Dear Parents and Students:

Welcome back! I pray that your summer has been filled with fun and great entertainment. I pray that along the way that you have stopped to consider the plans that God has laid out before you. Throughout the summer months, I have given much thought to West Alabama Christian School and what God wants us to achieve this year. With much contemplation, I feel that God is asking us (faculty and staff) to pour as much of Him into our students as possible. Sometimes I think we fail to realize that WAC School is not just about academics. While I truly believe and know that your student is receiving the best education possible and while I believe that God is truly concerned about these pursuits, I am also positive that God wants us to make sure that our students have a personal relationship with Him. A relationship that goes beyond the simple “Sunday school” answers. He desires that the students of WAC know Him on a deeper, intimate level. Having discerned His want for the school and student body, it is my endeavor to make sure that we accomplish this task this year. Each teacher is committed to making sure that your student gains a much deeper understanding of God this year. Teachers, staff and administration will hold your student accountable for his or her actions, continuously reminding him or her who he or she is in Christ, and making sure that he or she walks out the walk of Christ. I want our students to become biblical leaders who will learn to stand for God even when others will not.

I look forward to a year full of new students, new teachers, and new expectations of everyone. We (faculty, staff, board, and pastor) encourage you to hold us accountable also. Each one of us is in the same battle, and together we will produce a child worthy of the King.

Roni Long
Principal/Administrator
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INTRODUCTION AND PHILOSOPHY

Introduction

West Alabama Christian School and Preschool Enrichment Program are an integral part and a ministry of Fairhaven Baptist Church of Demopolis, Alabama. This handbook was written and adopted by the School Board of West Alabama Christian School and Preschool. The entire document is considered Official School Policy. The school reserves the right to change portions of this document through the course of the school year as is necessary. Parents/guardians will be given prompt notification should changes occur.

West Alabama Christian School's Board and the Pastor of Fairhaven Baptist Church govern WAC. This governing body is made up of responsible Christian men and women, whose function is to set policy for the operation of West Alabama Christian School.

As a private Christian school, West Alabama Christian reserves the right to deny admission to any student. Furthermore, West Alabama Christian reserves the right to ask any student to leave at any time for any reason when the administration believes it is in the best interest of the school; this includes the right not to allow a student to return for the next school year.

NOTICE OF NON-DISCRIMINATORY POLICY TO STUDENTS

West Alabama Christian School enrolls students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or other school-administered programs.

History of the School

In the spring of 2007, The Board of West Alabama Preparatory School approached Fairhaven Baptist Church with a proposal to assume the school as a Christian school that would be ran by Fairhaven Baptist Church. After much prayer and discussion, the church decided it would assume the buildings from stockholders and begin a brand new Christian School. After an assessment was taken in July, it was found that there was not enough student enrollment to support a N-12 school. The Board of West Alabama Christian voted to move the school to Fairhaven Baptist Church and keep the N – K5. The church voted to add a grade each year until the school reached N-12th grade.

At the heart of this new organization, the dream envisioned by the church was a structure whereby the church would have an opportunity, through an elected representative board of directors, to participate in the decisions, focus, direction, and governance of the institution tasked with the education of their children and the children of the community at large. With a firm commitment to be wise and faithful stewards of the blessings and resources appropriated by God for this task, the church determined to build a fiscally sound and prudently operated
ministry by applying those same Christian principles employed to guide the education of their children, toward the administration and governance of the entire school. Of one mind and spirit, the church covenanted with one another to work toward that goal. With faith in God, a steadfast commitment to the goal, and a willingness to sacrificially work, the church joined together to see the completion of an elementary school. In 2011, the elementary school was completed with the addition of 6th grade. In 2014, the eighth grade was added. At this time, the Board of Directors made the decision to stop at eighth grade until the fiscal plant could be expanded and accreditation could be sought.

In 2015, WAC was granted accreditation status from the American Association of Christian Schools. At the same time, the school acquired accreditation status from the North American Christian School Accrediting Agency, and the National Council for Private School Accreditation. In April of 2016, the school acquired its regional accreditation through Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools.
Mission and Core Values

West Alabama Christian

CORE VALUES

West Alabama Christian is grounded in the truth that Jesus Christ is Lord of all; therefore, all subjects and activities are designed to lead students to fuller service of Christ, His Church, and the world.

Partner with Christian Parents
West Alabama Christian School embraces the biblical responsibility entrusted to parents to nurture and educate their children and supports the partnership between families and their local church. (Ephesians 6:1-4)

Academic Excellence
West Alabama Christian provides an environment for students to excel in every facet of learning and holds them accountable for their efforts. (Col. 3:23)

Biblical Worldview
West Alabama Christian integrates a biblical perspective into all aspects of the school experience so that students may view life from God’s frame of reference. (II Cor. 10:5, Romans 12:2)

Christ-like Influence
West Alabama Christian equips students to be leaders in every arena of life to influence our society and our world for God’s glory. (Matthew 5:13-16)

Christ-like Character Development
West Alabama Christian School trains both the heart and mind of students in the development of godly wisdom so they may reflect the character of Jesus Christ in everything they do. (Phil 2:5)

The Mission of West Alabama Christian School:
To glorify God by providing a Christ-centered quality education that enhances a student’s potential to impact the world for Christ.
BOARD MEMBERS, TEACHERS AND STAFF

Board Members

Walt Brown - Chairman
Linda Phillips – Vice-Chairman
Scott Stevens - Pastor
Tommy Reynolds- Chairman of Deacons
Sharon Cox – Financial Secretary
Chris McInnis
Phillip Spence
Brenda Ward
Bill McCarter
Chris Stewart

Preschool Teachers

Michelle Luker
Nadine Garner
Elizabeth Milam
Allison Hannah
LaTrivette Williams
Trinesa Davis
Jean Rhodes
Allison Snow
Susan Walker

School Teachers

K4 – Rhonda Hatcher
K4 – Ronnell Chaney
K5– LaTaya Fluker
First Grade – Jenny Foxhall
Second Grade – Stephanie Henson
Third Grade and Fourth Grade – Laurice Thomasson
Fifth and Sixth Grade – Donna Dodson
Seventh and Eight – Jenna Gresham

Staff

Roni Long – Principal/Administrator
Heather Basinger – Administrative Assistant
Alli Boxmeyer – Cafeteria Manager
Scott Stevens – Pastor
WAC’S MISSION STATEMENT

West Alabama Christian seeks to glorify God by providing a Christ centered quality education that enhances a student’s potential to impact the world for Christ.

STATEMENT OF SCHOOL FAITH

1. **The Scriptures:** We believe that the entire Bible, all 66 books of the combined Old and New Testaments are verbally inspired by God and are inerrant in the original writings. Through the providence of God, the Word of God has been protected and preserved, and is the only infallible rule of faith and practice (2 Timothy 3:16-17; 2 Peter 1:20-21).

2. **God:** We believe that there is only one true, living sovereign, holy and eternally existent God. He exists in three co-equal persons—Father, Son and Holy Spirit—each being a distinct person and with a distinct function, but all of one essence and all possessing the same nature, perfection, and attributes. The triune God is the creator and sustainer of all things, the source of all truth, and is worthy of worship confidence, and obedience. (Deuteronomy 6:4-5; Genesis 1:31)

3. **Jesus Christ:** We believe that Jesus is God. He was conceived by the Holy Spirit, born of a virgin, lived a sinless life, performed many miracles, shed His blood on the cross to pay the debt for our sins, was buried, bodily resurrected, ascended to the right hand of the Father, and will return literally, visibly, and personally in glory and power. (John 1:1-3, 14; Matthew 1:18-25; Philippians 2:5-9; Colossians 1:15; 1 Corinthians 15:1-8; Acts 1:11)

4. **Holy Spirit:** We believe that the Holy Spirit is God, co-equal and co-existent with the Father and the Son. He is the chief convictor of sin, the chief agent of regeneration and sanctification. The Holy Spirit lives within every believer and empowers every believer to live a godly life. (John 14:16-19; 16:7-15; 1 Corinthians 6:19-20; Romans 8:9,11; Titus 3:5)

5. **Mankind:** We believe that in the beginning God created mankind in his image, and is not in any sense the product of evolution. Mankind was originally created with the ability to live perfectly for God’s glory. (Genesis 1:27,31)

6. **Sin:** We believe that Adam, the first man, sinned by disobedience. This act resulted in the fall of all mankind; therefore, all people have sinned and lost their ability to live for the glory of God. Every person’s sin incurs both physical and spiritual death until there is forgiveness and salvation by the grace of God. (Genesis 3:1-24; Romans 3:10-23; 5:12-21; 6:23)

7. **Salvation:** We believe that salvation of lost and sinful people is a free gift from God’s grace apart from human works, based solely upon Christ’s vicarious and atoning death, effected by the regenerating work of the Holy Spirit, and received only through faith in the person and finished of Jesus Christ on the cross and His resurrection from death. (Ephesians 2:8-10; 2 Corinthians 5:21)
8. The Church: We believe that the church is the body of Christ and the family of God. It is made up of saved and baptized believers, who regularly join together for worship, fellowship, and ministry. (Matthew 28:18-20; 1 Corinthians 12:12-14; Hebrews 10:25)

9. Evangelism: We believe that it is the responsibility and privilege of every Christian to proclaim the good news of Jesus Christ and to seek to make growing disciples. (Matthew 28:18-20; Acts 1:8)

10. The Home: In addition to these important beliefs, we also believe that God has given the parents and the home the responsibility to bring up their children in the nurture and admonition of the Lord. (Ephesians 6:4; Proverbs 22:6) We believe that a consistent and whole education will occur when home, church and school work closely together and are in agreement on the basic concepts of life.

