

WOODSTREAM
CHRISTIAN ACADEMY



THE CRITERION

Parent-Student Guide

Woodstream Christian Academy

Chancellor, Rev. Robert A. Wingfield, D.D.

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A LETTER FROM THE CHANCELLOR

Greetings Woodstream Christian Academy Parents,

Woodstream Christian Academy (WCA) is a community of learning that exists to provide a classical and Christian education founded upon a biblical worldview. We seek to equip our students to know, love, and practice that which is true, good, and beautiful as they live purposefully and intelligently in the service of God and man. As a result, students will become straight (ethically and morally grounded), strong (able to endure the storms of life), and sharp (used by God to hit His intended mark). To this end, Woodstream Christian Academy strives to do the following:

Teach all subjects in the curriculum as parts of an integrated whole with the Scripture as the center (2 Timothy 3:16-17).

Provide a clear model of biblical Christian life through the school staff and the school board (Matthew 22:37-40).

Encourage every student to begin to develop a personal relationship with God the Father through Jesus Christ (Matthew 28: 18-20).

Emphasize grammar (the fundamental rules and data of each subject), logic (the ordered relationship of the particulars in each subject), and rhetoric (the means by which the grammar and the logic of each subject are clearly expressed) in all subjects.

Encourage every student to develop a love for learning and to achieve his or her maximum academic potential.

Provide an orderly and secure atmosphere conducive to maintaining these standards.

We pray that the standards set forth at WCA are what you and your family are seeking in an educational environment. We look forward to a productive and blessed school year. Thank you for choosing Woodstream Christian Academy—A Community of Learning.

Sincerely,

Robert A. Wingfield, D.D.
Chancellor

PREFACE

Woodstream Christian Academy, a classical Christian school offering pre-kindergarten through twelfth grade, is a ministry of the Woodstream Church. The Academy opened its doors on September 2, 2003, fulfilling the vision of its founder, Reverend Robert A. Wingfield. The goals were to establish a school committed to academic and spiritual excellence, instill a love for learning in students, and provide an orderly, nurturing atmosphere in which these ideals may be achieved. These goals have been incorporated into our Mission and Purpose statements, and they serve as the foundational principles under which the school operates.

Interest in the Academy led to tremendous growth in the early years of the school's existence. The first year ended with fifty-four students in four classes. In the second year, the Academy had twenty-two classes, ranging from K-2 through Grade 8. The third anniversary included the opening of the School of Rhetoric beginning with Grade 9; the fourth and fifth anniversaries established Grade 10 and Grade 11, respectively. By the end of the sixth year, the Academy had its inaugural graduating class and received full accreditation from the Association of Christian Schools International (ACSI) and the Middle States Association of Colleges and Schools.

This guide explains to Woodstream Christian Academy students and their parents the policies and procedures that regulate life at the Academy, including information about the school day and other helpful information about the operation.

We urge parents and students to read and discuss **The Criterion** together in order to become familiar with its contents and the expectations of Woodstream Christian Academy.

CORE FUNDAMENTALS

MISSION

The mission of Woodstream Christian Academy (WCA) is to provide a classical and Christian education that is founded upon a biblical worldview.

PURPOSE

Woodstream Christian Academy exists to be a community of learning that equips students in several areas of their lives—spiritual, physical, intellectual, emotional, and social—as individuals and as group members.

MOTTO

Soli Deo Gloria—the motto of Woodstream Christian Academy—means, “to God alone be the glory.” This short, profound phrase conveys the essence of our purpose, which is to follow Christ the Lord in the totality of our lives. Colossians 3:23 states, “And whatever you do, do it heartily, as to the Lord and not to men.” We are to live both under the authority of God and for the glory of God. Every aspect of Academy life that involves staff and students should conform to this all-encompassing principle of worship to the Lord our God.

STATEMENT OF FAITH

The following statements form the foundation of beliefs upon which Woodstream Christian Academy has been established. The substance of these statements is considered primary doctrine of the Academy. Secondary or divisive doctrines or issues will not be presented as primary doctrine.

1. We believe in one God, creator of the universe, eternally existing as Father, Son, and Holy Spirit. The Triune God has created man in His own image and has called him to manifest and reflect holiness through obedience to His commandments.
2. We believe that because of a profound love for His creation, God has initiated a plan of redemption, which He has accomplished on behalf of His people in the realm of temporal history. The apex of this redemption is found in the historical incarnation of God in the person of Jesus of Nazareth.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return to power and glory.
4. We believe that God loves each person and desires the salvation of all.
5. We believe that through faith we receive salvation from the penalty of sin and the just wrath of God by grace alone, through faith alone, on the merit of Christ alone.
4. We believe in the necessity of regeneration by the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
5. We believe that the entire Bible in the originals, being 66 books of the Old and the New Testaments, which are Genesis through Malachi and Matthew through Revelation, respectively, is divine revelation. We submit to its authority, acknowledging it inerrant and inspired by God, and carrying the full weight of His authority.
6. We believe in the Lordship of Christ over all of life. We believe that God's commandments are relevant and necessary to our present culture and that our faith should be visible in concrete models of personal and social behavior. We seek to be faithful disciples of Christ, pursuing our callings in love and obedience until He comes again to consummate His kingdom.
7. We believe in the resurrection of both the saved and the lost: those that are saved, to the resurrection of life and eternal joy, and those that are lost, to the resurrection of damnation.

As a matter of firm policy, it is mandatory that all Board members and staff of Woodstream Christian Academy subscribe to the above Doctrinal Statement in writing.

LOGO AND CORE VALUES

THE LOGO

The crest of Woodstream Christian Academy has four quadrants divided by a cross, which symbolizes the centrality of Jesus Christ to the Christian's life. Each quadrant of the crest represents a unique aspect of Woodstream Christian Academy's mission. It is our prayer that God will enable us to fulfill and prioritize each aspect of our crest.

THE BIBLE & THE SHEMA

The upper left quadrant of the crest uses the Bible as a symbol to signify the importance of the Word of God. The Bible contains a passage of Scripture known as the Shema (Deuteronomy 6:4-5). This passage is widely regarded as the heart of the Jewish confession and faith. Jesus quoted this passage when He was asked, "What is the greatest commandment of all?" (Matthew 22:37-38). This passage of Scripture is entitled the Shema, because it begins with the Hebrew word Shema, which is translated as "hear." The verses are translated "Hear, O Israel: The LORD (YAHWEH) is your God, the LORD alone. You must love the LORD your God with your whole mind, your whole being, and your whole strength." Woodstream seeks to train its students to hold firmly to the sovereignty of God, living life in submission to His Lordship.

FAMILY

The lower left quadrant contains a picture of a family. It is Woodstream's firm conviction to prioritize the family as instituted by God. God has given parents the responsibility and privilege to educate their children. Our school serves in loco parentis, that is, tutors stand in the parents' place, training students here as we anticipate Christian parents are also doing at home. Woodstream also seeks to develop a family type atmosphere and community of learning.

ALPHA AND OMEGA

In the upper right quadrant of the crest are the two letters, Alpha and Omega: the first and last letters of the Greek alphabet. In Revelation 1:8, Jesus states, "I am the Alpha and the Omega, the beginning and the end, the one who is and who was and who is to come, the Almighty." In this quadrant, two themes emerge as they relate to Woodstream. First, the curriculum revolves around the centrality of Jesus as the Messiah. He is where our curriculum begins and ends. Second, the quadrant expresses Woodstream's emphasis upon languages and the Bible curriculum. Woodstream seeks to equip its students with the ability to study the Scriptures within their context. The

Bible curriculum is thorough, providing students with an overall survey of the whole Bible and in-depth theological and practical Bible courses.

