



THE WOODLANDS
CHRISTIAN
ACADEMY

Parent / Student Handbook

2024-2025

UPDATED JANUARY 15, 2025



A MESSAGE FROM THE HEAD OF SCHOOL

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

Each year, we emphasize a spiritual theme throughout the school. Our spiritual theme for 2024– 2025 is **“A Warrior Fights for Truth”** and our scripture verse is **John 14:6** (NIV):

“Jesus answered, ‘I am the way and the truth and the life. No one comes to the Father except through me.’”

This handbook applies to all students and parents and is intended to provide guidelines, policies, procedures, responsibilities and rules of conduct. It is important that you read, understand and become familiar with this handbook and strive to comply with the standards that have been established.

Our silence on a particular item does not mean it is permissible. It may mean that well-known biblical principles and common sense determine how it will be handled. Therefore, the administration reserves the right to make judgments based on the information available and the specific situation in question. The judgments will be based on biblical principles and on the professional judgment of the Woodlands Christian administration. Sometimes, it can appear to an outside observer that similar situations were handled in different ways. However, no two situations are exactly alike. Each may have varying or extenuating circumstances that are not apparent to everyone, yet require judgment calls on the part of the administration. To the best of our ability, we will try to be equitable to all parties at all times. We appreciate your prayers for God’s wisdom in these circumstances - **James 3:17**.

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

A handwritten signature in black ink that reads "Julie H. Ambler". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

JULIE H. AMBLER,
HEAD OF SCHOOL

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

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Guiding Principles

MISSION STATEMENT

The Woodlands Christian Academy is an independent, Christ-centered, college preparatory school that integrates learning with Biblical faith and spiritual growth, and challenges students to reach their highest potential – intellectually, creatively, physically and socially – for the glory of Jesus Christ.

VISION STATEMENT

The Woodlands Christian Academy aspires to be a preeminent Christian school, equipping servant leaders to impact their world and eternity for Jesus Christ.

THE WARRIOR WAY

A Warrior:

HONORS God,
FIGHTS for Truth,
LEADS by Example,
SERVES Others &
WALKS Humbly.

We are Warriors!

Notice of Possible Revisions to Handbook Policies and Procedures

As stated in greater detail in the Handbook Policies and Procedures section, no set of rules or guidelines can cover every conceivable situation that might arise. The rules, policies, and procedures set forth in this handbook are intended to apply under normal circumstances. However, from time to time, there may be situations that require immediate or nonstandard responses.

The Woodlands Christian Academy may from time to time need to deviate from the normal rules and procedures for the safety and well-being of all. The School reserves the right to modify and/or amend the content of this Handbook at any time during the year. We encourage careful monitoring of school communications and the School website for important updates, changes and news. The most current version of this Handbook can be found online.

Students who reach 18 years of age while enrolled in the School are bound by all student and parent obligations in this Handbook. Such continued enrollment also evidences (1) student's agreement to permit student's parent(s)/guardian(s) to sign and authorize any medical care, consents, or other authorizations as required by the School and (2) student's agreement for the School to continue to share all health/medical, disciplinary, grades, progress reports, and other information with the student's parents/legal guardians throughout the student's enrollment at the School. Should a student have a concern about particular information being shared with their parents/legal guardians, the student should consult with Coordinator of Integrated Academics Services.

Thank you for your understanding, patience and support as you entrust Woodlands Christian with the education of your children.

ENDS GOALS

The Woodlands Christian Academy exists to graduate Christ-centered students inspired to fulfill God's purpose for their lives as leaders – spiritually, intellectually, creatively, physically and socially.

1. **Students are rooted, built up, and strengthened in Christ**
Colossians 2:6-8

- Students seek to be in God's presence as their highest priority, spending daily, unhurried time alone with God by experiencing His love, reading His word, and seeking His will.
- Students can articulate and defend a Christian worldview and understand how this worldview defines their values, beliefs and personal choices; and are equipped to courageously and compassionately transform the culture for Christ within the university and the marketplace.
- Students are in community with other believers.

2. **Students achieve their highest academic potential equipped to think critically and discern Truth**
2 Timothy 2:15

- Students demonstrate knowledge and are measurably proficient in all academic disciplines.
- Students demonstrate academic integrity.
- Students attend four-year colleges and universities upon graduation.
- Students are equipped to be lifelong learners in an ever-changing world.

3. **Students achieve their highest creative potential and appreciate beauty**
Genesis 1:31(a), Romans 12:6(a)

- Students are encouraged and equipped to discern and develop their God-given talents.
- Students appreciate the God-given talents of others.
- Students utilize the arts and sciences to inspire, encourage, uplift and heal the human spirit.

4. **Students develop and care for their body and mind as the temple of the Holy Spirit**
Romans 12:1, I Corinthians 3:16-17

- Students pursue Biblical purity.
- Students pursue lifelong physical fitness, mental, and nutritional health.
- Students demonstrate a Christ-like attitude toward sportsmanship and competition.

5. **Students foster relationships with people for the sake of the Kingdom**
Mark 10:43-45, Matthew 28:19-20

- Students seek to be discipled and to disciple others.
- Students uphold the dignity and respect due each individual as God's image bearers.
- Students develop a heart for service toward those in their family, their church and their community.
- Students are responsible citizens.

STATEMENT OF FAITH

The following truths are to be held in continual agreement by all persons involved with Woodlands Christian.

1. **We believe in the Trinity:** God eternally exists in three persons – the Father, the Son, and the Holy Spirit – and these three are one God, having precisely the same nature, attributes and perfection.
2. **We believe in the full deity and humanity of Christ:** We believe that Jesus Christ is both God and man. Although He is fully God, He was born of a virgin and lived a perfect sinless life as a man.
3. **We believe in the spiritual lostness of the human race:** All men have sinned and have separated themselves from God by their sin.
4. **We believe in the substitutionary atonement and bodily resurrection of Christ:** Christ's death on the cross paid the penalty for sin and removed humanity's separation from God. Christ physically rose from the dead and is now at the right hand of the Father making intercession for all who trust in Him.
5. **We believe in salvation by faith alone in Christ alone:** Salvation is a gift of God to all who trust in Jesus Christ as Lord and Savior. We believe that at the time of salvation, the Holy Spirit indwells the believer.
6. **We believe in the physical return of Christ:** Jesus Christ will one day return in power and glory; the believer will be united with Christ to live eternally in His presence, while the unbeliever will be eternally separated from God.
7. **We believe in the authority and inerrancy of Scripture:** The Bible is the only inspired word of God and is inerrant by His design.

“But among you there must not be even a hint of sexual immorality, or of any kind of impurity, or greed, because these are improper for God's holy people. Nor should there be obscenity, foolish talk or coarse joking which is out of place, but rather thanksgiving.” Ephesians 5:3-4

Human Life

Woodlands Christian believes that human life is sacred from conception to its natural end; and that we must have concern for the physical and spiritual needs of our fellow persons - **Psalm 139:13; Isaiah 49:1; Jeremiah 1:5**. It is our firm conviction that we uphold the dignity of each individual as we embrace the unchanging and longstanding principles of scriptural truth. We believe that God wonderfully and immutably creates each person as male or female. The gift of gender, as predetermined by God and revealed at conception, is part of the goodness of God's creation. Together, the two distinct and complementary genders reflect the image and nature of God - **Genesis 1:26-27**.

Marriage and Family

We believe marriage is the uniting of one man and one woman in a covenant commitment and that God has ordained the family as the foundational institution of human society. Family is composed of persons related to one another by marriage, blood, or adoption. We also believe that God has given parents 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 these principles.

Biblical Purity

We believe that God's design for the gift of sexuality is to be exercised and enjoyed only within the covenant relationship of marriage between one man and one woman. **1 Corinthians 6:9-11** condemns a variety of lifestyles that stand outside God's created design for sexual intimacy, including those associated with adultery, prostitution, and homosexuality. The Bible makes it clear that the only God-ordained form of sexual expression is within a monogamous, heterosexual union. As a result, in order to maintain our Christian witness, we cannot sanction, approve, or promote in any way adultery, premarital sex (a sexual relationship between an unmarried man and woman), pornography, or homosexual unions.

For purposes of The Woodlands Christian Academy's faith, doctrine, practice, policy, and discipline, our Governance Board is the final interpretive authority on the Bible's meaning and application.

PHILOSOPHY OF EDUCATION

Woodlands Christian will:

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

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

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

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

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

FACULTY & STAFF STATEMENT OF COMMITMENT

Woodlands Christian faculty and staff are dedicated to challenging students to reach their highest potential intellectually, creatively, physically and socially for the glory of Jesus Christ. Our faculty and staff are committed to go beyond their classroom and office duties to have a personal knowledge of students and involvement in their lives. Personal mentoring, discipling, and guidance from faculty and staff on a daily basis continues to have a powerful impact upon Woodlands Christian students' lives. It is the relationships between faculty, staff, and students that contribute to the testimony of Woodlands Christian. All faculty and staff have ascribed to the Woodlands Christian Statement of Faith.

“A student is not above his teacher, but everyone who is fully trained will be like his teacher.” **Luke 6:4**

STUDENT LIFESTYLE STATEMENT

Woodlands Christian is committed to each student's development as a whole person for the fulfillment of God's will, focusing not only upon the discovery and development of abilities and gifts, but also upon growth in spiritual maturity. The privilege of belonging to the Woodlands Christian community includes adherence to certain rules of conduct. Some rules are based on clear biblical imperatives, some are drawn from biblical principles, and others are part of the institutional distinctiveness that make the School special. In addition to signing and agreeing to abide by the Statement of Faith, each student is obliged to:

- Be a good steward of time by engaging in careful study, service to the community, active participation in a local church, and attendance at Woodlands Christian chapel services.
- Exercise wise biblical discernment in all areas of life.
- Avoid every form of immorality, including immoral sexual behavior, homosexuality, lying, stealing, and cheating.
- Abstain from possession and use of illegal drugs and alcoholic beverages.
- Abstain from activities that may cause personal spiritual harm or may show insensitivity regarding how one's behavior affects other members of the community.



General Information

SCHOOL GOVERNANCE & ACCREDITATION

The Woodlands Christian Academy (Woodlands Christian, TWCA, or School), founded in 1993, is an interdenominational Christian, college preparatory, day school governed by a self-perpetuating Governance Board. The School enrolls students Pre-Kindergarten through 12th grade.

The Woodlands Christian Academy is accredited by Cognia, the Association of Christian Schools International (ACSI), the Council on Educational Standards and Accountability (CESA), and the Evangelical Council for Financial Accountability (ECFA). Woodlands Christian is exempt from state licensing based on its Cognia/ACSI accreditation. Woodlands Christian maintains an expectation that early childhood and extended care employees know and comply with applicable licensing regulations.

2024-2025 GOVERNANCE BOARD

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

Anthony George – Chief Governance Officer

Carolyn Atkinson – Secretary

Toyin Amodu

Billy Brown

Lucas Duvall

John Mairena

DEFINITION OF CAMPUS

The Woodlands Christian Academy campus is located at 5800 Academy Way in The Woodlands, Texas. All buildings, athletic facilities/fields, school parking areas, shared parking areas adjacent to the school, and lockers utilized by TWCA students and/or faculty within the property perimeter are considered part of the TWCA Campus as it relates to school activities.

DEFINITION OF 'PARENTS'

Throughout this handbook, the term "parents" includes a parent, legal guardian, or other person having lawful control of the child.

NON-DISCRIMINATION STATEMENT

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

HANDBOOK POLICIES & PROCEDURES

Parents agree to adhere to and abide by and require their child(ren) to adhere to and abide by the policies and procedures set forth in this handbook, as amended from time to time with or without notice. Violations of these policies or procedures by parents or students may result in disciplinary action up to and including dismissal from the School or non-renewal of enrollment for future academic years, at the sole discretion of the School. Further, a pattern of low grades, poor work habits, poor conduct, excessive absenteeism or tardiness, the parents' failure to meet financial obligations, or a parent or

family member causing disruption to the School or the School's educational mission can jeopardize a student's continued or future enrollment. This handbook creates no expectancy of enrollment in future school years.

The School reserves the right to dismiss during the school year or decline to re-enroll any student who in effort, conduct, or progress is not fulfilling the School's expectations as determined by the School. The School also reserves the right to dismiss during the school year or decline to re-enroll any student whose enrollment is deemed by the School not to be in the best interests of the School or whose parents are deemed uncooperative by the School or not in support of the School's mission, philosophy, expectations, and/or rules. At the School's discretion, outside evaluation, counseling, or therapy may be required for a student as a condition of continued enrollment.

Any actions by students or parents that reflect poorly on the School, may harm the School's reputation, or negatively impact other members of the School community may result in, at the sole discretion of the School, disciplinary action up to and including dismissal from the School or non-renewal of a student's enrollment contract for future academic years.

Realizing that no set of rules or guidelines can cover every conceivable situation that might arise at a school, the rules, policies, and procedures set forth in this handbook are intended to apply under normal circumstances. However, from time to time, there may be situations that require immediate or nonstandard responses. This handbook does not limit the authority of the School to deviate from the normal rules and procedures set forth in this handbook and to deal with individual circumstances as they arise in the manner deemed most appropriate by the School, taking into consideration the best interests of the institution, its faculty, employees, students or overall school community. Additionally, a student's disciplinary record may be reported to other schools to which the student applies or at which the student enrolls.

These policies may also be revised or updated periodically, even during the school year. Any student or parent with a question about any handbook material should feel free to speak with the Principals or the Head of School.

FORCE MAJEURE

The School's duties and obligations under this handbook and individual student enrollment contracts (Contract) shall be suspended immediately without notice during all periods that the School is closed because of force majeure events including, but not limited to, any fire, act of God, hurricane, war, governmental action, act of terrorism, epidemic, pandemic or any other event beyond the School's control. If such an event occurs, the School's duties and obligations in the Contract will be postponed until such time as the School, in its sole discretion, may safely reopen. In the event that the School cannot reopen due to an event under this clause, the School is under no obligation to refund any portion of the tuition paid. Further, the School has discretion to modify its curriculum, schedules, length of school year, means of learning, teaching methods, and use of virtual learning, and any such changes do not excuse payment obligations under the Contract, including future payment obligations.

SERVICES FOR STUDENTS WITH DISABILITIES

We understand that there may be circumstances when a parent may request that the School provide an adjustment or accommodation for a student's medical needs or physical, mental, or learning disability. The School believes it appropriate to outline the School's policy and general guidelines for addressing such requests.

General Policy

The School will provide accommodations for student needs when the administration determines that doing so is within the reasonable ability of the School and its staff, is safe for the student, and will not result in significant disruption to the classroom environment. The School may not be able to provide all requested accommodations. To the extent we agree to provide accommodations, we may require a sharing of responsibility for the accommodation.

Request and Documentation

For any type of accommodation, the parent must contact the School Nurse. The School Nurse will then advise the parent of the type of medical documentation needed, which may include whether the student has an impairment, how the impairment limits the student, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

Release for Communications with Qualified Professional Provider

If additional information is needed from a medical provider, the parent must sign a Release of Information form with the school and provider.

Assessment of Request

Once the School has received a request for accommodation and the required medical documentation, appropriate persons within the administration will communicate with the parent to clarify information and to discuss whether the School will be able to implement the accommodation requested. In some cases, the parent may be asked to provide (at the parent's cost) any special equipment needed, training for the School's staff, or other associated matters. In addition, the School may advise the parent that the School will allow a particular accommodation, but the full responsibility for doing so will rest with the parent.

Limitations on Requests

The School reserves the right to deny a request for accommodation or to modify any consent to previously granted accommodation requests.

Responsibilities for Implementing Accommodations

Depending on the nature of the request, the School may agree to provide the accommodation directly; may require the student to provide the accommodation or may require that the parent provide all aspects of the accommodation. In addition, to the extent that a student may need some type of adjustment or accommodation during off-campus activities, the School may condition the student's participation in such activities upon

the parent agreeing to participate in the activity for purposes of monitoring and addressing the student's needs.

Release and Waiver

Depending on the nature of the request and the type of accommodation, the School may require the parent to execute a release and waiver in favor of the School as a condition to providing the accommodations.

VISITORS

Visitors to the campus are welcome and must follow the check-in procedures below to ensure safety:

Visitor Approval and Identification

- Woodlands Christian is a closed campus. Visitors must wear a visitor's badge while on campus.
- All visitors are required to sign in at the main building reception desk, present a valid driver's license, and receive a visitor's badge.
- The visitor's ID will be scanned by the Visitor Management System to check against a registered sex offender and criminal background database.
- The School may, at its sole discretion, deny any visitor access to campus at any time.
- Visitors without a valid identification will only be allowed access to the main building office area or may be escorted while on campus.
- Visitors not displaying a badge will be required to return to the main building reception desk.
- Upon leaving campus, visitors must return their badge and sign out at the main building desk.
- Parents/visitors may only go to classrooms during school hours at the invitation of faculty or staff and are not allowed in a classroom unattended.

Gate Entrance System

Security gates along the front perimeter fence of the campus will stay locked at all times or staffed with a safety monitor during peak flow times. Gates may be temporarily secured in the open position only for events approved through administration (e.g., car line, supervised deliveries). Students are not allowed to prop gates open at any time.

Large Events during the School Day

Large campus-wide events held during normal school hours, including but not limited to, pep rallies or school performances, may have modified visitor check-in procedures.

CAR LINE PROCEDURES

Please see the school website at www.twca.net (family portal) for detailed information on car line procedures.

SAFETY & CARE ON CAMPUS

In the spirit of fellowship among the Woodlands Christian community and the safety of the school campus, all parties are asked to abide by the following measures:

All:

- All items brought on campus, including but not limited to backpacks, bags, purses, electronic devices, and cars parked on campus are subject to search at any time with or without notice.
- Pets/animals are NOT allowed on campus at any time. Pets/animals in vehicles must be restrained when students are getting in or out of the vehicle. Service animals are permitted on campus.
- Sidewalks should be used to move about campus.
- Because student safety is of the utmost concern, student drivers and parents/caregivers repeatedly violating safe driving practices may be subject to disciplinary consequences including dismissal or non-renewal of enrollment for future academic years.

Students:

- Students are not allowed in classrooms or any teacher workrooms on campus unattended.
- Only currently enrolled Woodlands Christian students are allowed on campus during the school day, including lunch periods. However, visiting students are welcome to attend after-school events, sporting events, etc. The School may, at its

sole discretion, ask a visiting student to leave an event or prohibit a visiting student from attending an event.

- The Woodlands Christian Academy campus is tobacco free. Students may not use cigarettes, vaping devices, e-cigarettes, or other tobacco products, nor have them in their possession when they are on campus or attending any school sponsored event.
- For safety reasons, students may not be picked up or dropped off by Uber, Lyft, or other ride-sharing services on or near campus.

COUNSELORS

A school counselor is available to assist students with personal or social concerns that may arise from time to time, and which may affect the student's academic performance or social conduct. The enrollment of your child is consent to allow your child to receive up to one crisis counseling session per incident through our counseling office. Any further sessions will need to be approved by the signature of a parent through informed consent. Our solution focused framework only allows 3-6 sessions beyond the crisis and anything beyond this will need outside referral to a behavioral health center.

Students and parents should be aware that some conversations with the school counselor may be privileged and confidential at the discretion of the school counselor. The School will partner with parents in the discipleship of their children. The School encourages students to talk to their parents.

Students and parents should be aware that the school counselor may be required to report communications from students to law enforcement or child abuse authorities when the nature of the communication reveals the immediate or imminent risk of harm to the student or others, or an actual or potential violation of the child abuse laws.

If a student observes or receives information that another student may be struggling with personal issues or has concerns that a student may harm themselves or others, report such information to the Student Support Committee or Lower School Counselor.

The school may require an ongoing mental wellness remediation plan that could include therapy to ensure your child is best cared for.

CAMPUS SAFETY PROGRAM

Emergency Procedures

The Emergency Operations Plan includes emergency procedures in the event of fire, inclement weather, bomb threats, active assailants, and other emergencies requiring evacuation or securing of buildings. Practice drills will be conducted throughout the year in conjunction with state and local requirements.

Emergency Communication

If a school-wide emergency occurs, Woodlands Christian will make every effort to communicate information. This will include but is not limited to text, email, telephone, school website, social media and local media outlets. It is imperative that parents keep contact information current in FACTS.

Inclement Weather

Woodlands Christian will generally close on the same days as Conroe Independent School District (CISD), for inclement weather; however, there may be times that Woodlands Christian is closed when CISD is not. Woodlands Christian will make every effort to communicate school closure information through the school website, social media, text, email, telephone, and local media outlets. It is imperative that parents keep contact information current in FACTS. During a severe weather warning, students will generally not be released until the threat has passed unless Woodlands Christian has received written or verbal parental consent for departure.

Third-Party Security Enforcement

Law enforcement officers are on campus each school day as well as during athletic and school events as appropriate and where available. Additionally, Woodlands Christian may utilize third party resources, including, but not limited to, security consultants, community emergency services, and/or canine units to further enhance security on the school campus.

Weapons and Threats

The School takes all threats seriously, even when students or parents make comments in jest, on the Internet, by text, or away from school toward or about another student, employee, or the School. Students and parents are prohibited from bringing any type of weapon or ammunition (whether operable or not and whether licensed or not) or things that resemble weapons, such as martial arts training materials (training balisong, nunchucks, etc.) and look-alike or toy weapons to School (including, without limitation, parking lots, athletic fields, and outbuildings) or School-sponsored events. This prohibition includes, without limitation, knives (all types including, without limitation, pocketknives, and even those that are part of a key chain), guns (all types), tasers, pepper spray, firecrackers, matches, lighters, smoke bombs, stink bombs, or any type of explosive device. Any such item may be confiscated and, if appropriate, reported to and turned over to law enforcement. Any pictorial depictions of weapons, or verbal or written comments that the administration determines in its discretion to be threatening in nature, or any behavior that is threatening, will result in disciplinary consequences. Violators of this Weapons and Threats Policy will be subject to disciplinary consequences from the School, up to and including, expulsion, as well as subject to penalties imposed by governmental authorities.

All members of our community are required to immediately report any comment, posting, text, or other form of communication or information that they receive or learn about that reflects that someone has made a threat toward or about another student, an employee or the School. If there is any communication or behavior that concerns you, report it to any administrator and Director of Safety and Risk.

Threats of violence or acts of violence by a student, employee, parent or other individual may be reported to law enforcement and any other authorities the School deems appropriate. The School will cooperate with investigations by authorities, and the School may also conduct its own investigation. With respect to such threats or acts by students, the School may report such threats or acts of violence to future schools, camps, athletic programs, and other organizations in which the student participates. The student's transcript or report card may also note the threat or act. In determining whether to report such

threats or acts of violence, the School may consider, among other factors, the gravity and nature of the threat or act of violence, the disciplinary history of the individual, academic or work performance, behavioral history, social profile, other information available to the School (i.e., access to weapons, mental health information, family situation, etc.), and/or the outcome of any investigations.

