold the values of honesty, integrity, love, and encouragement."

### **In Loco Parentis**

TWCA believes in the priority of the family as instituted by God. No other institution is given the high calling of rearing and nurturing children. **"Fathers, do not provoke your children to anger, but bring them up in the discipline and instruction of the Lord."** *Ephesians 6:4*. Our school serves in loco parentis; that is, faculty and staff stand in the parents' place, training students here as we anticipate Christian parents are also doing at home.

### **General Discipline Statement**

**"If you love learning, you love the discipline that goes with it – how shortsighted to refuse correction!"**

*Proverbs 12:1*

The purpose of the TWCA discipline policy is fourfold: 1) To obey biblical mandates as discipline is a scriptural principle, 2) to create an atmosphere that is conducive to learning, 3) to produce quality character in an individual, 4) to teach self-discipline and respect – respect for others, respect for self, and respect for property. If the purpose of any discipline is to leave an impression then the purpose of Christian discipline is to leave an *eternal* impression. TWCA does not condone or use corporal punishment with TWCA students.

**“Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness.” 2 Timothy 3:16**

All discipline will be based on biblical principles, e.g. prayer, requesting forgiveness (public and private), restitution, swift discipline, restoration of fellowship, no lingering ungodly attitudes, etc. The vast majority of potential discipline problems will be dealt with at the classroom level. The specifics and nature of each discipline incident and the individual personality of the student involved will be considered in the administration of discipline.

The goal of the discipline policy at TWCA is to disciple students in the Lord’s way. There needs to also be a clear distinction between punishment and discipline. While punishment looks back, discipline addresses the future. “Discipline” is instruction that molds, shapes, corrects, and inspires appropriate behavior; punishment is the infliction of suffering, pain, injury, or loss.

It is vital for parents and students to realize that maintaining an orderly atmosphere in the school and the classroom is critical to the learning process; therefore, these policies must be adhered to. As in all other areas of the education at TWCA, mercy and forgiveness will be an integral part of the discipline of a child. It is because we love that we discipline.

What is effective discipline? Effective discipline means that the classroom is relatively free from confusion, disorder, and anti-social behavior. Each student and the group as a whole operates freely within a structured framework which they understand, accept, and incorporate into their behavior without constant reminders and correction.

You as parents bring the greatest strength to your precious child’s education when you see your relationship with TWCA as a partnership. In essence, TWCA is an extension of your parenting, with special expertise in curricular and spiritual teaching and nurture.

TWCA expects strong parental support in their child’s education and we in turn support you, the parent, in the area of disciplining your child.

**The following is a general discipline guideline. Not all acts of misconduct can be itemized.**

These are some basic behaviors which will automatically necessitate discipline. Those behaviors are, but not limited to:

- 1) **Disrespect** shown to any staff member.
- 2) **Dishonesty** including lying, cheating, stealing.
- 3) **Rebellion**, e.g., outright disobedience in response to instructions.
- 4) **Fighting**, e.g., striking in anger with the intention to harm another.
- 5) **Obscene** language or behavior.
- 6) **Damage** to the school equipment, supplies, facilities or furniture.

## **STUDENT CONDUCT**

**TWCA recognizes that some issues that may arise may not be referenced in the handbook. In cases of differences in interpretation, the school administration will render decisions that are fair and in the best interest of both the student and the school.**

## **Student Behavior**

Each student is expected to realize that we are in the very presence of God. Everything we do is for His glory, and the more conscious we are of God's presence among us the more harmony we find in our school. All students must conduct themselves both on campus and at school-related activities in a manner that exemplifies TWCA's proud heritage as a Christian school founded on biblical principle. All behavior incidents will be recorded on RenWeb.

## **Violations**

The following offences, as defined, will initiate, at a minimum, automatic detention. This alphabetical list is representative only and not necessarily exhaustive of all areas of student conduct that will make it necessary to regulate.

**Arson** – The setting of any kind of fire on the premises of TWCA or the false sounding of a fire alarm are both considered serious offenses in the Student Code of Conduct and in most cases constitutes violations of the law as well. Law enforcement authorities may be called at the discretion of TWCA officials.

**Assaults or Fighting** – TWCA is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. TWCA is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, including suspension or expulsion. Students are likewise prohibited from assaulting anyone on or off TWCA property.

An assault is defined as:

1. Intentionally, or knowingly, or recklessly causing bodily injury to another person.
2. Intentionally, or knowingly threatening another with imminent bodily injury.
3. Intentionally, or knowingly causing physical contact with another when the student knows or should reasonably believe that the other will regard the contact as offensive or provocative.