CLASSICS

The lower right quadrant contains a picture of a book and pen. This picture signifies Woodstream's emphasis on education. Having a liberal arts curricular focus, Woodstream Christian Academy uses the time-tested classical approach to education, which is rooted in the Trivium (Grammar/Logic/Rhetoric). We seek to provide students with the tools for learning so that they may develop into lifelong learners. Students study the classics. In the Grammar years, students are exposed to Latin. Modern Romance languages are typically offered in the School of Rhetoric, enabling students to augment their foreign language development. Although the classics are at the "heart" of the Academy's educational philosophy, the school also trains students using modern tools so that they are equipped to keep up with our culture.

CORE VALUES

The faculty and staff of Woodstream Christian Academy will strive to uphold the following core values:

EXCELLENCE

We seek excellence in all of our activities and are committed to continuous evaluation, modifications, and improvement.

SERVANT LEADERSHIP

We will be good stewards of the resources entrusted to us by God; the resources include students, finances, equipment, and facilities. We will also remain focused on achieving the mission while staying true to the Academy's purpose, philosophy of education, and Statement of Faith.

SAFETY

Safety is a priority, and we will continue to evaluate and update our safety protocol and crisis management procedures.

AFFILIATIONS

In addition to being accredited by the Association of Christian Schools International (ACSI) and the Middle States Association of Colleges and Schools, Woodstream Christian Academy has past and present affiliations and partnerships with the following organizations:

- Association of Classical Christian Schools (ACCS)
- Bowie State University, Bowie, Maryland
- Terrapin Adventure, Savage, Maryland
- Educational Records Bureau (ERB)
- Full Circle Martial Arts, Capital Heights, Maryland
- Girl Scouts of America
- Boy Scouts of America
- Johns Hopkins Center for Talented Youth Program (CTYP)
- Liberty University, Lynchburg, Virginia
- River Valley Ranch, Manchester, Maryland
- National Honor Society
- National Junior Honor Society
- Prince George's Community College, Largo, Maryland
- Soccer Shots
- National Forensic League
- National Youth Leadership Forum
- Urban Debate League of Washington, D.C. (Debate Team)
- Wayne Curry Sports and Learning Complex, Seat Pleasant, Maryland

ORGANIZATIONAL STRUCTURE

GOVERNANCE

Woodstream Christian Academy, Inc., is a non-profit corporation formed under the laws of the State of Maryland. Its bylaws, mission, and operating policies are developed by The Woodstream School Board of Directors, which consists of appointed and nominated members.

ADMINISTRATION

The **Chancellor** is a gratis position to WCA that provides oversight and direction to the administrative team. In particular, the Head of School receives instructions from the Chancellor and Board of Directors. The Chancellor does not participate in the day-to-day functions of the Academy.

The **Vice Chancellor** is filled upon recommendation from the Board of Directors. The Vice Chancellor assists in providing oversight and direction to the administrative team with emphasis placed on key initiatives that impact the present and long-term wellbeing of WCA. The Vice Chancellor helps ensure that WCA's core values are upheld through measuring, monitoring, and bolstering target areas.

The **Head of School** is appointed by the Board of Directors and is the Chief Executive Officer of the school. The Head of School proposes and manages the Academy's annual budget and coordinates with key Board committees to raise money and promote the mission of the Academy within the community. The Head of School ensures that the mission and policies of the Academy are realized daily.

The role of **Director of Teacher Training and Development** is recommended to the Board of Directors by the Head of School. The Director helps to make decisions regarding curriculum usage, tutor assignment, and instructional practices. The Director is responsible for evaluating teachers and providing performance feedback. Teachers who fail to make improvements will receive low ratings and be referred to the Head of School. The Director reports to and works under the direction of the Head of School.

The **Director of Student Accountability and Quality Assurance (SAQA)** is recommended to the Board of Directors by the Head of School. The Director promotes the adherence of WCA standards and policies across the student body. The Director monitors the quality of programs that affect student life including food services and facilities operations. The Director reports to and works under the direction of the Head of School.

The **Director of Enrollment and Logistics** is recommended to the Board of Directors by the Head of School. The Director oversees the admissions process for WCA and helps plan and monitor the execution of critical activities including but not limited to family interviews, school tours, field trips, and standardized testing. The Director also ensures that critical communication

to parents, staff, and stakeholders are sent in a professional and timely manner.

THE EDUCATIONAL TEAM

Department Chairs are teaching professionals who act as mentors to tutors and support the work of the Directors.

Early Childhood Education Department Instructors are the core professionals in the development of age-appropriate, academically enriching goals and objectives for students in the K-2 through K-4 classes. They also provide instruction and supervision to students as these relate to their educational, physical, emotional, social, and spiritual needs.

Tutors are certified teaching professionals in the Schools of Grammar, Logic, and Rhetoric at WCA. They develop educationally relevant goals and objectives and provide daily instruction and supervision to students as these relate to their educational, physical, emotional, social, and spiritual needs.

Homeroom Tutors are teaching professionals who, in addition to their core academic duties, perform other accountability tasks in an effort to facilitate an efficient and productive school day.

Paraeducators are support staff members who work under the direction of classroom tutors/teachers. Paraeducators work to achieve educationally relevant goals and objectives as determined by the classroom tutors/teachers and provide other levels of assistance as determined by the classroom tutors/teachers and other senior staff members.

ENROLLMENT & REENROLLMENT

ADMISSIONS

Enrollment into Woodstream Christian Academy is a unique privilege. To provide a school environment and culture where students may succeed and prosper intellectually and spiritually, specific admission and enrollment standards and procedures have been formulated.

ADMISSIONS PROCEDURES

The admissions process for WCA includes the following:

1. Application and required teacher/administrator recommendations from former schools;
2. Student testing;
3. Family interview (a student interview is also required for School of Logic and School of Rhetoric applicants).

Once these three steps have been completed, the Admissions Committee recommends whether to offer admission to the family and student.

ADMISSIONS STANDARDS

Woodstream provides a distinctive Christ-centered and classical education to typically developing students. Our goal is to provide a challenging academic environment that also nurtures our students in the Christian faith and heritage. Each applicant's academic ability, scholastic motivation, Christian character, co-curricular interests, and family commitment are considered. We prayerfully seek what is best for the child, the family, and the Academy. Woodstream Christian Academy reserves the right to deny or defer admission to a student, or to release a student at any time during a school year, if his academic performance, conduct, or parental/guardian partnership suggests that his placement is not a proper match for the Academy.

Although not every parent or student is required to be a professing Christian, each parent must have a clear understanding of the doctrine, philosophy, and methodology that Woodstream employs. The key elements of classical education as well as Protestant Christianity, as expressed in our Statement of Faith, will be unapologetically taught throughout all grade levels. **Parents who choose Woodstream are expected to cooperate with the philosophy, policies, and curriculum of the school.**

POLICY AGAINST DISCRIMINATION

Woodstream Christian Academy admits students of any race, color, nationality, and ethnic origin to its rights, privileges, programs, and activities generally afforded or made available to students at the

school. It does not discriminate based on race, color, nationality, and ethnic origin in the administration of its admission policies and scholarship, athletic, and other school administered programs.

PROVISIONAL ACCEPTANCE

Provisional students are applicants whose grades, entrance test scores, or conduct did not support full acceptance into the Academy. They are given the opportunity to demonstrate their abilities for a designated period of time deemed appropriate by the Admissions Team. Under close observation by teaching and administrative staff, provisional students are permitted to participate fully in academic and co-curricular activities. These students may achieve full acceptance when they achieve a minimum grade of 'C' (74%-76%) in all classes and demonstrate conduct that is consistently respectful and conducive for learning.

RE ENROLLMENT

Re Enrollment at Woodstream Christian Academy is **not** automatic. Qualified returning students will be given priority in enrollment; however, students are expected to earn their place in the Academy each year. The Academy may decline to reenroll a student based on conduct exhibited by the student or his family that the Academy deems to be detrimental to its mission.