Smoking/Vaping/Tobacco Products

School policy expressly forbids students from smoking, vaping, Juuling, or using tobacco products, as well as possessing such products (as well as oils or liquids associated with same), at any time in or on School property, buses or other School vehicles, adjacent properties, and School-sponsored activities, including, without limitation, field trips. All cigarettes (including electronic), vaping devices, smokeless tobacco, lighters, matches, etc. or other devices similar to cigarettes, lighters, matches, etc. brought on campus by students will be confiscated. Discipline will be imposed based on the circumstances existing at the time and may include suspension, probation, or expulsion. Depending on the circumstances existing at the time, a violation of this policy may also be a violation of the School's Drugs and Alcohol Policy and reportable to law enforcement.

Campus Monitoring/Searches

The School may conduct monitoring and/or searches to help ensure employee and student safety, including video surveillance of non-private areas to identify safety concerns, maintain security, detect theft and misconduct, and discourage and prevent acts of harassment and violence. Aside from bathrooms and locker rooms, students, employees, and visitors must have no expectation of privacy with regard to any area of the School's facilities and other property.

Therefore, please be on notice that your (students and parents) activities may be recorded and also may be monitored. These video recordings are the property of the School and the School generally does not make these recordings available to parents or students. However, the School may in its sole discretion provide the recordings to law enforcement or other governmental agencies.

Students and parents are prohibited from tampering with, disabling, or otherwise interfering with surveillance equipment or video recordings. Violations will be subject to disciplinary action, up to and including, dismissal.

Parents and students authorize the School to inspect and conduct a search of any place or item on School campus or at a School-related event including, but not limited to, a student's locker, purse, book bag, backpack, vehicle, computer, or personal electronic devices, at any time and without prior notice. Students may also be required to empty pockets and remove outer layers of clothing for inspection. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Students must provide any passwords or other access required to inspect such places or items upon request by a School administrator or if on a field trip or other away from campus activity, the trip or activity leader. Inspection of electronic devices includes laptops, phones, tablets, cameras, and any other electronics, including the contents of same (texts, emails, photos, images, address books, applications, etc. whether such message or information was sent over the School's system or any personal account such as Facebook, Instagram, Snapchat, Yahoo, AOL, Gmail, iCloud, ZoHo Mail, ProtonMail, etc.). Students and their parents consent to the School logging into the device and its contents and applications, as well as accessing all communications, including, without limitation, stored communications. Further, the parents authorize the School to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, or the possession of which is a violation of the School's rules, community standards, and/or local, state, or federal law. If a student or parent interferes with, fails to cooperate with or otherwise impedes an inspect by the School, the student will be subject to disciplinary consequences up to and including immediate dismissal.

Use/Access of Video Recordings

Recordings shall be reviewed as needed by Administrators, and evidence of student misconduct shall be documented. A student found to be in violation of the School's standards or policies shall be subject to appropriate discipline. The School reserves

the right to strictly limit distribution of all surveillance footage to law enforcement or court authorized processes only.

Personal Device Recordings

Use of personal electronic devices is covered in the Technology Section. Please Note: Audio or video recording is prohibited on the TWCA campus without the prior approval of faculty or staff and written consent of those being recorded. No photography, or audio or video recording is permitted in bathrooms or locker rooms under any circumstances.

Investigations

Students are expected to cooperate in investigations. Students are expected to be honest, but honesty is not necessarily a mitigating factor and students' own statements may be used against them. Failure to cooperate with an investigation may be cause for disciplinary action.

If a student refuses to participate or cooperate at any stage of an investigation, or is unable to do so for whatever reason, including without limitation, pending criminal charges, the school reserves the right to take action, including proceeding without a statement from the student, or dismissing the student from School.

A withdrawal from the School during the pendency of the investigation does not preclude the School from completing its investigation and reflecting in its records the outcome of such investigation and the fact that the student withdrew prior to the completion of the investigation, which may be shared with other schools, colleges, and universities, as well as the NCAA if applicable.

Reporting of Infractions to Colleges and Universities

Students and parents are responsible for understanding the obligation to report and update information in a student's college application pursuant to the college's or university's reporting guidelines, and for athletes, obligations imposed by the NCAA. Many colleges and universities require that students advise whether they have been subjected to discipline (probation, suspension, or expulsion) or have been arrested or convicted.

Many colleges and universities also require that a student or school immediately report the following incidents which may have occurred after application and/or acceptance:

1. disciplinary matters for which a consequence has been given;
2. arrests, convictions, or other legal changes; and
3. circumstances under which a student was withdrawn from School to avoid the possibility of a disciplinary infraction.

The student and/or parent are responsible for complying with the college/university requirements and, if applicable, any NCAA obligations and must also provide the School with a copy of the letter or other information disclosed. It is important for the student and parent to realize that the School, coaches and/or the student's college counselor will also inform the college or university and NCAA as applicable of such an incident in a truthful and transparent fashion.

Organizations

Our School offers a variety of activities including an athletic program and varied selection of non-athletic clubs and organizations. School is a lot more fun for those who participate - go out for a team or join a club! Listen to the announcements, check our website or stop in the Office to find out more about the activities program.

TWCA requires parents to carry appropriate insurance for all students, including athletes. The School assumes no responsibility for injury to students participating in athletics or other School activities. Parents may be required to sign a waiver and release as a condition of their student participating in athletics or other School activities. Students also must pass a physical exam to the School's satisfaction prior to participating in athletics.

The School does not promise any particular sport or activity will be offered. Furthermore, enrollment at the School does not guarantee that a student will be permitted to participate. Among other things, students must meet athletic eligibility requirements set forth by the School's athletic league.

Education is first - this is stressed at all times. All students must meet scholastic requirements as outlined in this Handbook in order to participate in athletics and other activities. Discipline is a prime factor in any athletic or extracurricular success - off the field, on the field, in locker rooms, on trips, and in School. Students are to conduct themselves on the highest possible level, being sure that their actions and words are beyond reproach.

Health Information Sharing

Parents and student agree, as a condition of continued enrollment, to consent to the release of any of the student's health related information, including information relating to drug treatment, testing, medical and mental health records, to employees or agents of the School, as determined by the Head of School or the Head's designee, to meet the medical or safety needs of the student and the community or the legal responsibilities of the school.

While the School strives to safeguard student medical information, it must also balance matters of privacy and confidentiality with safeguarding the interests and well-being of our students and our community, parents/guardians and students consent to allow employees and agents of the school, who have a need to know, to receive and/or share medical and/or psychological information necessary to serve the best interests of the student and/or community.

Intellectual Property

By enrolling the student in the School, the parent and student acknowledge that during student's attendance at the School all student Intellectual Property (defined below) related to or used in connection with the student's participation in any joint or group School activity (classroom, homework, athletic, artistic, scientific, etc.) is the exclusive property of the School. Intellectual Property includes all inventions, creations, videos, audios, writings, prototypes, discoveries, developments, formulas, techniques, and improvements and all works of original authorship or images that are fixed in any tangible medium of expression, whether or not copyrightable, patentable or otherwise protectable, which are conceived, designed, created or developed by any of the School's students in conjunction with other students and/or School personnel. To be clear, if a student works on a project alone (such as a painting or music), such project is not Intellectual Property covered by this policy. Any parent or student

who believes that they are eligible for a waiver to this policy should contact the Head of School to discuss the specific circumstances.

HARASSMENT & BULLYING

The School is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Therefore, the School will not tolerate any type of harassment or bullying by a student, employee, or any third party (including vendors, contractors, donors, volunteers, parents, and visitors). Students should be aware that their off-campus behavior is also covered under this policy, regardless of when and where the conduct occurred or who was affected by the student's inappropriate behavior. Harassment is broadly defined to include unreasonable conduct or behavior that is personally offensive or threatening, impairs morale, or interferes with the educational environment of students and includes, but is not limited to, slurs, jokes, comments, teasing, and other offensive conduct relating to race, religion, color, sex, gender identity, sexual orientation, national origin, citizenship, or disability. Harassment also includes sexual harassment.

Examples of sexual harassment include, but are not limited to:

- Demanding sexual favors
- Requests for pictures of a sexual nature
- Taking, sending, or posting images of a sexual nature without consent
- Spreading lies or information about another individual's sexual activity
- Coercing sexual activity by threat of punishment or offer of reward
- Obscene or sexually suggestive graffiti
- Displaying or sending pornographic pictures or objects
- Offensive touching, pinching, grabbing, kissing or hugging
- Restraining someone's movement in a sexual way
- Sexual or lewd jokes, remarks, leering, whistling, brushing against the body, or other suggestive or insulting gestures or comments about another's body

- Intimidating or suggestive remarks about an individual's sexual orientation or gender identity, whether actual or implied

Examples of other forms of harassment based on race, religion, color, national origin, citizenship, or disability include, but are not limited to:

- Offensive, intimidating, or inappropriate comments, postings, or conduct relating to race, ethnicity, or color (using racial slurs, racial or ethnic jokes, comments, name calling based on race or ethnicity, etc.)
- Offensive, intimidating, or inappropriate comments, postings, or conduct teasing or joking about another person's disability, failure to speak English clearly, religious background, clothing, or beliefs, or similar behaviors

Bullying includes a variety of behaviors, but all involve a person or group trying to take advantage of the power they have to hurt or reject someone else. These behaviors can be carried out, physically (hitting, kicking, pushing), verbally (calling names, taunting, teasing, threatening, ridiculing, spreading rumors, etc.), electronically, sometimes called "cyber-bullying" (posting defamatory remarks or photos, sending threatening emails, creating fake profiles, taking over an account and posting as someone else), or through relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion) or emotional aggression (teasing, threatening, intimidating others).

Bullying or harassment can occur through any type of communications method, including face-to-face communications, phone, text, email, postings on social media (Facebook, Instagram, Snapchat, GroupMe, etc.), camera phones, or other forms of technology. The communications can be direct or indirect, such as through friends or others. Any type of offensive conduct, whether on or off campus, on a school bus, online or at a School-related event, can create an uncomfortable school environment.

It is the responsibility of all members of the community to ensure that their words, actions, and interactions with others always reflect the intent to promote respect and trust. Attempts to justify behavior as a "prank" or "joke" do not change its harassing or bullying nature if the object of the joke or prank is not a willing participant. Whatever the basis for the harassment or bullying, it is prohibited.

All concerns relating to harassment or bullying should be reported immediately to a Principal. We also expect that anyone, whether student, faculty, staff or family member who witnesses, or has knowledge of an incident of bullying or harassment, will report the incident to the appropriate individual identified above. Delays in reporting may compromise the School's ability to appropriately investigate.

When the School administration becomes aware of harassment or bullying, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from the School for serious violations, even in the case of a single expression, act, or gesture. Conduct need not meet the legal definition of harassment or bullying to violate the School's expectations for appropriate behavior and be actionable. No adverse action will be taken against any person who makes a good faith report of harassment or bullying. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action. Woodlands Christian is committed to providing a positive environment in which all individuals are free to work, learn, and develop relationships without fear or intimidation or humiliation as a result of unwanted or unacceptable behavior from others. This includes verbal or physical conduct that denigrates or shows hostility toward an individual because of his/her identity with regard to race, color, gender, age, disability, political beliefs, national or ethnic origin, any other distinguishing physical or personality characteristics, or any other characteristic protected by law. It is essential that students, faculty, and staff members treat each other with due respect for individuality and personal dignity.

HAZING

Although we encourage students to participate in School-related athletics, clubs, associations, organizations and other groups, the School prohibits all forms of hazing. Hazing refers to any activity expected of a student to join or to continue membership or participation in any group where the activity produces or could be expected to produce

mental, emotional or physical discomfort, injury, fright, degradation, humiliation, embarrassment, harassment, or ridicule to the student, regardless of the student's willingness or apparent willingness to participate.

Hazing activities include, but are not limited to, acts of personal servitude (i.e., forced labor or service), sleep deprivation, restrictions on personal hygiene, yelling, swearing, insulting or demeaning verbal abuse, being forced to wear embarrassing or humiliating attire, requiring certain haircuts or styles, consumption of vile or other non-food substances, consumption of alcohol, smearing of skin with vile substances, brandings, writing or marking on one's skin or clothes, physical beatings, paddling or other physical abuse, performing sexual simulation or sexual acts, stunts or dares that could result in physical injury or harm to a person's mental, emotional or social well-being, any act in violation of the law or School policy, and any other activity that could fall within the definition of hazing. If you think a particular activity could possibly be hazing, then it probably is. If you are not sure, then you need to contact a Principal and ask.

A student violates this policy whenever the student engages, assists, or attempts to engage or assist in the planning or committing of any hazing activity, whether on or off School property. Each student is also responsible for immediately reporting any hazing activity or plans for any hazing activity to a Principal. The failure to make such a report is also a violation of this policy.

When the School administration becomes aware of any actual or planned hazing activity, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from the School for serious violations. No adverse action will be taken against any person who makes a good faith report of hazing activity.

RESPONSE & REPORTING PROCEDURES

Anyone, whether student, employee, volunteer, or family member who witnesses, or has knowledge of an incident of harassment, bullying, sexual

misconduct, or other inappropriate behavior MUST report the incident immediately according to the following procedures:

Students

Report incidents immediately to a Principal or the Dean of Students. When providing information or reporting an incident, be very clear and truthful. It is a serious matter to bring allegations of misconduct against another person.

Employees and Volunteers

Woodlands Christian's employees and volunteers have an affirmative duty to promptly report any situation that could constitute sexual misconduct, harassment, bullying, abuse, or neglect of students to a Principal or Dean of Students. It is important to understand the signs of these behaviors in order to act quickly.

Discrimination/Harassment

Any employee or student of the School who feels he or she has been or is being subjected to or has witnessed discrimination or harassment from anyone must immediately bring this to the attention of the School Administration, including, without limitation to Human Resources. Persons to whom a student can report include the Head of School and a Principal. A student is not required to make an initial report to any particular one of these administrators, rather a student can report as the student chooses.

Sexual Misconduct/Inappropriate Behavior

A report must be made to the appropriate authorities if an employee or volunteer becomes aware of or witnesses an inappropriate adult-student interaction or if they become aware of interactions that appear inappropriate. Also, if an employee or volunteer experiences a situation in which a student becomes overly friendly or acts inappropriately, they shall leave the situation and immediately consult a principal or direct supervisor for guidance.

Retaliation Prohibition

Woodlands Christian prohibits retaliation against an employee, volunteer, or student who, in good faith, makes a claim alleging sexual misconduct, harassment, bullying, abuse, or neglect of students

or another employee. There shall not be retaliation for anyone who serves as a witness or otherwise participates in an investigation.

Investigations

Reports concerning harassment, bullying, sexual misconduct, or other inappropriate behavior will be investigated in a timely manner. The investigation must include documented interviews of the victim, alleged perpetrator, and witnesses. Each individual must be interviewed separately and at no time will the alleged perpetrator and victim be interviewed together. The School may notify a student's parent or appropriate government officials at its discretion.

All interviews, allegations, statements, and identities will remain confidential to the extent possible and allowed by the law. Based on the investigation outcome, the appropriate disciplinary or other action will be taken.

CHILD ABUSE & COOPERATION WITH GOVERNMENTAL AUTHORITIES

School teachers and other personnel are mandatory reporters under the Texas child abuse reporting laws. Please understand that we must take our obligations seriously and if we assess that a situation requires it, we will make a report to child abuse authorities if we reasonably suspect abuse, neglect, or abandonment. Depending on the circumstances, we may not be able to communicate with parents about the report unless authorized by child abuse authorities to do so. We ask for your understanding as we do our best to protect the children under our care. If you have any questions regarding the School's mandatory reporting obligations, please consult with the Head of School.

The School also may contact and/or cooperate with law enforcement personnel or other governmental agencies if the School, in its sole discretion, believes it is warranted in a particular situation. Students and parents should further be aware that the School will cooperate with governmental authorities and provide requested information, which may include but is not limited to, recordings, such as of virtual classes, and surveillance video, and will allow students to be

interviewed if requested by government authorities or law enforcement. The School may assess disciplinary consequences for student conduct, even if a criminal investigation or other legal action is ongoing.

Child Safety from Sexual Offenders and Predators

According to the National Center for Missing and Exploited Children (NCMEC), sexual perpetrators are commonly people the parents/guardians or children know, and these people may be in a position of trust or responsibility to a child and family.

Because of our concern for student safety, all employees, and those parents who volunteer for School activities with unsupervised access to our students, are screened through the School's criminal background process. Although the School performs such screenings, the School cannot attest to the background of the various parents whom their child may associate with away from School.

To keep their children safer, parents should talk openly to their children about safety issues. Parents should know their children's friends and be clear with their children about the places and homes that their children visit. Children should be taught that they have the right to say no to any unwelcome, uncomfortable, or confusing touching or actions by others and to get out of those situations as quickly as possible.

Parents should regularly visit the public registry to check out individuals for prior criminal records and sex offenses. Information concerning registered sex offenders and predators may be obtained by visiting the Texas Department of Public Safety: <https://publicsite.dps.texas.gov/SexOffenderRegistry/Search>). To view a map of registered sex offenders living within a five-mile radius of any given address, parents should visit <http://www.familywatchdog.us>.

Parents who are registered sex offenders must notify the school.

TECHNOLOGY

The Woodlands Christian Academy is committed to improving student educational experience through the use of technology. Technology and the Internet

are incredible resources that can positively support the learning and educational process. Woodlands Christian incorporates technology throughout all grades to teach students to use technology in a way that is responsible and productive, connecting members of the school community to each other.

Access to TWCA technological resources and the Internet is a privilege to be used in a legal, ethical, moral, and responsible manner in accordance with the school's mission and values, including the Statement of Faith.

Acceptable Use Policy (AUP)

Woodlands Christian expects that all students using the school's network and computer services will:

- Review the Acceptable Use Policy on the website at www.twca.net (Student/Parent Portal).
- Agree to abide by all Woodlands Christian policies regarding technology.
- Immediately report any policy violations to the Director of Technology Services or appropriate faculty or staff member.
- Multiple AUP violations will increase the level of offense.

Students who violate policies pertaining to rules of conduct, the Acceptable Use Policy, or Internet use will be subject to revocation of privileges and potential disciplinary and/or legal action (such as in the case of copyright violations). Violations of policy may also result in dismissal from the school or non-renewal of enrollment contract for future academic years.

Children's Online Privacy Protection Act

The Children's Online Privacy Protection Act requires any child under age 13 to have parental consent before creating accounts on certain websites. The Woodlands Christian Academy uses various websites and online programs in tandem with its one to one technology program for educational purposes. Many of these websites require accounts to be created for students. In some cases, the Technology Department or a teacher will need to use a student's personal information (name, email address, age, etc.) to setup an account. Parents agree to allow their student(s) or an employee at The Woodlands Christian Academy

to use their student(s) personal information to create online accounts for access to educational websites and programs used at the school.

Student Devices

Apple devices are used by all students as an educational tool to expand learning opportunities. Please refer to the AUP on the Student/Parent Portal for full details on student device use and care. The following applies to all student devices:

- The Technology Office handles all repairs on school-issued technology. In the event a device needs repair, it should be brought to the Technology Office for repair, not an Apple store.

Accidental damage insurance is provided to all students at no cost. Each student may claim **two incidents** of accidental damage each school year without having to pay for the repairs. After the third accidental damage claim, the student will be responsible for all costs associated with the repair. A claim made on an Apple Pencil counts as a claim against the assigned iPad.

- The School may, at any time, search a device and its contents that has been issued to a student with or without notice to the student or parent.

Middle School student devices are the property of The Woodlands Christian Academy. They are issued to students at the beginning of the school year and returned to the technology department at the end of each school year. Each device and its peripherals are inventoried with an asset tag to identify them. At the end of the school year, students are expected to return their specific device and its peripherals. If these are not returned, the student's account will be charged the cost of replacing it. Middle school students are also issued a protective case for their device. It must not be removed from the device.

High School students at Woodlands Christian are provided with a MacBook Pro laptop for scholarly use. While enrolled, students keep the laptop year-round, and are responsible for its care. Ownership of the laptop is transferred to the student upon graduation.

Personal Electronic Devices

Students who bring personal electronic devices to school (including cell phones, smart watches, or other devices) are responsible for them. Woodlands

Christian is not responsible if they are lost or stolen. During class time, all personal electronic devices must be turned off or stored away from students in the classroom. Middle School and High School students are required to store their cell phones in their assigned Yondr bag during the school day. Personal devices used on campus are subject to all policies and consequences of the AUP including the right to remove the device from the student and/or view content on the device at any time. Personal computers and tablets are not allowed on campus. All schoolwork should be completed on the student's school assigned device.

Students may not use electronic devices, whether on or off campus, in any way that is inappropriate, harassing or disruptive to the educational environment. The visible/audible content stored on an electronic device such as images, wallpapers, and ringtones are to be school-appropriate. Students are not permitted to use electronic devices to make threats, use camera features to take inappropriate pictures or videos, videotape or record classes, send text messages to other students in class, or in ways that would otherwise violate a School rule.

Students are not permitted to use electronic devices in restrooms or locker rooms. Students are responsible for any information contained on their personal cell phones, including text messages and other media.

Any student found to have an electronic device in their possession and turned on during a test or examination will be presumed to have used the device to cheat and will receive a zero for the test/examination and may be subject to additional disciplinary consequences.

Students who violate this policy will have their cell phones or electronics confiscated. In such cases, the School reserves the right to inspect the device, including all contents. Students must provide any and all passwords to inspect the device upon request by a School administrator. Students and their parents consent to the School logging into the device and its contents and applications, as well as accessing all communications, including, without limitation, stored communications. Parents will be required to come to the School office to pick up confiscated items but must understand that even if the device is registered or paid for in the parent's name, its ownership and contents will be attributed to the student in whose

possession the device was found. Students will also be subject to disciplinary procedures for violation of this policy.

Social Media and Social Networking Policies and Procedures

Social media encompasses a broad array of online activity including social networks/media such as X, formerly known as Twitter, Flickr, Instagram, Facebook, GroupMe, and Snapchat, blogs, and other similar online or Internet communications. Because this form of communication is vast and growing, we feel it is important to communicate to you the School's position regarding a student's use of social media or networking.

Use at School or a School-Related Event

We do not permit students to access social media and/or social networking sites while on School property or at a School-related event unless such use is on a School social media platform or School-sanctioned site and the use is for School-related work. We have taken steps to block many of the social media/networking sites on our network, but technology will undoubtedly work faster than our IT Department. Therefore, even if you are able to access such sites on School property or at a School-related event, you should understand that your activities are in violation of School policy and may result in disciplinary action.

Use Away from School Property

It is not our goal to regulate a student's personal online activities when not on School property or at a School-related event. Please understand, however, that certain activities might impact a student's relationships with other students or School employees, impact the School rights, or disrupt the School's mission or activities, and we do reserve the right to regulate. All students should ensure that they are familiar with School's conduct policies to avoid any online communications that might violate those policies.

Guidelines: Students should ensure that their online activities do not violate a School policy regarding bullying or harassment, or other similar policies pertaining to how students interact with each other. If a student posts or says something online

that makes another student feel uncomfortable, his/her activity may result in an investigation and possible discipline.

