



W R I G H T

CHRISTIAN ACADEMY

STUDENT  
HANDBOOK

## **Introduction**

Christian education has several unique presuppositions. It presupposes: that there is a tremendous inherent value in every human being; that the most valuable acquisition of a life well lived is to know God in a personal relationship; that the Holy Word of God is the basis of the absolutes necessary to live a successful and Godly life; that every endeavor of a person's life should be inspired by the desire to please the Father; and that Jesus Christ, our Savior, serves as the example for how we are to live, both physically and spiritually in this world.

At WCA, we strive for excellence in everything we do. Our efforts, to this end, are not just because excellence is a noble thing to strive for, but also because it brings honor and glory to our heavenly Father. The quality of our program is fueled by our sincere desire to please Him.

## **Educational Philosophy**

Each child is a unique and special creation of God and is deserving of honor. Honor is a decision we make to place high value, worth and importance on another person by viewing him or her as a priceless gift and granting him or her a position in our lives worthy of great respect. Love involves putting that decision into action.

Each child has distinct gifts and talents, given specifically to further the work of the Lord and to equip the church for greater work. Each has the capacity for greatness. Each requires the sense of belonging and the security of love. No one is destined to fail.

The academic goal of WCA is to equip its students in such a way as to make available to each a wide array of vocational and educational options. The primary design of the academic program is to provide for college preparation. Homework is considered a normal part of the education process. Special projects, papers and speeches are encouraged and incorporated into each subject area.

The desired results of our efforts are kept clearly focused. We seek to connect the hearts of young people to God, by demonstrating love, forming Godly expectations, communicating consequences and fairly and consistently dealing out the consequences of poor behavior. We strive to develop young people who feel capable of making a life stance that is different from that of the world. This makes them less vulnerable to the attack of Satan, and is, therefore, a tremendous gift of personal freedom.

The ability to communicate is believed to be of considerable value and is heavily emphasized in all academic areas in both its written and oral forms. In all facets of the scholastic program at WCA, the wisdom of God is emphasized and demonstrated. "The fear of the Lord is the beginning of wisdom". All things were made by Him and for Him and were placed for His glory.

## **Statement of Faith**

We believe that God is and that He is the creator of all things. We believe Jesus Christ is God's Son and through His death and resurrection we have redemption from sin. We believe that through God's grace we can be adopted as His sons and daughters and can have a unique and

intimate relationship with Him. We believe baptism to be crucial in God's plan for salvation. We believe the Holy Spirit indwells us and is sent as our helper and guide. We believe the Holy Scripture is the direct revelation of God and provides the absolutes by which we form our life: a life characterized by incomprehensible peace and inexpressible joy. We believe that our Christianity, flowing from a faithful heart, is expressed in service to others. To love God with all of our heart, soul and mind, and to love our neighbor as ourselves is believed to be the guidepost of life and the fulfillment of all the law.

### **Vision Statement**

The vision of Wright Christian Academy is to help its students hear the heartbeat of God by supporting their continued spiritual growth through an ever-deepening, intimate relationship with their Heavenly Father in the environment fostered by an educational ministry.

### **Mission Statement**

The mission of Wright Christian Academy is to educate, in an exceptional manner, the children of parents who support and practice the beliefs of New Testament Christianity and desire that their sons and daughters be educated from a Christian perspective. In so doing, it is the responsibility of the Board of Directors to maintain an educational institution, which supports and facilitates the development of these beliefs in the student body. This, of necessity, requires prayerful selectivity of staff and faculty, as well as the individual members who comprise the student body. The end result of the efforts of the Academy is to be the development of a Christian young person who is devoted to God, grounded in the teaching of Christ, equipped to serve the body of Christ, and prepared in an exceptional manner to pursue further educational endeavors.

### **Non-Discrimination Policy**

Wright 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 of the school. It does not discriminate on the basis of race, color, national, and ethnic origin, or disability, in administration of its educational policies, admissions policies, scholarship and loan programs, athletic, and other school-administered programs.

## ELEMENTARY POLICIES AND PROCEDURES

### ***Attendance and Tardy Procedures – Elementary Only***

All students are required to be punctual and regular in attendance. School begins at 8:00 a.m. and ends at 3:00 p.m.

1. Personnel will be on duty in the cafeteria at 7:30 a.m. for early arrivals. Children may not go to the classroom before 8:00 a.m. Elementary children are not to go to the Middle or High School buildings before school. All children must be picked up by 3:05 p.m. or enrolled in After Care.
2. Classes begin promptly at 8:00 a.m. Your child will be counted tardy if arriving after 8:00 a.m. Students arriving after 8:00 a.m. must go to the front office. (This is for the safety of your child. Each grade has special classes and activities scheduled and the classroom may be empty if your child arrives late.)
3. Excessive tardiness is disruptive to the entire class and is to be avoided. It is difficult for a child to get adequate introduction to the day's work unless he/she comes to class on time. Additionally, other children in the classroom lose precious time when a student comes in late, as the activities in progress are usually halted while the late student settles in and gets caught up. Please make every effort to be sure your child arrives on time. When a child is tardy three times in a quarter, it will be counted as an absence.

### ***Absence Guidelines – Elementary Only***

1. In case of an absence, the parent or guardian should email the teacher before 8:00 am.
2. The following are considered excused absences:
  - a. Student illness or injury
  - b. Emergencies such as an accident or car trouble
  - c. Serious illness or death in immediate family
  - d. Weather or road conditions making traveling dangerous
  - e. Absence approved in advance by the teacher or Principal
  - f. Medical appointments that cannot be scheduled otherwise

**Students will be given three days to make up missed work.** The work will be due on the third day of the student's return. Any missed work not turned in after three days will result in a zero grade. If there is a special circumstance (extended absence due to illness or travel), arrangements must be made with the teacher. An unexcused absence will result in a zero grade for all class work done at school during the absence.