Those students who continue to exhibit academic difficulty or who persist in negative, uncooperative, or non-productive attitudes or behaviors will be denied re enrollment. The school reserves the right to request withdrawal of any student who does not meet its academic requirements or fails to conform to its rules and regulations.

Re Enrollment agreements and tuition notices for returning students are distributed in January. Because of financial commitments, which must be made early for the planning of the upcoming school year, the Academy requires each family of a returning student to commit financially upon re enrollment. All fees must be paid by May 1st; FACTS Tuition Management decisions must also be made by May 1st.

All families are required to pay tuition in full or sign the WCA Financial Agreement and enroll in the Payment Plan through FACTS Tuition Management. If the payment due has not been received within twenty (20) days after the due date, children of the non-paying family will not be allowed to attend school. Ten (10) days following this deadline, openings will be made available to other approved student applicants.

The Academy reserves the right to require tuition and fee payments via money order or teller's check if a family has submitted payments that cannot or will not be paid by their financial institution. In addition, the Academy will charge the family an additional fee of \$35.00 to cover the cost associated with each insufficiency. This is in addition to any costs incurred by the Academy from FACTS Tuition Management.

ACADEMIC AND SOCIAL STANDING AFTER STUDENT WITHDRAWAL

When a student withdraws or is expelled from enrollment at the Academy after a school year has begun, the family will be charged a \$1,000 fee. A family that withdraws a student from the Academy forfeits the right to have that student participate in the activities of the school. A withdrawn or expelled student is no longer considered a member of the enrolled student body at Woodstream Christian Academy.

TRANSCRIPT/STUDENT RECORDS REQUEST

Transcripts, assessments, and teacher recommendation forms are confidential and will be mailed or faxed directly to the Institution, not given to the parent/guardian. The teacher/staff needs ample time to complete and send the form by the deadline. Student records will be sent within 7 – 10 business days upon request. The first request for records is free. Each additional request is \$15.00. The Academy will **not** release transcripts, records or teacher recommendations until all financial obligations to the Academy have been met.

TEXTBOOK POLICY

Every student pays a book fee. Students requiring a second set of books may be required to pay an additional fee.

The Academy is not responsible for books lost or stolen. Missing textbooks should be reported immediately to the department chair.

All textbooks must be covered and kept in the best possible condition. Textbooks which are badly damaged or disfigured by graffiti, or otherwise rendered unserviceable will not be accepted for return and must be replaced by the student. Book covers are the responsibility of the student. Book covers must be in good taste. Students are not to apply contact paper covers, and, if tape is used on covers, it should not come in contact with the book.

ECHO EXTENDED DAY PAYMENTS

Echo Extended Day bills will be generated and sent to the family's home on a monthly basis. If payment is not made on time, a late charge will be assessed to the family's bill. If payments are not made within twenty (20) days of the due date, the child will not be able to continue attending the Echo Extended Day program. In addition, report cards and student records will be withheld until payment has been made in full. Upon complete payment of the bill, the child will be allowed to attend the Echo Extended Day program.

MEDICAL FORMS AND AUTHORIZATION

Parents must assume responsibility for providing all medical and health information that is required for their children prior to admittance to classes. **Students without current health forms will not be allowed to attend classes until all of the appropriate forms are submitted to the Academy office.**

MEDICAL CERTIFICATE AND RECORDS

All students must submit a health form that has been completed by a physician. Every student must provide records of required immunizations, and other medical records must be up-to-date prior to

attending classes. This includes the state-mandated hearing and vision screenings. Forms must be submitted by the **first day of school**.

EMERGENCY MEDICAL AUTHORIZATION

Students must have a parent authorization for medical treatment on file. The forms may be found on the Woodstream Christian Academy website (www.woodstreamacademy.com). Students without a completed authorization form on file may not attend classes. Forms must be submitted by the **first day of school**.

PHYSICAL EXAMS

Physical exams are required for students each school year. The office will provide the appropriate form for the student's physician to complete. Forms must be submitted at the start of every school year.

PARENT AND SCHOOL COMMUNICATION

IN LOCO PARENTIS

Woodstream Christian Academy believes in the priority of the family as instituted by God. No other institution is given the high calling of raising and nurturing children. *“Fathers, do not provoke your children to anger, but bring them up in the discipline and instruction of the Lord”* is the exhortation in Ephesians 6:4. Our Academy serves in loco parentis, that is, tutors stand in the parents’ place, training students here as we anticipate Christian parents are also doing at home. We commit to partnering with each family to facilitate optimal levels of growth in each student.

CAMPUS VISITORS

When visiting, parents should be considerate of the tutor's time and aware of how their presence in the classroom affects the class dynamic. Parents must receive approval prior to visiting their child’s class. Every campus visitor to the Academy must check in at the Information Station in the Atrium before proceeding to any classroom. Parents and visitors must present a valid photo ID in order to be issued a visitor’s badge for identification purposes. No visitor is allowed to move about the Academy without authorization.

VISITORS’ DRESS CODE POLICY

Visitors are asked to dress appropriately when visiting the Academy. Please **refrain from wearing:**

- Tee shirts that display logos or pictures that promote non-Christian values;
- Short skirts or short shorts;
- Short tee shirts, halters, see-through blouses;
- Clothing that exposes the abdominal area.

Parents and visitors should serve as godly examples to the students. Please note that men must remove their hats before entering the worship center. Business casual is the default expectation for all guests attending formal halls, chapel, graduations, baccalaureate, award ceremonies, thesis presentations, and other official gatherings.

COMMUNICATION WITH PARENTS

The relationship between the Academy and the home is a delicate one requiring the utmost respect for the authority in the home and the authority of the Academy. Once enrolled in the Academy, the family must be willing to submit to the Academy’s authority in governing the Academy’s affairs; Disagreements, significant or otherwise, are inevitable, given these two realms of authority and considering the vastness of the responsibility in training and educating children.

We believe that God can be glorified in the midst of these disagreements through the peacemaking actions of those involved.

Every staff member and parent must be willing to seek proper resolution to any conflict. Sometimes this means simply overlooking the action (Proverbs 19:11), and sometimes it means speaking the truth in love. Murmuring, complaining, selfish ambitions, dissensions, heresies, envy, and the like are works of the flesh (Galatians 5:20). Harboring bitterness or keeping records of offenses is neither biblical nor profitable (I Cor. 13). We encourage every family to attempt to be at peace with all men. Galatians 5:22 reminds us that the fruit of the Spirit is love, joy, peace, longsuffering, kindness, goodness, faithfulness, gentleness, and self-control. We have outlined the proper lines of communication between the Academy and the home according to the biblical principles found in Matthew 18. We believe that Scripture teaches that conflicts should be handled discreetly and carefully while believing and speaking the best about each individual involved. Woodstream Christian Academy staff and leadership will abide by these same principles in communicating with parents and students.

DISTRIBUTION OF NON-WCA LITERATURE OR INFORMATION

Parents and families may not distribute any non-WCA literature or information without approval from the Head of School.

PROBLEM-SOLVING WITHIN OUR SCHOOL COMMUNITY

A student's successful experience at Woodstream depends upon open communication between the parents and the Academy. This requires persistent, mutual effort combined with mutual trust and respect. **Parents and tutors agree to the following specific guidelines in resolving problems as they occur:**

- All concerns about the classroom or curriculum will be first presented to the tutor by the parents, or if the student is mature enough, by the student himself. If the student presents the concern, a respectful demeanor is required.
- If the problem is not resolved, the parents or student may bring the concern to the department chair. If the student brings the concern, he must have permission from his parents to do so.
- If the problem is not resolved at the level of the department chair, the parents may appeal the decision to the Head of School.
- Under all circumstances, Christian communication principles should be exercised and confidentiality should be maintained.