Students should also be aware that teachers and administrators periodically check such sites and may determine that off campus behavior violates the School conduct code. For example, a student making disparaging or negative comments about the School, administration, or faculty members in a manner that is disruptive to the School's educational mission or activities would be considered a violation of the School's policy code.

Students should not "follow" or be "friends" with any faculty member or other adult member of our community (other than the student's parent) on any of these social networking sites. Any violation of this prohibition must be reported to the administration immediately.

In addition, postings on social networking or other Internet sites of students engaging in inappropriate behavior (such as drinking, smoking, vaping, sexual actions, etc.) is prohibited.

Students are not permitted to use the School's name, logos, trademarks, service marks, or other similar School property in online activities without the permission of the School. Students are not permitted to post photographs of the School, its locations, activities, students, parents, or employee-related activities online without the permission of the School. Students are not permitted to create websites or social networking profiles to rate teachers, discuss aspects of the School, or otherwise disclose information online that the School would find offensive or inappropriate if posted in the School's newspaper. Finally, students are not permitted to disclose any confidential information of the School, employees, students, parents, or activities online.

Social/Political Issues

Students and parents who identify themselves as School students or parents on their personal social media account(s) or when posting on a School-affiliated account must not engage in political or social actions or commentary reflecting personal views. Political messages that may be associated with the School are not authorized. Students and parents must be moderate and professional when

sharing social media posts, tagging the School's social media accounts, or when making any references to our School or programs.

Creation of Social Media Accounts

Any School-affiliated groups, clubs, organizations, etc. are not permitted to create a social media account without written consent from the Communications Department.

Your Identity Online: You are responsible for any of your online activity, including but not limited to activity conducted with a School email address, which can be traced back to the School's domain, which uses School resources or assets, and/or which is contained on your personal devices or accounts.

What you publish on such personal online sites should never be attributed to the School and should not appear to be endorsed by or originated from the School.

School's Right to Inspect

The School reserves the right to inspect all electronic data and usage occurring over the School's network or on School property without prior notice. We also reserve the right to assess information in the public domain on the Internet or on private school media sites brought to the School's attention, and to discipline students for any violation of these guidelines.

GENERATIVE ARTIFICIAL INTELLIGENCE (AI)

Enhancing classroom instruction is the goal of any educational technology. Artificial Intelligence is not meant to replace teaching in the classroom. When approved for use by the teacher, AI will be treated as a technology tool for students in the same way that other technology resources are made available. (Google, YouTube, Wikipedia, online curriculum, etc.)

Ensuring academic honesty while using this tool is crucial to its successful implementation. Students can use specific AI chatbots and large language as approved by teachers on a case-by-case basis as they would any other approved technology.

If AI is used at any point in the creation of an assignment, students must cite their prompts and responses alongside their own work. Copying and pasting any amount of text generated by AI, unless otherwise directed by a teacher, is considered plagiarism. If an assignment is suspected of AI plagiarism, it will be reviewed by the teacher and/or the administration.

Confirmation of the use of AI-generated content, whether through an online AI Detector or other sources, will result in disciplinary action based on our academic dishonesty/plagiarism policy in the student handbook.

PHOTOS, IMAGES & RECORDING

Parent agrees to allow Student's name, photograph, voice, image, and information to be used by the School, and those acting with the School's permission, for use in the School's publications, promotional materials, website, and social media accounts, without compensation and without prior notice. Parent agrees to allow Student to be interviewed by the media on campus or at School-related events. Parent also consents to the recording and distribution or live streaming of Student's voice, image and video in instruction or presentations as may be deemed appropriate in the School's discretion. Parent releases and holds the School harmless from any liability stemming from the use of the Student's name, photograph, voice, video, image, or information.

If you do not want your student's voices and images recorded during virtual learning, we are relying on parents to take steps with their computer or the spacing of the child to the computer to block their child's image from being recorded. If you do not want your student's voice to be recorded, we would similarly ask that you instruct your child not to verbally participate and advise the teacher of such instruction.

Further, parents and students are prohibited from recording employees or other students while on campus or during School activities without their express consent.

PROHIBITION ON RECORDING & SHARING INFORMATION

The School prohibits screenshots, photos, audio/video recordings and distribution of any virtual or in-person educational experiences. This is in order to protect privacy, prevent cyberbullying and reduce distribution of content from educational experiences. In virtual settings, parents/guardians and other household members who normally are not privy to day-to-day classroom activities, agree to respect and keep confidential any personal or private information inadvertently discovered about other students due to their proximity to virtual education.

STUDENT DISCIPLINE

General Guidelines

Woodlands Christian believes that a positive and constructive working relationship with students and parents is essential to the fulfillment of the School's mission. The formal discipline program has been designed to remind students of appropriate behavior and communicate the consequences that result from misbehavior. The program is designed to redirect the student back on the appropriate path and enhance learning in the classroom. The purpose of the Woodlands Christian discipline policy is fourfold:

1. To obey biblical mandates.
2. To create an atmosphere that is conducive to learning.
3. To produce quality character in individual students.
4. To teach self-discipline and respect - respect for others, for self, and for property.

The School reserves the right to take action with respect to off-campus behavior when it deems necessary, including, without limitation, when that off-campus behavior impacts the student's ability to continue at School, impacts other students' or employees' ability to be comfortable at School, compromises the welfare of other students, or damages or may damage the reputation of the School. Any behavior that has an effect on the discipline or general welfare of the School or its community, even if such conduct takes place

off-campus, during non-school hours, or on breaks from school, may result in disciplinary action by the School. Such conduct will be evaluated at the sole discretion of the School. Students who consistently, repeatedly, or egregiously fail to uphold the standards of conduct may be dismissed from the School, placed on disciplinary probation, or may not be invited back the following year. Lack of knowledge of a particular policy will not excuse a parent or student from the responsibility of obeying it.

In order to protect the dignity of every student at Woodlands Christian, student disciplinary matters should not be discussed among parents, teachers, or students. These are confidential matters that cannot be discussed by faculty and administration with other individuals who are not involved in the particular disciplinary action of a specific case (refer to the Matthew 18 Principle). Discretion is asked of all parents, teachers, and students.

Specific Guidelines

Grade-specific discipline guidelines and disciplinary action procedures are located in the respective school sections (Early Childhood, Lower School, Middle School, and High School).

Corporal Punishment

Woodlands Christian does not condone or use any form of physical or corporal punishment.

Search of Students

Students, their lockers, and their motor vehicles may be subject to searches by school officials including, but not limited to, students' outer clothing, pockets, locker or belongings. Students also understand and agree that Woodlands Christian has the right to monitor or examine any electronic device at the school or a school activity. This includes postings on the internet, but is not limited to, text messages, personal websites, social networking sites, or other private or public domains. Students are responsible for and may be subject to disciplinary action for inappropriate material sent, posted, made available, shown to others or possessed by the students themselves.

Disciplinary Probation

Students whose behavior does not exemplify Woodlands Christian standards may be placed on Disciplinary Probation. Parents will be notified, and the student will be placed on a behavior contract. If the student does not fulfill the conditions of the contract, he/she may be dismissed from Woodlands Christian or non-renewed for future academic years. The probationary status of the student will be reviewed at the end of the quarter and the appropriate school administrator will determine whether or not the student has fulfilled the behavioral contract. The School will determine if an enrollment contract is offered for the following school year.

Students new to Woodlands Christian will be on Student Academic and Disciplinary Probation status for one semester. A new student must pass all classes and have acceptable conduct and a cooperative attitude to continue at Woodlands Christian.

Suspension

Students who are suspended will be allowed to make up all academic work missed – subject to a maximum grade of “75.” Students should contact their teachers to receive assignments and make arrangements for submitting assignments/taking tests when they return. During an off-campus suspension, students are not allowed on campus and may not participate in any athletic or extra-curricular events.

Student/Adult Interaction and Communication

Students and adults (teachers, administrators, staff members, parents, and visitors) are expected to interact with each other in a professional and respectful manner based on mutual respect and trust with an understanding of appropriate boundaries between adults and students. Although our adults can and should be friendly with the students, becoming too friendly with each other sometimes results in confusion and anxiety.

If a student or the student's parents become aware of any adult's communications or actions toward one or more students that seems unusual, overly friendly, or otherwise inappropriate, such information should immediately be reported to a Principal or senior administrator of the School.

Further, students and their parents should promptly notify a Principal or senior administrator of the School if they believe an employee has engaged in any of the following prohibited behaviors or similar activities (regardless of the age of the student):

- Initiating or continuing communications with students for a non-school matter, including oral or written communications; telephone calls; electronic communications (emails, texts); social media communications, etc.
- Texting a student without including the student's parent, a School Administrator, or others in the text;
- Touching students or their clothing in non-professional ways or inappropriate places, or touching a student with aggression or in frustration;
- Making comments that are too personal (about a student's clothing, hair, personal habits, etc.);
- Giving gifts to a student or exchanging cards and letters;
- Inviting a student into their home;
- Taking students off school property other than for approved field trips and school activities;
- Flirting or asking a student on a date;
- Showing excessive attention toward a particular student or students or calling/ referring to students by pet names or inappropriate nicknames;
- Visiting students to "hang out" in their hotel rooms when on field trips or sporting events;
- Visiting a student in their home or another location;
- Socializing or spending time with students (including but not limited to activities such as going out for meals, movies, shopping, traveling and recreational activities) outside of class or school-sponsored events;
- Asking or allowing students to sit on a teacher's lap;
- Telling secrets or telling the student not to tell something that's a secret;
- Swearing, making inappropriate sexual, racial/or ethnic comments;
- Inviting students to visit the employee's social networking profile or become a "friend" or "follower" on a social network;

- Telling off-color or other inappropriate jokes or stories, or showing pornography to students;
- Providing students with alcohol, tobacco, or other mind-altering substances; or
- Vaping, smoking, or drinking with students or providing such materials to students.

Please note that the above list of actions and behaviors is not exhaustive—if a family is in doubt as to whether the conduct is appropriate, the family should contact the student's Principal or senior administrator of the School.

PARENT EXPECTATIONS

Parents are required to adhere to Woodlands Christian policies and procedures. Of key concern are the spirit of fellowship among parents, teachers, and administrators and the integrity of the classroom. Interactions with teachers and administrators are to be Christ-like. Any actions by students or parents that reflect poorly on the School or negatively impact other members of the School community may result in, at the sole discretion of the School, disciplinary action up to and including dismissal from the School or non-renewal of a student's enrollment contract for future academic years.

HOME-SCHOOL PARTNERSHIP PRINCIPLES

To foster a healthy, home-school partnership, we ask that all members of our community engage in the following practices:

- Parents and Staff will treat each other in a professional manner, knowing that both want the very best for their children and students.
- Staff will treat students with fairness and understanding.
- As trained educational professionals, Staff will encourage students to learn developmentally appropriate skills, independence and problem-solving at school.

- Staff will continue to provide relevant and grade/age level appropriate communication, content, and feedback to Parents.
- Parents can expect an acknowledgment of communication from a Staff member within 24 hours during normal school hours with in-person meetings preferred when necessary.
- Parents and Staff will use the Matthew 18 Principle* to resolve differences.
- For a concern regarding one's child, speak first to the child's teacher, and then, if necessary, to the next appropriate supervisor.
- Parents and Staff will foster a positive school culture by refraining from and redirecting mean-spirited or disrespectful conversation, including in-person, on social media or other public platforms.

"If your brother or sister sins, go and point out their fault, just between the two of you." **Matthew 18:15**

FAMILY MATTERS

Woodlands Christian requires that all parents (married, unmarried, divorced or separated) cooperate with one another in the best interests of their child(ren)'s education at the School. Failure of parents to cooperate with one another in such a manner may lead to dismissal of their child(ren) from the School or non-renewal of enrollment for future academic years. There will be no refund of tuition where such dismissal occurs, and any unpaid balance is payable in full according to the terms of the student's enrollment contract. The School may at any time require parents to seek a court order pertaining to any school matter as a condition of continued enrollment.

If a family has a court order in place including but not limited to a divorce decree that includes custodial arrangements, a custody order, or a restraining order, they must provide the School with a complete and official file-stamped copy of the court order. The School requires parents and guardians to abide by any court order applicable to their child(ren). If a situation arises in which the custody or possession of a child is in question, a school representative may call 911 to request an officer arrive at the school to resolve the dispute.

The School makes reasonable efforts to ensure that both natural parents (or legal guardians) receive substantially the same information (transcripts, records, appointments, etc.). The School must rely upon the correctness and completeness of parental information when the student is enrolled. In situations of divorced or separated parents, if one parent believes that the other parent is restricted from receiving information about their child(ren) from the School, in visiting/picking up/dropping off their child(ren), in participating in parent/student conferences, and so on, such parent must provide a valid court order to the School evidencing such restrictions. Parents are under an ongoing obligation to provide the School with new or subsequent orders, promptly upon issuance.

If a school employee or trustee is required to testify, provide information for, or otherwise participate in a legal dispute or proceeding to which the School is not a party, the School shall be entitled to recover from, at the School's discretion, either or both parents, the School's attorneys' fees and costs incurred with such legal proceeding. This includes but is not limited to the cost of legal counsel as well as costs incurred by the School such as those associated with collecting documents and hiring substitute teachers or staff.

All students, regardless of age, must live with and be in the care, custody and control of a parent or legal guardian (as established by a court of law) as a condition of enrollment. In extraordinary circumstances, the School may in its sole discretion grant a student express written permission to reside with someone other than a parent or legal guardian.

PARENT/FAMILY COOPERATION

A positive and constructive working relationship between the School and family member (defined as parent, student, or other person associated with the student) is essential to the fulfillment of the School's educational purpose and responsibilities to its students. If any family member of a student

1. engages in behavior, communications, or interactions on or off campus, that is disruptive, intimidating, overly aggressive, causes safety concerns or reflects a loss of confidence in or disagreement with the School's policies, methods of instruction, or discipline,

2. (otherwise interferes or voices strong disagreement with the School's safety or health procedures, responsibilities, or accomplishment of its educational purpose or program,
3. files a lawsuit or threatens litigation against the School for a perceived wrong by the School (including its officers, trustees, directors, Board members, employees, agents, and affiliates), or
4. if a parent or guardian refuses to sign the School's Enrollment Contract, the School reserves the right to place restrictions on the family member's involvement or activity at School, on School property, and/or at School-related events or to dismiss the family member from the community. The School may also place restrictions on a family member's involvement or activity at School, on School property, or at School-related events for other reasons that the School deems appropriate.

The School also reserves the right to withdraw an offer of enrollment or re-enrollment or to void an executed enrollment contract because of a family member's violation of the expectations set forth in this policy. The term "threatens litigation" includes any claim, proceeding, dispute, action or other matter for which any demand or statement has been made (orally or in writing) or any notice has been given (orally or in writing), or if any other event has occurred or any other circumstances exist, that would lead a prudent person to conclude that such a claim, proceeding, dispute, action or other matter is likely to be asserted, commenced, taken or otherwise pursued in the future. Any determination of a violation of this policy shall be in the School's sole and reasonable discretion. There will be no refund of tuition where such dismissal occurs, and any unpaid balance is payable in full according to the terms of the student's enrollment contract.

Additionally, the School requires that all parents (married, unmarried, divorced, or separated) cooperate with one another in the best interests of their child(ren)'s education at the School. Failure of parents to cooperate with one another may lead to dismissal of their child(ren) from the School or non-renewal of enrollment for future academic years. There will be no refund of tuition where such dismissal occurs, and any unpaid balance is payable in full according to the terms of the student's enrollment contract. The School may

at any time require parents to seek a court order pertaining to any school matter as a condition of continued enrollment.

Use of School Name/Non-Sponsored Activities

In order to, among other reasons, ensure that any implied association with the School is accurate and to protect the goodwill and value of the School's name, logos, trademarks, service marks, and other similar School property, parents and students are not authorized to use or cause to be used by others the School's name, any likeness or reference to the School's name, and/or the School's crest, logos or mascot in any way ("School Property") without express prior written permission of the Head of School or Director of Communications. This restriction on the use of School property, includes without limitation, online activities, use of School Property on merchandise, and attaching School property (whether in print, online, or other medium) to a project, event, outing, club, sports team, group, or other activity ("Activity") or when describing such Activity that the student or parent may organize or lead or in which the student or parent may participate that is not School sponsored.

Parents and students should also understand that no Activity is sponsored or endorsed by the School unless the parents and students receive written notice from the Head of School or Chief Administrative Officer stating that the Activity has been recognized by the School, even if the Activity is utilizing School Property, and even if the Activity is organized or led by another parent or other individual, including current and former employees. If a parent or student has any questions about whether an Activity is School sponsored, please contact the Head of School or Chief Administrative Officer.

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

*"Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God." **Romans 13:1***

PARENT INVOLVEMENT

As a support and extension of the family unit, Woodlands Christian considers the family to be of first importance to a child. God, through His Word, the Bible, indicates that the family is the most important human institution He designed. The School strives to support the family and respect parental authority and responsibility in all things. Woodlands Christian believes in the concept of “in loco parentis” – in the place of the parent. At the core of our philosophy of education is the conviction that parents are ultimately responsible for the education of their children. The School is considered a “subcontractor” of the parents. The parents are the contractors – the ones responsible for getting the job done. The School’s authority and task is delegated from the parent. Therefore, parental involvement in respectful and appropriate ways is strongly encouraged. The faculty and staff work hard to communicate with parents, keeping them informed of their child’s progress – intellectually, creatively, physically, and socially.

Woodlands Christian offers parents a variety of opportunities to volunteer at the school, including Parent Teacher Fellowship, Warrior Boosters, and the annual Auction/Gala. All parent volunteer opportunities are coordinated through the Advancement Department.

Parents’ Association

The Parents’ Association (PA) is an appointed group of parents representing each grade at The Woodlands Christian Academy.

The purposes of the PA are to:

- Promote the ideals of the School.
- Foster a sense of community and parent fellowship.
- Encourage the building of lasting relationships between parents.
- Serve as ambassadors to new families.
- Facilitate parent involvement.
- Assist the administration of Woodlands Christian with special events.
- Coordinate and disseminate information about events sponsored by PA.

During the school year, PA hosts grade level meetings to share information and recruit volunteers to assist with activities and events that support the school. These events include Homecoming, Warrior Fund, Middle School Mixer, Grand Days, Field Days, and end-of-year parties. PA also coordinates a fall and winter Bible study, Moms in Prayer, and the TWCA Uniform Exchange.

For more information, contact the Advancement Office.

Warrior Boosters

The Woodlands Christian Warrior Boosters’ purpose is to support athletic and fine arts programs at Woodlands Christian by:

- Promoting school spirit, sportsmanship, and encouraging attendance at all athletic and fine arts events.
- Organizing and managing fundraising activities for membership drive, sponsorship, and special events.

Donations, Gifts, and Fundraisers

Tuition covers the basic financial operation of The Woodlands Christian Academy. However, Woodlands Christian depends on donations to the Auction/Gala, and other fundraising events to enhance educational programs and advance the mission of the School. The School trusts that each family will participate as the Lord provides and leads. Teachers and employees are prohibited from soliciting or accepting any donations or gifts to Woodlands Christian without prior approval from the Advancement Office. All fund-raising requests by staff or parents must also be coordinated and approved by the Advancement Office. Woodlands Christian is grateful to the many parents who make donations and gifts to the school each year. All donations and gifts to Woodlands Christian in excess of \$250.00 will be acknowledged in writing by the Advancement Office.

The School strives to teach children the value of gifts of the Spirit, and we hope families will use gift-giving occasions to deepen this lesson. When parents or children wish to honor or express appreciation to an employee, we ask that they do so through Worthy Servants for anything other than token gifts.

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

COMMUNICATION

It is important for parents to stay informed about their child's academics, attendance and behavior as well as the student life and the administration of the School.

Communication from the School

The majority of communication between school and home occurs through email, FACTS/RenWeb, Canvas and the school website. Visit www.twca.net to stay informed. Forms, handbooks, lunch menus, and school calendars are some of the many valuable tools posted to the school website in the student/parent portal.

Homework assignments, grades, and report cards are posted on Canvas. Parents are encouraged to use this tool to help guide their children successfully through the school year. The School will make every effort to communicate with parents clearly and in a timely fashion if academic concerns arise. Parental cooperation in support of concerns/requests is expected. Pre-K-4th grade students also have a weekly communications folder that parents should check regularly.

Notify the appropriate school office if the email address provided to Woodlands Christian is not receiving weekly emails or if the email address provided has changed. Set any spam filters to allow emails from the School.

Communication with Faculty and Staff

Woodlands Christian faculty and staff welcome communication from parents. Questions will be answered as promptly as possible considering the time constraints of teaching and advising students. The following methods may be used to contact a faculty or staff member:

1. **Staff Mailboxes** – notes or letters may be left with the front receptionist or administrative assistants for placement in mailboxes.
2. **Email** – Faculty and staff email addresses may be found in the Faculty & Staff Directory located on the homepage of the school's website.
3. **Voicemail** – please call the front receptionist at 936-273-2555 and request the faculty or staff member for whom the message is to be left.

Communication with Students

- To deliver a message to a student, call the front receptionist at 936-273-2555 and request the appropriate administrative assistant for your student's grade. Messages will be delivered between classes only and delivery time is based on the schedule/availability of the administrative assistant.
- Please make every attempt to have after-school plans in place prior to the start of the school day.
- Refrain from emailing your child's teacher time-sensitive changes in transportation or messages. Teachers may not be able to check email in time to make arrangements for your child. For last minute issues, calling the school office is the best form of communication.

Emergency Communication with Students

- In the event of a personal or family emergency, contact the appropriate administrative assistant. The School cannot guarantee delivery of messages received less than 45 minutes prior to the end of the school day.
- In emergency situations, students may ask to use the teacher's classroom phone, the nurse's phone, or school office phone.

PARENT/TEACHER CONFERENCES

Requests for parent/teacher conferences may be made in the form of a note, email, or voicemail. Please allow time for the teacher or administrator to respond and schedule the conference. Instructional time in the classroom is valuable. Unscheduled conferences prohibit teachers and administrators from adequately addressing your questions and concerns. Conferences (in person or by phone) will be conducted only during scheduled conference

time. Supervising students between classes, during arrival or dismissal, lunch periods, and tutoring are examples of situations when teachers and administrators are unavailable for conference.

1st – 4th Grade Parent/Teacher Conference Procedure

Teachers will publish weekly hours they are available to conference with parents. When requesting to meet with a teacher, please include details of the matter you would like to discuss. Conferences should focus on the issue at hand, be conducted in a biblical and gracious manner - **Colossians 4:6** - and in most cases should be limited to 30 minutes or less in length.

Early Childhood Parent/Teacher Conferences

Effective and productive communication between teachers and parents is a high priority. A note or email about any changes at home (new baby, parents away, illness, or death of pet) allows teachers to help the student deal with important feelings about such matters. Teachers will send home notes or use the Remind/Class Dojo to provide additional insight into your child's school day. School-wide information will be sent home in your child's weekly communication folder.