CHRISTIAN PHILOSOPHY OF EDUCATION

Christian education is based upon God and those absolutes established by Him. God sustains a systematic order from the vastness of space to microscopic creation. In the physical, mental, and spiritual realms, God is the Heavenly Father.

Origins
God planned and created all things. Life was no accident. Plant, animal, fish, fowl, and man are all created and sustained in their own order and are not an end to themselves but are all working into God’s plan. Genesis 1:1

Man
God created man in His image. Man has a never-dying soul and is responsible to God in all matters. Eternal life is available to all men through faith in Jesus Christ as Savior and Lord.

Society
When honored, God’s laws guide man’s relationships and result in justice and morality. Under Biblical principles, man has rights of individual decision resulting in personal responsibility.

Education
Education begins with the promise that God is and ever shall be. When one is properly oriented, he discovers that life is a wonderful part of a great plan that involves time and eternity. The school, church, and home should work hand in hand to develop the whole child: body, soul and spirit.
OUR OBJECTIVES IN EDUCATING YOUR CHILD

1. To prepare children spiritually by instilling in them a love for the Lord Jesus Christ, God the Father, and His Holy Spirit, and a personal sense of responsibility to be all God wants them to be.

2. To prepare children to successfully live balanced Christian lives in an unbalanced world.

3. To encourage them to think clearly, logically, and independently.

4. To offer an instructional program that meets the academic needs of children.

5. To develop an understanding of the world in which they live and the ability to appreciate and adjust to their environment.

6. To achieve mastery in the tools of learning and communication.

7. To develop a sense of responsibility in each child as a citizen and a Christian.

8. To develop a moral, ethical, and spiritual sense which will aid them in the application of their own personal worth and that of others.

9. To provide them with opportunities to develop an understanding of an appreciation of their own personal worth and that of others.

10. To provide opportunities to participate in wholesome forms of recreation.

11. To prepare each child for an outstanding position in life, to prepare for spiritual leadership in school, home, church, community, state, nation, and the world.
Role of the School

The West Alabama Christian School's Administration and School Board Members are charged with providing high-quality Christian centered educational opportunities for the students of this school. The school daily works to address the educational and spiritual needs of students and to provide a safe, productive school environment for learning. Our intention is to teach and set examples in a manner designed to build faith in God and to “teach the Bible as the revealed Word of God to man as the only and sufficient rule of faith in practice.” Educators and Administrators know that these goals are best accomplished with the cooperation and support of students and their families.

Role of the student

Students learn best when they set high goals for themselves, work hard to achieve these goals, and conduct themselves responsibly in their school work and actions. Students need to adopt these practices to help ensure their success:

- Attend classes daily
- Be punctual
- Be prepared for class with appropriate working materials and completed homework
- Be respectful to all individuals and property
- Be clean and neat
- Be responsible for their own work.
- Abide by the rules and regulations of the school
- Maintain a positive attitude
- Conduct themselves in a safe and responsible manner.

Role of the Home

Most experts agree that “the children’s first and best teachers are their parents.” The school recognizes that student achievement is impacted greatly by the level of parent participation in a student’s education. The value of a strong partnership between school and home is immeasurable, and parents or guardians are asked to adopt these practices to help school personnel work with students.

- Maintain regular communications with school teachers and principal concerning their children’s progress and conduct.
- Ensure their children are in school, on time, every day. Promptly report and explain to the principal any absences or tardiness.
- Assist and require children to be neat and clean.
- Notify the principal of any problem or condition that affects their children or others at school.
- Discuss report cards and school assignments with children.
- Assist children in assuming responsibilities at school.
- Maintain for the school up-to-date home, work, and emergency telephone numbers and all other emergency and health information throughout the school year.
- Send children to school ready to learn.
OPERATION/ADMINISTRATION OF SCHOOL

Code of Conduct

By enrolling at WAC, students and parents/guardians are agreeing to adhere to a Code of Conduct. Parents must understand that their family becomes part of WAC family and represents that family by their actions both on and off campus. Parents should strive to set a Christian example at all times and assist children to follow the example of Christ in their daily lives.

As a student of West Alabama Christian School, each student is expected to be a moral, law abiding citizen and represent the school and the name of Jesus at all times; therefore, student behavior on or off campus (during school or non-school hours) that is illicit, immoral, illegal, or in any manner reflects adversely on WAC can cause immediate expulsion.

The school believes that it is necessary to publish what is expected in key areas so that everyone understands expected behavior. While it is not reasonable to attempt to list all behaviors that may be unacceptable, the following paragraphs will outline major areas of conduct. A detailed disciplinary policy outlining consequences of unacceptable behavior is outline in the Behavior and Discipline section of this handbook.

Those students who choose to attend WAC will accept the standards, regulations, and requirements of the school. WAC feels strongly about helping each student become a more responsible Christian citizen, one who understands the sincere need for respect for authority, property, government, peers, and self. The school will work to strengthen every student in these areas. Students must understand that although they have freedom of choice, they do not have freedom from the consequences of their actions.

1. Responsibility to Others
   “Honor all men” (1 Peter 2:17)
   Students are expected to conduct themselves in a responsible manner at all times, always giving consideration to others first. Both on and off school grounds, students are to maintain the highest standards of respect for teachers, faculty, staff, parents, others adults, and fellow students.

2. Responsibility for Property
   Students are expected to act responsibly regarding property, whether it is property of the school, others, or their own. Any behavior which may damage or deface property is forbidden and will be dealt with accordingly. Parents may be held financially responsible for loss or damage to School property.

3. Lying, Cheating, and Stealing
   “Do not steal, deal falsely, or lie to one another” (Leviticus 19:11)
   Students shall not lie, cheat, or steal, nor shall they tolerate such conduct in any other student.
4. Fighting and Rough Play
Physical contact on School grounds is strictly forbidden. Any student participating in physical contact on School grounds will receive prompt disciplinary action, including suspension and expulsion. Students are to report fights immediately. Any student failing to report physical contact shall likewise be disciplined. Serious injuries may occur even in moments of “horseplay,” when students are “kidding” or “playing around.” Any actions which jeopardizes the safety of another student, whether deliberate or not, will receive immediate attention and disciplinary action.

5. Profanity, Obscenity, and Vulgar Language or Conduct
“Do not let any unwholesome talk come out of your mouths” (Ephesians 4:29) Students must speak and act in keeping with Christian standards, and must not interfere with the educational process. Profane, obscene and vulgar language, gestures, conduct and material are strictly prohibited.

6. Food and Drink
Except as otherwise provided herein (see lunch and parties) or at other times as specifically designated by the teacher, food, drink, and candy are not allowed in classrooms. Chewing gum is forbidden on school grounds at any time.

7. School Functions
Students attending School functions, both on and off campus, shall be governed by School rules and regulations, and shall be subject to the authority of School personnel.

8. Student Attitudes
“Your attitude should be the same as that of Christ Jesus” (Philippians 2:5) A student’s attitude either strengthens or hinders the educational process. Students are expected to display an attitude that will create a strong environment for learning and development. Students displaying an inappropriate attitude will be disciplined accordingly.

9. Student Effort
“And whatever you do, work at it will your heart, as working for the Lord, not for men” (Colossians 3:23) Students are expected to exert their best effort in all areas of activities. WAC teachers often make assignments that require students to invest out-of-school time to complete. Students must complete and turn-in these assignments in a timely manner. Failure to do so will affect the student’s academic standing and may result in disciplinary action.
**Admission Policy**

For a student to be accepted at West Alabama Christian School and Preschool Enrichment Program, the following criteria must be met:

Attendance at West Alabama Christian School is a privilege and not a right. If at any time a student’s conduct, academic progress or cooperation with the school administration is not acceptable, the school has the right to dismiss the student from West Alabama Christian School. Any exceptions to the following Admissions Policies must be by school board approval.

1. Pre-kindergarten and kindergarten students must be 4 or 5 years old respectively by September 1 for admission.

2. The original blue immunization records must accompany the kindergarten four year old and kindergarten application. Students at all other levels must provide health records from his or her previous school.

3. Registration fee must accompany a complete written application.

4. All new students are accepted on a nine-week trial basis.

5. A satisfactory interview must be completed before a student is accepted. At least one parent or guardian must attend the interview. Interview will be set up at the time registration fees are received in the office.

6. Prospective students in grades 3 – 7 must have a conduct or disciplinary report attached to his or her written application.
   - Conduct or disciplinary report may consist of a written letter from the student’s previous principal, on school letterhead, reporting on the student’s behavior.
   - Student may attach his or her actual behavior report from his previous school.

7. No enrollment is final until a student’s transcripts have been received in the school office and all requested forms are completed on file.

8. The school reserves the right to dismiss any student who does not cooperate with the educational process.

9. The school reserves the right to dismiss any family that does not fulfill its obligations as agreed to herein.

10. All prospective students in grades K – 12 are given an entrance test to determine grade placement and to determine if the prospective student fits the educational capabilities of the school. Parents are responsible for paying the $40.00 fee on the day of the scheduled test.

11. Parents must provide copies of report cards, special testing reports, child study reports, or similar documents upon request of the principal.
12. Serious consideration is given to the academic background of prospective students.