CONTACTING FACULTY MEMBERS

Messages for faculty members may be left with the receptionist at the Information Station in the Academy Atrium or on the staff's voice mail system. Tutors will attempt to return calls within 24 to 48 business hours. Please refrain from calling directly to the classroom, as it disrupts the

learning process. To respect the family life and privacy of tutors, please refrain from calling them at their homes, sending text messages or calling on their cell phones. Parents are also encouraged to email or write a note when communicating with tutors.

COMMUNICATION BETWEEN TUTORS AND PARENTS

Regular communication between tutors and parents helps to ensure a successful tutor-parent relationship. Tutors will do whatever is reasonable to foster open and productive communication between the home and the classroom. Please note that tutors have highly demanding instructional time responsibilities during business hours and often need more than a day to reply to emails. Families who read weekly newsletters carefully, check their child's red communication folder daily, and monitor their child's completion of homework assignments typically have far fewer concerns and challenges throughout the school year.

CONFERENCES

Parents will receive notification of scheduled parent/tutor conference dates. Other informal conferences with primary classroom tutors or specialty tutors may be arranged at any time within the school year at the request of either the parent or the tutor.

OTHER COMMUNICATIONS: MESSAGES AND DELIVERIES

Only in cases of emergency will classes be interrupted to deliver messages from home. In such cases, parents may call the office to have the message delivered to their child. In the event a parent needs to deliver an item to the student, the parent should take the item to the Information Station in the Atrium. **Please avoid delivering lunches, books, PE clothing, athletic uniforms and other items to students during the school day.** Students will not be permitted to make calls home for missing items. If a child has forgotten lunch and his/her name is not on the hot lunch list, a lunch will be provided at the cost applicable to the child's grade; parents will be billed for the cost of the lunch.

SCHOOL ANNOUNCEMENTS AND INFORMATION

SCHOOL WEBSITE

Parents are encouraged to visit our school's website at www.woodstreamacademy.com. Many questions may be answered through this important resource. In addition to school announcements, the school website contains an official posting of schedules, newsletters, and other relevant information. Parents should also visit RenWeb at least three times per week to stay current with their child's grades, homework assignments, and class announcements.

PARENT SERVICE HOURS

All families are required to perform 10 hours of volunteer service to Woodstream Christian

Academy. Parent service hours for the school year begin on September 15th and end on April 15th. The ten hours of service must be completed by April 15th or the parent/guardian will be required to pay a \$40 fee for each service hour not completed. This is considered a financial obligation to the school. Service hours do not carry over from one year to the next. Volunteers at Woodstream Christian Academy are not provided Workers' Compensation benefits for injuries they may incur while performing services for the Academy. Please contact your child's teacher for specific opportunities.

INCLEMENT WEATHER OR EMERGENCY ANNOUNCEMENTS

In the event of inclement weather, school closings or delayed openings will be announced on WTOP-AM radio (1500) and on local television (ABC 7, NBC 4, CBS 9, and Fox 5). A phone message may be available by calling the main school office phone (301-955-1160). Parents should also check the school's website at www.woodstreamacademy.com and/or www.cancellations.com for specific information.

When the school day ends early due to inclement weather, students **must be picked up within 30 minutes after the early dismissal time**. Since we do not have personnel available to care for students on campus for an extended period of time, and the Echo Extended Day program is not provided on such days, a late charge of **\$4 per minute** will be billed to the parents after the student's one-hour grace period.

Parents should always seek to keep their children safe. If you are uncomfortable driving in inclement weather, feel free to stay home. Never risk your family's safety for the sake of trying to get to school.

Note: WCA offers an air-conditioned environment; should the Prince George's County Public School System close due to heat, Woodstream Christian Academy will remain open.

STUDENT LIFE

THE ACADEMIC SCHOOL DAY

MORNING ARRIVALS

Before-Care and Morning Study Hall Programs

Before-care begins at 6:45 a.m. and ends at 7:45 a.m. All students entering before-care must be accompanied by a parent or guardian. The student's parent/guardian must complete the before-care sign-in sheet upon entrance. At 7:45 a.m., ECE and Grammar students are dismissed to their homeroom classrooms. All students arriving before 7:45 a.m. are required to report to the before-care program or Morning Study Hall.

CLASSROOM ARRIVAL SCHEDULE

| SCHOOL BEGINS | STUDENTS MAY ENTER CLASSROOM | INSTRUCTIONAL DAY BEGINS |
|---|------------------------------|--------------------------|
| Early Childhood Education Department (ECE) | 7:45 a.m. | 8:30 a.m. |
| Grammar School (K-5 – 6 th) | 7:45 a.m. | 8:00 a.m. |
| School of Logic* (7 th – 8 th) | 7:30 a.m. | 8:00 a.m. |
| School of Rhetoric* (9 th – 12 th) | 7:30 a.m. | 8:00 a.m. |

Tutors will not accept students into the classroom earlier than the times listed in the above chart. Grammar, Logic, and Rhetoric students arriving after 8:00 a.m. must stop first at the Information Station in the Atrium to obtain a tardy pass. Tardy students will not be admitted to class without a pass.

*Logic/Rhetoric students are to be seated in Homeroom no later than 7:45 a.m. Homeroom is from 7:45 a.m. – 7:55 a.m. At 7:55 a.m., students are dismissed from Homeroom to go to their first period class.

LEAVING AND ARRIVING DURING THE SCHOOL DAY

Parents are encouraged to make appointments for students during non-school hours. However, if a student must be picked up during the school day, please send an email message to the homeroom tutor and a copy of the message to attendance@woodstreamacademy.com. Upon arrival at the Academy, please report to the Academy Information Station in the Atrium and sign out the student. The tutor will send the student to the Information Station. Whenever the Academy requests that you pick up your child, please report to the Information Station and the administrative staff will assist you.

PICK UP AND PARENTAL AUTHORIZATION CHANGES

- Changes in parental custodial rights must be accompanied by a court order.
- Please note that if a parent is on the birth certificate and we do not have a court order barring their access to their child, we have to proceed as if the parent has full parental rights.
- Should you wish to provide other persons with temporary approval to pick up your child, please do so in writing or via email. These persons must show photo identification.

AFTERNOON DISMISSAL SCHEDULE

| SCHOOL | DIMISSAL | CARPOOL BEGINS | EXTENDED DAY BEGINS |
|--------------------|---|--|---------------------|
| ECE | 2:45 p.m. | 2:45 p.m. (walk in) | 3:15 p.m. |
| Grammar School | 2:45 p.m. (K5-2 ^d) 3:00 p.m. (3 -6 th) | 2:45 - 3:00 (K5-2 nd) 3:00 - 3:15 (3 rd -6 th) | 3:30 p.m. |
| School of Logic | 3:00 p.m. | 3:00 p.m. | 3:30 |
| School of Rhetoric | 3:00 p.m. | 3:00 p.m. | No Extended Day |

BUS RULES AND EXPECTATIONS

Students who ride the Academy bus are expected to adhere to the following safety rules and guidelines:

- The driver is in full control of the bus. Students should follow the directions of the bus attendant and bus driver at all times, the first time such directions are given.
- Seating may be assigned at the discretion of the bus driver and/or administration.
- Classroom conduct is expected at all times. Students should follow the directions of the bus attendant, remain seated, respect each other's space and belongings, and engage in quiet conversations with those in the immediate vicinity.
- Be courteous.
- Use of electronic devices is prohibited on the bus, unless designated by the bus attendant during emergency situations only. Emergencies include natural disasters or traffic accidents.
- Keep all body parts and objects inside the bus.
- Keep the bus clean. Remove all trash (paper, pens, plastic bags, etc.) upon departure.
- Any conduct that endangers the passengers on the bus will result in immediate suspension. No horseplay is allowed.
- Misconduct may result in bus suspension up to the permanent loss of privileges. Compliance with these expectations ensures a safe ride for all students.