ADDRESSING CONCERNS & CONFLICTS

As a Christian school, members of the school community should attempt to biblically resolve issues and concerns. Matthew 18 requires open and fair discussion of potentially difficult matters. The Matthew 18 Principle can be instrumental in maintaining good relationships. Therefore, a parent's first meeting should be with the teacher or person directly involved with the issue to clearly communicate the issue in question. The manner and tone of all meetings should be carried out in a Christ-like way; truth tempered with kindness. The Matthew 18 Principle is implemented among all administration, faculty, staff, students, and parents.

Actual or potential harassment or other discrimination prohibited under Woodlands Christian policies or in the case of any unlawful or potentially unlawful conduct or any violent or potentially violent

threats or behavior should immediately be reported to the Head of School, Director of Human Resources, or a Principal.

The Board has delegated to the Head of School the authority to operate the school on a day-to-day basis. The Board does not involve itself in resolving conflicts and asks parents not to call Board members into school-related issues. Grievances may only be brought to the Board when written Board policies have been violated and the internal chain of command has been exhausted.

Matthew 18 Principle

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

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

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

LUNCH – THE WARRIOR CAFÉ

Students have two options for lunch: bring a lunch from home or purchase a lunch from the Warrior Café. Students will use their school issued ID card (high school students use their student ID number) to make all purchases in the Café. Cash cannot be accepted. All purchases are charged to the student's account and parents receive a monthly statement. If a student forgets a lunch from home, a lunch can be purchased from the Warrior Café.

The lunch menu is posted to the school website. Advance meal ordering may be required during certain times. The Warrior Café menu is purposefully designed to encourage healthy eating.

Lunch Deliveries

Home-packed lunches delivered after the start of the school day are to be left at the front desk; deliveries will not be taken to the classroom. These deliveries will be available for students to pick up when arriving for lunch. Parents are welcome to eat lunch with their child. Please note, **outside restaurant or fast food is discouraged.**

If parents would like to bring or purchase a meal for an entire class, please give notice to the Warrior Café at least 48 hours in advance.

Students may not have food, drinks or other items delivered to or near campus by for hire delivery services such as Favor, DoorDash or other similar services.

Visitors at Lunch

Students from other schools are not permitted on campus for lunch without prior permission from a teacher and/or the appropriate school administrator.

Parents are encouraged to visit students for lunch at any time. Parents should check in at the front receptionist desk upon arrival to school.

Early Childhood Lunch

When bringing a lunch from home, please follow these guidelines:

- All students are required to eat lunch in the multi-purpose room (EMPR).
- Send pre-cut finger foods that do NOT need to be heated. Microwave use is not permitted.
- Liquids should be in leak-proof containers.
- Carbonated beverages are not permitted.
- Glass bottles or containers are prohibited.
- Limit sugar.

Lower School Lunch

All lower school students are required to eat lunch in the EMPR. When bringing a lunch from home, it should not contain an excessive amount of sweets.

Middle School Lunch

Students may eat lunch in the EMPR and/or in the designated campus lunch locations and are responsible for cleaning up after themselves. Students may not use Warrior Café registers for any reason.

High School Lunch

Students may eat lunch in the EMPR and/or in the designated campus lunch locations and are responsible for cleaning up after themselves. Students may not use Warrior Café registers for any reason.



Due to the time restrictions and other safety issues, our campus is a **closed campus**. Unless a written exemption has been obtained, students are NOT allowed to leave campus for lunch. **Any student who chooses to leave campus during lunch without school administration permission will be considered truant.**

HEALTH CLINIC

A registered nurse is on campus during school hours. The purpose of the clinic is to provide medical assistance during the school day. The school nurse follows school guidelines and current guidance from the Center for Disease Control, the Texas Department of Health Services and the Montgomery County Health District for the protection of all students, faculty, and staff members.

Please Note: An up-to-date medical file must be completed for each student prior to the start of each school year. These forms are kept confidentially in an online medical database for clinic reference, permission to treat, or in case of a medical emergency.

Student Illness at Home

Students exhibiting the following symptoms should be kept home from school for the well-being of the school community and to prevent the spread of communicable diseases:

- Fever or temperature of 100.4 degrees or greater
- Uncontrolled cough
- Severe sore throat
- Vomiting, diarrhea or abdominal pain
- Severe headache
- Uncontrolled pain
- Suspected contagious condition, including head lice

In the event a child contracts a communicable disease, a parent or guardian should notify the school nurse immediately.

The School will follow local health district guidelines for restriction from school or school closure and contact parents with relevant details as appropriate.

Students must be fever and symptom free for 24 hours without the use of symptom-reducing medication before returning to school.

The School may require a doctor's note for the student to return to school.

Student Illness at School

Students who become ill or injured during the school day will be sent to the clinic. The nurse will assess students and determine if the student will return to class after treatment or be sent home. The nurse will contact parents if the student is unable to finish the school day. Students are not to independently contact parents asking to be picked up from school due to illness or injury. In the event that a student contacts a parent, the parent should direct their child to see the nurse on duty. Students sent home from school due to illness will be excluded from after school activities.

Medical Emergency

In the event a student requires immediate medical attention, 911 will be called.

Medications

Any student requiring medication to be kept in the clinic, either prescription or over-the-counter, must have a Medication Permission Form filed in the clinic. **Medications must be checked in with the nurse by the parent.** All medication must be in its original container and current by expiration date. Prescription medication must have the student's name on the label with directions for administration. Preferred over-the-counter medication may be kept in the clinic for students with a Medication Permission Form completed and signed by a parent. Parents are responsible for ensuring the nurse has an adequate supply of medication that is not expired.

Students are not allowed to carry medications of any type, unless they have written permission from their doctor and parent indicating that it is medically necessary. This includes, but is not limited to, Tylenol, Advil, cough drops, inhalers, etc. Students found with any type of medication in their possession may be subject to disciplinary consequences.

The clinic will not dispense any non-FDA approved substance including, but not limited to, natural or homeopathic supplements. Medications

prescribed or purchased outside the U.S. will not be administered by the school nurse or school employees due to regulatory discrepancies between the United States and other countries.

Medications on Overnight Trips

Sponsors for overnight trips will be provided with a small supply of topical medications in addition to common over the counter medications including Tylenol, Advil, Tums, and Benadryl for administration to students on an as needed basis. Parental authorization for administration of supplied OTCs must be completed on the Overnight Trip Medication form and must include the specified dosage.

Additional over the counter and prescription medications must be supplied by the parent and included on the Overnight Trip Medication form. Medications must be in the original container, current by expiration date, and only enough provided for the duration of the trip. The Overnight Trip Medication form must be submitted along with the medication prior to the trip.

Immunizations

Woodlands Christian requires that all students be compliant with the Texas Minimum State Vaccine Requirements. Students who do not have a current exemption on file must be up to date on vaccines and submit immunization records prior to the first day of school or they will not be allowed to attend school or school events.

Students requesting a medical exemption from immunization requirements must annually submit a signed, dated letter from the student's Texas-licensed, treating physician (M.D. or D.O) specifically stating the basis for the exemption and that the required vaccines would be medically contraindicated or pose a significant risk to the health and well-being of the child or a member of the child's household. Students requesting exemption from immunization based on reasons of conscience must submit a valid, notarized affidavit. Requests for exemption from immunization will be considered and granted on a case-by-case basis.

Students may be provisionally enrolled if the student has received at least one dose of each specified age-appropriate vaccine and is not overdue for the next dose in any series. To remain enrolled, the

student must complete the required subsequent doses in each vaccine series on schedule and provide evidence of vaccination.

If an outbreak or suspected outbreak of any vaccine preventable disease occurs in the state of Texas, any student who for whatever reason is not immunized may be excluded from school and all school-related activities. Virtual learning will not be offered.

Students requiring immunizations during the school year will be notified by mail and will have 30 days to comply. Failure to provide the necessary documentation in that time period will result in the student not being allowed to attend school. Questions regarding this policy should be directed to the Clinic.

Hearing, Vision, and Scoliosis Screening

The Texas Department of State Health Services mandates hearing, vision, and spinal screening for all schools. Woodlands Christian follows the directives of this mandate and provides screening during the school year. Parents will be notified when screenings are scheduled and given information or directions for each screening.

FIELD TRIPS

All students take field trips throughout the school year. Field trips are educational in purpose; therefore, attendance is very important. Field trips are planned by teachers and are approved by the appropriate administrator.

Chaperones

Woodlands Christian parents may be asked to serve as chaperones. All chaperones must have a background check on file with the school and must also complete chaperone training. It is ultimately the teacher's decision as to who chaperones and how many volunteers are needed for any given trip. Class chaperones are not allowed to bring siblings or additional children on the trip. Chaperones are to assist the teacher in accompanying and supervising students under the teacher's direction.

Students may only purchase souvenirs with the teacher's approval. Parents will be advised in advance as to a suggested appropriate amount of

spending money prior to trips to which this applies. Chaperones and volunteers are not to purchase souvenirs or special treats for a student or group. Students and chaperones will be instructed in advance as to proper dress for each trip.

Transportation

Woodlands Christian will arrange transportation for field trips. All students and chaperones must ride in these vehicles. Chaperones are not allowed to drive students in personal vehicles. Only approved TWCA drivers may transport students in TWCA vehicles. Refer to Driving TWCA Vehicles and Transporting Students Policy for complete requirements.

Behavior

In addition to trip-specific policies set forth by the School or the sponsors and chaperones of any trip, all of the School's regular policies and procedures, including those set forth in this handbook, apply while a student is on school-related travel of any kind. Discipline will generally be handled through the School's regular disciplinary process. The School may at any time require parent(s), at their own expense, to arrange for return travel for a student due to injury, illness or behavior.

Academic Considerations

Middle and high school students participating in class specific trips may miss their other regularly school day classes. The student must make arrangements with teachers in advance, for any work (homework, tests or quizzes) that must be made up. Participation in trips is required, however, if missing his/her other classes will negatively impact the student's academic success, the student may be required to remain on campus at the School's sole discretion.

EXTENDED CLASSROOM EXPERIENCES – LEARNING BEYOND THE WALLS

Woodlands Christian offers appropriate day and/or overnight experiences for grade levels 5-12. All departments cooperate to develop appropriate, educationally focused experiences. Every effort is

made to schedule these experiences around athletic competitions and to cause minimal disruption to the regular academic calendar. "Beyond the Walls" and retreat experiences are part of the mission of Woodlands Christian, scheduled as part of the student instructional calendar, and participation is expected of all students.

Off-campus experiences are excellent ways of providing students with a more direct understanding of a subject and are an excellent way to break up the normal routines of a school year. These experiences afford students the fun of exploring interesting places and the educational benefits of learning from a source outside the classroom. There are several important educational benefits that result from well-planned experiences:

1. **Improved learning:** A proven way to make the lessons students are learning more real; this helps them see the practical applications of their education.
2. **Broadened horizons:** Help expose students to numerous new and different experiences.
3. **Fellowship:** Provide a great chance for students to interact and fellowship with their peers and faculty in an environment other than the classroom.
4. **Learning comes alive:** Allow students to escape the routine of the classroom and explore their own education. This means that they will be able to better recall what they have learned.

Attire and Behavior

Appropriate attire is expected and will be included in experiences guidelines. Appropriate behavior is also expected; all school rules are in effect during experiences and any issues that arise will be handled through the School's regular disciplinary process. If a student misbehaves on an experience, his or her parents may be required to pick up the student or arrange for transportation home at their own expense. Students with behavior or academic problems may be required to remain on campus.

Chaperones

The experience sponsor determines the number of chaperones needed. Chaperone agreements with related documents must be on file prior to departing on the experience. Whether using charter busses

or Woodlands Christian vehicles, all students and chaperones must travel together. Siblings of any age are not allowed on the experiences.

EXTENDED CARE

Morning extended care is provided through The Woodlands Christian Academy for PK – 8th grade students at no charge. Afternoon extended care is provided on campus through Brighton Academy for students 12 years of age and younger, at an hourly rate, per child. Parents must sign-up for Brighton Academy for students to attend. Snacks will be provided. Any student twelve years of age and younger who remains on campus after car line, will be taken to extended care. This policy will be enforced for the safety and security of our students on campus. All students must be checked out of afternoon extended care by a parent or guardian.

Students in extended care must continually and consistently obey all school rules. Violation of these rules may result in discipline up to and including dismissal from extended care for the remainder of the year.

Extended Care Hours

Morning: 7:00 a.m. – 8:00 a.m.
Afternoon: 3:30 p.m. – 6:00 p.m.

LIBRARY

Library hours are 7:45 a.m. – 4:00 p.m. on Monday, Tuesday, Thursday, and Friday. Books are available for check-out by students, teachers/staff, and parents. Reference books, newspapers, and periodicals are available for use in the library. Printing and photocopying are available in the library at no charge. Replacement cost will be charged for lost/damaged books and report cards and/or transcripts will be held for students with outstanding library materials.

Computers are available with filtered access to the Internet and to reference websites. These websites may also be accessed from home. To log-on to these websites, select Library under the Academics tab on the school's website. While using the library's

computers, the Acceptable Use Policy will be in force; changing any setting on a library computer will result in disciplinary action.

LOCKERS

Lockers are the property of the School. Lockers and their contents, including personal items, are the responsibility of the student and are subject to periodic inspections by authorized school personnel with or without notice to the student or parent. Sharing lockers is not allowed, as the responsibility of the locker contents fall on the student to which it is assigned.

Middle school students will be issued a locker at the beginning of the school year. Middle school students' belongings (either personal or school-issued materials) should be stored in their assigned locker.

High school students may use storage cubbies. Students' belongings (either personal or school-issued) should be stored in storage cubbies or carried with the student. Items should not be left unattended or on the floor.

LOST & FOUND

Parents are encouraged to mark all personal items with their child's name. Please check with your child's respective school administration when items of clothing or personal property are left at school.

STUDENT ID CARDS

Lower school students are each issued an ID card. This ID card is used to purchase items from the Warrior Café and for issuing textbooks and class materials. Lower school ID cards will be kept by the student's homeroom teacher. Lost ID cards will be replaced, and student's account will be billed \$10.00 per card.

STUDENT RECORDS

Student Records/Copies of Student Records

Student records may be requested by emailing the appropriate grade level office. Parents will receive notification of any applicable copy fees, and fees will be billed to the student's account.

Updates to FACTS/RenWeb Records

Any changes to records may be made on-line through FACTS/RenWeb. Changes can also be requested via email to the appropriate grade level office.

Withdrawing from School

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

ATHLETICS

The Woodlands Christian Academy Athletic Department challenges students to reach their highest potential – intellectually, creatively, physically, and socially – for the glory of Jesus Christ.

For details, refer to the ***Athletic Department Parent/Student Handbook*** in the student/parent portal on the School website.

USE OF SCHOOL NAME, LOGO, & IMAGES

To ensure that Woodlands Christian presents a consistent image to its families and the public, the School has established a Graphics Standards Manual. The Communication Department must first approve all advertising, promotional products, publications, and other printed material. All promotional products must be purchased through an approved vendor.



Spiritual Development

CHAPEL

Each year a spiritual theme is selected to be prayerfully pursued within the school community. This theme will be emphasized in chapel as well as in Bible classes and special projects throughout the school year.

Chapel is an integral part of a Warrior education, providing a regular opportunity for students and faculty to encounter Christ and grow in their faith through worship and a message. Chapel services are non-denominational and are held by grade level. These services are planned and led by Chapel Leaders under the direction of the appropriate Principal. Parents are welcome to attend Chapel.

PreK – 4th Mon. 9:15 – 9:45 a.m.

5th – 8th Mon. 12:58 – 1:27 p.m.

9th – 12th Mon. 11:44 – 12:13 p.m.

PRAYER

Woodlands Christian students are trained in the importance of establishing a consistent daily prayer life. Teachers lead students to understand how God is central to all of life and that continual communication with Him is essential to consistent Christian living. Students are encouraged to make their requests known before God and are given opportunities to pray and to share needs with others as they share their requests with Him. There are many opportunities throughout the year for parents and students to meet for the purpose of prayer.

STUDENT RETREATS

Retreats are planned for middle and high school students. Students may participate in physical activities (such as swimming, canoeing, rope courses, etc.) and devotions and inspirational teachings that will help deepen their relationship with Christ. In addition, these retreats serve to develop strong bonds among students and teachers. Additional permission slips/waivers may be required.

COMMUNITY OUTREACH PROJECTS

Community outreach projects are scheduled and planned by the Coordinator of Missions and Student Life. These projects range from day trips to local ministries to overseas mission trips.

COMMUNITY SERVICE

Community Service for middle and high school students is designed to encourage students to engage in personal and direct ways with people and the environment, giving of their time and energy. This aligns with our Ends Goals statement “Students develop a heart for service towards those in their family, their church, and their community.”

Community Service will be incorporated into student activities within their Bible classes, clubs, and various co-curricular activities. While performing acts of service in the community, students should be mindful that they are seen as ambassadors of Woodlands Christian and a representative of Jesus Christ. Conclusions may be drawn both about the School and about our Lord based upon student actions. The goal should always be to show Christ’s love through service to the community.

Community Service Sources within TWCA

- Mission trip with Interact
- Special Events (Athletics, A Night at the Gallery, Performances, etc.)
- School clubs

Community Service Sources with Outside Organizations

- Mission trips with local churches
- Animal Shelter, Public Library, Senior Citizens’ Center
- Special Events (Art Festival, Children’s Festival, Triathlon, etc.)



Early Childhood

ACADEMICS

Developmentally Appropriate Practice (DAP) with biblical integration is the backbone of our Early Childhood program. The guidelines for DAP were established by the National Association for the Education of Young Children and embody the notion that early childhood is a time of life very different than later school years.

- Students are provided a variety of experiences each day through well-planned activities and centers.
- Classrooms are purposefully active and engaging.
- Every activity in the classroom has a purpose and will ideally intrigue students to investigate and discover the learning environment.
- Lesson plans are constructed around individual students' developmental age, interests and abilities.
- Activities are designed to encourage social interaction, fine and gross motor skill development, language development, reading readiness and critical thinking.
- Students make educational connections through a variety of hands-on and interactive experiences.

The goal of the program is to equip students with the necessary skills for academic and social success at the primary level.

STUDENT ACTIVITIES

Birthday Parties

Teachers will celebrate student birthdays in the classroom in a variety of different ways appropriate to their age and grade. Treats for birthday parties must be for the child's class only, not the entire grade level. Please note that any special gifts that are delivered to the school for your child's birthday will be held in the lower school office until the end of the school day. Gifts will not be taken to the child's classroom.

Class Parties

Throughout the year, the School celebrates holidays and themes with class parties. Teachers will set the guidelines for class parties. Parent volunteers will be coordinated through the homeroom parent. Homeroom parents should be consulted as to appropriate healthy treats to be served at class parties. Siblings and other guests are not allowed at class parties.

ATTENDANCE

School attendance is an important predictor of student success. Students who are excessively tardy and/or absent miss out on learning opportunities.

School hours for Early Childhood are 8:15 a.m. to 2:55 p.m.

Students are required to maintain proper attendance in order to be promoted to the next grade level. As an accredited school, attendance is taken seriously. Accreditation standards require a minimum of 175 days of instruction. A total of 10 or more absences, excused or unexcused, will be subject to review by the attendance committee. Students with excessive absences or tardiness are subject to retention, dismissal from the School, or non-renewal of enrollment for future academic years.

Attendance is recorded first thing in the morning and in the following manner:

Absent 1 hour or less – Noted as a tardy

Absent from 1 to 3 ½ hours – Half-day absence

Absent more than 3 ½ hours – Full day absence

Five tardies are recorded as one day's absence.

Excused Absences

Students may be absent from school for situations such as sickness, deaths in the family, and other family related emergencies, but please be aware that these absences, while excused, still count as absences. Parents should contact the school office via email (LSattendance@twca.net) by 9:00 a.m. on the morning of the absence or early release.

Unexcused Absences

Vacations scheduled or unscheduled, during the academic year, are highly discouraged. We strongly recommend that families plan vacation days only in accordance with the school calendar and scheduled time off. We understand that sometimes an opportunity or event may arise where you would want to request a traditionally unexcused absence be excused. To make a request, fill out the Planned Absence Form located on the school website under Student/Parent Portal, Lower School.

Teachers are not required to provide work ahead of any absence.

Sign Out

There are specific procedures for signing a student in and out of School. Failure by parents or students to this procedure may result in an unexcused absence or other disciplinary consequences. Excessive absenteeism or tardiness, excused or unexcused, may result in termination of enrollment, non-renewal of future enrollment, denial of grade promotion, or other disciplinary consequences.

DRESS CODE

Personal appearance is an important element in development of character, personal responsibility, and self-image. Student dress must reflect an atmosphere consistent with the standards of the school, neat, clean and modest. Dress, grooming and appearance expectations are designed to foster pride in appearance, instill self-discipline, prevent disruption, and avoid safety hazards, all while avoiding undue emphasis on outward appearance. Dress code compliance is the responsibility of the student and the parent; however, the school has the final authority in matters concerning the appropriateness of a student's attire. **Students must be in dress code compliance and abide by the rules as soon as they arrive at campus and remain so while on campus.**

Please note: Lands' End and The Armory Online Store are the preferred providers of approved school uniforms.

Refer to the Student/Parent Portal on the School website for a visual representation and printable version of the dress code.

General Dress Code Guidelines

- Hair must be clean and combed. No unnatural hair color is permitted, as well as any extreme hair style or color.
- Proper underclothing must be worn at all times, and underclothing should never be visible.
- Lands' End polo style shirts with the current school logo are the **only acceptable daily wear shirts.**
- Boys' polos must be tucked in at all times. Clothing should be properly sized, not baggy or overly tight, and without holes, frays or rips.
- Students may NOT wear their school sweatshirt/hoodie without a polo shirt underneath.
- Hoodies/Sweatshirts may not be worn in Chapel. Students may wear a Lands' End cardigan, sweater, or vest with Chapel attire.
- On days where students are expected to be in Chapel attire, they are expected to be in Chapel attire for the entire day, with the exception of PE.
- Outerwear worn on campus must be an approved item, Woodlands Christian sweatshirt / hoodie or Lands' End item.
- Lands' End approved khaki or navy pants, shorts, skirts and skorts are the only bottoms allowed; all daily wear bottoms must be non-denim material.
- Lands' End is the exclusive provider.
- Pants must not be form-fitting or too tight.
- Pockets must be inset; pants with "patch pockets" are not approved and will not be permitted. *Note: Patch pockets are typically found on jean-styled pants with the pocket sewn as a patch on the outside of the pants and reinforced with top-stitching.*
- When blue jeans are allowed, students may wear blue, black, or khaki jeans only.
- Pants shall not be excessively baggy, not touch the ground, or be torn open at the hemline. Patches, holes, tears, frays, cuts or slits of any kind are not permitted in pants, shorts or jeans.