13. Prospective students may be refused admission for any of the following reasons:
   - Failure in a previous grade
   - Currently failing in grade, if admission request comes during a school year
   - Need of special education or having been assigned to special education classes by the previous school.
   - Failure to achieve on the grade level for which admission is being sought
   - A reading problem judged severe enough to hamper progress
   - A poor report card from the previous year

14. A student’s conduct and disciplinary record will be inspected very carefully before admission. In particular, admission may be refused for any of the following reasons:
   - Suspension from school
   - Expulsion from school
   - Rejection by other Christian schools
   - Police record
   - Court probation
   - Participation in smoking, drinking alcoholic beverages, and misuse of drugs.
   - Or any other disciplinary action deemed serious by the Board of WAC.

   Because our school is thoroughly Christian, we place an emphasis upon spiritual training. Our beliefs are based upon the Holy Bible, and it is from God’s Word that we derive our standards and teach our students.

AGE REQUIREMENTS (on or before September 1\textsuperscript{st} of attendance year)
   1. Four year old Kindergarten – 4 years old
   2. Kindergarten – 5 years old
   3. First Grade – 6 years old

NECESSARY DOCUMENTS
   1. Certified Birth Certificate (not hospital record)
   2. Certificate of Immunization (original blue form)
   3. Social Security Card

Pre-Registration
Pre-registration for current enrolled students begins in March. Parents will need to complete registration paperwork and submit correct registration fee for a student to be considered enrolled for the next academic school year. Parents risk the possibility of losing a place for the child for the new school year by delaying the pre-registration process.

RIGHT TO WITHDRAW
The parent/guardian has the right to withdraw their child at any time, for any reason. Likewise, the school has the right, for any reason, to ask the student to withdraw. This provision is separate and apart from suspension or expulsion under the schools discipline policies. A student may be asked to withdraw for but not limited to the following reasons: excessive tardies or absences, failure to respond positively to correction, and disrespect to fellow students.
FINANCES

Tuition/Fees

Tuition is figured on a yearly basis. Tuition payments are due at the first of each month. Any payment received after the 10th of the month will automatically be charged a late fee of $10.00. Please add this fee to your payment if you know it will be late. If the late date falls on a weekend or holiday, the payment is due the Friday before. The school cannot be responsible for the promptness of the U.S. Postal Service or any checks sent with students. The safest way to have payments credited correctly and on time is to drop them personally in the office tuition box. There is a $25.00 NSF charge for any check returned by the bank that is not covered by sufficient funds. Excessive late fees or any returned checks will jeopardize a family’s standings with the school. The school reserves the right to place an account on a “cash only” basis. Any account delinquent more than one payment may jeopardize a student’s ability to return to WAC the following month.

Tuition Payment Policy

PLEASE NOTE: The first tuition payment is due by August 1 and is not refundable should the student cancel for any reason. For September through May, the tuition payments are due on the 1st of the month. There are no deductions for months with holidays or for absences from school. If a tuition payment is not received in the office by the 10th of the month, a late fee of $25.00 will be charged to the account. NOTE: Tuition for one semester must be paid before the pupil may continue the next semester. Report cards and transcripts will be held if payments are not made in full. All other fees are due by the date listed on the Financial Information Sheet that is available in the office. Any child entering WACS after the school year will pay the registration fee, that month’s tuition payment, and all other fees as outline on the Financial Information Sheet. Students attending one day of any month after the first day of the month are required to pay that month’s tuition. No post-dated checks will be accepted. Tuition payments for services provided by WAC are not charitable contributions. Failure to pay tuition and/or other fees and charges pursuant to the schedule and terms established by WAC will result in default of contract. In the event of default, WAC may attempt to work with the Parent to resolve the default on a basis that is amicable to both parties. Absent and amicable resolution, WAC reserves the right to seek other means to resolve any delinquency – collections or small claims. NOTE: Accounts that are past due (after the 10th of each month)

~THERE IS A $25.00 FEE FOR RETURNED CHECKS~

WAC will not release transcripts, grades, standardized test scores, or report cards until the accounts are paid in full.

REFUND POLICY

West Alabama Christian School has a NO REFUND policy on tuition and fees. This also includes early withdrawal, suspension, or expulsion.

All past due accounts (payments received after the 10th of each month) are assessed a $25.00 late fee; once the account is past due (after the 10th of each month), all aftercare services will be suspended until the account is paid current.
Referral Program

TERMS AND CONDITIONS:

• The referring family shall mean the family who refers the new family including any new student belonging to that family.

• The referred family, including each referred student that is part of that family, shall mean the family who was referred by the referring family. The referred family cannot also be the referring family.

• The $300.00 tuition credit for referring families shall only apply toward K4 through 8th grade tuition. It will not apply toward application fees or any other school fees that may be incurred throughout the school year, including fundraising requirements.

• The referred family must list the referring family on their Application for Enrollment at the beginning of the enrollment process. No names will be accepted after the application has been turned into the office.

• Only one family can be identified as the referring family on the Application for Enrollment form. If more than one family is listed on the application as the referring family, no family will receive the tuition incentive.

• Families being referred cannot have any students who previously attended WAC at any time during the previous academic school year.

• The referring tuition credit is applied two times per school year. The first $150 incentive will be applied in December, and the second $150.00 will be applied in April. Referred students must be enrolled at the beginning of a semester for the referring family to receive their first distribution. (If a referred student begins mid-semester; the referral distribution will begin during the second semester of enrollment. The referred family must be in good standing with the school in order for the referring family to receive the credit.)

• The tuition credit expires when the referred student becomes disenrolled from WAC for any reason or no reason, whichever comes first.

• Tuition credits cannot be converted to cash or be applied toward any other school fees other than the referring family’s tuition.

• The tuition credit cannot exceed your own family’s tuition.

• Enrollment of the referred students and families is subject to the standard WAC enrollment process and subject to administration’s approval.

• Tuition credits for referrals are subject to availability. Meaning, if there are no open seats in a classroom for a student you refer, the referred student will not be admitted and no tuition credit will be given.

• Tuition credits are not available for preschool students or for students transferring from the daycare to the school.

• Tuition credits are non-transferrable.
• Tuition credits do not carry forward from year-to-year. Tuition credits expire at the end of the academic school year.

• In order for a family to be considered a qualifying new family, they must not be receiving scholarship funds from an approved SGO or other scholarship organization.
CHILD CUSTODY

In cases where parents are divorced, an affidavit of the court must be supplied to the school’s office in order to document the official custody arrangements regarding children enrolled at WAC. Upon request, the school will provide school records to both parents UNLESS supplied with official documents prohibiting such. It is the parents’ responsibility to provide the school with updates. ONLY the custodial parent will be allowed to check out a child from school unless the school has been otherwise notified in writing by the custodial parent.

PARENT COMPLAINTS AND GRIEVANCES

The primary purpose of this procedure is to provide a prompt and equitable resolution of parent’s complaints and grievances.

Level One – The parent should practice the “Matthew 18 Principle.” The resolution of a grievance through free and informal communications as close as possible to the point of origin is encouraged. A parent with a grievance must first take it to his/her immediate teacher within five (5) days of the occurrence.

Level Two - After the parent and teacher have met and there is no resolution and both parties have been informed of further resolution procedures, the aggrieved parent may consult with the principal within seven (7) days of the occurrence.

Level Three - In the event the aggrieved parent is not satisfied with the disposition of his/her grievance at Level Two, the parent shall make a request for appeal in writing to West Alabama Christian Board within ten (10) days of the occurrence. The Board shall schedule a conference within five (5) days of the written grievance with the aggrieved parent. The decision of the committee will be written and considered final in the grievance process.

PARENT COMMUNICATION

PARENT/TEACHER CONFERENCE

From time-to-time, students and parents may have questions or concerns about some aspect of the school. Parents are encouraged to visit the school and confer with the teachers and administrator concerning the progress of their children. Parents wishing to meet with teachers should make an appointment through the teacher or principal. Drop-in conferences (for example, before school or at lunch) are prohibited. Parents who wish to contact teachers at home or after school hours should be considerate as to the time of the evening. A teacher should never be interrupted during instructional time.
GRADE REPORTS

Grade reports are for the purpose of communicating and evaluating a student progress to both the student and his/her parents. Grades can be accessed via RenWeb.

Students are issued a grade report four (4) times per year. Grade reports will be sent home with the student.

TAKE HOME FOLDERS

Teachers will send home a compilation of weekly student work. All work that is designated as “sign and return" must be signed and returned to the teacher. A student that does not return work may face consequences. Parents are advised to carefully review these folders. The folder may also include information regarding behavior, upcoming events, notes, announcements and other pertinent information.

WAC MEETINGS

PTFO meetings are held throughout the year. These meetings are used as an informal way to have fellowship with one another and allow our students an opportunity to showcase their talents. WAC administration may, at times, use this time to disseminate pertinent information. Also, it is important to your child to see you involved in his or her school. This is a great time to do that.

VISITORS TO THE SCHOOL

Any person not employed by West Alabama Christian School, other than a student, is considered a visitor. Any time a visitor comes into the school, they must sign in with the secretary of the school, state the purpose of the visit, and receive permission to visit. This is a safety rule for students and teachers as well as serving to protect learning/teaching time.

AGGRESSIVE PARENTS – Code of Alabama 1975 Section 16-28-A-1 states the following: The school system shall provide assistance for seeking issuance of a warrant or warrants for any person or persons threatening or assaulting an administrator or teacher, and timely assistance with appropriate authorities in the prosecution of any person or persons threatening or assaulting an administrator or teacher.