**Cheating** – Cheating involves taking or providing information from some source other than the student's own mind and presenting it as if it was his or her's. It involves components of both stealing and lying and is a serious offense. Examples of cheating include but are not limited to:

- Copying or loaning homework
- Plagiarism: presenting information as coming from the student that was taken from another source. Included in the definition of plagiarism is the downloading of information from the Internet without citing the source.
- Discussion of the specific content of a test or quiz with another student.
- Transmitting by electronic devices specific test or quiz information.
- Possession or perusal of teacher test keys, manuals, or tests themselves.
- Possession and use of during the test/quiz of any aids, answer sheets, etc

**Incidences of cheating are cumulative and span all years a student is in attendance at TWCA.**

**Destruction of Property** – Students shall not vandalize or otherwise damage any property belonging to or used by TWCA. This prohibition shall extend as well to any private property

on the premises of TWCA. Parents of students found guilty of such damage or destruction shall be liable in accordance with state law and will be responsible for full reimbursement for any damage restoration. Law enforcement agents may be notified at the discretion of TWCA officials, and students may be subject to criminal penalties.

Disruption – Conduct of students, either in or out of class, that for any reason – whether because of time, place, or manner of behavior – materially disrupts class work or school assembly, or involves substantial disorder or invasion of the rights of other students or employees at school or school-related activities is prohibited.

Dress and Grooming – Dress, grooming and appearance expectations are designed to foster pride in appearance, instill discipline, prevent disruption, and avoid safety hazards. Students are to come to school looking clean, neat, and dressed as outlined in this handbook.

Drugs or Alcohol – No student shall possess, deliver, use or be under the influence of any of the following substances on any occasion or in any location (on or off campus). The following items are prohibited:

1. Alcohol or any alcoholic beverage.
2. Any controlled substance or dangerous drug as defined by state and federal law, without regard to amount, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate, and includes any unauthorized prescription medication,
3. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
4. Any other intoxicant, mood-changing, mind-altering, or behavior-altering drugs.
5. Any and all drug paraphernalia.

“Possess” encompasses the act of having or taking into control, either on our person or in property under your control, any of the forbidden substances.

“Deliver” encompasses the transmittal, sale, or attempted sale of what is, or what is represented to be, any of the above forbidden substances.

“Use” means a student has smoked, ingested, injected, imbibed, inhaled, or drunk a prohibited substance recently enough that it is detectable by the student’s physical appearance, actions, breath, or speech.

“Under the influence” means a student’s faculties are noticeable impaired, regardless of whether or not the student is legally intoxicated.

Violation will result in stringent disciplinary response, and law enforcement agencies may be notified by TWCA officials.

The behavior of TWCA students is, at all times, a direct reflection upon TWCA. As such, any student reasonable suspected of alcohol or drug use may be required to submit to individual drug/alcohol testing. The testing will be at the student’s and his or her parent/guardian’s expense. The results may be used by TWCA in disciplinary action against the student. Any student and/or parent/guardian refusing consent for the required testing or failing to have the testing performed within the time frame requested by the school administration will be interpreted as an admission that the suspected behavior occurred.

All drug and alcohol offences are cumulative and span all years a student is in attendance at TWCA.

Extortion – Obtaining money or other object of value from an unwilling person, or compelling another to act against his or her conscience or his or her own best interest through the use of coercion, blackmail, or force is a violation of the Student Code of Conduct and may be, depending on the circumstances, a violation of the law.

Failure to Obey Classroom Rules – In addition to the general school rules outlined in the Student Code of Conduct, each teacher has classroom rules specific to the efficient operation of the classroom. Students are expected to comply with individual classroom rules. Repeated or especially willful or premeditated violations of this expectation are also addressed under the heading entitled “Insubordination/Defiance.”

Forbidden Items – Items which detract from the spiritual and academic mission of TWCA or have the potential for significant disruption or distraction are forbidden at school or at any school-sponsored activity. Such items include, but are not limited to, tobacco, drugs, drug paraphernalia, fireworks, matches, lighters, inappropriate reading material, games and toys.

Forgery – The student’s signing a name other than his or her own to school-related documents is prohibited.

Gambling – Gambling or wagering of any form is not permitted at TWCA nor is the possession of paraphernalia normally associated with gambling.

Gum, Food or Drink in Class – Gum chewing is prohibited on campus due to potential property damage. As a means of promoting campus cleanliness, the consumption of food or drink (including coffee and energy drinks) outside designated areas is forbidden without specific administrative authorization. Water bottles containing water are permitted in the classrooms.

Harassment – TWCA prohibits harassment of any student or school employee whether based on a person’s race, sex, national origin, age, or disability.

Hazing and Bullying – Hazing and bullying are defined as reckless, humiliating, or threatening acts that endanger the mental or physical health or safety of a student on or off campus. Any hazing or bullying directed against a student by another student acting alone or with others and intended as a prerequisite to the initiation into, affiliation with, or participation in any organization is strictly prohibited and considered a serious disciplinary infraction.