- Black or brown leather belts must be worn with pants, shorts or jeans if belt loops are present. Belts should not have adornments or large ornate belt buckles. Please note belts are NOT required for PreK, Kindergarten and 1st Grade students.
- Footwear: Shoes, socks, and shoelaces must match each other and be the same color; shoelaces must be worn and tied. Socks must be worn at all times. PreK-4th grade students must wear athletic shoes (slip on tennis shoes, such as Vans, are not permitted for Pre-K – 4th students).
- Flip-flops, sandals, or house shoes are not acceptable footwear.
- Hats, caps, bandanas and scarves are not to be worn on campus; sunglasses may not be worn in the classroom. Hats worn for warmth may be worn before school, in between classes, and after school, but are not allowed in the classroom.
- Blankets are not allowed to be used as body covering in the classroom or around campus.
- No visible body piercing, with the exception of earlobes for the girls, is permissible. **(see *Female Student Guidelines below*)**
- Tattoos are not allowed, and any existing tattoos must be covered by clothing.
- It is unacceptable for students to write on their clothing, on themselves (their skin) or on each other.
- Anything that distracts from the uniform or draws attention to oneself is not allowed.

Female Student Dress Code Guidelines

- Skirts, skorts, and shorts must be no shorter than 4 inches above the knee. Skirt waistbands should not be rolled.
- Crop or ankle length pants are not permitted.
- White, navy, and black tights and ankle length leggings are permitted when worn under regulation skirts, skorts or shorts. Multi-colored leggings are not permitted.
- Excessive necklaces and/or bracelets may not be worn. No more than two ear adornments per ear. Only post earrings can be worn; no hoops or dangle earrings. Nose rings are NOT allowed.
- Chapel Shoes: Pre-K - 4th – tennis shoes.

Male Student Dress Code Guidelines

- Hair must be no longer than the collar of uniform shirt in back and bangs no longer than the tops of the eyebrows. No headbands may be worn. Hair restraints may not be worn or used to make hairstyle compliant.
- Underclothing should never be visible.
- Excessive necklaces and/or bracelets may not be worn. Males may not wear earrings, nose rings, or other piercings.
- Chapel Shoes: Pre-K - 4th – tennis shoes.

Early Childhood Dress Schedule

Monday Chapel Uniform

Tuesday, Wednesday, and Thursday Daily Uniform

Friday Spirit Wear

Daily Uniform (Tuesday, Wednesday, and Thursday)

Boys

- Logoed polo (black, white, blue, navy, or evergreen)
- Pants or shorts (khaki or navy)
- Athletic shoes
- Logoed navy sweater or vest
- Woodlands Christian hoodie or sweatshirt

Girls

- Logoed polo (black, white, blue, navy, or evergreen)
- Pants, shorts, skirt, or skort (khaki or navy)
- Jumper dress (khaki or navy)
- Logoed polo dress (evergreen or blue)
- White, navy, or black tights and ankle leggings when worn under regulation skirts, skorts, dresses, or shorts. Multi-colored tights or leggings are not permitted.
- Athletic shoes
- Logoed navy sweater, vest, or cardigan
- Woodlands Christian hoodie or sweatshirt

Chapel Uniform (Monday)

Boys (Option I)

- Khaki pants
- Logoed white oxford shirt
- Green and gold tie
- Athletic shoes
- Logoed sweater or vest

Boys (Option II)

- Khaki pants or shorts
- Logoed evergreen polo
- Athletic shoes

Girls (PK -K)

- Plaid jumper or skirt/skort
- White blouse or white logoed polo
- Knee or ankle socks (navy or white)
- White, navy, or black tights and ankle leggings when worn under regulation skirts, skorts, dresses, or shorts. Multi-colored tights or leggings are not permitted.
- Athletic shoes
- Logoed navy sweater, vest, or cardigan

Spirit Wear Boys and Girls (Friday)

- Logoed t-shirt or polo
- Blue, black, or khaki jeans (no hole, frays, or embellishments)
- Blue, black, or khaki shorts, skorts, or skirts (no cargo, athletic style, or blue jean shorts)
- Athletic shoes
- Woodlands Christian hoodie or sweatshirt

Change of Clothes

Parents are asked to provide a complete change of seasonally appropriate clothes for their child. Change of clothes should be packed in a Ziploc bag labeled with the child's name and include:

- Shirt
- Socks
- Underwear
- Pants

All items should be labeled and replaced as necessary. The clothes bag may be left in the student's backpack or classroom at the discretion of the teacher.

STUDENT DISCIPLINE

General Guidelines

For general guidelines applicable to all students, please refer to the General Information Section of this handbook.

Specific Guidelines – Early Childhood

The Early Childhood faculty is sensitive and responsive to the specific needs and situations of each individual child. Children function best in a structured, loving environment; therefore, each teacher follows a well-planned, developmentally appropriate schedule that maintains positive student engagement. Teachers focus on and praise behaviors that are appropriate and acceptable. Each child is expected to follow the rules in the classroom and play areas.

Development of self-control is facilitated through modeling, redirection, allowing students to verbally express their feelings and maintaining consistent behavior parameters within the classroom setting.

School rules that are common to all classes are:

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

Classroom teachers utilize their own methods to transition students smoothly from one activity to another. Specific expectations, including the discipline policy for the classroom, will be stated by the teacher, and classroom rules are posted for easy reference. There will be no form of threat or physical punishment.

Most discipline will be handled at school. Teachers will further explain the system during Parent Information Night and in Parent/Teacher

conferences. In some instances, it may be determined by the teacher that a quiet and reflective time away from the classroom will be most beneficial. A note may or may not be sent home. In the event of aggressive or uncontrollable behavior, the student may be sent to the Counselor or the Principal and parents will be notified.

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

Most discipline issues will be handled at the classroom level. The specifics and nature of each discipline incident and the individual personality of the student involved will be considered in the administration of discipline.

RESTROOM EXPECTATIONS

Students entering early childhood must be potty trained. A potty-trained child:

- Will tell the teacher that he/she needs to go to the bathroom before needing to go.
- Is able to go to the bathroom (either urinating or a bowel movement) on his/her own. That includes being able to remove clothing, sit on the toilet, wipe himself/herself using an appropriate amount of toilet paper, put clothing back on, flush the toilet, and wash and dry hands.
- Is fully aware of using the toilet without reminders from the teachers (although, teachers do make requests of children at various times of the day- before or after meals and before going to the playground).
- Does not wear pull-ups or diapers. He/she must be in regular underwear.
- Is able to postpone going if waiting for someone else who is in the bathroom or if we are outside.

Accidents

- Students will be required to change their own clothes when an accident occurs.
- Parents will be called if the accident requires cleaning.



Lower School

ACADEMICS

Intellectually

Instruction is intentionally designed to be challenging and foster the joy of learning. Literacy is taught through literature-based guided reading and a phonemic awareness program. By third grade, students begin a more in-depth study of literature and comprehension strategies. Math and science concepts are taught through hands-on experiences and then brought to abstract application. History and Bible are taught in dynamic, cross-curricular units.

Spiritually

All subjects are taught from a Christian worldview. Lower school students begin each morning with prayer and worship, participate in weekly chapel services, and learn Bible lessons and scripture.

Creatively

Lower school students learn a variety of spiritual truths through music, drama, dance, and art. Opportunities are given to express their creative interest and talents in class.

Physically

Lower school students attend P.E. class daily, receiving developmentally appropriate instruction in activities designed to develop gross motor skills, physical strength, and agility.

Socially

Jesus taught how to treat others in the Bible. Students, teachers, and parents are expected to interact with each other using His principles. Teachers rely on these principles and refer to them in daily routines and discipline. Students are given many opportunities to grow in their relationships during the year.

Awards

Christian Character Awards will be given to 1st – 4th grade students at the end of the year.

Grading

The school year is divided into two semesters. Each semester is divided in half, creating two grading quarters, or quads, per semester, to create four grading periods per school year. Student grades can be viewed on FACTS/RenWeb.

Standards-Based Grading Scale – Kindergarten, 1st, 2nd 3rd and 4th grades. Numerical grades will be given in Math only in 3rd and 4th grades.

- P Proficient – The student can consistently and independently demonstrate mastery of a learning standard.
- AS Approaching Standards – The student, with grade-level appropriate teacher support, is able to demonstrate mastery of a learning standard.
- D Developing – The student, with intensive and explicit support, has limited mastery of a learning standard.
- NS Needs Support – The student, even with intense and explicit support, is NOT meeting grade level standards at this time.

Standards-Based Grading scale – 3rd and 4th grades. Numerical standards-based grading scale – Math Only.

3rd and 4th Grades

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

Social Skill/Work Habit Descriptors – All Grades

- E Excellent
- S Satisfactory
- N Needs Improvement
- U Unsatisfactory

Parents are encouraged to communicate with teachers as necessary regarding grades and/or to schedule conferences. Email is the preferred method of communication.

Grade changes will only be made in the event of an incomplete. All changes must occur no more than three weeks after the close of the quad.

Tuesday Folder

The Tuesday Folder is the primary vehicle for sending home graded tests, school papers, field trip permission slips, etc. Students will bring home folders every Tuesday and return them to school on Wednesday. It is vital that parents review the folders for any additional school information and/or notices.

Summer Academics

In the pursuit of establishing learning as a life-long activity, grade level work is required of each student over the summer months. The summer academic requirements vary by grade level. Expectations are outlined in the student/parent portal on the school website.

Homework

Homework assignments are posted in Canvas weekly but may be subject to change due to curriculum pacing. Each grade level has systems in place to deal with changes in homework assignments. Homework assignments are for the purpose of reinforcement of concepts, extension of understanding, building a sense of responsibility and developing work habits.

Homework must be turned in on time. Grading policies regarding late or missing assignments vary based on grade level. If a student is having difficulty completing homework in a reasonable amount of time, parents should contact the teacher for suggestions.

The average amount of homework each day:

First Grade	10 minutes of homework
Second Grade	20 minutes of homework
Third Grade	30 minutes of homework
Fourth Grade	40 minutes of homework

*Students are expected to read independently each day.

ATTENDANCE

Class attendance is essential for success at Woodlands Christian. Lost instructional time, due to absence, is difficult to make up for both students and teachers. School begins at 8:15 a.m.

Attendance is recorded first thing in the morning and in the following manner:

- Absent 1 hour or less – Noted as a tardy
 - Absent from 1 to 3 ½ hours – Half-day absence
 - Absent more than 3 ½ hours – Full-day absence
- Five tardies are recorded as one day's absence.**

Excused Absences

Students may be absent from school for situations such as sickness, deaths in the family, and other family-related emergencies. Parents should contact the school office via email (LSattendance@twca.net) by 9:00 a.m. on the morning of the absence or early release.

Unexcused Absences

If a student must miss scheduled school days for reasons other than illness or family emergencies, prior written communication between the parents and the appropriate administrator is required. This absence will be considered unexcused. Occasionally, an event may arise that may necessitate a request for a traditionally unexcused absence to be excused. To make this request, submit the Planned Absence Form, located on the school website under the student/parent portal – lower school.

Unexcused absences put students in danger of grade reductions. Make-up work for an unexcused absence is subject to a 25-point grade reduction.

A total of 10 or more absences will be subject to review by the attendance committee. Excessive absenteeism or tardiness may result in dismissal from the School or non-renewal of enrollment for future academic years.

Make Up Work

In the event of a one-day absence, teachers will not send work home. Students will make up work when they return to school. If a student is absent for

additional days, check with the student's homeroom teacher for make-up work that will need to be completed. After the third absence due to illness, a doctor's note will be required. These notes are to be turned in to the lower school office. Generally, work must be made up in accordance with number of days absent, beginning with the day after the student returns to school. If a student is absent for three days, he or she has three days to make up the work. Upon their return, the student should request assignments from the teacher. Teachers are not required to provide work ahead of an absence.

Consequences for tardies per quad:

1st/2nd Tardy:	Warning is sent home with student for parent signature
3rd Tardy:	Lunch detention (Counselor or Principal Office)
4th Tardy:	Lunch detention (Counselor or Principal Office and conference with parents)

DRESS CODE

Personal appearance is an important element in the development of character, personal responsibility, and self-image. Student dress must reflect an atmosphere consistent with the standards of the school, neat, clean, and modest. Dress, grooming, and appearance expectations are designed to foster pride in appearance, instill self-discipline, prevent disruption, and avoid safety hazards, all while avoiding undue emphasis on outward appearance. Dress code compliance is the responsibility of the student and the parent; however, the school has the final authority in matters concerning the appropriateness of a student's attire. **Students must be in dress code compliance and abide by the rules as soon as they arrive at campus and remain so while on campus.**

Please note: Lands' End and The Armory Online Store are the preferred providers of approved school uniforms.

Refer to the Student/Parent Portal on the school website for a visual representation and printable version of the dress code.

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- Lands' End polo style shirts with the current school logo are the **only acceptable daily wear shirts**.
- Boys' polos must be tucked in at all times. Clothing should be properly sized, not baggy or overly tight, and without holes, frays or rips.
- Students may NOT wear their school sweatshirt/hoodie without a polo shirt underneath.
- Hoodies/Sweatshirts may not be worn in Chapel. Students may wear a Lands' End cardigan, sweater, or vest with Chapel attire.
- On days where students are expected to be in Chapel attire, they are expected to be in Chapel attire for the entire day, with the exception of PE.
- Outerwear worn on campus must be an approved item, Woodlands Christian sweatshirt / hoodie or Lands' End item.
- Lands' End approved khaki or navy pants, shorts, skirts and skorts are the only bottoms allowed; all daily wear bottoms must be non-denim material.
- Lands' End is the exclusive provider.
- Pants must not be form fitting or too tight.
- Pockets must be inset; pants with "patch pockets" are not approved and will not be permitted. Note: Patch pockets are typically found on jean-styled pants with the pocket sewn as a patch on the outside of the pants and reinforced with top-stitching.
- When blue jeans are allowed, students may wear blue, black, or khaki jeans only.
- Pants shall not be excessively baggy, not touch the ground, or be torn open at the hemline. Patches, holes, tears, frays, cuts or slits of any kind are not permitted in pants, shorts or jeans.
- Black or brown leather belts must be worn with pants, shorts or jeans if belt loops are present. Belts should not have adornments or large ornate belt buckles.
- Footwear: shoes, socks, and shoelaces must match each other and be the same color; shoelaces must be worn and tied. Socks must be

worn at all times. PreK-4th grade students must wear athletic shoes (slip on tennis shoes, such as Vans, are not permitted for Pre-K – 4th students).

- Flip-flops, sandals, or house shoes are not acceptable footwear.
- Hats, caps, bandanas and scarves are not to be worn on campus; sunglasses may not be worn in the classroom. Hats worn for warmth may be worn before school, in between classes, and after school, but are not allowed in the classroom.
- Blankets are not allowed to be used as body covering in the classroom or around campus.
- No visible body piercing, with the exception of earlobes for the girls, is permissible. (see Female Student Guidelines below)
- Tattoos are not allowed, and any existing tattoos must be covered by clothing.
- It is unacceptable for students to write on their clothing, on themselves (their skin) or on each other.
- Anything that distracts from the uniform or draws attention to oneself is not allowed.

Female Student Dress Code Guidelines

- Skirts, skorts, and shorts must be no shorter than 4 inches above the knee. Skirt waistbands should not be rolled.
- Crop or ankle-length pants are not permitted.
- White, navy, and black tights and ankle-length leggings are permitted when worn under regulation skirts, skorts, dresses, or shorts. Multi-colored leggings are not permitted.
- Excessive necklaces and/or bracelets may not be worn. No more than two ear adornments per ear. Only post earrings can be worn, no hoops or dangle earrings. Nose rings are NOT allowed.
- Chapel Shoes: Pre-K - 4th – tennis shoes.

Male Student Dress Code Guidelines

- Hair must be no longer than the collar of the uniform shirt in the back and bangs no longer than the tops of the eyebrows. No headbands may be worn. Hair restraints may not be worn or used to make hairstyle compliant.
- Underclothing should never be visible.
- Excessive necklaces and/or bracelets may not be worn. Males may not wear earrings, nose rings, or other piercings.
- Chapel Shoes: Pre-K - 4th – tennis shoes.

Lower School (1st – 4th Grade) Dress Schedule

Monday - Chapel Uniform

Tuesday, Wednesday, and Thursday - Daily Uniform

Friday - Spirit Wear

Daily Uniform (Tuesday, Wednesday, and Thursday)

Boys

- Logoed polo (black, white, blue, navy, or evergreen)
- Pants or shorts (khaki or navy)
- Belt (Black or Brown)
- Athletic shoes
- Logoed navy sweater or vest
- Woodlands Christian hoodie or sweatshirt

Girls

- Logoed polo (black, white, blue, navy, or evergreen)
- Pants, shorts, skirt, or skort (khaki or navy)
- Jumper dress (khaki or navy)
- Logoed polo dress (evergreen or blue)
- White, navy, or black ankle leggings are permitted when worn under regulation skirts, skorts, dresses, or shorts. Multi-colored leggings are not permitted.

- Athletic shoes
- Logoed navy sweater, vest, or cardigan
- Woodlands Christian hoodie or sweatshirt

Chapel Uniform (Monday)

Boys (Option I)

- Khaki pants
- Logoed white oxford shirt
- Green and gold tie
- Athletic shoes
- Logoed sweater or vest

Boys (Option II)

- Khaki pants or shorts
- Belt (Black or Brown)
- Logoed evergreen polo
- Athletic shoes

Girls (1st and 2nd Grade)

- Plaid jumper or skirt/skort
- White blouse or white logoed polo
- Knee or ankle socks (navy or white)
- White, navy, or black ankle leggings are permitted when worn under regulation skirts, skorts, dresses, or shorts.
- Athletic shoes
- Logoed navy sweater, vest, or cardigan

Girls (3rd and 4th Grade)

- Plaid skirt
- White blouse or white logoed polo
- Knee or ankle socks (navy or white)
- White, navy, or black ankle leggings are permitted when worn under regulation skirts, skorts, dresses, or shorts. Multi-colored leggings are not permitted.
- Athletic shoes
- Logoed navy sweater, vest, or cardigan

Spirit Wear Boys and Girls (Friday)

- Logoed t-shirt or polo
- Blue, black, or khaki jeans (no hole, frays, or embellishments)
- Blue, black, or khaki shorts, skorts, or skirts (no cargo, athletic style, or blue jean shorts)
- Athletic shoes
- Woodlands Christian hoodie or sweatshirt

Dress Code Violations

When students are dressed inappropriately, consequences will be given, and parents may be contacted to bring the correct clothing to school.

Discipline for dress code violations per quad are:

1st Warning - notice sent home via FACTS/RenWeb

2nd - Loss of Spirit Day privilege for the following Friday

3rd - Lunch detention and loss of Spirit Day privilege for the following Friday

4th - Lunch detention, loss of Spirit Day privilege for the following Friday, and parent conference with the Counselor or Principal

5th - Discipline through the school's normal disciplinary process with consequences up to and including dismissal from the School or non-renewal of one's enrollment contract for future academic years, at the sole discretion of the School.

STUDENT DISCIPLINE

General Guidelines

For general guidelines applicable to all students, please refer to the General Information Section of this handbook.

Specific Guidelines – Lower School

Most discipline issues will be handled at the classroom level. Individual student behavior will be dealt with appropriately based on the offense. These are some behaviors which will automatically necessitate discipline. These behaviors include, but are not limited to:

- Disrespect
- Dishonesty
- Lying
- Cheating
- Stealing
- Rebellious
- Fighting
- Obscene language or behavior
- Damage to the school
- Bullying
- Biting, spitting, or other physical harm

STUDENT ACTIVITIES

Birthday Parties

Teachers will celebrate student birthdays in the classroom in a variety of different ways appropriate to their age and grade. Parents may work with teachers to plan a special snack (limited sugar) after lunch for your child on his/her birthday. No birthday treats will be shared during classroom instruction time. All birthday celebration is limited to the student's lunch period. Special gifts that are delivered to the school for your child's birthday will be held in the lower school office until the end of the day. Gifts will not be taken to the child's classroom.

Class Parties

Throughout the year, the school celebrates holidays and themes with class parties. Teachers will set the guidelines for class parties. Parent volunteers will be coordinated through the homeroom parent. Homeroom parents should be consulted as to appropriate healthy treats to be served at class parties. Siblings and other guests are not allowed at class parties.



Middle School

ACADEMICS

Textbooks

Textbooks and resource materials are issued to students. These belong to the School and must be respected as borrowed property. Parents will be billed for damaged or lost textbooks or equipment.

Apple Devices

Apple devices are issued to all middle school students at the beginning of the school year and returned to the technology department at the end of each school year. See the Technology Section under General Information for full details and expectations.

Academic Integrity, Plagiarism and Cheating

Academic Integrity is defined as academic work completed as assigned for each class by the individual or group responsible for the work. Violations of academic integrity and other forms of cheating involve the intention to deceive or mislead or misrepresent, and therefore are a form of lying. Academic and School related consequences are both involved in issues related to academic dishonesty. Students may receive a zero for any assignments associated with academic dishonesty as well as discipline related consequences Level II or Level III.

All work that students complete for which they receive credit must be their own. A student who asks or allows another person to complete or submit the student's work is responsible for the actions of the other person.

Cheating and plagiarism are academic dishonesty. Plagiarism is the presentation of the words, ideas, concepts, images, or works of another as one's own. Material (in whole or paraphrased) taken from a primary or secondary source without following standards of conventional attribution, and/or without appropriate reference citation is considered to be plagiarized.

Cheating is obtaining (or attempting to obtain) something by dishonest or deceptive means. A failing grade will be recorded for any work containing any information improperly submitted as one's own or completed by means of academic dishonesty or deception.

Situations involving cheating or plagiarism on schoolwork (tests, quizzes, homework) will result in a zero, and further disciplinary action in the discretion of the School. Lending homework to a fellow student to copy is considered cheating by both participants. Discussing the items on a test before all students have taken the test is also considered cheating by all participants. Cheating also includes, without limitation, dishonestly storing information on calculators, computers, and cell phones, as well as text messaging, emailing, or instant messaging information to others.

Artificial Intelligence

Students achieve their highest academic and creative potential equipped to think critically and discern Truth. - 2 Timothy 2:15

The Intellectual Pillar allows students to grow, to be challenged intellectually, and to think critically about the material they are learning. Academic Integrity is defined as academic work completed as assigned for each class by the individual or group responsible for the work.

Students will **ONLY** be able to use Artificial Intelligence (AI)- based programs with explicit permission from the classroom teacher. These programs include (but not limited to) Chat GPT or similar tools. Even with permission, students must follow guidelines established by the teacher. Students who fail to follow the teachers' guidelines and submit work generated by AI as their own constitutes as Academic Dishonesty and will have appropriate consequences. Unauthorized use of AI programs constitutes a violation of Academic Integrity.

Virtual Learning Requirement

The Woodlands Christian Academy offers virtual learning opportunities for students in grades 5 through 8 to attend classes online for a prescribed interim period. Instruction will be delivered utilizing the Zoom platform and students who desire to utilize this option will be required to go through an approval process.

Short-Term Medical Illness/Injury

Students not feeling well are strongly encouraged to recover at home.