Parents that are verbally and/or physically aggressive and/or are overly argumentative will be asked to withdraw their student immediately from WAC.

BACKPACKS

Students are authorized to use backpacks. Rolling backpacks are not authorized due to the damage they cause and the safety risks associated with their misuse. Students in four-year old kindergarten through first grade must use backpacks that can be easily folded for storage in the classroom during the school day.
ATTENDANCE

School attendance is a requirement of the State of Alabama

“...any parent, guardian, or other person having control or custody of any child required to attend school... who fails to have the child enrolled in school or fails to send the child to school or fails to compel the child to properly conduct himself or herself as a pupil in accordance with a written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in suspension of the pupil, shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars ($100) and may also be sentenced to hard labor for the county for not more than 90 days” (Section 16-28-40, Code of Alabama, 1975)

ABSENCE

An absence is defined as non attendance in a regularly scheduled class or activity. To be counted present for a day, a student must be present more than 50% of the scheduled school day. A student cannot be absent more than twenty (20) days during the school year unless he/she presents a written excuse from a physician.

EXPLANATION FOR ABSENCES

Written Explanation – In accordance with State Law, a parent/guardian must explain the cause of every absence of students under his/her control or charge. Every student, upon return to school must bring a verifiable written excuse from home signed by the student’s parent/guardian for each absence and present it to his/her teacher. The written excuse should be presented to the teacher on the day the student returns to school. If a written excuse is not presented to the front office by two days after the student returns, the absence in question will be documented as unexcused.

Excessive Absences – Regular attendance is absolutely necessary in order for a student to progress in his/her academic studies. According to Alabama Statutes, students are required to attend school regularly. Parents and guardians are responsible for ensuring that their children attend school on a regular basis. If student misses more than 8 absences in a semester, this student is considered to have excessive absences. Once a student has incurred excessive absences, he/she will be required to have a doctor’s note in order for additional absences to be excused.

Excused Absences - All absences shall be designated as excused or unexcused. In accordance with State Law, a student shall be excused from school for the following reasons:

1. Personal illness of the student
2. Death in the immediate family
3. Inclement weather or emergency conditions which could be dangerous to the life and health of the student as determined by the principal
4. Legal quarantine
5. Subpoena to court
The principal may approve absences as excused for family reasons. Only two special requests for excused absences are granted per year. The student must be in good standing academically in order for the request to be approved.

**Unexcused Absences** – If a student is absent for any other reason than those defined above, the absence is considered unexcused.

**TARDINESS**

Promptness to class is very important. Tardiness is discouraged. A school tardy is defined as a student’s late arrival to school after the official time set for the beginning of the respective school day. The following regulations will be followed in regards to this matter:

1. Students are to be in their seats and ready to work at 8:00 a.m.
2. Three tardies (excused or unexcused) to school constitute one (1) day’s absences.
3. After the sixth tardy for a non driving student, parents will receive notification from WAC administration requesting a conference.

Each teacher, as deemed appropriate, will deal with tardiness to class. Detention will be assigned on Tuesday afternoons from 3:15 p.m. – 3:45 p.m. It is the parent’s responsibility to get the student promptly at 3:45 p.m. If a student reports late to class, the teacher will talk to the student to find out why he or she is late.

When a student receives his/her sixth tardy for the quarter, a letter will be sent home to the parents notifying them of the tardy situation. This letter will emphasize the importance of good attendance and state that if the problem persists, the student and/or the parent will need to meet with administration of the school to discuss the reasons for the continued tardies.

**TRUANCY**

A student who misses a part of the day or a whole day without the consent of the parent/guardian is considered truant. If students accumulate truancy absences, a referral will be made to the proper authorities. A truant student will receive no daily credit for work missed, and Suspension may be assigned.

**Check In Procedures**

If a student arrives to school after 8:00 a.m., he or she is required to go to the office to receive a tardy pass to his or her classroom.

**Check Out Procedures**

Students are encouraged to remain at school the entire length of the school day. Most doctors, dental and other appointments need to be arranged after school hours. However, if such arrangements cannot be made, the following procedures should be followed:

1. If a student knows that a check-out will be required during the day, he/she must bring a note signed by a parent stating the student’s name, the time of the check-out, and a
number where a parent may be reached. The note should be presented to the
teacher prior to 8:00 a.m.
2. If the student check-out is unforeseen, the parent must check the student out of the
school.

MAKE-UP WORK

If a student is absent from school, he or she will be granted an extension to pass in missed
assignments that is equal to the number of days missed. If a student checks out of school on the
day that an assignment is due or test is to be given, the student is responsible for the missed
assignment or tests the day he or she returns to school. For prolonged absences, the office
should be notified and schoolwork will be collected.

SCHOOL CLOSING DUE TO INCLEMENT WEATHER

It sometimes becomes necessary for school not to open or to close early due to severe weather
conditions. This decision is made after consulting with agencies, such as the Emergency
Management Agency, Alabama State Troopers Office and other weather officials. While most
authorities agree children are usually safer in school buildings than elsewhere, we are
sometimes requested to close school early to prevent traffic problems. When a decision is made
to close, we immediately contact the local radio stations WZNJ-106.5 FM, WXAL-1400 AM, and
WINL- 98.5 FM to begin making the announcement to the public. We will call homeroom
mothers to notify them of the closing and ask them to call the parents of the students in their
homeroom. Our office staff will monitor this calling effort to make sure that each parent is
contacted. We will do this as quickly and efficiently as possible. Parents are asked not to call
the school and tie up the phone lines. We will notify the parents.

Parents should:
- Always notify the teacher if he/she is going to deviate from his/her normal routine, i.e., go
  out of town.
- Make arrangements to have his/her child picked up immediately if school closes. Children
get upset if he/she has to remain at school for several hours without contact from his/her
  parents.
- Listen to the local radio stations

If the weather conditions become severe enough to close school for the next scheduled day, the
principal will notify parents through the following procedures.

1. Local radio stations will be asked to make public announcements about the school
   closing. If you do not hear a public announcement, please plan on school being open.
2. Teachers will attempt to contact each parent concerning the school closing.

TELEPHONE CALLS

Students may use the telephone inside the school with permission of the teacher or principal.
The school will make every effort to communicate messages to students during the school day
but will avoid interrupting the normal instruction period except in an emergency. Please make
arrangements each morning before school as to your child’s transportation needs, lunch needs,
and etc. It should be noted that the use of cell phones on campus during school hours is not permitted. Cell phones must be completely turned off and kept out of sight during school hours. Any violation in this rule will result in the confiscation of the phone. Such will only be returned to the student’s parent in a personal visit with a school administrator.

BEFORE SCHOOL CARE

School starts at 8:00 a.m. For those students that must be dropped off before 7:00 a.m., please check with the day care for accommodations. Teachers are not responsible for students before 7:00 a.m. Students are to report to the lunchroom if they arrive at school before 7:45 a.m. Students will be dismissed to his or her classroom from the lunchroom. NO STUDENT IS TO BE IN THE SCHOOL BEFORE THIS TIME UNLESS BEING SUPERVISED BY PRESCHOOL STAFF.

AFTER SCHOOL CARE

School is dismissed at 3:00 p.m. each day. Students that are not picked up by 3:15 p.m. will be sent to aftercare and a fee will be charged.

Aftercare Fees are as follows:

- 3:15 p.m. – 5:30 p.m. (K4 thru 6th grade) - $3.00 per day.

Please be aware if a child is sent to aftercare, the parent is charged $3.00. Once a child has been turned over to aftercare, the fee applies if the child stays 1 minute or the full time. All aftercare fees are due on Friday of the week. If fees are not paid, the student will not be allowed to return to aftercare the following week.
HARRASSMENT POLICIES

DEFINITION OF BULLYING

Bullying is sometimes difficult to identify, as it requires evidence of both intent and effect and can be difficult to discern from normal relationships between students.

“Bullying occurs when a person or group is intimidated, frightened, excluded, hurt or discomforted by pattern of behaviors directed at them by others” (Griffiths, 2003).

It is helpful to see bullying not in terms of a defined range of actions, but by the impact any pattern of action has on the victim. The action itself may or may not indicate bullying is occurring but the response of the recipient does.

The following actions in an ongoing form may be forms of bullying:

1. Physical aggression – including hitting, punching, kicking
2. Teasing or verbal abuse – including putdowns, insults, name calling or racial/sexual remarks
3. Unjustified exclusion from activities or friendship groups
4. Gossiping or slandering
5. The setting up of humiliating experiences
6. Damaging a person’s property/possessions or taking them without permission
7. Threatening gestures, actions or words
8. Written or electronic (e-mail, camera, video, internet messaging, chatrooms, blogs, texting, social networking sites) messages that contain threats or put downs

RATIONALE

West Alabama Christian School’s response to bullying is based on the pattern of relating to one another found in the Bible. God intended for us to live together in a way that acknowledges differences and accepts others because we are all made in God’s image. As a result of sin, our relationships with each other are not always the way that God would have them. One aspect of this is outworked in bullying. The Bible encourages us to work at building relationships as illustrated below.