Inappropriate Publications – The possession or distribution of any materials – written, visual, electronic, or aural – is prohibited. Prohibited materials include but are not limited to:

1. Those that are sexually suggestive or otherwise sexually inappropriate.
2. Those that endorse actions endangering the health or safety of students
3. Those that are profane or blasphemous
4. Libelous material
5. Publications that criticize or demean school or church officials or staff
6. Materials that scurrilously attack or demean ethnic, religious, or racial groups

Inappropriate Displays of Affection – The campus of TWCA and off-campus TWCA events are all inappropriate times and circumstances for inordinate displays of affection. Such displays shall include but not be limited to kissing and embracing. Lifestyle choices not in agreement with scriptural guidelines may be determined inappropriate and subject to administrative intervention.

Insubordination or Defiance – Insubordination or defiance includes a willful failure to comply with the rules and regulations of TWCA or a willful failure to comply with the directives of TWCA personnel. Such rejection of authority undermines the very mission of TWCA, is a denial of basic biblical principles, and cannot go uncorrected. Gross insubordination may result in immediate expulsion.

Parking and Automobile Violations – Parking on the TWCA campus is a privilege. Abuse of guidelines and regulations will result in losing that privilege. The following rules shall apply:

1. All students must leave their cars and the parking lot upon arrival at TWCA. Students may not linger in the parking areas.
2. Students may not go to their cars during the course of the school day without administration approval.
3. Students are expected to drive responsibly while on campus.

Passenger Misconduct – Students are expected to observe the same standards of conduct while riding in TWCA vehicles as they are required to observe at school. In addition, any misbehavior which distracts the driver is a serious hazard to the safe operation of the vehicle and as such, jeopardizes the safety of all passengers. Such activities are prohibited.

Pornographic Materials – The possession of writing, drawings, or delivery of any licentious, sexually offensive material, whether written, visual, electronic, or aural, is strictly prohibited.

Pregnancy – Student pregnancy is an obvious and serious violation of the behavioral and moral expectations of TWCA. Both the expectant mother and the father, if his identity can be established, are subject to removal from TWCA.

Sexual Harassment – Sexual Harassment means sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. Unwelcome sexual behavior of this type can include a wide range of conduct. Among the types of behavior which would violate this policy are:

1. Unwanted sexual advances or propositions.
2. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters.
3. Verbal or written conduct such as making or using derogatory comments, epithets, slurs or jokes.
4. Verbal or written abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, sexual or obscene letters, notes or invitations.
5. Physical conduct such as touching, assaulting, impeding or blocking movements.

All sexual harassment is prohibited. Students who feel they have been subjected to or who observe conduct of a harassing nature are encouraged to promptly report the matter to the counselor. All complaints will be promptly investigated.

Every effort will be made to protect the privacy of parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, to notify a student's parent or guardian and appropriate government officials as circumstances warrant.

It is against school policy to retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted or participated in any matter in any investigation. Exceptions may be considered if malicious and slanderous false testimony can be verified. Students providing false or slanderous testimony or information may be liable to disciplinary consequences.

Swearing or Abusive Language – Written or verbal name-calling, curse words, swear words, put-downs, suggestive language or gestures, and innuendo are not acceptable in the academic and spiritual environment of TWCA.

Tardies – Students are expected to be in their seats ready to work when the period begins.

Theft – The taking of another's property, whether by force, deceit, or stealth, is never acceptable at TWCA. When appropriate, law enforcement officials will be called.

Throwing Objects – The throwing or projecting of any objects that may cause bodily injury, property damage, or disruption is prohibited.

Tobacco Use – The student's possession, delivery, or use of tobacco products, including but not limited to cigarettes, cigars, snuff, chewing tobacco, pipes, lighters, is absolutely prohibited. This prohibition extends to any school-related activity or event.

Truancy – Being absent from school without an acceptable reason, or leaving school without permission, are both examples of truancy. The student who is truant will suffer an inevitable academic penalty from having missing instruction, as well as being subject to disciplinary consequences.

Weapons – No student shall enter the premises of TWCA in possession of a firearm, explosive weapon, or knife. Neither shall the student interfere with normal activities, occupancy, or use of any building or portion of the campus by exhibiting, using, or threatening to exhibit or use a firearm, explosive weapon, or knife.

Students are also prohibited from bringing to school or a school-related activity any other weapons such as razors, metallic knuckles, martial arts paraphernalia, chains, paintball guns, or any other object used in a way that threatens to inflict bodily injury.

## **Disciplinary Responses**

The following disciplinary options outline the many responses available to teachers and administrators at TWCA. It is obvious that nearly all the responses are, if they are to be effective tools of discipline, heavily dependent on school and home communication and cooperation. It should also be obvious that certain Code of Conduct violations, including but not limited to tardies, truancies, and cheating, carry inevitable academic consequences as well as the disciplinary consequences imposed by TWCA personnel.

Counseling is one response that is available at TWCA when a teacher, counselor, or other staff member suspects the conduct the student is exhibiting may be as much a symptom as it is a problem. The purpose of counseling is to identify and address causes, not just address symptoms.

Reprimand – Many infractions of an unintentional or immature nature; or even volitional infractions of a minor nature can be and should be handled with gentle reprimand. Only when such infractions become repetitive or defiant should they be handled in more formal ways.