### ***Daily School Dismissal – Elementary Only***

The road on the East side of the campus is ONE WAY from 7:30 a.m. to 8:30 a.m. and 2:30 p.m. to 3:30 p.m. Please enter from Garnett Road to pick up your child. First and Second grade will be picked up on the east side of the Cafeteria building. Pre-K and Kindergarten children are picked up in their classroom. Third, Fourth and Fifth grades will be picked up at the middle school building. If you have multiple children, the older children will be sent to the youngest child's pick up location. All children must be picked up by 3:05 p.m. if they are not enrolled in After Care. Please let your child's teacher know if someone different will be picking up your

child. Elementary children (Pre-K through 5<sup>th</sup>) may not go to the high school building after school.

Gates will only be unlocked between 7:30 to 8:30 a.m. and 2:30 to 3:30 p.m. If you need to pick up your child during the day, you may park in front and enter through the Administration building. The gates to the north High School parking lot in the back of the campus are also locked during the school day. You may also request a gate code from the Administrative office

### ***School Cancellation***

Weather-related school closing will be communicated through email, SMS messaging. Closings will also be posted on KRMG radio station, and TV channels 2, 6,8, and Fox 23. We DO NOT necessarily follow what Tulsa Public Schools decides regarding school closings. Contact Mr. Brown at [jbrown@wrightchristianacademy.com](mailto:jbrown@wrightchristianacademy.com) if you are not receiving text messages. New parents must reply 'yes' to authorize the receipt of text messages.

### **School Visitors – Elementary Only**

Parents' visits to school are warmly encouraged, but should always be done by appointment. Visitors are to notify the office prior to visiting classrooms. Drop-in visits to the teacher are discouraged. Students are not to bring visitors to school without permission from the Principal one day in advance. All visitors must obtain and wear a "Visitors Badge" (received from the Administration office).

### **Discipline – Elementary Only**

Discipline is training that corrects a student and leads him from being out of control to a Spirit-controlled life. It is WCA's goal to assist parents in disciplining their children so that they become more Christ-like. Appropriate behavioral boundaries consistent with Biblical principles and developmental capability are defined for the classroom. In disciplining children, WCA provides outer controls until the inner control takes effect. School rules are required to encourage proper habits to enable the student to become self-disciplined. Inner discipline is the goal. The rules are clearly and concisely stated to the child and posted in classrooms.

### **Disciplinary Procedures – Elementary Only**

1. Behavior requiring discipline will be addressed first by the teacher in charge.
2. If the behavior continues, classroom teachers will notify parents with a note, phone conference, or set a personal conference.
3. The Principal will become involved if the behavior continues. If the behavior is of a serious nature, a conference with the parents, teacher, child and Principal will be held to implement a plan of action to resolve the discipline problem.
4. The Principal will contact parents immediately if it is deemed necessary because of severe misbehavior.

## **Discipline Categories and Consequences – Elementary Only**

Misconduct has been classified and divided into three categories, depending on the level of the misbehavior.

The levels are listed as follows:

- **Minor Infractions** – Minor disturbances that prevent classroom order and instruction. Offenses could result in loss of playtime, loss of class privileges, notes home, separation from the class, parent-teacher disciplinary conference, or student-Principal conference.
  - **Serious Infractions** – Activities and attitudes that show a lack of respect for authority or continued misbehavior of a minor nature. Offenses will result in student-Principal conference, parent-Principal conference, or suspension.
  - **Major Infractions** – Activities that seriously threaten the safety of the student or classmates, activities that show gross lack of respect for authority or property, and activities that violate Biblical moral codes of conduct
1. Suspension: A student may be suspended from school for continued misbehavior, a demonstrated lack of respect for authority, or a serious misconduct. When a student is suspended from school, very specific changes in attitudes and actions will be expected prior to re-admission. Work missed during any suspension will be treated as an unexcused absence. Disciplinary probation is invoked when a student is suspended from school.
  2. Expulsion: A student may be expelled from school for a severe breach of conduct, and/or repeated problems with behavior or academic performance. Expulsion will be recommended if it becomes apparent that the school will not be able to meet the needs of a student, or that the student's behavior is preventing classroom instruction. Expulsion may also be recommended for unresolved academic or disciplinary probation.

## **Personal Belongings – Elementary Only**

Please do not allow your child to bring toys or stuffed animals to school. This also includes hard balls and bats, toy weapons, electronic games or toys.

## **Lost and Found – Elementary Only**

All misplaced articles of clothing, books, etc. found in the school will be placed on the lost and found shelf in the cafeteria building. There is also a lost and found in the elementary and health clerk's offices. PLEASE LABEL ITEMS YOUR CHILDREN WEAR OR BRING TO SCHOOL (i.e., hats, shoes, jackets, backpacks, lunch boxes, etc.). All clothing, including sweaters, should be labeled with your child's name.

## Report Cards – Elementary Only

Report cards indicating your child's progress are distributed four times per year, or once each nine weeks for grades Kindergarten through fifth. The following grading systems are applied:

<b>1<sup>st</sup> &amp; 2<sup>nd</sup> Grades</b>	<b>%</b>	<b>3<sup>rd</sup> – 5<sup>th</sup> Grades</b>	<b>%</b>
E - Excellent	90-100	A	90-100
S - Satisfactory	70-89	B	80-89
N – Needs Improvement	0-69	C	70-79
		D	60-69
		F	00-59

## After Care/Before Care – Elementary Only

After Care is charged by a yearly rate. (See fee sheet) After Care is not designed for drop-in students. Before Care is provided for all elementary students at no additional cost and is from 7:30 a.m. to 8:00 a.m. For more information please call the business office.

## Medical Policy

Parents are expected to notify the school if a child needs specific treatment in an emergency (i.e. diabetic or life-threatening allergies). Any medication the student takes should be sent, with a written permission slip from the parents, to the Health Clerk's office for dispensing. No medication can be dispensed without approval by parents. The state of Oklahoma requires the school to maintain an updated immunization record or to have an exemption form on file explaining why the child is not immunized.