Bible illustrations of relationships:

- Matthew 7:12 - “So in everything, do to others as you would have them do to you, for this sums up the Law and the Prophets”
- Romans 12:18 – “If it is possible, as far as it depends on you, live at peace with everyone”
- John 15:12 – “My command is this: Love each other as I have loved you”
- Colossians 3:13 – “Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you”
- 1 Thessalonians 5:11 – “Therefore encourage one another and build each other up, just as in fact you are doing”

Bullying by its nature and the hurt it causes must be responded to if the school personnel and stakeholders are going to promote and encourage Biblical relationships. Because we live in a fallen world and the effects of this are building strategies for resilient responses to bullying.
behavior, including forgiveness, appropriate reactions, and the promotion and development of positive relationships and a supportive, caring school culture. West Alabama Christian’s policy is based on the principle that “bullying is not ok at WACS, we look after each other here” and reflects a firm commitment to acknowledge and deal with bullying strongly when it occurs.

AIMS

The aims of the West Alabama Christian School policy on bullying are:

- to stop the bullying behavior
- to rebuild relationships based on a Biblical pattern
- to develop appropriate social skills and attitudes in the victims, perpetrators and bystanders of bullying
- to promote and reinforce at every opportunity the Christian ethos of care and respect for each individual at WAC
- to help staff identify bullying when and where it occurs
- to provide clear procedures to deal with bullying
- to support and restore those who have experienced bullying

RESPONSIBILITIES

Effective management of bullying involves responsibilities for the following groups:

Students

- Students being bullied should report it to staff, parents or another adult.
- Students who are aware of bullying should report it to a teacher.
- Students should take appropriate steps to discourage or prevent bullying.
- Students should be willing to resolve bullying situations, employing forgiveness and some change in behavior.

Parents

- Parents are encouraged to take what their children say seriously and to report bullying concerns to the school.
- Parents need to accept that the whole story may be quite complex and to trust the school to resolve bullying matters according to the aims and procedures laid out.
- Parents not satisfied with the action taken may refer the matter in line with the WAC grievance policy.

Staff

- Non-teaching staff should refer all allegations of bullying to the relevant teacher or principal (in that order).
- Teaching staff should establish whether an alleged incident is isolated or an ongoing pattern of behavior (bullying).
- Teaching staff are to refer to the principal all allegations/incidences or bullying. This will be done in a timely manner (within 1 school day of report).
PROCEDURAL PRINCIPLES FOR DEALING WITH BULLYING INCIDENTS

1. All parties will be spoken to – victim, bully and sufficient bystanders to establish the facts of the situation and to hold them accountable for their actions/inaction. Generally all parties will be asked to give a verified account of what has happened with a view to understanding the whole picture.
2. All incidents are to be documented and written reports will be kept in a behavior management file.
3. All staff will be informed about and have access to the information recorded on all incidents, so that they may be aware of any issues between students.
4. Acknowledgement of allegation of bullying and initial assessment of student safety must take place within one (1) school day of the report.
5. Investigations into bullying allegations must be undertaken in a timely manner and should be carried out in such a way as to minimize the risk of escalation.
6. Parents of victim and bully will be informed throughout the process and may be invited to be present in discussions. In some cases, this may apply to parents of bystanders.

SEXUAL HARASSMENT

West Alabama Christian School is committed to providing a safe, positive learning and working environment for everyone. Therefore, WACS prohibits sexual harassment and sexual violence (SHV). It will not be tolerated in any form.

It shall be a violation for any student or employee of WACS to use SHV toward any other student or employee. West Alabama Christian School will investigate all formal and informal verbal and written complaints of SHV. Any student or employee who is found to have used SHV towards any other student or employee will be disciplined.

West Alabama Christian School's Policy Against Sexual Harassment:

1. Everyone at West Alabama Christian School has a right to feel respected and safe.
2. A harasser may be a student or an adult. Harassment may include the following:
   - Name calling, joking or rumors
   - Pulling clothing; graffiti
   - Notes or cartoons
   - Unwelcome touching of a person or clothing
   - Offensive or graphic posters or book covers
   - Any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad
3. If you believe you have been the victim of any type of harassment, embarrass you, hurt your feelings or official.
4. This report may be oral or you may also make a written report. It should be given to a teacher or a staff member.
5. Your right to privacy will be respected as much as possible.
6. The school will investigate all reports
Sanctions (consequences) for the student and/or adult harasser include the following, but are not limited to:

- Verbal written/reprimand
- Written warning/reprimand entered into student’s file
- Suspension
- Expulsion
- An apology to the victim
- Referral for psychological assessment
- A parent/student/school administrative conference
- Police involvement
- Other sanctions deemed appropriate by West Alabama Christian

Information concerning any SHV complaint shall be treated confidentially and consistently with West Alabama Christian School obligations, the need to investigate, and the need to take disciplinary action if it is found that SHV has occurred.

Any person who believes he/she has been a victim of SHV by a student or employee of West Alabama Christian shall report the conduct immediately to the President. Any third person with knowledge or belief of conduct that may constitute SHV shall report the conduct immediately to the Administrator. If the report is made verbally, the Administrator shall document it in writing within 24 hours.

An investigation shall begin immediately. Within ten days, the principal shall provide a written report of the status of the investigation to the alleged victim, the alleged perpetrator, and the School Board. A decision by the School Board will then be made as to the steps to take regarding the allegation.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Anyone who retaliates against an individual who reports SHV will be disciplined. Anyone who retaliates against an individual who testifies, assists, or participates in an investigation, proceeding or hearing related to a complaint of SHV will be disciplined.
ACADEMIC CURRICULUM

Books, workbooks, and other materials required for class are issued to students at the beginning of the school year. The cost varies from year to year. These fees are not added to family accounts but are due in full on book fee day. Parents must come prepared to pay for these fees that day.

WAC School has reviewed many Christian curriculums. Through much prayer and consideration, we believe that the ABEKA and Bob Jones curriculums offer a highly aggressive academic process.

Bible classes and Bible Memorization are required for all students in grades K4 through 8th.

At WACS the term “curriculum” includes more than a course textbook. It also includes the classroom teacher, outside resources, supplemental materials, and other inputs that make up the course being taught. The WACS curriculum gives evidence that a biblical worldview is integrated and implemented into the instructional program and practices. Another curriculum objective is to prepare students for their net level of education. Our instructional program emanates from a curriculum guide that is based on biblical truth and sound educational practices for each grade division, for each program that the school offers and at every grade level.

GRADES

WACS uses the RenWeb School Management Software system. It is an internet-based system that embraces the various needs of administration, staff, teachers, students and parents. ParentWeb is a private and secure website that will allow parents to see complete information specific to their child, while protecting the child’s information from others. All that is needed is an internet-capable computer to view information such as: attendance, daily grades, progress reports, report cards, transcripts, lesson plans, homework, missing assignments, discipline, staff and school directory, teacher email addresses, teacher websites, customized web surveys and tests, as well as other useful information.

Grading System

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>90 - 100</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>80 - 89</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>70 - 79</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td>60 - 69</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>59 – Below</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
</tr>
</tbody>
</table>

S – Satisfactory
U – Unsatisfactory
N - Needs Improving
Honor Roll

The honor roll consists of those students who have maintained an “A” or “A” and “B” average for the nine weeks. Honor roll will include all grade levels except Kindergarten.

To be considered for all “A” honor roll for the school year, the student must have an all “A’s” average by the end of the 3rd nine weeks. To be considered for all “A” and “B” honor roll, the student must have an all “A’s” and “B’s” average by the end of third nine weeks. To be considered for Principal’s Honor Roll, the student must maintain all “A’s” in every subject. Principal’s Honor Roll is not an average of grades.

PROMOTIONS and RETENTIONS

There are three important factors that are involved in student promotion. They are:

1. Academic progress
2. The ability of the child to handle the class work habits/expectations
3. The maturity level of the child.

Kindergarten promotions are based on academic, social and/or emotional maturity as determined by the teacher and administrator. If retention for any reason is recommended, parents/guardians will be notified in writing. Student must make a satisfactory level in reading and math.

Grades 1 and 2 promotion is based on the following criteria:

1. SAT Scores above 30 percentile in total reading and/or total math
2. Math and reading grade 73% or higher
3. Social and/or maturity level commensurate with their peers
4. Teacher recommendation
5. Absences or tardies within the limit set by this handbook.

Students who fail to meet at least three of the criteria listed above will be considered for retention in their current grade. If retention for any reason is recommended, parents/guardians will be notified in writing.

Grades 3 through 6th

1. Student must obtain a numerical grade of 65 for four of the academic core subjects, two of which must be reading and math.
2. Absences or tardies within the limit set by the handbook.

Grades 7th through 8th

1. To be promoted to the next grade, students must pass all language arts, mathematics, science and social studies
2. Absences or tardies within the limit set by the handbook
3. Standardized testing scores above the 50 percentile in total reading and/or total math.
STANDARDIZED TESTING

A standardized achievement test will be administered starting in K5. This test is an achievement test to measure the student's scholastic progress. The test will be administered in the spring. Once test scores have been received, the parent will receive a copy of the scores and will have the scores reviewed with them by their teacher.

Junior Beta Club Policies

The policies established for membership in the Junior Beta Club for WAC are in compliance with guidelines recommended by the National Beta Club Organization. The basic qualifications for membership are academics, citizenship and character.

1. Perquisites for Membership
   a. Membership is by invitation only, based upon academic performance, citizenship and Christian character.
   b. Membership is limited to students in grades four through eighth.
   c. Membership is limited to students who have no more than six unexcused absences in the current school year.
   d. Membership fees are set by the Junior Beta National Office and the local school club.

2. There are three qualifications considered for admission to the West Alabama Christian Junior Beta Club:

   **Academics**
   a. A student must maintain a minimum of 3.5 grade point for five consecutive nine week grading periods.
   b. Students are considered for admission at the beginning of the fourth grade year.
   c. Active members must maintain a 3.5 grade point average each nine weeks.