- Parent must email the school (MSattendance@twca.net) if student is to miss class due to illness/injury.
- After a 24-hour period, if student is unable to attend in person and would like to attend classes virtually, the parent must email the appropriate attendance email listed above prior to 7:30 a.m. on the day of the absence to receive approval by the appropriate Middle School personnel.
- Once approved, parent and student must complete the Virtual Learning Agreement.
- Length of time a student may initially attend classes virtually is limited to three days.
- If length of time to exceed three days, see Long-Term Medical Illness/Injury.
- Failure to adhere to the Student Virtual Learning Standards will not be permitted and violations will be considered absences.
- All major classroom assessments, including individual and group project assessments deemed necessary by student's teacher, must be completed on campus.

Long-Term Medical Illness/Injury

If a student will be out of school for more than three school days, a student may obtain approval to attend classes virtually.

- Parent must email the school to request approval to attend classes virtually.
 - Middle School: MSattendance@twca.net
- Parent to provide written documentation from student's physician/counselor stating length of plan required.
- Once approved, parent and student must complete the Virtual Learning Agreement.
- Parent must provide weekly updates on student recovery status to designated school personnel.
- Length of time student may attend classes virtually is initially limited to three weeks.
- If recovery time exceeds three weeks, an on-campus meeting between the student's parents, Principal, Administrative Team, and Teachers will take place to determine best course of action for the student.

- Failure to adhere to the Student Virtual Learning Standards will not be permitted and violations will be considered absences.
- All major classroom assessments, including individual and group project assessments deemed necessary by student's teacher, must be completed on campus.

Family Relocation

If a student's family relocates during the academic year, a student is eligible to attend classes virtually after relocation if the student has started the academic year at TWCA and has attended at least the first three quads of the school year.

- Parent must email the school at least 2 weeks prior to family relocation.
- Parent and student must complete the Virtual Learning Agreement.
- Parent to meet on campus with Principal, Administration Team, and student's teachers to discuss transition plan for student prior to family relocation.

Failure to adhere to the Student Virtual Learning Standards will not be permitted and violations will be considered absences.

Student Virtual Learning Standards

- Virtual learning expectations are the same as in-person regarding attendance, dress code, and assignments. Students are expected to "attend" class in a prompt and timely manner, dressed in uniform, and at a desk in a lighted area free from distractions. **No mobile phones may be used while in class and students are expected to stay on task.**
- It is the students' responsibility to follow their daily class schedule and login into Zoom for each class period. Students will not attend Chapel, Study Hall, Athletics, or Success Time via Zoom.
- Teachers will use Canvas to communicate with students and facilitate coursework. Each teacher will develop their own process for submitting assignments, completing labs and artwork.
- All major classroom assessments, including individual and group project assessments deemed necessary by student's teacher, must be completed on campus.

- Students should contact their teachers via email concerning any technical issues they experience with Zoom.

Schedule Changes/Drop Dates

Students may apply for a course change/drop within the first full week of each semester. No schedules will be changed, or courses dropped, after such time.

Grading Guideline

The school year is divided into two semesters. Each semester is divided in half, creating two grading quarters, or quads, per semester, to create four grading periods per school year. A numerical grade is reported at the end of each quad in most subjects, along with a conduct grade. Student grades can be viewed in Canvas.

Grading Scale

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

Conduct Grading Scale

- E Excellent
- S Satisfactory
- N Needs Improvement
- U Unsatisfactory

Report Cards

Report cards will be emailed to parents after the conclusion of each quad. Middle School operates on a semester average system.

Promotion and Retention

Middle school students who fail one (1) core course will be required to participate in a summer credit recovery course. An average of the two semester percentages will be used to determine passing/failure. The Dean of Academics will make a final determination as to what constitutes an appropriate course of credit recovery in each case. Students who fail two (2) or more core courses may not be permitted to enroll for the following year.

Semester Exams

Middle school students (5th – 8th grade) will take exams during semester exam week. Exam formats & weights have been structured at an academically and developmentally appropriate level for each grade (see table below).

Grade	Format	Weight
5th	One Unit	One Major Grade
6th	Two Units	One Major Grade
7th	Cumulative	10% of Sem. Avg.
8th	Cumulative	15% of Sem. Avg.
8th - HS Credit Course	Cumulative	20% of Sem. Avg.

Exams for 5th and 6th graders will be scheduled for a 90-minute block for each exam, and 7th and 8th graders will have a two-hour block to complete their exams during exam week.

High school semester exams count as 20 percent of the semester grade; each quad of the semester counts as 40 percent of the semester grade. Only semester grades will appear on high school transcripts.

8th Grade Only: In the spring, 8th-grade students may exempt one of their high school credit courses – Algebra I, Geometry, Geography, Latin I, or Spanish I. Please review the requirements carefully.

- A 93 average for the spring semester.
- No more than 6 absences for the spring semester in the course the student wishes to exempt.
- Students who earn a detention for academic dishonesty on a major or minor assignment **anytime during the full academic year** may not exempt the final exam in that course.

High School Credit for Middle School Students

Middle school students who successfully complete Spanish I, Latin I, Geography, Algebra I, Computer Science and/or Geometry in 8th grade will be awarded high school credit but will not earn high school GPA points. If a student completes Algebra I as a 7th grader, this will also be noted on his or her high school transcript. Students must maintain a passing grade to get credit for the course.

Academic Probation

The Dean of Academics will review grades each quad. A student with a failing grade (below 70) at the time report cards are issued may be placed on academic probation.

Grades for advanced courses in middle school will be reviewed each quad. Administration will communicate with teachers and parents regarding student placement. Academic probation or transition from the class may be recommended or required based on the student's needs.

Homework

A rigorous academic program which challenges students to reach their highest potential requires out-of-class work. Homework will vary according to course load and individual study habits.

Student Planning and Responsibility

Managing time effectively is a vital skill for success in school and in life. Each student is encouraged to record all assignments and due dates on a consistent basis.

Each week, assignments will be posted in Canvas, allowing both students and parents to view all assignments. Student's grades and homework can be found in Canvas.

Preparing for High School Classes

In order to be considered for Pre-AP placement as a 9th grader, an 8th grade student must maintain a 93 average in a course over the entire school year.

Tests and Major Projects

Teachers will make every effort to schedule no more than three assessments in one day. The Dean of Academics will monitor the test calendar to help ensure that students are not overloaded with tests on a particular class day.

Incomplete Grades

Students will have one week from the report card date to convert an incomplete grade on the report card.

Late Work

5th and 6th Grade:

Daily/Minor/Major Grades: received one day late = highest possible grade of 85%; received two days late = highest possible grade of 50%, thereafter a "0"

7th and 8th Grade:

Minor/Major Grades: received one day late = highest possible grade of 85%; received two days late = highest possible grade of 50%, thereafter a "0"

Daily Grades: received one day late = highest possible grade of 50%, thereafter a "0"

Make Up Work/Tests

When students are absent from school it is crucial that they complete any missed assignments, tests, quizzes, etc. It is the student's responsibility to make up and turn in the work within the time requirements. The general guideline is that students will have the number of days equal to the days they have an excused absence to turn in any missed assignments. In Canvas, it will automatically calculate a missing assignment as a zero until the work is turned in and graded.

Canvas is the main resource to use to determine what assignments must be completed.

Make Up Work Due to Athletics, School Events, or Planned Absences

A student who is aware of an athletic competition or other school-sponsored event or an excused planned event that will cause him or her to be absent from a class is responsible for keeping up with their schoolwork. Work that is due during a period that the student will miss should be turned in before the class period. Any tests that the student will miss should be taken ahead of time and arrangements made with the teachers involved.

Unexcused Absences

Students who receive an unexcused absence will be allowed to make up all academic work missed; however, work missed will be subject to the late work grading policies (see above).

Partial-Day Absences

It is assumed that students who miss part of a school day due to illness, doctor's appointments or other excused absences should have all assignments prepared and test preparation complete.

A student who is absent for a period of time during the school day but who comes to school for a portion of the day, should be prepared to turn in any assignments due in the classes missed. Students should arrange with the teacher to take any missed tests sometime during that same school day or immediately after school. *Assignments not turned in will be subject to the late penalty.

Tutoring

Students are encouraged to ask their teachers for help if they are having difficulty in a class. A student may be required to attend a tutorial session at the discretion of the Dean of Academics. Teachers and coaches will make every effort to coordinate tutoring and practice/game schedules to the benefit of the student.

Teachers may only tutor for remuneration with the prior written consent of their Principal.

Teachers may not tutor their own students for remuneration.

Outside tutors hired by families are not permitted on The Woodlands Christian Academy campus.

Academic Competitions

Students interested in academic and fine art enrichment opportunities are encouraged to enter competitions. Events vary throughout the year, and students may enter competitions of interest to them. Woodlands Christian students will have opportunities to participate in local and regional competitions sponsored by ACSI and TAPPS where and when possible.

Student Recognition

Students will be recognized for their outstanding academic achievement at the end of the year.

Academic Excellence Award

Students in 7th and 8th grade who earn a semester grade of a 90 or higher in each core class (Christian Development, English, math, science, and social

studies) will earn the Academic Excellence Award for that semester. The Academic Excellence Award list will be published within the first two weeks of the succeeding semester. Fall semester Academic Excellence Awards will be presented in January, and spring semester awards will be presented in August.

Summer Academics

Research indicates that students perform better academically in the fall when involved in summer reading and math programs. Summer work expectations are available in the student/parent portal on the school website.

ATTENDANCE

Class attendance is essential for success at Woodlands Christian. Lost instructional time is difficult to make up for both students and teachers. Attendance is taken every class period and students are expected to be in their seats, prepared to work when the bell rings.

School begins at 8:00 a.m. and dismisses at 3:30 p.m. On Mondays, school begins at 9:00 a.m.

Families are urged to plan vacation days in accordance with the school calendar and scheduled school breaks. Student attendance records will be reviewed each quad. Attendance can affect class credit.

Consult Canvas for missed assignments. If an absence extends beyond two days, please contact the teacher directly.

Absences

Parents should contact the school office via email **by 9:00 a.m.** (MSattendance@twca.net) on the morning of absence, early release, etc.

Excused absences may be granted for, but are not limited to, the following reasons:

- Illness
- Family emergencies
- Death in the Family
- Dental or medical appointments*

- Funeral, graduation, or wedding of a family member
- Athletic clubs, tournaments, or competitions for sports not offered at Woodlands Christian

*Students must bring the doctor's note to the Timothy front desk upon returning to school.

All absences are entered in FACTS/RenWeb as unexcused until documentation, a parent's note or doctor's excuse, is received. The unexcused status affects how grades are entered, and it is critical that parents and students make every effort to bring the necessary documentation to the office as soon as possible after the absence.

Unexcused absences are recorded for any absence for reasons other than those listed above. If a doctor's note is not provided for any doctor's appointment within one day of the appointment, the absence will remain unexcused.

If a student must miss scheduled school days for reasons other than those listed as excused, the school expects prior written communication between the parents and the middle school attendance office. This absence will be considered unexcused. Any absence that is not communicated properly will be considered truancy.

Occasionally, an opportunity or event may arise that may necessitate a request for a traditionally unexcused absence to be excused. To make this request, fill out the Pre-approved Absence form for consideration.

Excessive Absences

A total of 10 or more absences per semester is considered excessive and will be subject to review by the attendance committee. Excessive absences may result in the following:

- Conference with Middle School Principal
- Academic probation
- Dismissal from the School or non-renewal of enrollment for future academic years

Nurses' Clinic Absences

Students who miss a class period because they are in the clinic but who stay in school for the remainder of the school day will be responsible to turn in any assignments for the missed period before the end of that school day.

If the nurse sends a student home, any assignments due the day the student was sent home are due the day the student returns. Any tests missed due to these circumstances must be taken the day the student returns.

Truancy

Truancy is any absence from class or school without following attendance guidelines. Truancy is counted as an unexcused absence. A student absent from a class and or a school day without the permission of the School and parents will be considered truant. If a student is truant, he/she will receive an in-school suspension. The student who is truant will suffer the inevitable academic penalty resulting from missed instruction, as well as being subject to disciplinary consequences.

Release from School

Student procedures to leave campus mid-day:

1. All students check in and out at the Timothy front desk.
2. If the student returns during the school day, they must sign in at the Timothy front desk and turn in any applicable documentation (doctor's note, etc.).

Students are not allowed to call or text parents directly to be released during the school day.

Parent procedures for mid-day release:

1. Notify the middle school attendance office of the needed release (by email at MSattendance@twca.net) no later than 9:00 a.m. with the reason for release and permission for the student's release from school.
2. Meet your child in the front reception.
3. Do not wait until the last minute to notify the office. Do not call or text your child to tell them about an appointment.
4. All attendance questions or concerns should be directed to MSattendance@twca.net.

All students must check in and out at the Timothy front desk and use the main entrance to exit campus. There are times when the front reception will be busy; however, parents and students must wait to complete the checkout process before leaving campus. **Students who leave campus without following these procedures will be considered truant.**

Returning after Absence

A student returning to school after an absence must bring the signed note from parent (for one- or two-day absences) to the appropriate school office the morning of his/her return, or the parent may send an email to MSattendance@twca.net. For absences of three or more days, a doctor's note is required to be turned in to the middle school office or scanned and emailed to MSattendance@twca.net. If the parent does not supply a note within one school day of the student's return from absence, the absence will be considered unexcused.

Tardies

School begins at 8:00 a.m. (except for Mondays at 9:00 a.m.). After arrival time, the gates will be locked, and students will enter campus through the Timothy building doors where they will be required to sign in.

Attendance will be taken every class period. Tardy students will not be admitted to class without a tardy slip. Students more than 10 minutes late to class will be counted as absent (unexcused).

1st Period of the Day

Middle school students are allowed three (3) no-fault tardies to first period classes each semester. These tardies are not classified as excused or unexcused and are permitted to allow for oversleeping, lost electrical power, traffic, weather conditions, etc. Students who exceed the allowable limits will receive the consequences listed below.

Medical and dental appointments will not be counted as part of the three no-fault tardies. In cases of wide-spread inclement weather or unusual traffic conditions that affect a large number of students, a special excused tardy will be applied to all students who are tardy without penalty at the School's discretion.

2nd – 8th Period Tardies

Middle school students will be allowed three no-fault tardies per semester to 2nd through 8th period classes. Unexcused tardies in excess of the established limit will receive the consequences for excessive tardies listed below:

Excessive Tardy Penalties

- 3 tardies to a single class in a semester will result in a lunch detention.
- 5 cumulative tardies in one semester will result in a morning detention.

Students who continue to receive excessive tardies may face corrective action as deemed necessary by the Middle School Principal.

DRESS CODE

Personal appearance is an important element in development of character, personal responsibility, and self-image. Student dress must reflect an atmosphere consistent with the standards of the school - neat, clean and modest. Dress, grooming and appearance expectations are designed to foster pride in appearance, instill self-discipline, prevent disruption, and avoid safety hazards, all while avoiding undue emphasis on outward appearance. Dress code compliance is the responsibility of the student and the parent; however, the school has the final authority in matters concerning the appropriateness of a student's attire. **Students must be in dress code compliance and abide by the rules as soon as they arrive at campus and remain so while on campus.**

Please note: Lands' End, The Armory Online Store, J. Crew and Adidas provider are the preferred providers of approved school uniforms.

Dress Code Violations

Discipline for dress code violations is one demerit for each violation.

Violation of the dress code policy may warrant a phone call to the parents and the possibility of requiring students to change, being sent home for appropriate attire, parents dropping off

the appropriate attire, and/or lunch detention. Continued infractions may result in the loss of wearing a particular style of dress.

Refer to the Student/Parent Portal on the school website for a visual representation and printable version of the dress code.

General Dress Code Guidelines

- Hair must be neat, clean, well-groomed and kept out of the student's eyes. Students may not have unnatural hair colors or extreme hairstyles. A student's hairstyle should not be a distraction to learning.
- Facial hair is NOT allowed.
- Daily Wear consists of:

Tops:

- Approved TWCA or printed t-shirts, polos, sweatshirts, or hoodies are allowed
- **Monday-Wednesday** – Middle school students must wear collared shirts.
- **Sweatshirts/Hoodies** will not be worn to chapel.
- **Thursday – Friday** – Approved TWCA or House logoed/printed t-shirt, collared polo (Lands' End, The Armory, or Adidas), sweatshirt, or hoodie.

Bottoms:

- **Males:** Khaki or navy shorts, khaki pants, or blue jeans.
 - Shorts must be at least mid-thigh in length.
 - No cargo shorts.
 - All items must be free from rips, holes, or frays.
- **Females:** Lands' End "Above the Knee" navy or plaid skirt, khaki pants, or blue jeans.
 - Skirts must be one of the two approved options from the TWCA Land's End uniform store.
 - Skirts MUST hit above the knee, and if worn unaltered, they should be the appropriate length.
 - All items must be free from rips, holes, or frays.
 - *No athletic shorts, tennis skirts, or athletic skorts any day of the week.

- Footwear: Closed-toed shoes such as athletics shoes, top-siders, or dress flats.
- Spirit Wear:
 - Tops: Approved TWCA or printed t-shirts, polos, sweatshirts, or hoodies
 - Bottoms: pants, jeans, shorts, skirts
 - Footwear: athletic shoes or closed-toed shoes
- Navy and black tights and ankle length leggings are permitted when worn under regulation skirts, or shorts.
- Tears, patches, holes, cuts or slits of any kind are not permitted in pants, shorts or jeans.
- Proper underclothing must be worn at all times. Underclothing should never be visible.
- Outerwear worn on campus must be an approved Woodlands Christian sweatshirt, hoodie or Lands' End, Armory, or Adidas item.
- Hoodies and hooded jackets may not have the hood covering the head while in the school buildings.
- Belts should not have adornments or large ornate belt buckles.
- Flip-flops, sandals, Birkenstocks, Crocs or house shoes/slippers are not acceptable footwear.
- Hats, caps, bandanas, scarves and sunglasses are not to be worn in the school buildings.
- Blankets are not allowed to be used as body covering in the classroom or around campus.
- No visible body piercing, with the exception of earlobes for the girls, is permissible.
- Tattoos are not allowed, and any existing tattoos must be covered by clothing.
- It is unacceptable for students to write on their clothing, on themselves (their skin) or on each other.
- Excessive necklaces and/or bracelets may not be worn.
- Anything that distracts from the uniform or draws attention to oneself is not allowed.

STUDENT DISCIPLINE

General Guidelines

For general guidelines applicable to all students, please refer to the General Information Section of this handbook.

Specific Guidelines – Middle School

Each student is expected to realize that we are in the very presence of God. Everything done is for His glory, and the more conscious we are of God's presence among us the more harmony is found in the School. All students must conduct themselves on and off campus in a manner that exemplifies Woodlands Christian as a Christ-centered school founded on biblical principles. Expectations and procedures have been thoughtfully and prayerfully developed to promote this goal. A significant amount of time is invested at the beginning of each school year to communicate these expectations and procedures and to train students how they are to behave while in school.

Woodlands Christian recognizes that some issues may not be referenced in the handbook. In cases of differences in interpretation, the School administration will render decisions that consider the best interest of both the student and the School. Infractions listed below identify and categorize types of conduct undesirable and detrimental to the mission of Woodlands Christian. In some instances, circumstances may lead administration to deal with an offense differently than indicated below. Student and parental cooperation are both required and essential.

Behavior incidents and interventions are recorded in FACTS/RenWeb. Detention counts accumulate for the entire school year. **Generally, discipline is administered as follows; however, circumstances may lead administration to deal with an offense differently.**

3 Level I offenses in one semester =
Administration intervention

6 morning detentions in the academic year = One
full-day In-School Suspension (ISS)

Level I Offenses: possible assignment of lunch detention, loss of Spirit Day Dress, loss of attending Mash-ups or other student activities, parent conference, etc.

- Dress code violation (correctable issues will be sent to the office or parent called)
- Classroom disruption
- Failure to follow classroom rules
- Horseplay
- Cell phones, smart watches, or other unauthorized electronic devices seen or heard (device will be turned into the school office. The student may collect the device at end of school day) during school hours.
- Violation of the Technology AUP
- Unauthorized eating or drinking
- Chewing gum on campus
- Mistreatment of others

Level II Offenses: *Morning Detention – Assigned automatically for any level II infraction with possibility of additional interventions as decided by administration. Academic Dishonesty (Daily and minor assignments: academic consequences also apply.*

- Disrespectful attitude or behavior to any faculty, staff, or volunteer with the school
- 5+ unexcused tardies to any period
- Throwing objects in a classroom or hallway
- Inappropriate language
- Inappropriate print or Internet material on campus
- Inappropriate displays of affection
- Physical conflict

Level III Offenses: *Two Morning Detentions, ISS, or Suspension – Assigned for any level III offense.*

- Academic dishonesty (major assignments; academic consequences also apply)
- Tobacco products (any variation)
- Vaping (including non-narcotic), e-cigarettes, or similar device
- Dishonesty or deliberate deception
- Truancy (academics consequence also apply)
- Bullying, including cyberbullying

Level IV Offenses: *Suspension or Expulsion – Assigned for any level IV offense.*

- Fighting
- Stealing (suspension plus return of stolen property)
- Vandalism (suspension plus restitution for all damages)
- Pornographic, racial, or gender-offensive materials or actions
- Verbal, physical and/or sexual harassment
- Setting off any fire or emergency exit alarms in a non-emergency
- Drugs or alcohol (see Drug and Alcohol Policy Section)
- Physical harm to another

STUDENT ACTIVITIES

Students are encouraged to participate in a variety of clubs and activities each year. Clubs provide opportunities to form lasting friendships, to interact socially, to develop leadership, and to learn the value of assuming a responsibility and following it through to completion. All student clubs and organizations and their bylaws must be approved by the administration.

Student Leadership

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

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

Any student in leadership may be removed from his or her position at the sole discretion of the School. Examples of behavior for which a student may be removed from a leadership position include but are

not limited to suspensions, cheating, plagiarizing or any other behavior that is not indicative of good leadership.

National Junior Honor Society

The NJHS is a duly chartered and affiliated chapter of the prestigious National Honor Society organization. The objectives are to create enthusiasm for scholarship, stimulate a desire to render service, promote worthy leadership, engage in citizenship, and encourage the development of character.

Students in the 7th and 8th grade who have completed one entire semester are eligible for membership. A student must have a cumulative average of 95 or above in the core classes – Bible, English, Math, Science, and History. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council (faculty members selected by the appropriate school administrator) with information regarding the candidate's personal history of leadership experiences and participation in school and/or community service. A formal induction ceremony is held to recognize all newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all five criteria that led to their selection.



High School

ACADEMICS

Advanced Courses

Students and parents should make prayerful consideration before enrolling in advanced courses. These courses require more homework, research, and time for outside class preparation. In order to be successful, students are required to exercise more analytical reading skills, study skills, and initiative. Students are expected to commit the time and effort necessary to be successful. Due to schedule constraints, it will not be possible to change levels after the first three weeks of the semester.

In order to be considered for Pre-AP placement, students must have a 93 or above in a college preparatory course the year prior. To be considered for AP course placement, students must have an 85 or above in a Pre-AP course the year prior. To be considered for placement into an AP course when completing a related AP course, the year prior, the student must have a grade of 80 or above. If a student does not meet the above referenced criteria, he/she may submit a formal appeal to the Academic Appeal Committee.