## Health Guidelines

The following is the school policy concerning when to keep your child home if he/she is ill. If your child is sent home from school due to illness, you must keep him/her home the following day as well.

Keep your child home if:

1. A temperature of 100 degrees or greater; your child should be without fever for at least 24 hours before returning to school
2. Vomiting and or diarrhea; your child should not have had any vomiting or diarrhea for at least 24 hours before returning to school
3. Unexplained rash, hives, crusted areas on body with or without fever
4. Complaints of stomachache or pain accompanied by any other symptoms, such as fatigue, malaise, fever, pallor vomiting, weakness, headache, chills, etc.
5. Persistent productive cough, congestion and or greenish/yellowish mucus discharge from nose
6. Any contagious bacterial or viral infection including head lice
7. Pink eye, which is VERY contagious, must be treated by a doctor with antibiotic

Even if your child is being treated with antibiotics, they still must be without fever for at least at minimum 24-hours before returning to school

### **Cell Phones**

If your child has a cell phone, it may be kept in his/her backpack on SILENT MODE. It may not be used during student's class time.

### **Music Devices**

From 7:30 a.m. until after school hours, students are not to use music devices (including cell phones and computers, etc.) on school grounds (including the lunch hour). Headphones are prohibited during the same timeframe. Should a student use a music device in the classroom, the teacher will collect the device and turn it into the appropriate administrator. The student may retrieve the item at the end of the school day. Repeated offenses could result in disciplinary action.

### **Internet Acceptable Use Policy**

Students have the responsibility to display exemplary behavior when using the Internet and must conduct themselves as representatives of Jesus Christ and of Wright Christian Academy. The rules for Internet use have been established to protect and help students. The use of the Internet is a privilege. Since it is a privilege, not a right, its use can be taken from the student for breaking the rules.

### **Acceptable Use of Internet By Student**

- I will only use the computer as instructed by my teachers.
- I may use the Internet and World Wide Web only when a teacher or other adult is present and I have permission to do so.
- I will not download any files or software without the permission of a teacher or appropriate staff member.

### **Internet Safety Guidelines**

- I will never give out personal information about others or myself over the Internet.
- I will not use my name, only a student ID number, if I am doing project work over the Internet.
- I will inform my teacher immediately if I find materials or sites that are inappropriate or make me feel uncomfortable.

## Internet Etiquette

- I will be polite. I will only use language that is acceptable in my school.
- I will use the computer in ways that will not harm the computer system or other people's work.
- I will not plagiarize works that I find on the Internet (Plagiarism is taking the ideas or writings of others and presenting them as if they were yours).
- I will respect the rights of copyright owners. If I am unsure whether or not I can use a work, I will ask a teacher or other appropriate staff for clarification.

All Internet use in school is under the supervision of a teacher or adult designee. However, Wright Christian Academy cannot formalize precise limits upon a student's access while on the Internet. Rather it is the student's responsibility to follow standards set by the teacher, school, and his or her family.

Wright Christian Academy cannot accept responsibility for objectionable materials which students access via the Internet. Some services available on the Internet could be considered offensive. Students must take responsibility for their own actions in navigating the Internet.

Any intentional damage to Wright Christian Academy owned hardware, technology, software and operating systems will result in loss of privileges regarding use of technology labs and associated equipment. Physical Equipment damages will be billed to students Business Office account.

Students are not given permission, at any time, to unplug technology equipment, power cords, mice, keyboards, monitors or network cables.

As members of the global community, students must respect the rights of others in both the local community and in the worldwide computer community at large. Offensive, obscene, harassing, abusive, or inflammatory language, pictures, or materials and/or personal attacks are abuses and students who engage in such communications on the Internet will be subject to consequences as outlined below.

Students have a responsibility to use appropriate language when using the Internet. Student use of profanity on the Internet will result in disciplinary action.

Students have the responsibility to follow copyright laws and rules regarding software, information and attributions of ownership in their exercise of Internet privileges. A student's failure to do so will result in disciplinary action.

Students must recognize the privacy right of others and refrain from re-posting personal communications without the original author's prior consent. Failure to do so will result in disciplinary action.

Students may use the Internet only for legal activities. A student who engages in illegal acts including but not limited to tampering with computer hardware, software, computer piracy, hacking unauthorized entry to computers or knowledgeable vandalism or destruction of computer files will be subject to disciplinary action.

Students are responsible for avoiding the spread of computer viruses. Deliberate attempts to degrade or disrupt the system performance by spreading computer viruses will result in disciplinary action.

Students found to be violating the rules while using the Internet will be referred to the Administration for appropriate discipline which could result in the loss of Internet privileges at Wright Christian Academy.

## **MIDDLE AND HIGH SCHOOL POLICIES AND PROCEDURES**

### **School Hours**

High School and Middle School begin at 7:50 a.m. and ends at 2:45 p.m. The buildings will be opened by 7:30 a.m. for early arrivals. Unless involved in school sponsored activities, or under the direct supervision of school personnel, students are to be off school grounds by 3:30 p.m. Wright Christian Academy does not provide supervision for students after 3:30. It is the parent's responsibility to provide arrangements for their children to be picked up.

### **School Cancellation**

Weather-related school closing will be emailed and sent via SMS text messaging to the members of the WCA community. Closings will also be posted on KRMG radio station, and TV channels 2, 6, and 8, and Fox 23. We DO NOT necessarily follow Tulsa Public Schools regarding school closings. You may contact Mr. Brown at: [jbrown@wrightchristianacademy.com](mailto:jbrown@wrightchristianacademy.com) to sign up for the emergency text message service. New parents must 'opt' in to receive text messages from the school.

### **Attendance**

Regular attendance is deemed a basic requirement for academic success and the development of a sense of responsibility for school obligations. High School and Middle School classes begin at 7:50 a.m. Students will be counted tardy if arriving after the beginning of class.