ACADEMY DROP-OFF / PICK-UP PROCEDURES

Please drive slowly at all times and watch carefully when driving through our parking areas.

MORNING DROP-OFF

K-2 through K-4 parents must park in the front lot and walk students into the building. No parking is allowed in the rear lot during the morning drop-off.

Parents who drop off **K-5 through 6th grade students** must use **Gate 2**, the second entrance gate, and proceed with the following steps:

1. Drive to the west wing side of the building.

2. Drop off students.
3. Follow coned-path to the campus exit.

Parents who drop off Early Childhood Education (ECE) Department students and K-5 through 6th grade students should:

1. Drop off their older students on the west wing side.
2. Go to the front lot to escort ECE students into the building.

Parents who drop off 7th–12th grade students must use Gate 1, first gate entrance, so that their student can enter the building through Front Door 1.

AFTERNOON PICK-UP

ECE parents should always park in the front lot and pick up their children in the building. ECE parents are to check-in at the security desk to receive a pick-up pass.

Grammar School parents should use the second entrance gate to access the drive through lane to pick up students.

School of Logic parents should park in the front lot at Main Campus and wait for students to exit.

School of Rhetoric parents should park in the front lot and wait for students to exit.

INCLEMENT WEATHER (RAIN/SNOW) DROP-OFF AND PICK-UP

In case of inclement weather, drop-off and pick-up procedures will remain the same for ECE, Logic, and Rhetoric. However, Grammar parents must escort their child to the building.

Reminders:

- Once carpool starts, please discontinue cell phone conversations until you have exited the parking lot.
- Please do not take your child until you have alerted his or her tutor.
- Please do not park your car or leave your car unattended in the pick-up line.
- Grammar School and School of Logic students are escorted to the Echo Extended Day program promptly at 3:15 p.m.
- If you arrive after 3:15 p.m., please park your car in the rear parking lot and walk inside

SPECIAL DAYS

The following special days may be discussed in class.

October 31

Halloween is not observed. Tutors neither encourage nor discourage traditions such as trick-or-treating in deference to varying parental standards. Tutors are free, however, to acknowledge the significance of Reformation Day and the historical events related to it.

Advent Season

Special emphasis will be given to Christ's birth and mission during the Advent season. The tradition of Santa Claus is neither encouraged nor discouraged at school.

Valentine's Day

Students are reminded about the legends associated with St. Valentine, and the concepts of friendships and caring for each other are emphasized. Tutors may have afternoon parties on this day or on the Friday closest to this day when it falls on a weekend. Students are encouraged to exchange Valentine's cards with all the students in the class.

St. Patrick's Day

Tutors may share the historical significance and legends related to St. Patrick to help students appreciate this special day.

Lenten Season

Tutors will emphasize the significance of Christ's resurrection and work. Students traditionally have an Egg Hunt.

Mother's Day and Father's Day

Recognition of these days is appropriate as an act of honoring our parents.

SNACKS AND LUNCHES

SNACKS

Snacks are part of the A.M. and P.M. routine for K-2 through 6th grades. Grammar School students should bring a healthy snack daily that will be eaten at mid-morning. Candy and carbonated soft drinks are not appropriate snacks. **Drinks must be clear.** Please avoid snacks with high sugar content. High-calorie snacks are discouraged because they can spoil a child's appetite for lunch. Foods containing Red Dye 40 are strongly discouraged and will be restricted if the child seems to react poorly to consuming it. This dye has been linked to allergies, migraine, mental disorders, and disruptive behaviors in children.

LUNCHES

Students in **K-5 to 12th grade** should bring their lunch to school each day unless they have pre-paid for and are participating in the hot lunch program. Microwave ovens and refrigerators are typically not available to students so please do not rely on these interventions. When a student forgets his or her lunch, a lunch will be provided and the parents will be billed for each occurrence. Students are expected to use good manners and appropriate vocal levels while at lunch.

Lunch deliveries (i.e., McDonald's, Chik-fil-A, etc.) are not permitted during the school day. Please ensure that your son/daughter has a bag lunch or has prepaid for lunch before the academic day begins.

SPECIAL ACTIVITIES

Chapel

Chapel is conducted weekly and is intended to be an opportunity for the Academy family to meet together for Scripture recitation, inspiration, preaching/teaching, singing, and announcements. Students are expected to maintain a reverent and respectful attitude. Parents and family members are always welcome to attend Chapel. Tutors will inform parents when recitations will take place in Chapel.

Birthday Celebrations

Birthday celebrations take place in the classroom and should be ~~and~~ arranged with the classroom teacher. The party may be in honor of several students. Cookies, cupcakes, and pizza are the easiest snacks to handle for birthdays. These items should be store bought, sealed and have a listing of all ingredients.

Birthday Party Invitations

Please be sensitive to other children and refrain from handing out party invitations to personal birthday parties and celebrations at school unless all the students in the class are invited. The one exception to that would be if the invitations are for a “boys only” or “girls only” party and all the boys or girls in the class are invited. Handling invitations in this manner helps in providing a solution to this difficult issue for children.

Class Parties

Tutors are required to adhere to the following guidelines. Parents are asked to support the tutor in the following ways:

1. Ensure that there are ample treats, goodie bags, etc. so that all students can enjoy the experience.
2. Ensure that ingredients known to cause strong allergic reactions like nuts, peanut butter, etc. are not included in any of the food that will be consumed.
3. Aside from birthday and holiday parties (i.e., Christmas or Valentine’s Day), tutors have the right to determine when a party is appropriate (i.e., rewarding good behavior, class-wide perfect attendance, hard work, after standardized testing, etc.).

4. The tutor is responsible for all activities related to an in-class party. Parents are to include the tutor in the planning process.
5. The appropriate administrator and the tutor must approve all class parties. The tutor should be consulted about appropriate gift exchange ideas.

OUTDOOR ACTIVITIES, CO-CURRICULAR ACTIVITIES, AND FIELD TRIPS

Involvement in physical and outdoor activities is an integral part of the educational experience at Woodstream. We are training the body, as well as the mind, soul, and spirit; therefore, all students will participate in a variety of physical and outdoor programs

RECESS

Every K-2 to 5th grade class will engage in free time/recess each day. Students will usually spend this time outside. Rules for the safe use of outdoor activities should be followed at all times. Outdoor recess is the gold standard and default format for recess at WCA. Outdoor recess provides much needed access to fresh air, physical movement, and sunlight. Research reveals that sunlight bolsters Vitamin D which is vital for learning. Conversely, low vitamin D levels are associated with learning disorders, depression, and anxiety. Furthermore, research reveals that moderate movement can protect memory and cognition. Please note that indoor recess is *only* made available during inclement weather and for students who present medical documentation from a physician. The documentation must have a clear start and end date to the period in which indoor recess is needed. In many cases, students who avoid outdoor recess are the ones who will benefit the most from it. Outdoor recess offers students the opportunity to strengthen their social skills in unstructured situations, get accustomed to being in nature, and improve physical fitness. Supervision is provided at all times. Please encourage your son/daughter to adhere to the playground safety rules.

Co-CURRICULAR ACTIVITIES

Various co-curricular activities are available for students. These include athletic, fine arts, and academic programs. Students who participate are required to meet specific academic eligibility requirements and provide necessary permission forms and submit an athletic physical. Participation fees will be published at the beginning of the sports season.

Students in grades 2 and above are also strongly encouraged to participate in cocurricular athletic activities. Students who are not able to participate in physical or outdoor activities will need to present their tutor and/or the Athletic Director with a note, signed and dated by the

parent or guardian, indicating the specific reasons for not participating. Those students who are excused from participating will either observe class or act as scorers or timekeepers. Exceptions may be made depending on the nature of the illness and other conditions. If there are medical reasons for restricting a student's involvement in physical or outdoor activities, it is necessary for the student to have a doctor's statement indicating the reason.