Academic Courses

Particulars of individual courses are contained in the syllabi issued the first day of class.

College Preparatory Courses – College preparatory courses are designed to provide instruction at a high level that will equip students to successfully enter university-level courses in their post-secondary education. These courses emphasize critical thinking and effective communication to develop a strong work ethic, time management skills, and independent learning, ensuring students are well-prepared for the academic challenges of college and beyond.

Pre-AP/Honors Courses – Pre-AP (Pre-Advanced Placement) courses are designed for students seeking a more challenging academic experience in preparation for Advanced Placement (AP) courses. With a focus on college readiness, these courses emphasize critical thinking, analysis, and problem-solving skills while providing a deeper exploration of subject matter compared to college preparatory courses. The curriculum is aligned with college and career readiness standards, and assessments mirror the format and rigor of AP exams. Pre-AP classes aim

to develop essential skills such as analytical writing, effective communication, and research, preparing students for the challenges of advanced coursework.

AP Courses – AP (Advanced Placement) courses are rigorous, college-level academic programs designed for students seeking to challenge themselves and demonstrate their readiness for higher education. Covering a wide array of subjects, including science, mathematics, humanities, and languages, AP courses provide an opportunity for students to delve deeply into specific areas of interest and acquire advanced knowledge and skills. Each AP course follows a standardized curriculum from College Board, culminating in a comprehensive exam that assesses students' understanding of the material. With successful performance on these exams, students may earn college credit. AP courses are widely recognized for fostering critical thinking, analytical skills, and a strong foundation for success in college and beyond.

- Students are required to complete and submit the Advanced Course Agreement Form to the high school Dean of Academics before they will be officially enrolled in an advanced course.
- Parents are responsible for the cost of each exam set by College Board. The exam fee will be billed to the student's accounts.
- The following AP classes may be offered as determined by administration:
 - AP Biology
 - AP Calculus AB/BC
 - AP Chemistry
 - AP Computer Science A
 - AP Computer Science Principles
 - AP English Language and Composition
 - AP English Literature and Composition
 - AP Environmental Science
 - AP Macro Economics
 - AP US Government & Politics
 - AP Spanish Language and Culture
 - AP 2-D Art & Design
 - AP 3-D Art & Design
 - AP Drawing
 - AP Latin
 - AP Physics
 - AP Psychology

- AP US History
- AP World History
- AP Micro Economics
- AP Precalculus
- AP European History

Online Courses – Online courses are only offered over the summer months to assist students by making additional room for more courses than their schedule will allow during the school year.

Additional fees will apply for online coursework. Online courses are not offered in lieu of in-person courses that are offered during a student's regular on-campus schedule. Online AP Courses are not permitted.

Textbooks

Textbooks and resource materials are issued to students. These belong to the School and must be respected as borrowed property. Parents will be billed for damaged or lost textbooks or equipment.

Laptops

High school students at Woodlands Christian are provided with a MacBook Pro laptop for scholarly use. While enrolled, students keep the laptop year-round, and are responsible for its care. Ownership of the laptop is transferred to the student upon graduation. See the Technology Section under General Information for full details and expectations.

Academic Integrity, Plagiarism and Cheating

Academic Integrity is defined as academic work completed as assigned for each class by the individual or group responsible for the work. Violations of academic integrity and other forms of cheating involve the intention to deceive or mislead or misrepresent, and therefore are a form of lying. Academic and School related consequences are both involved in issues related to academic dishonesty. Students may receive a zero for any assignments associated with academic dishonesty as well as discipline related consequences Level II or Level III.

All work that students complete for which they receive credit must be their own. A student who asks or allows another person to complete or submit the student's work is responsible for the actions of the other person.

Cheating and plagiarism are academic dishonesty. Plagiarism is the presentation of the words, ideas, concepts, images, or works of another as one's own. Material (in whole or paraphrased) taken from a primary or secondary source without following standards of conventional attribution, and/or without appropriate reference citation is considered to be plagiarized.

Cheating is obtaining (or attempting to obtain) something by dishonest or deceptive means. A failing grade will be recorded for any work containing any information improperly submitted as one's own, or, completed by means of academic dishonestly, or deception.

Situations involving cheating or plagiarism on schoolwork (tests, quizzes, homework) will result in a zero, and further disciplinary action in the discretion of the School. Lending homework to a fellow student to copy is considered cheating by both participants. Discussing the items on a test before all students have taken the test is also considered cheating by all participants. Cheating also includes, without limitation, dishonestly storing information on calculators, computers, and cell phones, as well as text messaging, emailing, or instant messaging information to others.

Artificial Intelligence

Students achieve their highest academic and creative potential equipped to think critically and discern Truth. - 2 Timothy 2:15

The Intellectual Pillar allows students to grow, to be challenged intellectually, and to think critically about the material they are learning. Academic Integrity is defined as academic work completed as assigned for each class by the individual or group responsible for the work.

Students will **ONLY** be able to use Artificial Intelligence (AI)- based programs with explicit permission from the classroom teacher. These programs include (but not limited to) Chat GPT or similar tools. Even with permission, students must follow guidelines established by the teacher. Students who fail to follow the teachers' guidelines and submit work generated by AI as their own constitutes as Academic Dishonesty and will have appropriate consequences. Unauthorized use of AI programs constitutes a violation of Academic Integrity.

Virtual Learning Requirement

The Woodlands Christian Academy offers virtual learning opportunities for students in grades 9 through 12 to attend classes online for a prescribed interim period. Instruction will be delivered utilizing the Zoom platform and students who desire to utilize this option will be required to go through an approval process.

Short-Term Medical Illness/Injury

Students not feeling well are strongly encouraged to recover at home.

- Parent must email the school if student is to miss class due to illness/injury:
 - High School: HSattendance@twca.net
- After a 24-hour period, if student is unable to attend in person and would like to attend classes virtually, the parent must email the appropriate attendance email listed prior to 7:30 a.m. on the day of the absence to receive approval by the appropriate High School personnel.
- Once approved, parent and student must complete Virtual Learning Agreement.
- Length of time a student may initially attend classes virtually is limited to three days.
- If length of time to exceed three days, see Long-Term Medical Illness/Injury.
- Failure to adhere to the Student Virtual Learning Standards will not be permitted and violations will be considered absences.
- All major classroom assessments, including individual and group project assessments deemed necessary by student's teacher, must be completed on campus.

Long-Term Medical Illness/Injury

If a student will be out of school for more than three school days, a student may obtain approval to attend classes virtually.

- Parent must email the school to request approval to attend classes virtually.
 - High School: HSattendance@twca.net
- Parent to provide written documentation from student's physician/counselor stating length of plan required.
- Once approved, parent and student must complete Virtual Learning Agreement.

- Parent must provide weekly updates on student recovery status to designated school personnel.
- Length of time student may attend classes virtually is initially limited to three weeks.
- If recovery time exceeds three weeks, an on-campus meeting between the student's parents, Principal, Administrative Team, and Teachers will take place to determine best course of action for the student.
- Failure to adhere to the Student Virtual Learning Standards will not be permitted and violations will be considered absences.
- All major classroom assessments, including individual and group project assessments deemed necessary by student's teacher, must be completed on campus.

Family Relocation

If a student's family relocates during the academic year, a student is eligible to attend classes virtually after relocation if the student has started the academic year at TWCA and has attended at least the first three quads of the school year.

- Parent must email the school at least 2 weeks prior to family relocation.
- Parent and student to complete the Virtual Learning Agreement.
- Parent to meet on campus with Principal, Administration Team, and student's teachers to discuss transition plan for student prior to family relocation.

Failure to adhere to the Student Virtual Learning Standards will not be permitted and violations will be considered absences.

Student Virtual Learning Standards

- Virtual learning expectations are the same as in-person regarding attendance, dress code, and assignments. Students are expected to "attend" class in a prompt and timely manner, dressed in uniform, and at a desk in a lighted area free from distractions. **No mobile phones may be used while in class and students are expected to stay on task.**
- It is the students' responsibility to follow their daily class schedule and login into Zoom for each class period.

- Teachers will use Canvas to communicate with students and facilitate coursework. Each teacher will develop their own process for submitting assignments, completing labs and artwork.
- All major classroom assessments, including individual and group project assessments deemed necessary by student's teacher, must be completed on campus.
- Students should contact their teachers via email concerning any technical issues they experience with Zoom.

Schedule Changes/Drop Dates

Students may apply for a course change/drop within the first 10 school days of each semester. No schedules will be changed, or courses dropped, after such time.

Grading Scale

Woodlands Christian uses a weighted 5.0 scale to calculate GPA. While each student has a GPA calculation, Woodlands Christian will be a limited ranking school. The top 10% students in the class will be ranked.

Grading Guidelines

The school year is divided into two semesters. Each semester is divided in half, creating two grading quarters, or quads, per semester, to create four grading periods per school year. A numerical grade is reported at the end of each quad in most subjects along with a conduct grade. Student grades can be viewed on Canvas.

Grading Scale

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

Conduct Grading Scale

- E Excellent
- S Satisfactory
- N Needs Improvement
- U Unsatisfactory

Report Cards/Grade Recording

Report cards will be emailed to parents after the conclusion of each quad. High school grades are posted to transcripts on a semester basis.

Incomplete Grades

The onus is on the student to work with the teacher to complete incomplete assignments, per TWCA attendance policy.

Promotion and Retention

High school students who fail a required course must complete a credit recovery program deemed appropriate by administration. In order to receive credit for the failed course, the student will have to successfully complete credit recovery assignments and final assessment.

GPA

A student's Grade Point Average is computed each semester, and the overall GPA is updated at that time. The GPA is based on a weighted 5.0 grading scale.

Grades for courses taken for credit recovery, where a student failed a course and is repeating the course to regain the lost credit, will replace the original failed grade.

Course Assignments

Each week, assignments will be posted on Canvas, allowing both students and parents to view all assignments.

Tests and Major Projects

Teachers will make every effort to schedule no more than three major assessments in one day. The Dean of Academics will monitor the test calendar to help ensure that students are not overloaded with tests on a particular class day.

Academic Probation

The Academic and College Advisory Department will review grades each quad. A student with a failing grade (below 70) at the time report cards are issued may be placed on academic probation. The student and his/her parents will meet with the teacher and/or Academic and College Advisory Department to ensure that the academic

expectations of the School are clear and attainable by the student. An action plan will be developed at this meeting. Failure to satisfactorily complete the action plan may negatively impact the student's continued enrollment.

Late Work

Students are expected to have all assignments turned in during class time on the scheduled due date.

Minor/Major Grades: received one day late = highest possible grade of 85%; received two days late = highest possible grade of 50%, thereafter a "0"

Daily Grades: received one day late = highest possible grade of 50%, thereafter a "0"

Make Up Work/Tests

When students are absent from school it is crucial that they complete any missed assignments, tests, quizzes, etc., according to the High School Attendance Policy. It is the student's responsibility to determine which assignments need to be made up and to turn-in the work within the time requirements. Canvas is the main resource to use to determine what assignments must be completed.

Students who receive an absence will be allowed to make up academic work according to the High School Attendance Policy; however, work missed may be subject to the Maximum-of-75 Percent Rule. Students who fail to complete make-up work and turn it in, in a timely manner, may receive zeros for those assignments.

Tutoring

Students are encouraged to ask teachers for help if they are having difficulty in a class. **A student may be required to attend a tutorial session at the discretion of the Dean of Academics or the Director of Academic and College Advising.** Teachers and coaches will make every effort to coordinate tutoring and practice/game schedules to the benefit of the student.

Teachers may not tutor their own students for remuneration. Outside tutors hired by families are not permitted to tutor on The Woodlands Christian Academy campus.

Summer Academics

Research indicates that students perform better academically in the fall when involved in summer reading and math programs. Woodlands Christian requires summer academics in Math, English, and all AP Courses.

Semester Exams

At the end of each semester, a comprehensive examination will be given in each subject to all high school students. Exams will be scheduled in two-hour blocks during a week designated as exam week. High school semester exams will be counted as 20 percent of the semester grade; each Quad of the semester counts as 40 percent of the semester grade. Only semester grades will appear on high school transcripts.

Designated review days will be held prior to semester exams to assist students with exam preparation.

Exam Exemptions

In the fall semester, seniors may earn the right to exempt up to 3 exams. In the spring semester, high school students may earn an exemption from the semester exam in some classes. Freshmen may exempt 1 exam, sophomores may exempt 2 exams, juniors may exempt 3 exams, and seniors may exempt all exams. Exam exemptions must meet the requirements:

- A 90 average of both quads in the spring semester.
- No more than 5 absences (excused or unexcused) to the course the student is wishing to exempt in the semester (excluding school-sponsored activities or three pre-approved college days).
- Students who earn a detention for academic dishonesty on a major or minor assignment **anytime during the full academic year** may not exempt the final exam in that course.
- Students enrolled in an AP course or course for certification may not exempt these exams.

In the fall semester, seniors may earn the right to exempt up to 3 exams.

High School Four-Year Plan

The Academic and College Advisory Department will provide students with the four-year plan that guides them to reach their highest level of academic achievement. A four-year plan is formulated and kept on file for each student as he or she enters high school. This plan is used to ensure proper progress in meeting graduation requirements. The four-year plan is updated annually and serves as the guide for course selection. Students should keep a copy of their four-year plan.

Graduation Requirements

Refer to www.TWCA.net for more information.

In extremely rare instances, a student may seek to obtain an early graduation. Students and parents should meet with the Academic and College Advisory Department as early in the process as is possible in order to determine if all the graduation requirements can be met. Approval of requests for early graduation are considered on a case-by-case basis and are not automatically granted.

Students that are deficient in graduation requirements may not be permitted to participate in graduation ceremonies. Final transcripts cannot be issued until all graduation credits have been completed, and the student has a clear financial account.

Physical Education

P.E. credits are pass/fail. Required physical education credits may be earned in the following ways:

Woodlands Christian Athletics – Participate in at least three complete seasons of an individual or team sport Woodlands Christian offers.

Off-Campus Athletics – Students who desire athletic credit for approved off-campus physical activities must participate in the activity for the entire semester to receive a semester credit (a total of at least 32 hours to earn a semester of credit). Students enrolled in an approved off-campus physical education program, must be enrolled for the entire semester. To obtain the credit, an official log must be completed, signed by the student and an authorized employee overseeing the activity, and submitted to high school administration.

High School Credit for Middle School Students

Students who successfully complete Spanish 1, Latin 1, Algebra I, Geometry, Computer Science, and World Geography in middle school will be awarded high school credit but will not earn high school GPA points.

Transfer Credit

Students who transfer to Woodlands Christian after attending a public or private high school will submit an official transcript. The transcripts will be analyzed as the basis for developing their Four-Year Plan. The courses and grades will be included in the Woodlands Christian transcript and the student's GPA calculated based upon these grades. Transcripts from international schools or homeschool co-ops that hold grading systems that are fundamentally different from Woodlands Christian will NOT be transcribed into the Woodlands Christian transcript and these students will have dual transcripts. In addition to the Woodlands Christian transcript, international students and transfer students with three or fewer remaining semesters must submit an official copy of their transcript from the previous school(s) when applying to colleges.

Class Rank

TWCA is a limited ranking school and only reports class rank for the top 10% of the students in their class.

Current TWCA students eligible for ranking include students that have attended TWCA full time for at least six consecutive semesters by the end of their senior year.

New students are eligible for ranking if they have met all of the following criteria:

- Enrolled in TWCA beginning the fall semester of eleventh grade.
- Have earned an SAT score that meets or exceeds 1360
- Attended an accredited public or private school prior to enrollment at TWCA.

Valedictorian and Salutatorian

The Valedictorian is the senior student with the highest cumulative GPA for his/her graduating class and has been enrolled full time at TWCA for six consecutive semesters by the end of his/her senior year.

The Salutatorian is the senior student with the second highest cumulative GPA for his/her graduating class and has been enrolled full time at TWCA for six consecutive semesters by the end of his/her senior year.

The Valedictorian and the Salutatorian are recognized at commencement, and each delivers an approved speech at the ceremony.

Academic Excellence Award

Students who earn a semester GPA of 4.00 or higher with no more than one detention will earn the Academic Excellence Award for that semester. The Academic Excellence Award list will be published within the first two weeks of the succeeding semester. Fall semester Academic Excellence Awards will be presented in January and spring semester awards will be presented in August.

ATTENDANCE

Class attendance is essential for success at The Woodlands Christian Academy as our staff wants to fully prepare students for college and professional life. Lost instructional time is difficult to make up for both students and teachers. Attendance is taken every class period and students are expected to be in their seats, prepared to work when the bell rings.

School begins at 8:00 a.m. and dismissal is 3:30 p.m. (Late start on Monday 9:00 a.m.)

Engagement with teachers and other students in a learning community is a valuable component of school culture. Families are urged to plan vacation days in accordance with the school calendar and scheduled school breaks. Student attendance records will be reviewed each quad. Attendance can affect class credit.

Credit

To receive credit for a high school course or academic content area, a high school student is limited to a maximum of 9 absences (excused or unexcused) per semester. This does not include absences related to school-sponsored activities, including athletics, arts or club-related events or two pre-approved college days per school year.

If a student has ten or more absences in a course, the student and their parent(s) will need to meet with the campus attendance committee to complete a plan for academic restoration.

Absences

Parents should contact the school office via email (HSattendance@twca.net) **by 9:00 a.m.** on the morning of an absence, early release, etc. All attendance issues are to be directed to the Dean of Students.

All absences are entered in FACTS/RenWeb as **unexcused** and will not be changed until a parent's email or proper documentation (medical appointment/Nurses note or college visit form) is received. The unexcused status affects how grades are entered, it is therefore critical that parents and students make every effort to contact the office and turn in the necessary documentation as soon as possible. Absences that are not communicated properly are considered truancy.

Truancy

Truancy is any absence from class or school without following attendance guidelines. Truancy is counted as an unexcused absence. A student absent from a class and or a school day without the permission of the School and parents will be considered truant. If a student is truant, they will receive an in-school suspension. The student who is truant will not receive academic credit for any classwork missed, as well as being subject to disciplinary consequences.

Release from School

1. Notify the High School Attendance Office of the needed release (by email at HSattendance@twca.net) no later than **9:00 a.m.** with the reason for the student's release.

2. The High School Attendance Office will reply to parent email copying the student and note the student departure time for teachers to view in FACTS/RenWeb.
3. Student is responsible to remind the teacher of the time they should be released.
4. Student will report to the high school office to sign in/sign out and may leave campus through the West Gate.
5. If the student returns during the school day, they must sign in at the high school office, turn in any documentation (doctor's note, etc.) and receive a pass to class.

Excused Absences

Excused absences may be granted for, but are not limited to, the following reasons:

- Illness
- Family emergencies/death in the family
- Dental or medical appointments (bring note upon returning to school)
- Graduations, weddings, or family reunions
- Athletic clubs, tournaments, or competitions for sports not offered at Woodlands Christian
- College visits (see Academic and College Advising section)
- Visit to the DPS to obtain or renew driving permit or license. One visit is excused per school year.

Excused Absences Due to Illness

Student absences due to illness (full or partial day) must be documented through parent or nurse communication with the high school office. Provided communication has been received, the student will be given an equal number of days to the days missed for completion of make-up work (homework, tests, etc.). (For example, if the nurse sends a student home Monday at noon and the student returns Tuesday, all make-up work **for the classes missed** would be due Wednesday. If the student was absent one additional full day, they would be given one additional day to complete work.)

Students who miss a class period because they are in the nurse's clinic but who stay in school for the remainder of the school day will be responsible to turn in any missed assignments before the end of the day.

Excused Absences Other than Illness

Student absences due to appointments, athletic competitions, school-sponsored events, or an excused planned event, a college visit, for example, must be documented through parent or school communication with the high school office. Students must make arrangements for completion of make-up work, tests, quizzes, etc. Students may be asked to complete assignments before departure. Because preplanning is assumed, all assignments for the classes missed will be due the day the student returns to campus. This includes block day classes.

Unexcused Absences

Unexcused absences are recorded for any absence which there has been no communication from parents, no documentation received in the high school office, and for students arriving 15 minutes or later to school. Students who receive an unexcused absence are required to turn in all assignments on the day they return to class for the maximum credit of 75%.

See the High School Academic section for additional information on the make-up work/test policy.

Excessive absences may result in the following:

- Conference with Dean of Students.
- Academic probation

Tardies

Students arriving after 8:00 a.m. should report to the high school office to receive a tardy slip. After 8:15 a.m., the high school entrance gates will be locked, and students will enter through the Timothy Building and proceed to the high school office for a tardy slip. Tardy students will not be admitted to class without a tardy slip.

Tardies will show as a "T" in FACTS/RenWeb. Students with 6 or more tardies will be assigned morning detention.

DRESS CODE

Personal appearance is an important element in development of character, personal responsibility, and self-image. Student dress must reflect an atmosphere consistent with the standards of the school, neat, clean and modest. Dress, grooming and appearance expectations are designed to foster pride in appearance, instill self-discipline, prevent disruption, and avoid safety hazards, all while avoiding undue emphasis on outward appearance. Dress code compliance is the responsibility of the student and the parent; however, the school has the final authority in matters concerning the appropriateness of a student's attire. **Students must be in dress code compliance and abide by the rules as soon as they arrive at campus and remain so while on campus.**

Please note: Lands' End, The Armory Online Store, and Adidas provider are the preferred providers of approved school uniforms.

Refer to the Student/Parent Portal on the school website for a visual representation and printable version of the dress code.

General Dress Code Guidelines

- Hair must be neat, clean and well groomed. Hair must be kept out of eyes and not a distraction to learning. No unnatural hair color is permitted, nor any extreme hair style.
- Facial hair is NOT allowed.
- Daily Wear (Monday – Friday) consist of:
 - Tops: Approved TWCA or printed t-shirts, polos, sweatshirts, or hoodies are allowed
 - Bottoms: Approved khaki, navy, black, or gray pants, shorts, skirts, blue jeans or approved joggers with pockets. No cargo pockets.
 - No athletic shorts, tennis skirts, or athletic skorts
 - Footwear: Closed-toed shoes such as athletic shoes, top-siders, or dress flats.
- **All shorts and skirts must be no shorter than mid-thigh in length.**
- Skirts must include black spandex worn underneath. Navy and Plaid are the only acceptable skirt colors. Plaid skirt must be Land's

End "Girl Plaid Pleated Short Top of Knee". Navy shorts must be Land's End "Girls Ponte Pleat Skort at the Knee".