Official attendance will be taken each morning at the beginning of the first class period. Students arriving after attendance has been sent to the attendance office must be admitted through the attendance secretary. Any student who has been absent from class must present an admit to his/her teacher the day he/she returns. This is to be done prior to the beginning of the first hour. The Attendance office opens @ 7:30 a.m. Unless notified from the attendance office, any student late to class because of receiving an admit will be considered tardy.

Students have two first hour tardies each month that are penalty free. A detention will be issued on the third, first hour tardy of the month. Any first hour tardy from that point on during the same month will be an automatic detention. First hour tardies reset at the beginning of each month. Any student more than 30 minutes late to their first hour class will be counted absent.

There are no excused tardies for hours 2 and following. Each tardy receives a detention.

### **Notification of Absences**

The attendance office will notify parents regarding excessive absences, although teachers are encouraged to call the parents with concerns.

## **Excused Absence – Middle & High School**

Absences require written notification from parents explaining the necessity for the student to miss class. Notification of the absence should be made to the attendance office as early as possible. Only a parent or legal guardian of the student missing school may authorize excused absences. Excused absences include but are not limited to sickness, funeral, etc. Students will be given one day to make up their work for each day of excused absence. Absences, which occur on the day a test is given, will require the student to take those tests on the day they return from their absence. Responsibility for all make-up work rests solely with the parent and student.

Absences not resulting from a sickness, but are the result of a parent or legal guardian removing the student from school are classified as explained absences and missing work is due the day the student returns. Exceptions can be granted by the Administration and must be made in advance. Responsibility for all make-up work rests solely with the parent and student.

Student attendance goes hand in hand with education. Students receiving twelve absences (six in block classes) during a semester will have their grades reduced one letter grade or ten percent. Students with fifteen absences (9 in block classes) during a semester will have their grades reduced another letter grade or ten more percent. Exception to this must be granted by the Administration.

## **Policy for Extended Illness/Hospitalized Instruction**

If a student misses class due to an extended illness, he/she may be granted extra days, to be determined by the administration on a case-by-case basis, to make up his/her assignments without penalty. An extended illness is any illness requiring a student to miss five or more days consecutively.

Every extended illness/hospitalization situation will have its own unique features. However, the policies outlined in this document will serve to guide the instructional practices of the academy. An extended illness would be defined as an occurrence which will cause the student to miss more than five days.

Communication is critical and the teacher should enter into an email dialogue with the parents of the ill/hospitalized student to discuss assignments and provide clarification for the instructions for those assignments.

Because the student will not be following the normal educational schedule of students in the regular class communication via InformationNow must be supplemented in order for there to be clear expectations for the ill/hospitalized student. The academy recognizes that this is a very stressful time for the family of an ill student and every effort needs to be made to minimize stress by providing clear communication of the expectations of assignments.

Modification in assignments should result in the elimination of all enrichment activities, abbreviation of all assignments to include only essential content and a modified evaluation which will be designed to ensure the essential content is understood by the homebound student.

Only Core Curriculum courses will be continued during an extended illness or hospital stay. These courses are English, Science, Math and Social Studies.

Teachers are given some flexibility as to the recording of grades but the suggested practice would be to convert the percentage of the assignment given to the raw score of the assignment entered into InformationNow and enter those calculated raw scores into the grade book. Assignments which are not assigned to the ill/hospitalized student are left blank.

### **Unexcused Absence – Middle & High School**

Any absence not explained in writing from the parent or legal guardian, or an absence resulting from suspension is considered unexcused. No schoolwork may be made up and no tests or portions of missed tests may be taken if an absence is the result of an unexcused absence. In the case of a suspension, the student may not attend school functions before or after school until given permission by the Administration.

### **School Sponsored Absences – Middle & High School**

Students who are absent as a result of participating in a school-sponsored event will not be penalized for being absent. Make-up work for these events follows the guidelines provided in the Athletic Handbook.

### **School Visitors – Middle & High School**

Parents' visits to school should always be done by appointment. Visitors must notify the office prior to visiting classrooms. Drop-in visits to the teacher are discouraged. Students are not to bring visitors to school without permission from the office at least one day in advance. ALL visitors must obtain and wear in plain sight a "Visitor's Badge" from the Administrative office.

### **Off-Campus Lunch – Middle & High School**

Wright Christian Academy is a closed campus. Students are not allowed to be dismissed early for lunch unless a parent physically comes to the office and signs them out. Unless the student is with a parent, no student may miss any class time for an off-campus lunch. No student is allowed an off-campus lunch without a note from a parent in advance. Verbal permission will not be accepted as authorization for your child to leave campus for lunch. Youth ministers wishing to eat with a student are requested to honor the time constraints of that student's lunch hours, and the school prefers lunch be brought on campus where it can be eaten in the school cafeteria.

### **Medical Policy**

Parents are expected to notify the school if a child needs specific treatment in an emergency (i.e. diabetic or life-threatening allergies). Any medication the student takes should be sent, with

a written permission slip from the parents, to the nurse clerk's office for dispensing. No medication can be dispensed without approval by parents. The state of Oklahoma requires the school to maintain an updated immunization record (see Health Clerk for details and questions).

The following is the school policy concerning when to keep your child home if he/she is ill. If your child is sent home from school due to illness, you must keep him/her home the following day as well.

Keep your child home if:

1. A temperature of 100 degrees or greater; your child should be without fever for at least 24 hours before returning to school
2. Vomiting and or diarrhea; your child should not have had any vomiting or diarrhea for at least 24 hours before returning to school
3. Unexplained rash, hives, crusted areas on body with or without fever
4. Complaints of stomachache or pain accompanied by any other symptoms, such as fatigue, malaise, fever, pallor vomiting, weakness, headache, chills, etc.
5. Persistent productive cough, congestion and or greenish/yellowish mucus discharge from nose
6. Any contagious bacterial or viral infection including head lice
7. Pink eye, which is VERY contagious, must be treated by a doctor with antibiotic

Even if your child is being treated with antibiotics, they still must be without fever for at least at minimum 24-hours before returning to school

**Please visit [wrightchristianacademy.com](http://wrightchristianacademy.com) to view the WCA COVID-19 response document titled, "Planning a Safe Return to Campus 2020-2021: A Guide to Reopening Wright Christian Academy".**

## **Cell Phones**

If your child has a cell phone, it may be carried on campus as long as it is on SILENT MODE. It may not be used during student's class time. If you need to contact your child during the day, please leave a message on his/her cell phone. We cannot take messages to students for after-school instructions, unless it is an emergency. Cell phones being used in class will be confiscated and returned at the end of the day. Repeat offenses could result in disciplinary action.