ATTENDING ATHLETIC EVENTS

Woodstream students and parents are expected to display team spirit, loyalty, and good sportsmanship at all times. Good sportsmanship means that students and parents:

1. Never hiss, boo, or make disparaging remarks about the opposing players, referees, teammates, coaches, or fans. Language within cheers and chants should focus on encouraging WCA rather than demeaning, intimidating, insulting, or belittling the opponent.
2. Play hard, make every effort to win, but never play outside the rules;
3. Never attempt to injure opponents;
4. Acknowledge good play, whether by our players or the opposing players;
5. Never boast, in winning, nor make excuses in losing;
6. Accept responsibility for mistakes;
7. Practice safety and follow the instructions of the coach or the tutor.

Sports events are great times for developing a sense of community among our families at Woodstream, but they are also critical times for parents to keep an eye on their children, especially the very young. With the size of our Academy we cannot know everyone who attends sporting events, so it is imperative that you watch your children. Appropriate behavior from young children is necessary. Please do not allow your children to run freely in the gym or across the field during sporting events or programs. Keep your children away from the streets and from loitering in parking lots.

Important: Woodstream Christian Academy's Code of Conduct is in effect at **EVERY** Academy-sponsored event or activity. The same disciplinary policies and consequences may be applied to WCA students even though the event is off-campus.

PARTICIPATION

Students at Woodstream Christian Academy have the option to participate in cocurricular activities throughout the year. Students who are a part of a particular sport as a player or manager may not quit that sport to go out for another team until the season of the sport in which they are involved is over. **No refund will be given, and the student will be eligible to participate in a sport the next season.**

The official start of the season is the first practice or the tryout/evaluation date, whichever date is earlier. It is the goal of the Athletic Program to cultivate Christ-like character and attitudes. Acceptable reasons for quitting the team are health-related, family emergencies, and academics. If a student quits a team for any other reason, that student is ineligible to play a sport the next season (i.e., if you quit the soccer team, a fall sport, for an unacceptable reason, then you are not eligible to play winter sports). When a student quits a team, he or she must notify the Athletic Director in writing via email to the Athletic Director. Please consider the impact that quitting a team has on the other members of that team before starting the process. Any fees paid will not be refunded.

The privilege of participating in after-school practice or competitive events is contingent upon meeting the following school requirements:

1. Athletes in the School of Logic and the School of Rhetoric must maintain a GPA of at least 2.0. Athletes in the Grammar School must maintain a minimum of 'C' in all classes. In some cases, sports may serve as a legitimate intervention to help improve grades rather than a luxury that should be restricted. Please contact the Office of Multi-Tiered Systems of Support (MTSS) at mtss@woodstreamacademy.com if you have questions about whether this may be relevant for your child.
2. Athletes must be on time and attend all practices, meetings, and games. If an athlete misses two unexcused practices, then he/she will sit out the next contest.
3. Athletes must get an emergency absence approved by their coach. Communication between coaches and parents is essential to prevent misunderstandings and conflicts.
4. Athletes must take care of equipment or replace damaged equipment.
5. Athletes must have a pre-participation physical before playing each year.
6. Athletes must provide written notice from their doctor regarding exemptions.
7. Athletes must attend school all day on game day in order to play that day.
8. Athletes must provide Insurance/Waiver/Emergency contact information.

FAMILY EXPECTATIONS

When a student joins a team, the expectation is that the student will participate in all practices and games unless:

- The student has a valid medical or family issue;
- The student is dismissed for academic reasons;
- The student is suspended.
- Consistent late pick-ups may result in removal from the activity.
- Please do not take your child until you have notified the coach / athletic director.

FIELD TRIPS AND SCHOOL-RELATED ACTIVITIES

LEADERSHIP

1. Woodstream staff are the official leaders of trips. The staff will make all decisions as to itinerary, agenda, logistics, and attire. Logistical matters may be delegated to parents. Parents are not to alter the plans in any way for any student unless they arrange this with the staff before the trip. In all cases, Woodstream staff have the final and the sole responsibility for the trip, including the conduct of students and chaperones. All adults are expected to respect the authority of staff members.
2. The role of the parent chaperone is critical to the success of any field trip or activity. Parent chaperones are responsible for the students assigned to them by the tutor, including the students' safety and conduct. Parents should assist the staff to ensure that students are supervised at all times during trips or activities. Chaperones should immediately report to staff any behavior or activity that poses a threat to any student or is otherwise unacceptable.
3. Educational field trips are an integral part of the curriculum.

DECORUM/DEPORTMENT

All adults are required to set a proper example for students. Parents are encouraged to enjoy the experience with students, but they must lead in acceptable standards of etiquette and behavior. For example, adults should freely enter into planned activities and events with students; however, they should not encourage or permit spontaneous activities. Every event is etiquette training for our students; therefore, every adult must also model appropriate decorum, including courtesy, tactfulness, graciousness, and self-control in all settings. Parents who choose not to abide by these guidelines will not be allowed to chaperone.

1. Unless otherwise instructed by the tutor, students are to remain together at all times during the field trip. If attending a school-sponsored activity, students will not be allowed to leave the event and then return, nor may they leave the room or area of the activity without the permission of the tutor in charge.
2. Tutors will ensure that students are encouraged to be inclusive of other students during any school-

sponsored activity or trip.

SOLI DEO GLORIA

In summary, while on field trips or school-sponsored activities, students, parents, and tutors are expected to conduct themselves Soli Deo Gloria, that is, they will conduct themselves as in the presence of God, doing all for His glory, in harmony with the standards and policies of Woodstream Christian Academy.

SERVICE PROJECTS

Throughout the school year, students will be involved in WCA approved service projects. Each Department has specific projects that are age appropriate. Parents will be given information about each project as it happens during the year. Service Projects require a commitment from each student, not only occasionally during the school day but also after school hours. It is very important for parents to be supportive of these projects and to participate with their children when possible. Encouraging our students to serve others is a primary goal of Woodstream. Jesus commanded, "*You shall love your neighbor as yourself.*"

STUDENT RESPONSIBILITY FOR THE CAMPUS

Students at Woodstream are responsible for maintaining the campus environment. They are expected to lend a hand toward the physical upkeep of the school. Everyone helps to keep the campus clean by picking up trash, even when it is not their own. If specific tasks are assigned, students are expected to complete the task promptly and with a cheerful attitude. Personal responsibility, esprit de corps, and satisfaction for a job well done are significant goals of the student service approach.

STANDARDS OF CONDUCT

EXPECTATIONS FOR CONDUCT

As members of a Christian community, Woodstream students and faculty strive to live Soli Deo Gloria, that is, for God's glory. Woodstream Christian Academy encourages students to live according to biblical principles. We also teach students that they are the salt of the earth and light of the world. The more conscious we are of God's presence among us, the more harmony we find in our Academy.

The integrity of relationships is one of our top priorities, so the desired end of all discipline is the reconciliation of strained relationships between students or between students and their tutors. Faculty members are empowered to help students maintain their relationships with each other, their tutors, and other school staff as they should.

A large part of Woodstream's influence within the community will result from the honorable and conscientious conduct of our students and families. A Woodstream student reflects the mission and identity of the Academy, no matter where he or she is. Students are expected to behave appropriately at all times with consideration for others in thought, word, and deed. Students must abide by the Academy's stated rules.

The first (and usually the only) person to deal with a discipline infraction is the tutor, whether in or out of the classroom. Faculty members may also consult with other tutors and, according to the seriousness of the situation, with the appropriate director.

When disciplinary action is necessary, parents may rely upon the tutors and administration to correct behavior in ways that will affirm biblical standards of fairness and justice, the dignity of each child, and the need for damaged relationships to be restored appropriately. The disciplinary action will be administered in light of the student's infraction and attitude. All disciplinary actions will be based on biblical principles of forgiveness, restitution, and restoration. As part of our belief in the authority of the family, parents will be made aware of concerns or warnings given to a student by a tutor, a dean, or the Head of School, as well as any disciplinary action taken as soon as possible after each incident.