- Clothing must not be form-fitting or too tight.
- Tears, patches, holes, cuts or slits of any kind are not permitted in pants, shorts or jeans.
- Pants or joggers may not be excessively tight or loose.
- Proper underclothing must be worn at all times. Underclothing should never be visible.
- Outerwear worn on campus must be an approved Woodlands Christian sweatshirt, hoodie or Lands' End, Armory or Adidas item.
- Hoodies and hooded jackets may not have the hood covering the head while in the school buildings.
- Belts should not have adornments or large ornate belt buckles.
- Flip-flops, sandals, Birkenstocks, Crocs or house shoes are not acceptable footwear.
- Hats, caps, bandanas, scarves and sunglasses are not to be worn in the school buildings.
- Blankets are not allowed to be used as body covering in the classroom or around campus.
- No visible body piercing, with the exception of earlobes for females, is permissible.
- Tattoos are not allowed, and any existing tattoos must be covered by clothing.
- It is unacceptable for students to write on their clothing, on themselves (their skin) or on each other.
- Excessive necklaces and/or bracelets may not be worn.
- Anything that distracts from the uniform or draws attention to oneself is not allowed.

Dress Code Violations

Discipline for dress code violations is one demerit for each violation. Demerit counts accumulate but restart at the beginning of the second semester.

Additionally, major infractions of our dress code policy will be warranted with a phone call to the parents and possibility of student being sent home for appropriate attire.

STUDENT DISCIPLINE

General Guidelines

For general guidelines applicable to all students, please refer to the General Information Section of this handbook.

Specific Guidelines – High School

Woodlands Christian recognizes that not all issues may not be referenced in the handbook. In cases of differences in interpretation, the School administration will render decisions that consider the best interest of both the student and the School. Infractions listed below identify and categorize types of conduct undesirable and detrimental to the mission of Woodlands Christian. In some instances, circumstances may lead administration to deal with an offense differently than indicated below. Student and parental cooperation are both required and essential.

Demerits and detentions are recorded in FACTS/ RenWeb. Demerit counts accumulate but restart at the beginning of the second semester. Detention counts accumulate for the entire school year. Generally, demerits and detentions accumulate as follows; however, circumstances may lead administration to deal with an offense differently.

5 demerits in one semester = 1 one-hour morning detention

6 detentions in the semester = 1 full-day In-School Suspension (ISS)

Level I Offenses: 1 Demerit

- Dress code violation (correctable issues will be sent to the office or parent called)
- Classroom disruption
- Unprepared for class
- Failure to follow classroom rules
- Horseplay
- Using a cell phone or other unauthorized electronic device (talking or texting) during school day or while driving in the parking lot. Student may collect phone at the end of the school day.
- Unauthorized eating or drinking
- Chewing gum on campus

- Mistreatment of others
- Gaming or inappropriate use of technology

Level II Offenses: Morning Detention or Loss of Driving Privileges – Assigned for any level II infraction or after the accumulation of 5 demerits in one semester.

- Academic dishonesty (Daily assignments; academic consequences also apply)
- Disrespectful attitude or behavior to any student, faculty, staff, or volunteer
- 6 unexcused tardies to any period
- Truancy (would also include an academic consequence)
- Inappropriate parking lot behavior, including use of cell phones or other electronic devices.
- Throwing objects in a classroom or hallway
- Inappropriate language
- Inappropriate print or Internet material on campus
- Inappropriate displays of affection
- Physical conflict
- Testing positive for nicotine – first time
- Repeated violation of the cell phone policy
- Violation of the Tech AUP

Level III Offenses: Two Morning Detentions, In/Out of School Suspension – Assigned for any level III offense.

- Academic dishonesty (Major/Minor assignments; academic consequences also apply)
- Tobacco products (any variation)
- Vaping (including non-narcotic), e-cigarettes, or similar device
- Testing positive for nicotine – second time
- Dishonesty or deliberate deception
- Bullying, including cyberbullying
- Serious or repeated violations of the Tech AUP

Level IV Offenses: In/Out of School Suspension or Expulsion

- Fighting
- Stealing (suspension plus return of stolen property)
- Vandalism (suspension plus restitution for all damages)

- Pornographic/sexual, racial or gender-offensive materials or actions
- Verbal and/or physical or sexual harassment toward another student (bullying, including cyberbullying)
- Setting off any fire or emergency exit alarms in a non-emergency
- Drugs, alcohol (see Drug and Alcohol Policy Section)
- Testing positive for nicotine – third time
- Physical harm to another

- Maintain an excellent school disciplinary record with no more than two detentions per year.
- Attend regular chapter meetings.
- Participate in chapter service projects at school.

STUDENT ACTIVITIES

Students can and are encouraged to participate in a variety of clubs and activities each year. Clubs provide opportunities to form lasting friendships, interact socially, to develop leadership, and to learn the value of assuming a responsibility and following it through to completion. For more information, please refer to www.twca.net.

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

National Honor Society

Woodlands Christian is a member of the National Honor Society. The NHS seeks to create enthusiasm for scholarship, stimulate a desire to render service, promote worthy leadership, and encourage the development of character.

The National Honor Society Advisor will send out information packets concerning eligibility for membership to all students in the 10th, 11th, and 12th grade with a cumulative grade point average of 4.50 or higher who have completed one entire semester at Woodlands Christian and no more than two detentions. Students must then complete an application that includes written recommendations from teachers, youth leaders, etc.

Once a student is selected for membership in National Honor Society, he/she is required to meet the following criteria in order to remain a member in good standing:

- Maintain a 4.50 cumulative grade point average.

STUDENT DRIVING PRIVILEGES/ PARKING LOT SAFETY

Permission to Drive

All student drivers must have proof of insurance as required by state law, and a completed PERMISSION TO DRIVE form on file with the High School office.

Parking/Safe Operations

Parking on the Woodlands Christian campus or the adjacent church parking lot is a privilege. Responsible driving is expected on campus, and any unsafe driving may result in a student losing this privilege.

Students are not allowed in the parking lot or their cars during school hours without obtaining permission from the high school office. All vehicles parked on Woodlands Christian property or other designed School parking areas are subject to random searches without cause, at any time. The School may from time to time employ drug dogs and officers to search the campus and parking areas. These searches will include searches of cars parked on campus in parking lots or otherwise.

ACADEMIC & COLLEGE ADVISING PROGRAM

Academic and College Advisory Office

The office is located in the High School Building, 2nd floor. Information on individual colleges, scholarships, and college entrance exams are available from the college office and by appointment with an academic and college advisor.

College Advisory Webpage

<https://twca.net/academics/college-advisory>

(Resources such as College Advising Check List Grades 8-12, and College Entrance Exam Information and Helpful College Resources can be found here.)

Recommendation Letters

Recommendation letters for college admissions applications must be requested through the student Naviance portal <https://student.naviance.com/twca> and will be processed within approximately 10 working days by Woodlands Christian faculty, coaching staff, and administration.

Transcript Requests

Requests for transcripts for college admissions applications must be requested through the student Naviance portal at: <http://connection.naviance.com/twca>. These transcript requests will be sent within five working days of receipt of the request. Please note: Final transcripts will be sent to universities/colleges when all financial accounts have been cleared through the Business Office.

If a non-college related transcript is needed, please contact the registrar. Transcripts will be sent within five working days of receipt of request. Please note: Official transcripts will be sent when all financial accounts have been cleared through the business office.

PSAT/SAT/ACT Preparation Course

Woodlands Christian begins preparing all students for the test-taking strategies associated with the PSAT/NMSQT, SAT, and ACT in 8th grade with the results-driven and innovative online SARA™ software program. In addition to weekly test prep throughout 8th- 11th grade, students with high index scores on the 10th grade PSAT are invited to an intensive program in preparation for the PSAT/NMSQT in the fall of the 11th grade. Participation in the Scholars program may result in National Merit recognition, which can lead to potential scholarships, top-tier university admission, and Ivy League possibilities.

College Visits

9th-12th grade students are encouraged to visit colleges and universities for which they are interested in seeking admission. Students are allotted a maximum of three school days each year, which count as excused absences. The student is responsible for any missed assignments during his/

her absence according to the attendance policies. The student must bring a College Visit Form to the college and have a school official sign off on the designated area on the sheet. These forms are available on the Woodlands Christian website in the student portal under “College Resources.”

College Testing PSAT

The Preliminary SAT (PSAT) provides valuable guidance for parents and students. The PSAT is used to determine eligibility for the National Merit Scholarship program and is a predictor of future test success and areas for improvement. 8th – 11th graders will take the PSAT to assist in narrowing the focus of college selection.

ACT and SAT

The ACT and SAT are the two main tests used to determine college admissions. These tests are given at various high school and college campuses, as well as at TWCA during the spring semester of junior year. Testing dates can be found on the College Board and ACT websites, respectfully. Students should plan to sign up for an exam at least 6 weeks prior to the exam date to ensure a seat is available and to avoid incurring a late registration penalty. Student’s scores are typically available on the test’s website 3-6 weeks after the test has been administered.

The Woodlands Christian School code is **447-644**. It is imperative that this code is used when registering for the ACT or SAT.



Drug & Alcohol Policy

General

Students are prohibited from possessing, using, selling or purchasing any alcoholic beverages or other mind-altering substances (including synthetic salts or other substances), or possessing drug paraphernalia on or near School property or at School-related activities. "Mind-altering" substances include any type of substance ingested, snorted, smoked or inserted into one's body that may impact the individual in some way. Such substances include, without limitation, alcohol, legal or illegal substances (including medical marijuana pursuant to a prescription or physician certification), over the counter salts, spices, vapors, incense, or other similar items. Off-premises possession, use, sale or purchase of alcohol and other mind-altering substances also prohibited.

Testing

Students may be required to submit to urinalysis or hair analysis drug screens, blood alcohol tests, breathalyzer tests and/or medical examinations under the following circumstances: (a) when a student is suspected of attending School or School-related activities with intoxicants or mind-altering substances in his or her system; (b) when a student suffers an injury or is involved in an accident while at School; (c) on a periodic or random basis, including but not limited to, in connection with the student's participation in extracurricular activities; or (d) when a student is placed under disciplinary status and such screenings or examinations are terms of continued enrollment. The presence of alcohol or the presence of any other intoxicants or mind-altering substances in the body is a violation of this policy. Refusal of a student (by the student or the student's parent) to undergo testing or to cooperate fully with any of these tests (including signing consent forms or providing testing results promptly to the School) is also a violation of our policy and may result in expulsion.

This policy does not prohibit the proper use of medication under the direction of a physician, although the use of medical marijuana is prohibited in all circumstances. However, the misuse or abuse of such drugs is prohibited. Students who are taking prescription or nonprescription drugs must notify the School Nurse of this fact when they report to School.

Self-Reporting

The School wants to help students who may have difficulties with substance abuse. Therefore, Students who choose to self-report their use of mind-altering substances to guidance or the administration prior to being selected for testing under this policy will not be subject to discipline for the self-report or use as long as the student complies with the terms of the School's guidelines, which will be set forth in a contract with the student and family. The contract will be specific to the individual and may include the following requirements: completing educational programs on substance abuse; completing a rehabilitation program; testing for substance abuse within the School's discretion, and other similar processes.

Consequences

In addition to determining the appropriate disciplinary action pursuant to the School's Disciplinary Rules, the School reserves the right to impose the following additional or different requirements as appropriate for the circumstances: determination of possible legal action; required professional counseling or evaluation by a medical professional approved by the administration, including but not limited to requiring a reciprocal release so the School can communicate with the medical professional; therapeutic, medical or rehabilitative intervention by a medical professional or program approved by the administration; removal from all elected or appointed positions of leadership in the School; required random and/or regularly scheduled drug and/or alcohol testing at a School-approved local clinic or doctor's office for a time period and at intervals to be determined by the School's administration. Refusal of a student (directly or through a parent/guardian) to undergo testing or to cooperate fully with any of these terms may result in automatic expulsion.

Sanctuary Policy

A student may voluntarily seek assistance from a faculty member or administrator for substance use or abuse prior to any testing required by the School. The School will assist the student and his/her family in getting an evaluation and appropriate treatment and resources.

The student in need will be required to be evaluated by a licensed medical professional and have a treatment plan deemed appropriate by a Licensed Chemical Dependency professional and the School. The student's family must allow the School to speak to the student's treatment professionals to monitor the student's progress. The student will be required to participate in the selective drug and alcohol testing set forth above at the parents' expense. The School may at its sole discretion implement other requirements based on the situation. As long as the student in need complies with the requirements of the School regarding evaluation and follow-up, they will not be subject to disciplinary consequences.

Refusal of the student or family to cooperate or failure to complete any requirements for evaluation, testing, and/or ongoing treatment may lead to disciplinary consequences up to and including dismissal from the School.

Confidentiality

Confidentiality is an important element of the drug and alcohol testing program and the sanctuary policy, but it does not preclude the School from fulfilling its reporting duties or informing parents or other adults deemed important for the evaluation, treatment, and recovery of a student.

ORGANIZATIONAL CHARTS

See the charts on the following page.

SENIOR LEADERSHIP TEAM

Head of School
Julie Ambler

Chief of Staff
Nancy Sievert

Chief Academic Officer
Dr. Tim Wiens

Chief Financial/Administrative Officer
Tom Hauser

Chief Advancement Officer
Troye Skipworth

Chief of Enrollment Management
& Parent Relations
Kurt Kleeman

Principal, High School
Stephen Clark

Principal, Middle School
John Crowley

Principal, Lower School
Patty Bruha

Director of Athletics
Randy Hollas

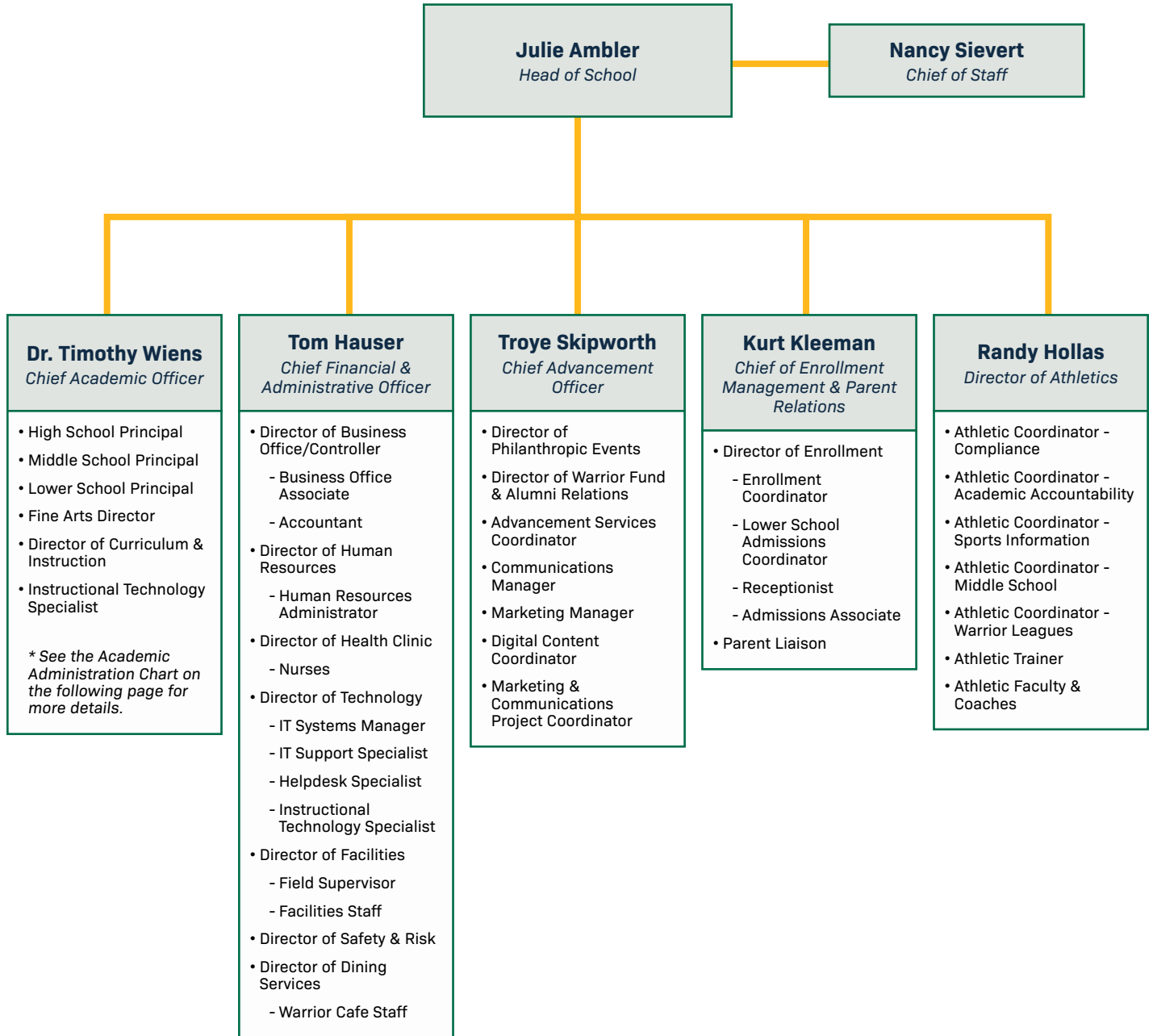
Director of Fine Arts
Phil Sweger

ACADEMIC CALENDAR

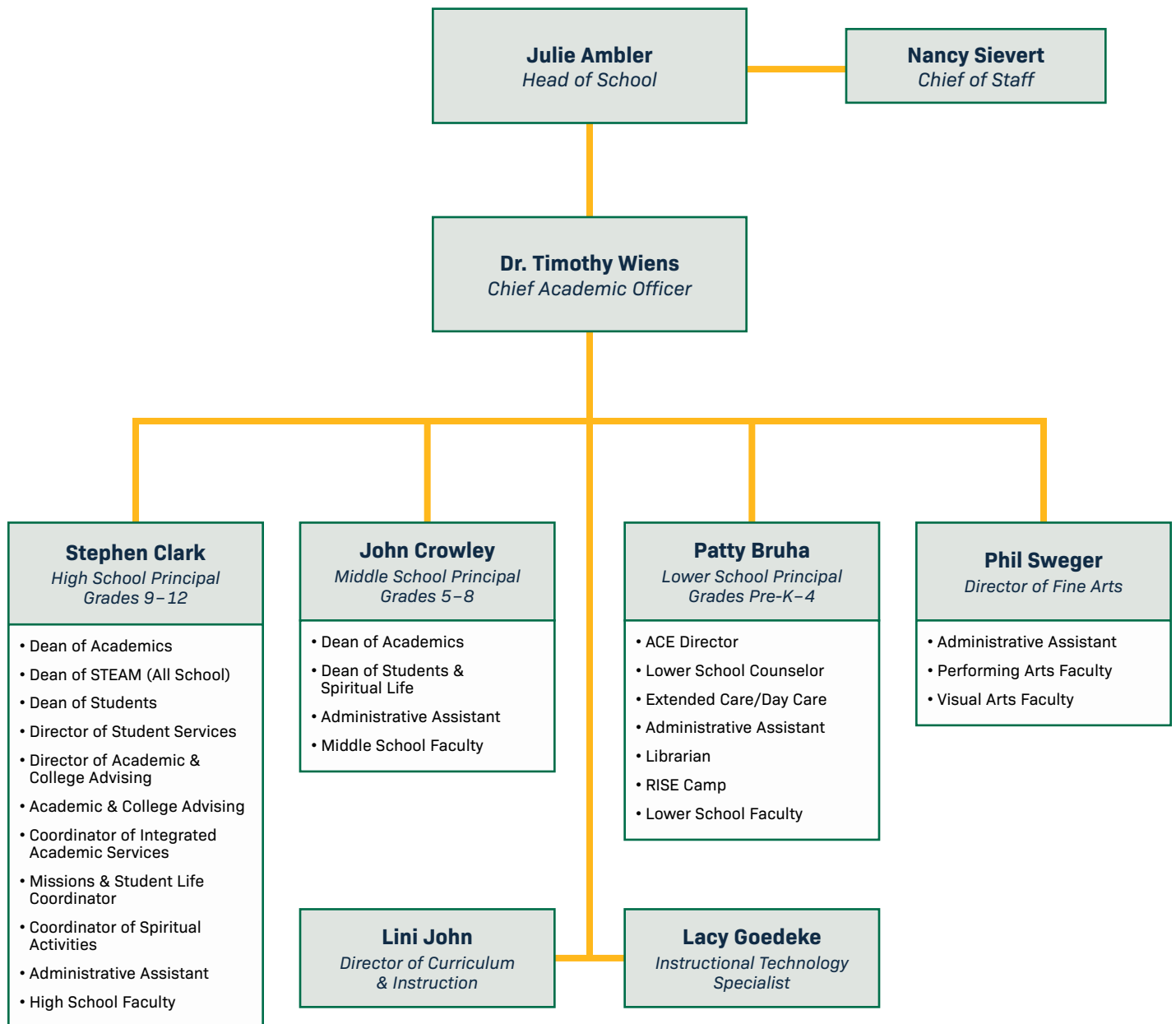
See calendar on page 84.

TWCA Administration

2024-2025



TWCA Academic Administration 2024-2025



THE WOODLANDS CHRISTIAN ACADEMY • 2024-2025 ACADEMIC CALENDAR

August, 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September, 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October, 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November, 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December, 2024						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January, 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February, 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March, 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April, 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May, 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June, 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July, 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

HOLIDAYS & IMPORTANT DATES	
SEMESTER 1	SEMESTER 2
Aug 6-12 In Service/Staff Development	Jan 6&7 In Service/Staff Development
Aug 12 Warrior Nation Night	Jan 20 Martin Luther King Holiday
Aug 13 MS/HS Student start date	Feb 17 President's Day Holiday
Aug 14 LS (PK - 4th) (11:00am release)	Mar 3-7 8th - 12th Gr. Beyond the Walls
Aug 15 PK & K ONLY (11:00am release)	Mar 10-14 Spring Break
Sept 2 Labor Day Holiday	Apr 18 Good Friday
Sept 25-27 MS Retreat (5th-8th Grade)	Apr 21 Easter Monday
Oct 10 LS 11:00AM release	May 8 Baccalaureate, 6:30PM
LS Parent/Teacher Conferences	May 9 Commencement, 6:30PM
Oct 11 LS Parent/Teacher Conferences	May 19-22 HS/MS 12:30PM release
LS Student holiday	May 22 LS 11:00AM release
Oct 14 Columbus Day Holiday	May 23 In Service/Staff Development
Nov 22 LS - 11:00AM release	May 26 Memorial Day Holiday
Nov 25-29 Thanksgiving Holidays	
Dec 17-20 HS/MS 12:30PM release	
Dec 20 LS 11:00AM release	
Dec 23-Jan 6 Christmas Holidays	

QUADS		
Quad 1	Aug 13 - Oct 11	43 days
Quad 2	Oct 15 - Dec 20	44 days
Quad 3	Jan 8 - Mar 7	41 days
Quad 4	Mar 17 - May 22	47 days 175 days
START/END DATES		
Aug 6	Faculty & Staff Start Date	
Aug 13	Students' First Day Orientation	
May 22	Students' Last Day	
May 23	Faculty Last Day	
LEGEND		
	In Service/Staff Development	7 days
	School Holiday	
	Student Holiday (see list for specifics)	
	Early Release (see list for specifics)	
	MS Retreat(5th-8th Gr)/BTW's(8th-12th Gr)	
	Quad 1	
	Quad 2	
	Quad 3	
	Quad 4	

12/13/23



THE WOODLANDS
CHRISTIAN
ACADEMY

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