## **Music Devices**

From 7:30 a.m. until after school hours, students are not to use music devices (including cell phones and computers, etc.) on school grounds (including the lunch hour). Headphones are prohibited during the same timeframe. Should a student use a music device in the classroom, the teacher will collect the device and turn it into the appropriate administrator. The student may retrieve the item at the end of the school day. Repeated offenses could result in disciplinary action.

## **Internet Acceptable Use Policy**

Students have the responsibility to display exemplary behavior when using the Internet and must conduct themselves as representatives of Jesus Christ and of Wright Christian Academy. The rules for Internet use have been established to protect and help students. The use of the Internet is a privilege. Since it is a privilege, not a right, its use can be taken from the student for breaking the rules.

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- I may use the Internet and World Wide Web only when a teacher or other adult is present and I have permission to do so.
- I will not download any files or software without the permission of a teacher or appropriate staff member.

### **Internet Safety Guidelines**

- I will never give out personal information about others or myself over the Internet.
- I will not use my name, only a student ID number, if I am doing project work over the Internet.
- I will inform my teacher immediately if I find materials or sites that are inappropriate or make me feel uncomfortable.

### **Internet Etiquette**

- I will be polite. I will only use language that is acceptable in my school.
- I will use the computer in ways that will not harm the computer system or other people's work.
- I will not plagiarize works that I find on the Internet (Plagiarism is taking the ideas or writings of others and presenting them as if they were yours).
- I will respect the rights of copyright owners. If I am unsure whether or not I can use a work, I will ask a teacher or other appropriate staff for clarification.

All Internet use in school is under the supervision of a teacher or adult designee. However, Wright Christian Academy cannot formalize precise limits upon a student's access while on the Internet. Rather it is the student's responsibility to follow standards set by the teacher, school, and his or her family.

Wright Christian Academy cannot accept responsibility for objectionable materials which students access via the Internet. Some services available on the Internet could be considered offensive. Students must take responsibility for their own actions in navigating the Internet.

Any intentional damage to Wright Christian Academy owned hardware, technology, software and operating systems will result in loss of privileges regarding use of technology labs and

associated equipment. Physical Equipment damages will be billed to students Business Office account.

Students are not given permission, at any time, to unplug technology equipment, power cords, mice, keyboards, monitors or network cables.

As members of the global community, students must respect the rights of others in both the local community and in the worldwide computer community at large. Offensive, obscene, harassing, abusive, or inflammatory language, pictures, or materials and/or personal attacks are abuses and students who engage in such communications on the Internet will be subject to consequences as outlined below.

Students have a responsibility to use appropriate language when using the Internet. Student use of profanity on the Internet will result in disciplinary action.

Students have the responsibility to follow copyright laws and rules regarding software, information and attributions of ownership in their exercise of Internet privileges. A student's failure to do so will result in disciplinary action.

Students must recognize the privacy right of others and refrain from re-posting personal communications without the original author's prior consent. Failure to do so will result in disciplinary action.

Students may use the Internet only for legal activities. A student who engages in illegal acts including but not limited to tampering with computer hardware, software, computer piracy, hacking unauthorized entry to computers or knowledgeable vandalism or destruction of computer files will be subject to disciplinary action.

Students are responsible for avoiding the spread of computer viruses. Deliberate attempts to degrade or disrupt the system performance by spreading computer viruses will result in disciplinary action.

Students found to be violating the rules while using the Internet will be referred to the Administration for appropriate discipline which could result in the loss of Internet privileges at Wright Christian Academy.

## **Lockers**

Students will not be issued a lock for their school locker. If students prefer to have a lock on their lockers, one may be brought from home and placed on the lockers. It is strongly recommended that no valuables be kept in the locker. Wright Christian Academy is not responsible for lost possessions. Wright Christian Academy also reserves the right to search a student's locker at any time. If a student is unable to be located to remove his or her lock, it will be removed by school personnel, should the situation warrant.

## **Dress Code & Demerits**

A copy of the dress code is available at [wrightchristianacademy.com](http://wrightchristianacademy.com) and the Main office.

## **Driving Privileges**

Students driving to school must have a valid driver's license. A special area will be designated for student parking. Reckless driving, which might in any way potentially harm any of the students at WCA, will result in disciplinary action to include, but not be limited to, the suspension of driving privileges on campus. A detention will be issued to any student parking in Staff parking spaces. All High School drivers are to enter and exit the school campus from Garnett. In utilizing the Student Parking Lot, the student agrees to the possible search of his/her vehicle where reasonable suspicion would warrant.

## **Conduct Code/Disciplinary Procedures**

Wright Christian Academy exists primarily for the purpose of making Christ and Christian principles the overwhelming influence in the lives of students. In order to provide structure and an atmosphere conducive to obtaining this goal, the following disciplinary guidelines will be utilized.

These guidelines also enable our school to provide an environment that promotes positive learning, provides for personal physical safety, and allows the orderly operation for scholastic activities which all contribute to the aforementioned school purpose.

Students are expected to carefully consider these rules and policies and to comply with them in their entirety. It should be clearly understood that the stated consequences are GUIDELINES only, and that the Administrators have the latitude to alter discipline for misbehavior, as they deem necessary.