The Academy may request withdrawal of a student based on conduct exhibited by the student or his family that the Academy deems to be detrimental to its mission.

DISCIPLINE PROTOCOLS

To ensure a safe learning environment for all students, the Academy will utilize demerits as its formal behavioral management system. Students will receive demerits based upon the severity of the infraction. When demerits are issued, parents will be informed electronically via RenWeb.

1. The use, distribution, or other handling of alcohol, tobacco, e-cigs, vapor or illicit substances is prohibited on Academy grounds and at Academy-sponsored events, including field trips. Families found in violation of this policy will be immediately expelled.

2. Evidence of deviant behavior of a sexual nature (e.g., promiscuity, pregnancy, and homosexuality) will be grounds for expulsion. Issues of a sexual nature will be dealt with using the Bible as a guide while maintaining confidentiality.
3. Students are required to dress appropriately and modestly according to the uniform policy for school and all school-related activities.
4. Running in the hallways or on the sidewalk is dangerous and is not permitted.
5. Students may enter/leave the classroom once permission to enter/leave is given by the tutor. The student should request and receive a hall pass from the tutor before leaving the room.
6. Food and drink may be consumed only at lunch or at a designated snack time, unless the tutor gives other instructions.
7. Students must receive permission from the tutor before using technology for entertainment or recreational purposes.
8. Laptops and tablets are allowed for learning purposes **only**. Texting, Face Timing, direct messaging, social media browsing, etc. are strictly prohibited. Parents should refrain from messaging their child during school hours. Instead, the parent should call the Information Station of the Academy if they must deliver a message to their child.
9. Phones (e.g. smartphones, mobile phones, cellphones) are **not** to be used during school hours. Phones that are brought to campus must be stored in the student's locker and powered-off, placed on airplane mode, or set to "Do Not Disturb" for the entirety of the school day. Requesting permission to use the phone for "*educational purposes*" will result in a denial. Tutors, paraprofessionals, administrators, directors, and other authorized personnel will confiscate phones from students who did not adhere to the rules. The phone will be kept in a safe and secure location until an arrangement is made between the tutor and parent to release the phone.
10. Students may not bring toys or games to school without the tutor's permission.
11. Students should treat all school materials, equipment, and facilities with respect and care.
12. Teasing, criticizing, or name-calling is not permitted.
13. Public displays of affection are not permitted.

INFRACTION LIST

| NUMBER OF DEMERITS | INFRACTION |
|--------------------|---|
| 01 | Dress code violation |
| 01 | Loitering on school grounds after dismissal |
| 01 | Not following directions |
| 01 | Not returning parent's signature |
| 01 | Possession of non-school-related items |
| 01 | Unprepared for class |
| 01 | Leaving designated desk, chair, area, etc. without permission |
| 01 | Failure to maintain an inside voice within the building |
| 01 | Talking without permission |
| 01 | Failure to maintain personal space |
| 02 | Sleeping in class |
| 02 | Failure to report whereabouts |
| 02 | Chewing gum, eating, or drinking in class |
| 02 | Reckless play or behavior |
| 02 | Talking and/or playing in Chapel or Formal Hall |
| 02 | Littering |
| 02 | Failure to present a hall pass upon request |
| 02 | Listening to or singing inappropriate lyrics/music |
| 02 | Public display of affection (PDA) |
| 02 | Teasing another student |
| 03 | Throwing objects |
| 03 | Failure to attend detention |
| 03 | Behavior that disrupts the learning environment |
| 03 | Lying / Dishonesty |
| 03 | Obscene language, profanity, or gestures |
| 03 | Failure to report a threat to school personnel |
| 04 | Refusal to complete an in-class assignment |

| | |
|-----------|---|
| 04 | Violation of vehicle parking regulations |
| 04 | Student caught in unauthorized location |
| 05 | Bullying another student |
| 05 | Taking someone's belonging without permission |
| 05 | Failure to leave school property |
| 05 | Cheating on/copying homework, classwork, and any assignment |
| 05 | Disruptive behavior that results in removal from detention |
| 05 | Unauthorized class walkout |
| 05 | Misuse of technology |
| 05 | Cheating (or appearance of cheating) on quiz, test, paper, or project. Cheating on a Test results in 0% with no option to make up the assignment. |

| | |
|-----------|---|
| 05 | Watching a fight instead of breaking it up or getting an adult |
| 05 | Threatening bodily injury |
| 05 | Unsanctioned use of a cell phone during the school day |
| 05 | Placing unauthorized objects in toilet |
| 05 | Damaging of school property |
| 08 | Plagiarism including plagiarism associated with artificial intelligence |
| 10 | Total destruction of school property |
| 10 | Provoking, instigating, or prolonging a fight between other people |
| 15 | Recording a fight, argument, dispute, etc. on a device |
| 15 | Illegal entry to school building or property |
| 15 | Cutting class off-campus |
| 15 | Cheating on midterm or final exam |
| 20 | Fighting on campus or at a WCA sanctioned event |
| 20 | Forgery on report cards, progress reports, or other official school documents |
| 20 | Leaving school grounds without permission, unauthorized class or activity absence |
| 20 | Physical aggression towards staff member or student |

| | |
|-----------|---|
| 20 | Possession of alcoholic beverage on or off school premises |
| 20 | Possession or use of tobacco on or off school premises |
| 20 | Sexual immorality or lewd conduct, pornography, or "sexting" |
| 20 | Unauthorized setting of a fire alarm, destroying, disabling fire extinguishers |
| 20 | Skipping School / Not reporting whereabouts to parents or school |
| 25 | An arrest as a result of involvement in a felony or commission of a felony |
| 25 | Drugs: possession, sale, distributing, or being under the influence of |
| 25 | Possession of or assault with a weapon |
| 25 | Possession of or detonating fireworks, chemical devices, or explosives |
| 25 | Terrorist threats directed to students or staff |
| 25 | Terrorist threats of destruction of school property directed to students or staff |
| 25 | Harassment toward student |

PENALTIES

| DEMERITS ACCUMULATED | CONSEQUENCES |
|----------------------|--|
| 03 | Lunch detention |
| 06 | Lunch detention |
| 07 | Saturday Detention* (\$100) |
| 10 | Saturday Detention* and scheduled conference with parent and school personnel. |
| 13 | Saturday Detention* (\$150) |
| 15 | One-day suspension (minimum) |
| 18 | Saturday Detention* (\$200) |
| 20 | Five-day suspension (minimum) |
| 25 | Expulsion |

* Saturday Detentions are held approximately two Saturdays per month from 8AM - 12PM. There is a fee of \$100 for the first Saturday Detention; a fee of \$150 for the second Saturday Detention; and a fee of \$200 for the third Saturday Detention.

PROBATION FOR CONDUCT

Woodstream Christian Academy does not have a provision for probation for student conduct. If the above administrative warnings and admonitions go unheeded, or if the offense warrants it, the offending student may be dismissed from the school.

SEARCHES

Lockers are school property and the school reserves the right to open and inspect student lockers at any time. The school also reserves the right to search a student's belongings, car, or other areas under a student's control in order to enforce school policies, rules and regulations, and/or to preserve a safe and orderly learning environment. Failure to cooperate with a search may result in immediate suspension and/or expulsion.

SCHOOL SUSPENSION

The Academy does not treat suspensions as a day off for a student. It is important that students understand the nature of the infraction and seek to change the adverse behavior. When a student is suspended from school he/she will be required to complete Academy issued assignments. Regardless of the number of days associated with each suspension, the student will receive 0% for class participation and 0% for class work, tests, quizzes, or projects for each day of the suspension. Students may NOT participate in co-curricular activities while suspended from school.