Detention – To deal with student disregard for established school policies and regulations, or when a reprimand does not appear to be correcting the problem, further options are open to the administration to address a pattern of disregard for regulations. Detentions will be used to address student misconduct in the following areas:

1. Tardy within the school day
2. Dress code violations in and out of the classroom.
3. Gum, candy, drinks or food\*
4. Behavior the teacher deems disruptive

\*does not include scheduled class parties

The Dean of Students will determine type and severity of the consequences. If detention is required, there are two types of detentions:

Weekday detentions may be assigned by faculty or administration, and are served Tuesday or Friday mornings from 7:00 – 7:50 a.m.

Saturday detentions – Beginning with the 5<sup>th</sup> weekday detention earned in a semester, students will serve Saturday Detentions for the remainder of the semester. Students may also be assigned Saturday Detentions by the administration for serious discipline infractions. Saturday Detentions are served on a scheduled Saturday morning from 8:00 a.m. – 12:00 p.m. at a cost of **\$40.00** to help defray the cost of a supervisor.

All detentions are cleared at the end of the semester; however, the Saturday detention record is cumulative throughout the school year.

Behavior Contract – A behavior contract is a contract between a student and the school, which spells out specific standards that the student must uphold in order to continue enrollment in TWCA. A student who violates the behavior contract will be required to meet with a parent and school administration. The student may face suspension or immediate expulsion.

Suspension – Suspensions may be assigned either after a serious disciplinary infraction or for accumulated Saturday Detentions. Students who are suspended will be allowed to make up all academic work missed; however, work missed during a suspension will be subject to the maximum-of-75 percent rule. Students should personally contact their teachers to receive their assignments and be prepared to turn them in and/or take tests on the day they return to class unless they make other arrangements with their teacher.

- Suspension from Participation in School Activities: Student may attend class, but may not participate in any athletic or extra-curricular events, or represent the school in any manner during the term of his or her suspension.
- In-School Suspension (ISS): Student will spend designated suspension at school in an isolated environment with a substitute teacher paid for by the student's parent - \$80.00 fee (make-up work allowed, see above). Students who have served an ISS

will be ineligible for participation in extra-curricular activities for a period of one week following the suspension.

- **Off-Campus Suspension:** Student is not allowed on campus during the term of suspension. The student may not participate in any athletic or extra-curricular events, or represent the school in any manner during the term of suspension.

**Disciplinary Probation** – Any student who receives any type of suspension consequence may be placed on disciplinary probation. During this time, the student must not commit any further major disciplinary infraction or the student may be subject to expulsion. The definition of “Disciplinary Probation” will be clearly established by the administration on a case-by-case basis. Drug screening, as determined by administration, is required of each student placed on disciplinary probation. The drug screening is done at the parent’s expense.

**Counseling** – Counseling is recognition by the teacher, counselor, or other staff member that the conduct the student is exhibiting may be as much a symptom as it is a problem. The purpose of counseling is to identify and address causes, not just address symptoms.

**Expulsion from TWCA** – The school’s policies are intentionally broad enough to cover behavior on campus and at all school-related activities. The aim of discipline at TWCA is to correct unacceptable behavior, not to punish. Correctional steps will be taken at the discretion of the Principal, Academic Dean and Dean of Students. Students who become a constant disruption and negatively impact the learning process for other students may be expelled at any time.

Students who consistently or repeatedly fail to uphold the standard of conduct and behavior expected by the school may not be invited back the following year. This decision will be made by the Principal and Academic Dean.

Any student who has been expelled or not invited back, or has been in opposition to TWCA policies, will not be allowed to attend classes, pep rallies, or dances as a guest of an existing student.

**Reapplication to The Woodlands Christian Academy** – A student who commits a major disciplinary infraction or repeatedly refuses to live up to the standards of TWCA may be expelled or asked to withdraw. Any student expelled from The Woodlands Christian Academy may only reapply after one full semester and will be thoroughly reevaluated at that time. If accepted, the student will be placed on Disciplinary Probation until the next semester.

## **DRESS CODE**

Students at The Woodlands Christian Academy come together to study in a disciplined environment where they are challenged to reach their highest potential spiritually, academically, physically and socially. The personal appearance of the student is important in the development of character, personal responsibility, and self-image. As such, parents and students should select clothing appropriate to both an academic and a Christian atmosphere. Thus, it is necessary that student dress reflects an atmosphere consistent with the standards of the school and that it be neat, clean and modest.

The intent of the dress code is both to present a student with a neat and appropriate appearance, as well as to avoid putting undue emphasis on outward appearance. Student compliance with the spirit and purpose of the dress standards is important. Please refer to the TWCA website for the complete Dress Code.

Dress code compliance is the responsibility of the student and the parents. However, the administration has the final authority in matters concerning the appropriateness of a student's dress.

Students are required to follow the dress code. Please take dress code matters seriously.