   **Citizenship**
   A good citizen is someone that always respects other people and their property regardless of past issues. They demonstrate respect for their community and school. They strive to help make their community and school better. A good citizen is always ready to help and put others first. They listen to the opinions of other people and take into consideration what they have to day. They are always willing to help people that are not in a position to help themselves. A good citizen is very hard working and productive. They are always willing to learn. A good citizen always obeys the law and respects people that are in a position of authority. They also respect all nationalities and people of different cultures. They stand up for the rights of others.

   **Character – Philippians 2:5**
   Character is a set of behavior traits that define what sort of person an individual is. It determines whether a person will effectively achieve goals, be forthright in dealing with others and will obey the laws and rules of the group.
a. The WACS faculty judges the character of each candidate. One-fourth of the faculty must vote against a student and present written just cause for said student to be removed from the candidates list.

3. **Transfer Students**

   a. Students who were Junior Beta Club members from a previous school will be accepted into the WACS Junior Beta Club once WAC has received official transcripts from the previous and previous Junior Beta Club membership has been verified.
   
b. Transfer students who meet the previously stated requirements will be inducted at the next membership acceptance time.
   
c. Homeschool students who transfer into WAC must provide an official transcript from an accredited program and meet the previously stated requirements before being accepted into the WACS Junior Beta Club.
   
d. The WACS Administrator will review and make membership recommendations for all transfer and homeschool transfer students.

4. **Induction Ceremony**

   a. There will be one office induction ceremony per year, which will be held after the 1st nine weeks.

5. **Services Hours for Active Membership**

   a. Active members must complete 15 hours of community service each school year.

6. **Probation for Active Members**

   a. A member who does not earn a 3.5 grade point average during a nine weeks grading period will be placed on academic probation. Academic probation means that the member can continue to participate in all Junior Beta activity during the following nine week grading period.
   
b. A member who receives detention for a first offense for any reason is placed on probation but may still participate in Junior Beta activities. The member will remain on probation for the remainder of the school year.
   
c. A member who acquires more than six unexcused absences will be placed on attendance probation. The member will remain on probation for the remainder of the school year.

7. **Loss of Membership**

   a. A member will be removed from the Junior Beta Club membership if after the end of second consecutive nine weeks grading period he/she does not achieve a minimum of 3.5 grade point average.
   
b. A member who receives a detention for the second time during the school year will be removed from the Junior Beta Club membership.
   
c. A member who is suspended is automatically removed from the Junior Beta Club membership.
d. A member will be removed from the Junior Beta Club membership if the member receives an additional unexcused absence after being placed on attendance probation.

8. Selection Process

a. The selection committee will include the Junior Beta Sponsor and the WACS Administrative team.
b. A grade point average and attendance report will be generated and submitted to the selection committee designating those students whose grades and attendance indicate eligibility for membership.
c. The grade point average will not be rounded.
d. The selection committee shall create a candidate ballot. The ballot containing the names of all eligible students shall be distributed to all faculty members.
e. If a faculty member feels that a name on the ballot should not be considered for membership based on the criteria of academics, citizenship, and character, they must provide a written rationale to the Principal for consideration.
f. After a period of three school days, the ballots and any questionable concerns will be reviewed by the selection committee. The WACS Principal will investigate any written rationales submitted by faculty members and a decision will be made by the WACS Principal to accept or deny the candidate for admission.
g. New members shall be notified in writing.
The WACS Library mission is to:

- Equip students to:
  - Locate general and specific information within the WACS and/or in other libraries or information system.
  - Evaluate information by assessing the quality of the source and weigh it against the Word of God and their personal values.
  - Demonstrate wisdom by applying information logically, ethically, and altruistically.
- Engage students in the learning process by providing materials that support and expand on the total curriculum at WACS
- Enrich students by cultivating a love of reading.

A book is evaluated according to library criteria. If it meets a reasonable amount of the criteria, it will be included WACS collection. The physical condition of the book must warrant its inclusion.

Although WAC School desires to provide a Library full of wonderful and appropriate materials that meet the collection development criteria, it is impossible to read each book that is placed on the shelf. It is understood that if a book is found in the library that does not meet the collection development criteria, the Media Specialist will decide to remove the material or have it reviewed by an objectionable materials committee to determine whether or not the material will remain on the Library shelf.

When students check out books they have one week to return that/those book/s. If a student has an overdue book at the end of each quarter, he/she will be assessed a replacement charge for each book that is overdue. The appropriate amount of money will be added to your monthly tuition statement.

**Replacement Charges**
When books are lost or damaged, they must be replaced by the student or by the student’s parents. The charges will be the retail value of that book plus processing fees.

**CHAPEL**

The purpose of West Alabama Christian School’s chapel is to provide an opportunity for the student body to gather together to worship God and receive edification through scripture and music. Students will be asked to participate in various aspects of the Chapel programs to begin developing the talents and abilities needed for leadership in their church or community.

Throughout the Bible curriculum and Chapel, the emphasis is on the instruction and character development necessary to mold students into strong Christian leaders and ministers in their family, church, and community.
BEHAVIOR AND DISCIPLINE

“Do not withhold discipline from a child” (Proverbs 23:13)

“Discipline your children, and they will give you peace; they will bring delight to your soul” (Proverbs 29:17)

“No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.” (Heb. 12:11)

Although WAC has no power to force thoughts or beliefs upon students, it must be able to control students’ behavior.

The faculty and administration of WAC have the responsibility and authority to correct students’ inappropriate behavior in order to maintain a quality-learning environment. Discipline is to direct students toward acceptable behavior which helps develop self-control and to maintain order necessary to accomplish the academic and social growth desired. We do not see discipline as punishment, but rather correction.

In order to prepare students for college, WAC must establish and maintain an atmosphere that is conducive to learning. The establishment of such an atmosphere rests upon each student’s readiness to assume responsibility for his or her own actions and to meet the demands of a productive educational environment.

Students at WAC are expected to conduct themselves in the appropriate manner whether at school or any school related event. Students are responsible for their compliance with standards and for the consequences of their misconduct.

West Alabama Christian School requires the following standards for maintaining well-disciplined schools.

- Every teacher shall endeavor to hold every pupil to a strict accountability for any disorderly conduct in school or on the playgrounds of the school, or during lunch or recess.
- The school principal may suspend from school any pupil who:
  - Is guilty of willful disobedience;
  - Treats, with intentional disrespect, a teacher, the principal, member of the school board.
  - Makes an unfounded charge against any one of them;
  - Uses unchaste or profane language;
  - Is guilty of immoral or vicious practices or of conduct or habits injurious to his/her associates;
  - Uses tobacco, alcoholic beverages, or any controlled dangerous substance in any form in school buildings, on school grounds or on the school bus.
  - Disturbs the school and habitually violates any rule;
  - Cuts, defaces, or injures any part of the school buildings, or any property belonging to the buildings
o Writes any profane or obscene language or draws obscene pictures in or on any school material or any school premises, or on any pole, and sidewalk.
o Is found carrying firearms, knives, or implements which can be used as weapons, the careless use of which might inflict harm or injury;
o Instigates or participates in fights while under school supervision.
o Leaves the school premises without permission;
o Leaves his/her classroom during class hours without permission
o Is habitually tardy or absent; or
o Commits any other serious offense.

**DISCIPLINE CLAUSE**

Please note that it is impractical and impossible to list every type of offense. The faculty and administration reserve the right to address and discipline any behavior or attitude that is inconsistent with the mission, philosophy, and conduct standard of the school.

In grades, Four-year-old Kindergarten through 6th, the classroom teacher will handle routine disciplinary matters and parents will receive timely communication concerning classroom behavior. Teachers will provide parents with a detailed classroom management description for their classroom at orientation.

**3 STRIKE POLICIES**

Teachers will assign strikes for violation of school and classroom rules. Every 3 strikes the student will be sent to the office. The first trip to the office will be detention or swats; the second trip will result in a conference with the parent(s) and/or detention, and/or swats; the third trip will result in a one-day in-school suspension with 0’s on all assignments; the fourth trip is a two-day in-school suspension; the fifth trip is a three-day out of school suspension. All strikes are erased at the end of each nine weeks.

There are three types of suspensions:
- **Level I in-school:** Student can make up all work, but the highest mark he or she can receive is a 69. In-school suspensions require the child to bring his or her own lunch.
- **Level II in school:** Student receives 0’s on all work missed. In-school suspensions required the child to bring his or her own lunch.
- **Out of school suspension:** Student receives 0’s on all work missed.

**Cheating/Plagiarism**

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but not limited to:
- Using a cell phone in any way during a test;
- Working with others on projects that are meant to be done individually;
- Copying another student’s homework;
- Looking at or copying another student’s test or quiz answers;
- Allowing another student to look at or copy answers from your test or quiz;
- Using any other method to get/give test or quiz answers;
- Taking a test or quiz in part or in whole to use or to give to others;
- Copying information from a source without proper attribution;
• Taking papers from other students, publications, or from the Internet. Violators of this policy will be discipline on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to, redoing the assignment/retaking test, receiving a failing grade on the project/test, receiving a lower overall grade in the class, detention, suspension, or expulsion.

**CORPORAL PUNISHMENT**

Teachers and/or administrator will not administer any corporal punishment to children enrolled in preschool or kindergarten. However, if a child behaves in a manner that is not conducive to a good learning environment, parents will be required to take appropriate action with their children. Parents are expected to take any action that they deem necessary to help insure that education program continues, with an absolute minimum of disruption.