The Conduct Code is broken down into three categories:

1. Minor Infractions
2. Serious Infractions
3. Major Infractions

### **Minor Infractions: (Detention assigned IF it is deemed appropriate by WCA faculty/staff) – Middle & High School**

1. Dress Code violation. (This includes un-tucked shirts or unkempt appearance.)
2. Willfully littering or creating a "mess" on school property.
3. Out of class without proper authorization.
4. Eating, chewing gum, drinking inside school buildings other than the cafeteria. (Students will be allowed to drink water in class if the respective teacher gives approval.)

Minor infractions pertain specifically to behavior that is conducted ON CAMPUS before, during and after school hours.

**Serious Infractions: (Mandatory Detention - can include up to a three-day suspension) – Middle & High School**

1. Use of profanity (including vulgar or slang terms).
2. Willful property destruction (this includes class books and desks).
3. Cheating (will also result in a zero on any assignment on which cheating occurs).
4. Theft of any type.
5. Disruptive behavior or disrespect for faculty/staff-classroom, lunchroom, assemblies, school events).
6. Tobacco in any form on campus (possession or use).
7. Leaving campus without proper authorization.
8. PDA – Public Display of Affection (kissing or intimate embracing).
9. Lying
10. Serious dress code violation (wearing clothing with vulgar language or concepts, wearing revealing or provocative apparel on campus or at school activities).

**Major Infractions: (Suspension to Expulsion) - Middle & High School**

1. Illegal drug use or possession
2. Possession of any alcoholic beverage or drunkenness
3. Major acts of destruction or vandalism
4. Sexual immorality
5. The possession of pornographic material
6. Possession or use of any weapon or item(s) that could endanger the health, safety or well-being of any student or staff member
7. Involvement with the planning or the commitment of any event that could endanger the safety, health or well-being of any student or staff member
8. Fighting
9. Skipping classes
10. Threatening or intimidating fellow students or staff members

**MAJOR INFRACTIONS PERTAIN TO BEHAVIOR ANYTIME AND ANYWHERE. MAJOR INFRACTIONS ARE NOT LIMITED TO SCHOOL-SPONSORED ACTIVITIES, AND APPLY WHETHER THEY OCCUR ON OR OFF CAMPUS.** Any Suspension is considered an unexcused absence and no work or tests given the day of suspension will be made up. All work the day of the suspension is a zero.

**Social Media**

Wright Christian Academy exists as an edifying place intended to Help Students Hear the Heartbeat of God. Students are expected to conduct themselves in a respectful manner when interacting with other students. This respectful behavior extends to social media. Students should monitor the posts and comments made on social media sites the student is involved with to ensure that all such posts or comments reflect a Christ like character. Students posting or participating in comments that include but are not limited to name calling, profanity, or other disruptive or disrespectful behavior will fall under the above-mentioned disciplinary infractions.

## **Detention**

1. Lunch Detention (Middle School Only) are assigned for minor infractions and will be served on Tuesday or Thursday during lunch time in the Cafeteria.
2. Detentions will be served on Tuesday and Thursday of each week (Excluding school holidays, athletic events or other scheduled activities.)
3. Students receiving a detention from a member of the WCA staff will serve the detention on the upcoming Tuesday or Thursday.
4. Students that are late or "no show" for scheduled detention date will receive a second detention slip for the missed day.
5. Detentions will begin at EXACTLY 3:00 p.m.
6. Detention will be served from 3:00 until 3:40 p.m.
7. Detention work will vary and may include campus beautification, school/trash clean-up, sentence writing, or other assigned tasks by the proctor.
8. Parents will be notified via e-mail concerning the scheduling details of a detention.

## **Suspension Resulting From Excessive Detentions**

1. Students will receive an automatic one-day suspension if they accumulate 6 or more detentions per semester.
2. The Attendance office will monitor detention activities and when a student receives his/her third detention will notify by e-mail the parents to advise them of current disciplinary activities.
3. Detention-led suspensions will be at least a one-day suspension. Suspensions follow the unexcused absence guidelines

## **Academic Probation Policy**

At the end of each semester, the administration will review report card grade point averages. If a student has a 2.0 or less, or has an "F" in any class, a letter will be sent home informing the parents that their student will be evaluated by an academic committee at the end of the current semester. The evaluation will examine the academic progress of the student and make recommendations as to whether or not the Academy can meet the academic needs of the student.

No special programs or expectations will be placed on the administrative staff or the teachers as a result of the student being placed on academic probation beyond what is already in place as part of the normal functioning of the Academy. Subject to availability, tutorial help is available at a cost to the parent. The student can carry assignment sheets each day, but the responsibility for monitoring this program rests fully with the parent.

## **Evaluation of Conduct**

The Evaluation of Conduct can be requested at any time by the Administration for any student. The student will be notified as to whether he/she received a satisfactory evaluation. If an unsatisfactory evaluation is received, a summary of the forms will be furnished and discussed

with the parents and student. The individual forms are confidential and, as such, are not available to the parent or student for review. Discussion of the evaluation will only be done in the presence of the Administration. Its results are considered final. All athletes and elected officers will be evaluated for conduct. Failure to meet the minimum standard of the Evaluation of Conduct will result in being unable to participate in sports or hold an elected office and can result in dismissal or denial for re-admission.

### **Drug Testing Policy**

As part of the ongoing effort to help students lead healthy and productive lives that glorify God, Wright Christian Academy reserves the right to conduct random drug tests or specific drug tests as felt warranted by the Administration. If reasonable suspicion exists that a student has been using illegal drugs, alcohol or performance-enhancing drugs, that student will submit to a drug test upon the request of the Principal or Superintendent. If the test is positive, the results will be reported to the student, parent/guardian, Principal, Superintendent, and the Wright Board of Directors. If the student is unable to explain the positive drug test, the student will be suspended for five days, provided this is a first-time offense. In addition to the five-day suspension, students will not be allowed to participate in extra-curricular activities for two weeks. Students who test positive a second time for drugs will be expelled. If a student's test is positive, the student/parents will be responsible for all costs incurred for testing. A copy of specific definitions & procedures for drug testing can be acquired from the Administrative offices of WCA.