Monday:	Chapel Uniform
Tuesday/Wednesday/Thursday:	Polo shirt with TWCA logo worn with khaki or black pants, shorts or skirt.
Friday:	TWCA Spirit shirt designated for 2009-2010 or polo shirt with TWCA logo and blue colored denim jeans only.

### **Dress Code Violations**

Discipline for dress code violations will be:

1 <sup>st</sup> Offense:	Warning, notice sent home to be signed by parent
2 <sup>nd</sup> Offense:	Warning, notice sent home to be signed by parent
3 <sup>rd</sup> Offense:	Weekday detention

**Only during the first 3 days of school, August 12-14, dress code warnings will be given with no additional consequence.** Above outlined consequences will begin on Monday, August 17<sup>th</sup>, and consequences will begin again at the beginning of each semester.

### **Special Notes Regarding Dress Code**

- 1) Boys' hair must be off the collar in back and bangs no longer than the tops of the eyebrows. Hair must be clean, combed, and under control. No facial hair is allowed.
- 2) No unnatural hair color is permitted.
- 3) Clothing should be properly sized, not baggy or overly tight, and without holes, frays or rips.
- 4) Proper underclothing must be worn at all times.
- 5) Underclothing (including boxers) should never be visible.
- 6) Pants must be worn to fit at or slightly below the waist.
- 7) Pants shall not be excessively baggy and hem length shall not touch the ground.
- 8) Pants may not be torn open at the hemline. No frayed, cut or slit pants of any kind. (This includes jeans.)
- 9) Skorts and shorts must be no shorter than 2" above the knee.
- 10) Shirts and blouses must be tucked in at all times.
- 11) Black polo shirts may not be worn with black pants; they may only be worn with khaki pants.
- 12) Polo-style shirts are the only acceptable daily wear shirts. (no button-down shirts)
- 13) Students may NOT wear their school sweatshirt without a polo shirt underneath.
- 14) On days when blue jeans are allowed, students may wear **blue jeans only**.

- 15) Blue jeans may not be baggy, loose fitting or have holes, patches, torn areas, slits or frays.
- 16) Biking shorts, “jams”, or wild florescent colored shorts or cutoffs are not allowed.
- 17) Hats, caps, bandanas and scarves are not be worn on campus; sunglasses may not be worn in the classroom.
- 18) Regarding jewelry, modest jewelry may be worn. Excessive necklaces and bracelets may not be worn. Young men may not wear earrings nor may young ladies wear more than two ear adornments per ear. Only post earrings can be worn, no hoops or dangle earrings.
- 19) No visible body piercing, with the exception of earlobes for the girls, is permissible.
- 20) Tattoos are NOT allowed, and any existing tattoos must be covered by clothing.
- 21) It is unacceptable for students to write on their clothing, on themselves (their skin) or on each other.
- 22) Shoes must match each other and be the same color; shoelaces must be worn and tied.
- 23) Chapel shoes are to be solid black or brown dress shoes (no tennis shoes).
- 24) Flip-flops or house shoes are not acceptable footwear.
- 25) Socks, including golf socks, must be worn with shoes at all times.
- 26) Black or brown belts with no adornments must be worn with pants or shorts with belt loops, including blue jeans.

## **GENERAL**

### **School Property**

As included in the Student Honor Code: “Students will do all in their power to keep the school and its campus neat and clean, as well as themselves, and avoid destruction or defacement to school property in any form.” This includes (1) care of school property (books, lock/locker), and (2) use of school property (printers, copiers, laptops, etc.).

### **Care of Personal Belongings**

TWCA will not be responsible for lost, stolen or damaged personal items, including but not limited to cars, computers, iPods, musical instruments, and cameras.

### **Cell Phones**

The school discourages students from using cell phones between 8:00am and 3:15pm on campus. If students bring cell phones to school, they must turn them off. Cell phones that are visible, ringing, or being used in any fashion will be confiscated and turned into the Upper School office. Cell phones may only be released to parents after the redemption fee of \$10 for the first infraction and \$25 for subsequent infractions has been paid. **Text messaging and using a phone to take pictures is expressly prohibited.**

### **Electronic Devices**

Students shall not bring radios, I-pods, tape/CD players, cameras, electronic devices and games, beepers, e-mail devices, laser lights, etc. to school. Any of these items brought to school without permission will be taken up and forwarded to the upper school office, and may be picked up by the student at the end of the school day. Exception would be if the device were necessary to complete a school-assigned project, which requires prior approval from principal.

## **TECHNOLOGY ACCEPTABLE USE POLICY**

### **Computer Technology Acceptable Use Policy (CTAUP)**

The following is an agreement between the student and The Woodlands Christian Academy regarding computer passwords and the acceptable use of electronic resources available on campus. Please read this agreement carefully. Computer resources and electronic services are available for TWCA students during school hours.

Student use of all The Woodlands Christian Academy's computer facilities must be in support of education and research and must be consistent with the Goals and Criteria of The Woodlands Christian Academy.