Teachers and/or administrator will administer corporal punishment for willful disobedience of school rules. If any parent/guardian does not wish to have corporal punishment administered to his/her child, please sign the enclosed form and return to the school.

**DENTENTION**

If your child is asked to stay after school for detention, parents will receive a detention notice at least one day in advance. If your child misses an assigned detention, detention time may be doubled. Detention is scheduled for Tuesday afternoons. K-6 students will serve detention from 3:15 p.m. – 3:45 p.m.

**COMPUTER NETWORK AND INTERNET ACCESS ACCEPTABLE USE POLICY**

The primary purpose of the campus computer network is educational. The network serves as a resource for enriching teaching and learning objectives at West Alabama Christian School. Approved uses of the computer network are intended to enhance the established curriculum. Users are responsible for ensuring that their activities conform to the school’s standards as an institution of Christian education, in obedience to Biblical commands and values. The network is not for any private, commercial or business, or political use.

Each year, each student and parent must sign the Internet Policy Form before the student will be able to use computers at WACS.
DRESS CODE

Dress code guidelines at WACS strive to develop the biblical character qualities of discernment and self-discipline as a part of the disciple making process. As Disciples of Christ, the example set by physical appearance and the effect it may have on others must be considered as we strive to be a light and blessing to those around us.

One of the key goals of this dress code is promoting modesty and safety. The Christian and academic environment that characterizes WAC demands modesty in dress. In all cases, students are expected to strive for modesty in selection and wearing of all clothing items.

The dress code at WACS is as follows: Monday – Thursday students may wear either:

1. Navy or Khaki pants, skirts or shorts
2. Red, White or Navy solid polo shirts. No emblem may be present on the front of the shirt i.e., horse, elephant and etc.
3. Girls may wear navy or Khaki jumpers
4. Girls may wear red, white or navy polo dress.
5. An extra red polo shirt must be purchased to turn into school on the first day of school. This shirt will be monogrammed to be worn on field trips and special events. A small fee will be assessed to have shirt monogrammed.
6. If students have followed dress code all week long, he or she will be rewarded by being allowed to wear jeans with either his/her uniform shirt or a WAC-T-shirt on Friday.
7. All students K4 – 8th must wear shirts tucked in and pants belted at the natural waist.
8. During colder days, girls may wear red, white or navy tights or leggings under their skirts.
9. Under short sleeved shirts a long sleeved plain white, navy or red shirt may be worn. No writing or emblems must be seen.

Shoes or sandals must be worn at all times. Students are cautioned to beware of anti-Christian symbolism contained in some jewelry. Wallet chains must be tucked into a pocket. Hair must be a natural color, with no partially shaved heads nor designs nor words cut into the hair. Students will be expected to remove visible temporary tattoos or to cover permanent tattoos.

Grades K4 – 2nd

1. Students may wear skirts and shorts that are no more than three (3) inches above the knee or touch the calf when on knees.
2. Shorts shall be worn under all skirts.

Addition Dress Code

1. No skirts shorter than 3 inches above the knee.
2. No shorts shorter than 3 inches above the knee.

Hair – Bizarre hairstyles or hair colors are not permitted. Hair length, color and style must be maintained in a manner that does not distract others or disrupt learning. Boys’ hair will not extend past the bottom part of the shirt collar.

Shoes – Shoes must be worn at all times. All shoes laces must be tied, and shoes must be fastened.
Hats/Head Coverings – Hats, bandannas, or other head coverings including hoods, may not be worn inside any building during any school function. If they are worn to school, they must remain inside the student’s backpack.

STUDENTS ARE NOT ALLOWED TO WEAR ANY TYPE OF HOLLOWEEN CLOTHING TO SCHOOL. PLEASE MAKE SURE THAT YOUR CHILD DOES NOT WEAR GHOSTS, WITCHES, BLACK CATS AND ETC. ITEMS ON HIS OR HER CLOTHING. HE OR SHE MAY WEAR PUMPKINS, SCARECROWS AND ETC. AS LONG AS THERE ARE NO FACES ON THE PUMPKINS.

Even with the specific items stated above, wide latitude for interpretation still exists. Administrator will make final decisions regarding dress code questions and consequences. The dress code applies at school and related activities, including field trips, unless specifically waived by the administration.

Violation of Dress Code
Violation of dress will be dealt with respectfully and privately in the following way:

- First two offenses – a call home or a trip home to replace the inappropriate dress. Students found in violation of the dress code may be asked to remain in the office until the student obtains appropriate clothing.
- Third offense- a call home to correct the situation, a detention, and a revised, more restrictive dress code for the particular student.

The Administration may from time to time designate a particular day for varying the dress code.

Please remember that dress is not necessarily an indication of a heart condition. However, submission to authority and guidelines in our lives is an indication of our heart concerns.

Dress Code for Field Trips:

A WAC Field Trip shirt is mandatory for all students. The fee for this shirt will be assessed at the beginning of the year. For outdoor field trips, students are to be easily identified with a WAC Shirt. Students should dress for the outdoor activities appropriately. Students should always be in dress code.

Physical Education Dressing Out Policies

Shorts and Shirts

1. A complete change from school clothes is required. No school clothes should be worn over or under physical education clothes.

2. Students will be required to purchase P.E. uniforms at the beginning of the school year.
3. Athletic shoes are required. Tennis shoes must have laces or Velcro fasteners – no “slip-ons” are allowed. Flip-flops, ballet flats, dress shoes, slides, and boots are examples of footwear that are not appropriate for physical education.

4. P.E. clothing is to be kept clean. Students are to take clothing home and launder it at the end of each week or more often if necessary, and return with it clean on the first day of the school week.

Sweats

1. Sweatshirts and sweatpants are NOT required as part of the P.E. attire; however, sweats may be worn OVER P.E. clothing during colder weather.

2. When used, sweats must be PLAIN. WAC sweats are acceptable.

3. Sweats must be labeled the same way as regular P.E. clothes.

Labeling P.E. Clothes

1. All students must label ALL their P.E. clothes. Name should be printed somewhere on the clothing (parent discretion).

Student Expectations

1. As a part of our efforts to build self-esteem and responsibility in young adults, each student is expected to:
   a. Perform all activities to his/her maximum ability.
   b. Show a desire to improve his/her performance
   c. Demonstrate the positive qualities of a leader and a follower of Christ
   d. Exhibit good sportsmanship during all activities, win or lose.

P.E. Department Discipline Plan:

A student is expected to follow the rules and procedures in the Student Handbook.

Grading

The P.E. teacher will determine grades. Any student not participating or having correct P.E. attire will have points deducted from his/her grade. Grades will be based on participation, dressing out, and testing.
HEALTH SERVICES

REQUIREMENTS FOR ADMINISTERING MEDICATIONS TO STUDENTS

The procedures below shall govern the administration of medications to students while at school:

1. All medication, with the exception of asthma or other breathing inhalers or asthma or other breathing aerosol treatments, must be delivered to the school by a parent or guardian. The medication will be stored in the school office. Failure to do so will result in disciplinary action. As a protection to the student, the student WILL NOT be allowed to transport medications to the school.

2. Written instructions, along with said medication(s) and completed Medical Authorization form, must be provided by the parent or guardian in order for over the counter medications to be taken.

3. For non-prescription medications, the medication must be in an original container that clearly identifies the medication. The student’s name must be clearly written on the label of the container. The parent or guardian must also indicate under which specific conditions/complaints that this non prescription or over the counter medication should be provided.

4. A completed Medical Authorization Form must be completed with written instructions by the physician in order for school staff to supervise the taking of prescription medication. Changes in medication or medication dosage will require a new Medical Authorization Form. A written note from the physician will be required if the dosage changes from the dosage directions printed on the prescription bottle.

5. For prescription medications, a pharmacy labeled container is required. The label should have the student’s name, the prescriber’s name, name of the medication, strength, dosage, time interval, route, and date of medication discontinuation when applicable. Samples are permitted; however, a written doctor’s order including student’s name and name of medication, dosage time, and dosage amount must be attached.

6. Ask your pharmacist for an extra bottle to be kept at school when you are bringing prescription medicine.

7. For a student to be approved to possess and self medicate with an asthma inhaler or asthma aerosol treatment, a parent or guardian must complete an Asthma Self Administration Form and Parental Acknowledgement of Self-Administration Form. Legal reference § 16-1-39, COA, 1975 As Amended

8. Parents are responsible for picking up any remaining medications at the end of the school term or when medicine has been discontinued. A school official will dispose of medications left at school.

9. The first dose of new medications MUST be given at home, with the exception of emergency medications; e.g., EpiPen injections

10. It is the joint responsibility of the parent/guardian, student, and school personnel to see that the medication is given at the right time.

11. Medications should be given at home if all possible. Most medications prescribed for three times per day can be given before the child leaves for school, when the child gets home from school and at bedtime.

12. It is the joint responsibility of the parent/guardian, student, and school personnel to see that the medication is given at the right time.
13. No prescription medications over thirty days old will be given unless prescription indicates a 60 or 90-day supply.
14. All unused medicine will be destroyed if not picked up by the parent by the last day of school.

**STUDENT ILLNESS OR INJURY**

Every effort will be made to contact parents by phone if a student becomes ill or is involved in an accident at school. In cases where parents cannot be notified, teachers and/or office staff will make every effort to inform parents at the earliest possible time.