If a student refuses to submit to a drug-use test authorized under this policy, such student will not be allowed to continue at Wright Christian. Any student who distributes or sells alcohol, illegal drugs or performance-enhancing drugs while enrolled as a student at Wright Christian Academy, will be expelled. A student who has been expelled for drug-use violations can be considered for re-enrollment one calendar year after their expulsion.

### **Field Trips**

Students participating in field trip activities should realize the importance of properly representing Wright Christian Academy. Field trip dress should be at the highest possible level appropriate to the activity. Consultation with the faculty concerning appropriate attire is recommended.

## **ACADEMIC INFORMATION – Middle and High School**

### **Report Cards and Interim Progress Reports – Middle & High School**

Interim Progress Reports are posted each Monday to Information Now. If parents have any questions about logging in and/or checking their student's progress, contact the Attendance or Administrator's Office. Semester grades are posted to transcripts.

### **Homework Submission Policy via Email – Middle & High School**

Homework emailed to teachers must be in a .pdf format.

### **Graduation Requirements – High School**

Each semester of course-work constitutes  $\frac{1}{2}$  credit. Bible credit requirements may be waived for transferring students. The WCA Academic Committee must approve exception to the following graduation requirements.

\*Honors Graduates must complete at least 15 college credit hours prior to the end of their Senior year and maintain a cumulative G.P.A. of at least a 3.5. College courses must be pre-approved by WCA's administration to count toward Honors status. An honors graduate may also be recognized if he or she maintains a cumulative high school G.P.A. of at least a 3.75 and a minimum math course of Trigonometry.

Personal Finance/Speech must be taken as a graduation requirement beginning in the 2009-2010 school year.

Oklahoma History must be taken as a graduation requirement beginning in the 2010-2011 school year.

\*Concurrent college enrollment is allowed and will only receive honors credit if the class is designated as honors at Wright Christian Academy. College classes will only count as .5 credit on the transcript, but can satisfy the graduation requirements if pre-approved by WCA's Administration.

\*\*Ok Promise students will have specific state criteria to meet in order to qualify. Please consult Mr. Brown or [www.okpromise.org](http://www.okpromise.org) for more information.

Students transferring from another district will have their classes recorded on the student's WCA transcript and allowed to meet required credits for graduation, however, student's grade will not be averaged into their GPA or Quality Points assigned. All transfer credits to count toward graduation core subject requirements must be comparable in status and academic rigor and approved by the WCA Academic Committee.

Students must meet minimum passing requirements for each grade level of six credits and include at least 1 credit from each of the following subject areas: Mathematics, English, History,

Bible, Science. Foreign Language requirements must be met by the end of the high school coursework.

<b>Courses</b>	<b>*Honors Graduate Total Credits: 26 and 9 hours college credit</b>	<b>College Preparatory Total Credits: 25</b>
<b>BIBLE</b>	4 Credits	4 Credits
<b>ENGLISH</b> English 9 English 10 English 11 English 12	4 Credits	4 Credits
<b>MATH</b> Algebra I Algebra II Geometry Trigonometry Pre- Calculus Calculus College Algebra	4 Credits	4 Credits
<b>SCIENCE</b> Anatomy Biology Chemistry Physical Science Physics	4 Credits	4 Credits
<b>HISTORY</b> American Government, World History, U. S. History, US History from CW to Present, OK History	4 Credits	4 Credits
<b>Personal Finance (1/2)/Rhetoric (1/2)</b>	1 Credit	1 Credit
<b>FOREIGN LANGUAGE)</b>	2 Credits-Consecutive	2 Credits-Consecutive
<b>SPEECH</b>	1 Credit	1 Credit
<b>ELECTIVES</b>	3 Credits	2 Credits
<b>MINIMUM WT. GPA</b>	3.5	2.0
<b>(See Information shown on preceding paragraphs)</b>		

## Valedictorian / Salutatorian Determination for Seniors

The Valedictorian and the Salutatorian of the senior class will be determined on 3 factors. **Cumulative GPA** of semester grades, **Quality Points** (the number of 4 and 5 point classes a student takes), and **Numeric Average** (the average of the percentage grade received in all of the student's classes). Students will be ranked in each of the three categories and the number of the student's rank in each of the three individual categories will be totaled. The student with the lowest total of the three categories will be the valedictorian and the student with the second lowest total will be the salutatorian. Example shown below:

<b>GPA</b>	<b>Quality Points Rank</b>	<b>Percentage Rank</b>	<b>Rank</b>	<b>Total</b>
Smith	2	1	3	6
Jones	1	2	2	5
Barnes	3	3	1	7

Jones would be the Valedictorian with the lowest total of 5 and Smith would be the Salutatorian with the second lowest total of 6. In the event of a tie there would be more than one Valedictorian or Salutatorian. Student must have attended Wright Christian Academy their junior and senior years to be eligible for Valedictorian or Salutatorian distinction.

## National Honor Society – 10<sup>th</sup> through 12<sup>th</sup> Grade

The Wright Christian Academy chapter of the National Honor Society inducts eligible new members in the Fall. Membership is based on scholarship, character, leadership, and service. The National Honor Society recognizes students in grades 10-12.

### NHS Qualifications and Selection – 10<sup>th</sup> through 12<sup>th</sup> Grades

According to the National Constitution, a five-member faculty committee will review all those who are academically eligible and make selections. These selections will be based on the following criteria:

- Scholarship: Minimum cumulative GPA of 3.5
- Leadership / Service:
  - Student must provide documentation on the Student Activity Information Form by the date requested.
- Character:
  - Faculty survey, along with a review of any behavior referrals. The committee will look for characteristics consistent with Christ-like character. Students should have no more than 3 detentions in a semester.

### NHS Maintenance of Membership

According to the National constitution, active members must maintain the standards by which they were selected and meet obligations prescribed by the local chapter.