Every student enrolled at The Woodlands Christian Academy automatically receives access to the School's local area network (LAN). Network disk space is allocated to appropriate grade levels at The Woodlands Christian Academy for storage of School work. Use of the network and issuance of individual student passwords vary by grade.

The Woodlands Christian Academy does not warrant that the functions of the system will meet any specific requirements you may have or that it will be error free or uninterrupted nor shall it be liable for any direct or indirect, incidental, or consequential damages such as lost data sustained or incurred in connection with the use, operation, or inability to use the system. System-wide backups are performed periodically, but personal backup of important material on portable media such as flash drive, external hard drives, or DVD/CD is advised.

To protect the integrity of The Woodlands Christian Academy's computer system, students with access to the Local Area Network (LAN) must agree to the following

- I will not intentionally destroy computer hardware or software or attempt to exceed or modify the parameters of The Woodlands Christian Academy's computer system. This is not limited to user configurations and rights, root or administrative password modification, elevation of user classification or rights, desktop patterns, Network configurations, computer classroom screen savers, programs, widgets, or any other modification deemed inappropriate by the Information Technology office.
- I understand that my individual computer password is a sensitive item and that I must keep it confidential. I agree not to reveal it to any other person for any reason. In addition, I will not seek out or use a password belonging to anyone else, I am fully aware that if someone accesses my files with my password, he or she can erase, change, or plagiarize my work.
- I agree to keep from loading any files from outside sources (i.e. program from home or a friend's computer into my local or LAN directory or any school issued laptop or desktop. This includes using The Woodlands Christian Academy's computer system to download any files of any type to any storage medium (local, LAN, portable).
- I agree to lock my screen or log out of my directory when I am not immediately using my computer unless otherwise instructed by my teacher.

- I understand that excessive use of supplies (i.e. paper, ink) may result in the necessity for assessing a usage fee. Printing any document over 3 pages must have the approval of the supervising instructor.
- I understand that school printers, network or stand alones, are not copiers for personal or class use. Copy machine will be used for printing multiple copies of any work.
- I understand and agree that The Woodlands Christian Academy has the right to review, edit or remove any material stored in student folders or files which the School staff, in its sole discretion, believes may not be related to information-gathering or educational purposes without any notification.
- I will report any violation of this policy by any user to my teacher or appropriate faculty or staff immediately.

In consideration for use of The Woodlands Christian Academy's computer system and in consideration for having access to the information contained on The Woodlands Christian Academy's computer system, The Woodlands Christian Academy, its operators and any institutions with which they are affiliated, are hereby released from any and all claims of any nature arising from the student's ability, or inability, to use The Woodlands Christian Academy's computer system.

Any violation of **The Woodlands Christian Academy Acceptable Use Policy for Computer Technology** will be reviewed with the student by the Director of Technology. Students are subject to punitive and financial retribution depending on the severity of the violation.

Students who violate local, state or federal laws may be referred for prosecution.

### **Laptop Acceptable Use Policy (LAUP)**

The laptop program provides The Woodlands Christian Academy community with an educational tool to expand its members learning opportunities. It opens limitless possibilities; users may go virtually anywhere and interact with anyone. With such opportunity comes responsibility. Access to the TWCA network and its related computer facilities is a privilege afforded to members of the school community. The school provides a set of guidelines for security and acceptable use, and violations of these guidelines will be handled by the Director of Technology and/or other administration members when appropriate. The underlying principle of adherence to these guidelines is an understanding that how students use their computers, like anything else they do, reflect their strength of character. All members of the TWCA community must understand that this new tool should be used with good judgment, common sense, and integrity!

The following is a set of regulations that govern the appropriate use of laptops at The Woodlands Christian Academy. This policy is not meant to cover every aspect of laptop use, but it does address many major concerns. This is a policy that attempts to set forth a level of expectation that all members of The Woodlands Christian Academy family should follow so that a safe, respectful, responsible, and appropriate manner of use for the laptop program and the Local Area Network is maintained.