**COMMUNICABLE DISEASES**

The most common communicable diseases and/or conditions are listed below with the procedures for returning to school as recommended by the State Health Department and the Communicable Disease Center (CDC).

**Chickenpox**: Child must stay home 7 days from the first appearance of an eruption.

**Common Flu**: Child must stay home if temperature is over 101 degrees.

**Flu**: Child must stay home at least 3 days from onset and until fever free for 24 hrs.

**Impetigo**: Area must be covered. For multiple lesions, child must have a statement from a physician stating the student may return to school.

**Head Lice**: If a child is suspected to have head lice, the child will be sent to the office. If the child indeed has head lice, the child will be sent home for treatment. The child must seek treatment for lice and nits.

Parents must bring the child into the office to be checked by a designated individual prior to receiving a pass to return to class. (Most students can be treated and return to school the next day.)

**Measles**: MUST be reported to a doctor or Health Department. Child must have a statement from a physician to return to school.

**Pinkeye**: Child must have a statement from a physician to return to school.

**Rashes**: All undiagnosed rashes must be checked by a physician and a statement must be given to return to school.

**Ringworm**: (body) Student must have proof of treatment.

**Ringworm**: (scalp) Child must have statement from doctor or clinic to return to school.

**IMMUNIZATION REQUIREMENTS**
According to Alabama Law (Section 16-30-4, Code of Alabama), each pupil shall present an Alabama Certificate of Immunization upon enrollment. These certificates may be obtained from your local physician or Health Department.

All students entering Kindergarten are required to have a measles and chicken pox certificate of immunization.

**GENERAL POLICIES GOVERNING STUDENT EVENTS/ACTIVITIES**

**FIELD TRIPS**

From time to time, teachers will schedule field trips for students. While WAC encourages family involvement, due to liability issues, only parents or guardians are allowed to accompany students on field trips.

All field trip money is due at the time designated by teachers. If your student is unable to go on the field trip for whatever reason, **field trip money is non-refundable**.

Sometimes field trips are cancelled due to inclement weather. If a field trip is cancelled due to inclement weather, every effort will be made to reschedule the field trip. If a field trip cannot be rescheduled and money has been collected for the cancelled field trip, the money will be deducted from the final tuition payment of the current academic school year.

**Parking Lot**

*Drop off*

- Parents who have students in grades 1 – 8 are to use the front parking lot for drop off.
  - The front parking spaces next to the church building are a drop off only zone. Do not exit your vehicle if you are pulling to the very front sidewalk.
  - Pull completely over to the left sidewalk as to not block the use of the parking lot spaces.
  - Children should exit the vehicle on the driver side.
  - Do not cut through parking spaces to leave parking lot. Please follow the arrows to exit the front parking lot.
  - If you wish to park and come into the school, please park in the designated parking spaces.

- Parents who have students in grades K4-K5 are to use the back parking lot for drop off.
  - The overhang area is a drop off zone only. Do not exit your vehicle if you are pulling under the overhang.
  - Pull completely under the overhang.
  - Children should exit the vehicle on the right side.
  - Do not cut through the parking spaces to leave the parking lot. Please follow the arrows to exit the back parking lot.
  - If you wish to park and come into the school, please park in the designated parking spaces.
LUNCHES

SCHOOL
Alabama State Board of Education has passed a mandate that bans soft drinks in schools by the fall of 2008. The policy states: "Beginning with the 2005 – 2006 school year, no carbonated soft drinks shall be available for sale to students at any time during the school day. No vending machine display front may display any product that is not water or 100% fruit juice." This mandate further bans students from bringing soft drinks to school. Federal guidelines, under the Child Nutrition Program, prohibit fast food from being brought into the lunchroom during lunchtime.

In order to be in compliance with state and federal nutrition laws, **students are not allowed to have carbonated drinks in cans, bottles, or thermos. Foods purchased at local fast-food establishments are prohibited in the lunchroom.**

Breakfast and lunch menus can be found on Renweb. All breakfast and lunches for the week are to purchased on Monday. **NO CHARGES** are allowed. Afternoon snacks are only in K4 – K5. Parents should provide an afternoon snack for his or her child. Grades 1 – 5 will not have afternoon snacks.

Please do not send lunches that need to be heated. All lunches should be heated prior to coming to school and placed in a Thermos or some type of insulated device.

PARTIES

Teachers and room mothers may at various times during the year schedule parties. It is acceptable and appropriate for room mothers to plan parties in collaboration with classroom teachers to celebrate holidays such as Thanksgiving, Christmas, Easter, End-of-School, and etc.

WAC does not celebrate Halloween.
WAC does not sponsor pool/swimming parties at private residencies or natural areas during the school year for liability reasons.

BIRTHDAY PARTIES

With prior permission from the teacher, parents may send food (i.e., cupcakes, or cookies) and drinks to school for their child’s birthday, so long as enough is provided for everyone in the class. Please do not send party favors or “goody bags.” The teacher must be notified in advance as to what items will be brought and will decide on the appropriate time to serve the food and drink.

GIFTS DURING SCHOOL HOURS

WAC requests that special treats, gifts or surprises (e.g. balloons, flowers, etc.) for students not be sent to the school campus. If gifts or surprises are delivered to WAC, they will remain in the office until the end of the school day.

INVITATIONS

Invitations to parties outside of school may be given out at school with the permission of the teacher and only if the entire class receives one.
FUND RAISING

From time to time, WAC will hold a fund raising project. Students are prohibited from door-to-door fund raising activities sponsored by the school or by a school-related organization. All fundraising projects must be cleared by the administration of the school first and must have full board approval. In certain cases, fundraising activities may have to be placed before the deacons of Fairhaven Baptist Church for church approval.

Fundraising is an important part of helping provide the resources to support the students and educators, and allows us to keep tuition affordable at West Alabama Christian School. The School has three primary fundraisers each year. The success of these three fundraisers is dependent on the participation of parent volunteers and student participation. The new fundraising policy is as follows:

- All parents in grades K4 – 12th are asked to either commit to participate in at least two fundraiser per year or the parent can elect to do a buy-out
  - Participation is defined as the following:
    - Families must sell at least ten (ten) tickets, pledges or items.
    - If the fundraiser requires adult participation, one participate from each family or a representative of that family must help the day of the fundraiser.

**BUY-OUT** – Parents not wishing to participate or raise funds must select a buyout option. The cost of a “buyout” for each family is $150.00. Parents who do not participate in a fundraiser throughout the school year will be billed in May for the balanced owed. The $150.00 can be paid up front at the beginning of the school year or by May 1st of the academic school year.

Because every family enrolled at WAC benefits from the fundraising efforts, the buy-out option is a fair and equitable practice for all families and guarantees a steady source of income for the school.

**Summer Parent Fundraiser**

Each summer parents are given the opportunity to have a fundraiser that will directly support tuition for students that are new and currently enrolled in school. In order for a family to be considered eligible for the fundraiser, the student(s) must be registered and enrolled in the school for the new academic school year.

**Requirements of Fundraiser**

- Families must sell at least ten (10) tickets *(families that sell nine or less will not be given a deduction.)*
- **One participate from each family or a representative of that family must help the day of the fundraiser or the family will forfeit their participation in the fundraiser.**
- The first ten tickets sold the monies will be divided per family after all costs of the fundraiser is deducted.
• Each family will receive a discount off the top of the tuition.
• Families are not required to participate in the fundraiser.
• Fundraiser is opened to all families who wish to participate
• Fundraiser cannot be applied to fees.

SEXUAL IMMORALITY

West Alabama Christian School is a uniquely religious, education institution that seeks to provide a quality education in a distinct Christian environment. One of the goals of West Alabama Christian School is to work with parents and guardians to train Christian young men and women to be salt and light in their communities. West Alabama Christian School believes that the Bible is the inspired Word of God and sets forth absolute truth by which Christians are to live. West Alabama Christian School expects and requires that both students and parents will support the school in its distinct mission and in its Biblical beliefs. In relying on the teachings of Scripture, West Alabama Christian School believes that the Bible prohibits sexual immorality of any type, including but not limited to pornography, homosexuality, or other sexual activity outside the marriage of one man and one woman. On those occasions in which a particular student is acting counter to or in opposition to the Biblical beliefs and lifestyle that the school teaches, the school reserves the right, in its sole discretion, to refuse admission to an applicant or to discontinue enrollment of a current student. This includes, but is not limited to, living in, condoning, or supporting any form of sexual immorality; practicing or promoting a homosexual lifestyle or alternative gender identity; or otherwise having the inability to support the moral principles of the school as stated throughout this handbook.
This handbook has been published to help better inform the students and parents of West Alabama Christian School and Preschool Enrichment Program. If you should have suggestions for improvements of our handbook, please feel free to contact the administration or School Board.

**Student:** I, ________________________, have received and read the handbook. I agree to abide by the rules and regulations of West Alabama Christian School and Preschool Enrichment Program.

Signature: ________________________________
Date: ________________________________

**Parent:** As the guardian of the above name student, I have read the student handbook and agree to abide by the rules and regulations of West Alabama Christian School and Preschool Enrichment Program.

Parent Signature: ________________________________
Date: ________________________________

**PERMISSION TO USE CORPORAL PUNISHMENT (GRADE 1 - 8)**

_____ Yes   _____ No  (If no, parents will be called to come get the student for disciplinary action.)

Date: ________________________________

Please sign by appropriate parties and return this page to the homeroom teacher.

**THIS PAGE IS TO BE SIGNED AND RETURNED IMMEDIATELY.**