## **WRIGHT CHRISTIAN SCHOOL PROFILE**

Established in 1989, Wright Christian is a Private, College-Preparatory Academy, Pre-Kindergarten (3-4) through 12th Grade. Ninety-eight percent of our graduates pursue college and university studies. Our campus is located in northeast Tulsa, Oklahoma on ten acres with approximately 61,820 square feet of building space. WCA is governed by a self-perpetuating Board of Directors, and is a inter-denominational, Christian school that is not supported financially by any church or group of churches.

### **Faculty**

The school has 20 full-time degreed faculty members, 20% with a master's degree and beyond. In addition, 6 part-time faculty members complement the course offerings of the academic program. The average teaching experience of the faculty is 10 years.

### **Professional Accreditation**

Wright Christian Academy is accredited by the Association of Christian Schools International (ACSI), and is listed as an accredited school by the Oklahoma State Department of Education.

### **Student Leadership Responsibility**

The development of leadership is a primary focus of the Academy, and students are actively engaged in the leadership of the Academy in policy, service and instructional areas. Selected students participate in the Student Leadership University program. Seniors are required to participate in a practicum experience which serves members of the special needs broader community. Seniors are provided a Cap-Stone experience the country of Belize which is missional and cultural in it's scope.

After-school activities include athletics, National Honor Society, Student Council, printed publications, drama and theater productions, community service groups and special interest clubs, all of which are designed to contribute to the development of student responsibility and leadership. Effective parental cooperation is notable in all student and faculty affairs. Student participation in extra-curricular activities grades 6-12 is above 80%.

### **Class Rank – Weighted Average**

Classes are not ranked except for the purpose of determining the Valedictorian and Salutatorian. These top two positions are determined by three factors: Cumulative GPA, Quality Points and Numeric Average. The standard four-point scale applies to the average classes. Transcripts reflect weighted averages for honor courses, which are graded on a five-point scale.

**Guidance**

Mrs. Whitney Breiland, MA, School Counselor, provides comprehensive academic guidance.

**ACT Tests**

The average ACT test scores for seniors completing our college-preparatory program are consistently above the state and national average.

## **ATHLETIC PROGRAM OVERVIEW**

### **Athletic Programs**

Sportsmanship and competition play an important part in both school and the student's future endeavors after completing high school. Sports teach many valuable traits that include teamwork, self-discipline, motivation, attention-to-detail, interpersonal communication, and heightened levels of self-confidence.

The WCA community takes sports and our school's image very seriously. We place a high emphasis on sportsmanship when it comes to player and fan participation within our school community. To honor Jesus and make it "as easy as possible" for others to place their trust in Him is the guidepost to the expectations of sportsmanship and court conduct at all the WCA athletic events whether at home or away.

### **Elementary School**

The Elementary School athletic program is designed to encourage participation, develop skills in teamwork, and to learn more about the nuances of the selected sport. Participating in sports within the Elementary School is the first step toward children deciding whether they have an interest with either a team or individual sport.

The goal is for all students that participate in Elementary sports to receive equal playing time during competitive activities (to the best of the coach's ability). There will be no "squad cuts" due to athletic ability. Cuts will only result from disciplinary reasons.

WCA offers the following Elementary School sports:

**BOYS: Basketball**

**GIRLS: Basketball**

### **Middle School**

The Middle School athletic program is of a competitive nature. Because the Middle School teams are the major feeder into our High School programs, attention is given to developing the skills of the players and teamwork as they prepare to play at High School level.

Since the Middle School teams are competitive, please realize that membership on the team does not guarantee equal playing time. "Squad cuts" will be kept to a minimum at this level, with most cuts coming only for disciplinary reasons.

WCA offers the following Middle School sports:

**BOYS: Basketball  
Football**

**GIRLS: Basketball  
Volleyball**

## High School

The High School athletic program is of a competitive nature. One of the objectives from our Varsity and Junior Varsity program is to build teams that are able to compete at the highest level of potential. Our varsity program also endeavors to prepare those young men and women that desire to play collegiate level sports the background and experience that could one day prepare them for that challenge.

Squad cuts are made at the discretion of the coaching staff. Prospective players realize that trying out for the team does not guarantee they will make the team. Players making the team should realize that team membership does not guarantee playing time or participation in all games.

WCA offers the following High School sports:

BOYS: Football	GIRLS: Basketball
Basketball	Cheerleading
Soccer	Soccer
Tennis (As Coach is available)	Tennis (As Coach is available)
	Volleyball

NOTE: Since Cheerleading and Basketball occur within the same season, girls are allowed to participate in either event, but not basketball and cheerleading simultaneously.

## Athletic Department Handbook

Contact the Athletic Department for a copy of the Athletic Handbook.

## Athletic Drug Testing Policy - Middle and High School

As part of the ongoing effort to help students lead healthy and productive lives that glorify God, Wright Christian Academy reserves the right to conduct random drug tests or specific drug tests as felt warranted by the Administration. If reasonable suspicion exists that a student has been using illegal drugs, alcohol or performance-enhancing drugs, that student will submit to a drug test upon the request of the Principal. If the test is positive, the results will be reported to the student, parent/guardian, Principal and the Wright Board of Directors. If the student is unable to explain the positive drug test, the student will be suspended for five days, provided this is a first-time offense. In addition to the five-day suspension, students will not be allowed to participate in extra-curricular activities for two weeks. Students who test positive a second time for drugs will be expelled. If a student's test is positive, the student/parents will be responsible for all costs incurred for testing. A copy of specific definitions & procedures for drug testing can be acquired from the Administrative offices of WCA.

If a student refuses to submit to a drug-use test authorized under this policy, such student will not be allowed to continue at Wright Christian. Any student who distributes or sells alcohol, illegal drugs or performance-enhancing drugs while enrolled as a student at Wright Christian

Academy, will be expelled. A student who has been expelled for drug-use violations can be considered for re-enrollment one calendar year after their expulsion.

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