1. Instant Messaging is prohibited at any time during the school day. Any type of real-time chat is not permitted.
2. Social networking sites are filtered from our campus for student use during the academic school day. They are available off-campus for any necessary work, if deemed appropriate by a specific teacher for academic purposes. Although there are benefits to blogging, discussions, and collaboration using social networking sites, classroom interaction during the classroom instructional day will be face-to-face with the added benefit of facial expressions, verbal cues, and body language for clearer communication not available via social networking sites. Any social networking site that is being used in conjunction with academics may be accessed off-campus. Students are never to access someone else's laptop or use someone else's network password.
3. The Internet is to be used for SCHOLARLY research and as a means of obtaining needed information only under the guidance and supervision of the teacher for which the subject is taught. Students should realize that there are certain safety measures that should be followed when on the Internet.
4. A Local Area Network (LAN) connection is provided by the school during the school day. Dial-up connections are prohibited using any of the school's phone lines.
5. Students are to establish and maintain secure and appropriate passwords that maintain the privacy of the information on both the laptop and the network folder.
6. The use of computer "Games" whether locally installed or remotely accessed via the Internet is prohibited. **Games are prohibited** during the school day. While games are prohibited, educational software titles are available through many vendors. Software should not be traded back and forth for they may carry destructive viruses. It is the sole discretion of The Woodlands Christian Academy to define "Games."
7. Upgrading one's browser program may lead to incompatibilities. Please leave the programs installed as they are. It is the student's responsibility to pay for any cost associated with any problems that arise due to any unauthorized upgrades or installations that result in any type of conflict. Student is aware that a nominal fee will be incurred with an outside vendor for this type of work.
8. Students are prohibited to make changes to their operating systems while participating in TWCA's Laptop Program. If a change is detected, the student will be responsible for fees incurred to restore the laptop to its original configuration.
9. Remember that shared disks or files can spread harmful viruses. Please refrain from sharing disks or removable drives. The purchase of a removable flash drive is strongly encouraged. They may serve as a student's primary storage or as a backup in case of loss of data on the laptop.
10. Inappropriate screen savers, screen mates, and desktop patterns (wallpapers) will not be allowed. TWCA's administrative team reserves the right to define inappropriate and appropriate.

11. There shall be NO COPYRIGHT LAW violations associated with software! If you have questions on what constitutes a violation, please see the Director of Technology or your local librarian. The simplest rule: If you did not buy it, do not install it!
12. Computers can not be used to make recordings without the written consent of all those who are being recorded.
13. Sound must be turned off, except when it is being used as part of a class presentation which requires sound.
14. Downloading programs on school issued laptop is prohibited. This includes widgets, add-ons, or utilities. Please remember that spyware, malware, and adware are a big problem in today's computer environment. Loss of time, productivity, hardware, and sensitive data may result from such downloading.
15. Sharing or accessing each other's laptop over The Woodlands Christian Academy computer network system is strictly prohibited. Sharing music libraries over the network is strictly prohibited.
16. Any violation of this policy will be subject to network privilege being revoked by the Director of Technology or Network Coordinator. Network privilege also entails Internet access.
17. Any violations of this policy will be subject to disciplinary action to be considered by the Principal.
18. Laptop security is the responsibility of the laptop user. Students are responsible for their computers. All laptops must be with the student or stored in an approved area at all times. Students involved in after-school activities need to ensure that their laptops are secure. Laptops may remain locked in each owner's locker but not in the athletic lockers. Students should make arrangements for their computers to be monitored by an adult at all off-campus contests. The computer must be kept in approved cases and not placed in conventional book bags, oversized purses or bags, or athletic gym bags. Students must notify the school immediately if a computer is missing. Unattended laptops in the halls will be picked up and taken to the Upper School office upon which a fee will be imposed. Only the owner may retrieve a computer from that office and only after paying the fee.
19. The laptops are the property of TWCA. As a result, all information on them is considered public. The school will look at a student's hard drive when/if there is any need and/or any suspicion that the computer is being used inappropriately or dishonorably. All information will be accessible to the Help Desk (support staff), Administrators, and any necessary faculty/staff members when turned over for review/repair.
20. In order to promote student responsibility and to increase the security of the laptops, the following policy has been implemented for the 2009 – 2010 school year:
  - **1<sup>st</sup> Offense** - The first time a laptop is picked up, a written warning will be given by the Director of Technology.
  - **2<sup>nd</sup> Offense** - The second time will result in detention.

- **3<sup>rd</sup> Offense** - The third time will result in detention and the laptop will not be returned to the student until the parent(s) meet personally with the Upper School Principal and the Director of Technology.
- **4<sup>th</sup> & subsequent Offense(s)** – Christian character strives to avoid willful disobedience. Multiple offenses show willful disobedience. If a student insists on continuously engaging in willful disobedience, a meeting with the ~~Upper School~~ Principal and parent(s) will determine student’s future at TWCA.

### **Internet Usage Policy (IUP)**

The Internet is a global network that will provide access to a wide range of information from around the world, as well as provide a means for communication with professionals and other students worldwide.

The Woodlands Christian Academy's Internet access has been established for limited educational purposes which must be in support of education and research and must be consistent with the mission of The Woodlands Christian Academy. Internet resources used for research or instruction must be valid, educationally-recognized sites.

The Woodlands Christian Academy's Internet system has not been established as a public access service or public forum. Therefore, The Woodlands Christian Academy has the right to place reasonable restrictions on the material accessed or posted through the system. TWCA members are expected to follow the rules as set forth in the IUP and the laws in effect for your local area network and community.

TWCA Member access to the Internet must agree to the following:

- In order to use the Internet, I must be instructed in how to use the resource by a faculty, staff, or administrator.
- I understand that transmission of any material in violation of any U.S. or state law, including but not limited to copyrighted material, threatening, harassing, pornographic, or obscene material, or material protected by trade secret, is prohibited.
- I will respect the rights of copyright owners. Copyright infringement occurs when someone inappropriately reproduces a work that is protected by a copyright without proper annotation or consent. I will seek permission from the owner and/or ask a teacher or librarian for assistance if I am unsure.
- I will keep copyrighted software of any kind from entering or exiting the TWCA via the Internet.
- I will refrain from using The Woodlands Christian Academy's Internet access for personal, financial or commercial use or gain, product advertisement, political lobbying, or the sending of unsolicited junk mail, or chain letters. (Using the system for analyzing legislative measures and communicating with elected officials, however, is directly related to the educational purpose of the system.)
- I will not plagiarize works that I may find on the Internet. (Plagiarism is taking the ideas or writings of others and presenting them as if they were your own.)

- I will not attempt to gain unauthorized access to this or any other computer system found on the Internet or go beyond my authorized access. This includes attempting to log on (hack) through another person's account or access another person's files. These actions are illegal.
- I will keep all objectionable language, material, inappropriate text files, files that advocate violence or discrimination towards other people, or files dangerous to the integrity of the network from entering or exiting TWCA via the Internet, portable media, or my laptop.
- I understand that the TWCA name and/or e-mail address will appear electronically in my correspondence. I WILL NEVER give out my full name, home phone number, street address or ANY other personal information regarding myself.
- I WILL NOT agree to meet with anyone (without my parent's written approval) whom I met on-line. If such a meeting is educationally founded (i.e. emissary/mentor, legislator, author) my parent and/or teacher must accompany me, and ONLY with parental permission.
- I understand that on-line chats (IRC's) are prohibited at this time on the TWCA campus.
- Instant Messaging or any other Real Time messaging is prohibited during school hours. The use of proxies to bypass School's filtering capabilities is a violation of this AUP. Web sites used for online chats that are not caught by the filtering technology are hereby prohibited.
- I will seek approval from my instructor prior to requesting to participate in an educational news group and/or an educational listserv from the Internet. Subscribing to feeds that may be offensive, inappropriate, lewd, or illegal is a violation of this AUP.
- I understand that excessive use which prohibits access by other users may result in the imposing of limitations on an individual or a group of users by the information technology office.
- I understand that my Internet access is logged on campus as well as filtered. I understand that my usage may be monitored and tracked. I understand that if violations occur on or away from campus, restrictions may be placed on my personal laptop which prohibit Internet use at the discretion of the information technology office..
- I will not use The Woodlands Christian Academy's computer systems--network, routers, Internet provision, or computers, to download games, music, videos, or pictures that are deemed inappropriate by the TWCA staff. The definition of "inappropriate" is at the discretion of TWCA staff, administration and the office of technology. I also understand that it is my duty as an active member of our community to report any violations of this policy by any user to the TWCA office of technology immediately.
- I understand that any violation of any part of this I.U.P. will cause my Internet use to be revoked at the sole discretion of the TWCA staff, Director of Technology, or administration. I understand that further disciplinary actions may be taken by Principal.

In consideration for the use of The Woodlands Christian Academy's computer system and in consideration for having access to the information contained on the Internet, The Woodlands Christian Academy, its operators and any institutions with which they are affiliated, are hereby

released from any and all claims of any nature arising from the student's ability, or inability, to use the Internet.

Any violation of **The Woodlands Christian Academy Internet Usage Policy** will be reviewed with the student by the Principal. Students are subject to punitive and financial retribution depending on the severity of the violation.

Students who violate local, state or federal laws may be referred for prosecution.



THE WOODLANDS  
**CHRISTIAN**  
ACADEMY

## PARENT/TEACHER CONFERENCE FORM

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Parents or Guardians: \_\_\_\_\_ Date: \_\_\_\_\_

Those present in addition to the above: \_\_\_\_\_

Purpose of meeting: \_\_\_\_\_

Areas of concerns/Behavior Observed: \_\_\_\_\_

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Steps to be taken in school: (be specific) \_\_\_\_\_

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Steps to be taken at home: (be specific) \_\_\_\_\_

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Changes/Improvements that need to be observed: (measurable if possible) \_\_\_\_\_

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Follow up date for next meeting: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_  
Name/Signature

TWCA Faculty: \_\_\_\_\_  
Name/Signature



THE WOODLANDS  
**CHRISTIAN**  
ACADEMY

## PARENT/ADMINISTRATION CONFERENCE FORM

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Parents or Guardians: \_\_\_\_\_ Date: \_\_\_\_\_

Those present in addition to the above: \_\_\_\_\_

Purpose of meeting: \_\_\_\_\_

Areas of concerns: \_\_\_\_\_

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Steps to be taken by administration: (be specific) \_\_\_\_\_

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Steps to be taken by parent: (be specific) \_\_\_\_\_

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Changes/Improvements that need to be observed: (measurable if possible) \_\_\_\_\_

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Follow up date for next meeting: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_  
Name/Signature

TWCA Administration: \_\_\_\_\_  
Name/Signature