BASIC SCHOOL RULES

The following is a list of attitudes and deportment standards that Woodstream Christian Academy deems essential for all students.

1. Students should adhere to basic Christian standards of behavior and speech.
2. Students must not talk back to or argue with staff members; prompt and cheerful obedience is the goal.
3. Students are expected to treat all faculty members, staff, parents, visitors, and other students with respect and courtesy.

INTERNET/ONLINE ACTIVITIES

Students are not to use the school name in their on-line conversations and/or on their personal sites, e.g., X, Threads, Snapchat, YouTube, Instagram, TikTok, ~~Twitter~~, Facebook, blogs. Additionally, any inappropriate on-line activity that reflects behavior unbecoming of a Woodstream Christian Academy student – including questionable pictures, language and conversations – could be cause for suspension or dismissal from the school.

INSUBORDINATION

Insubordination is the repeated violation of or refusal to comply with classroom or school rules and indicates an unwillingness of the student to accept responsibility for his or her actions. This defiance is a serious offense and will be referred to the Department Chair and if necessary, the Director of Student Accountability and Quality Assurance (SAQA). Penalties for this offense range from Saturday detention, suspension, or expulsion.

In the event a student must attend Saturday Detention, there is a \$100 fine for the first offense; \$150 for the second, and \$200 each thereafter (payable by check, money order, cashier's check, or RenWeb electronic payment account) must be paid when the parent signs in the student.

Woodstream Christian Academy reserves the right to suspend or dismiss any student whether the student has or has not accumulated the above demerits.

BULLYING

Bullying is the physical or emotional mistreatment of a student, teacher, or staff member. The school considers bullying a very serious infraction which could also result in extended suspension or expulsion. Bullying is not limited to the physical contact of another person but can also take place through the use of social media. Examples include Facebook, Instagram, Twitter, YouTube, TikTok, etc.

SEXUAL HARASSMENT/HARASSMENT/DISCRIMINATION/ THREATS/BULLYING

The behavior of sexual harassment/ harassment, discrimination, threats, bullying by any student against any other person(s) or the personal property of any other person will be taken very seriously. Sexual harassment, harassment, discrimination, threats, bullying of any type must be reported to an Administrator. The student(s) making the threat will be removed immediately from the classroom and their parents or guardians will be called. If, in the opinion of the School Based Leadership Team (SBLT) the threat is considered to be of a serious nature, the proper authorities will also be notified. Any academic work that is missed due to the removal from class for this reason will be treated as a suspension. It is the discretion of the SBLT to determine if and when the student(s) involved may return to their normal classroom activities.

POSITIVE REINFORCEMENTS

Verbal praise and other more tangible forms of positive reinforcement and encouragement will be given liberally whenever an individual student or class exhibits conduct that honors Christ (e.g., merits or certificates).

CHAPEL AND ASSEMBLIES

It is expected that Woodstream students will exhibit respect for God, one another, and guests of Woodstream School Community. During Chapel we are in the real presence of Jesus Christ, and behavior should reflect that reality. Disrespect, either talking or misconduct, during Chapel is considered a serious breach of the Woodstream Disciplinary Code.

FORMAL HALL CEREMONIES

Formal Hall ceremonies are convened only upon the charge of the Chancellor as advised by the Head of School. Formal Hall ceremonies are steeped in the festive splendor of scholastic achievement. The purpose of a Formal Hall is to pause and applaud the Academy community for striving to study to attain wisdom, knowledge, and discipline in a manner that will ultimately glorify God Almighty. The Formal Hall ceremonies include:

- Faculty Installation
- Matriculation of the Student Body
- National Honor Society and National Junior Honor Society Induction
- National Forensic League Induction
- Honor Roll Ceremony
- Junior / Senior Pinning Ceremony
- Thesis Presentation Week
- K-5 Graduation Ceremony
- Grade 6 Graduation Ceremony
- Grade 8 Baccalaureate Ceremony
- Grade 12 Baccalaureate Ceremony
- Grade 12 Commencement Exercises

ACADEMIC STANDARDS

GRAMMAR SCHOOL GRADE REPORTING

Report cards are issued at the end of each quarter. Parents are required to monitor student progress on RenWeb. Tutors will notify parents in the event a student is in danger of receiving a failing grade for that quarter. Tutors and parents are encouraged to schedule conferences as needed.

| GRADING SCALE | |
|----------------------|------------|
| A+ | 98% - 100% |
| A | 94% - 97% |
| A- | 90% - 93% |
| B+ | 87% - 89% |
| B | 84% - 86% |
| B- | 80% - 83% |
| C+ | 77% - 79% |
| C | 74% - 76% |
| C- | 70% - 73% |
| D+ | 67% - 69% |
| D | 64% - 66% |
| D- | 60% - 63% |
| F | 0% - 59% |

| STUDY HABITS AND CONDUCT | |
|---------------------------------|---|
| 4 | Consistently demonstrates the expected behavior |
| 3 | Frequently demonstrates the expected behavior |
| 2 | Occasionally demonstrates the expected behavior |
| 1 | Rarely demonstrates the expected behavior |

| GRADING WEIGHTS KINDERGARTEN & 1ST GRADE | |
|--|-----|
| Assessments (Tests & Projects) | 30% |
| Quizzes | 20% |
| Classwork | 40% |
| Homework | 10% |

| GRADING WEIGHTS 2ND GRADE – 6TH GRADE | |
|--|-----|
| Assessments (Tests & Projects) | 30% |
| Quizzes | 20% |
| Classwork | 35% |
| Homework | 15% |

GRAMMAR SCHOOL GRADING AND ASSESSMENT

Grading and Testing

1. One assignment can yield grades for more than one subject. For example, a history assignment can be used for a history grade in its content and for an English Language Arts grade in its spelling and writing mechanics.
2. Class participation may be included in the subject area grades as long as specific instances of participation are recorded. Behavior considerations may not be factored into subject area grades.

GRAMMAR SCHOOL HONOR ROLL

Students from 1st through 6th grade who earn an A in every subject area on their quarterly report card are recognized at the end of the quarter on the “A” Honor Roll List. Students from 1st through 8th grade who earn either an A or B in every subject area on the quarterly report card are recognized on the “B” Honor Roll List.

SCHOOL OF LOGIC GRADE REPORTING

Grade point averages (GPA) are computed at the end of each quarter for School of Logic

students (Grades 7 and 8) based on a 4.0 grading scale. The grading scale is not weighted.

| GRADING SCALE SCHOOL OF LOGIC | |
|--|--------------------|
| GRADE PERCENTAGE | GRADE POINT |
| A+ 98% - 100% | 4.0 |
| A 94% - 97% | 3.7 |
| A- 90% - 93% | 3.5 |
| B+ 87% - 89% | 3.3 |
| B 84% - 86% | 3.0 |
| B- 80% - 83% | 2.7 |
| C+ 77% - 79% | 2.3 |
| C 74% - 76% | 2.0 |
| C- 70% - 73% | 1.7 |
| D+ 67% - 69% | 1.3 |
| D 64% - 66% | 1.0 |
| D- 60% - 63% | 0.7 |
| F 0% - 59% | 0.0 |

| GRADING WEIGHTS SCHOOL OF LOGIC | |
|--|-----|
| Assessments (Tests & Projects) | 40% |
| Quizzes | 25% |
| Classwork | 20% |
| Homework | 15% |

SCHOOL OF LOGIC HONOR ROLL

Students in the School of Logic who earn A's and B's in every subject area at the end of the quarter will be recognized on the Dean's List.

SCHOOL OF RHETORIC GRADE REPORTING

Grade point averages (GPA) are computed at the end of each quarter for School of Rhetoric students (Grades 9 thru 12) based upon a 4.0 grading scale. The grading scale is not weighted.

Note: Transfer weighted grades will be converted to a non-weighted 4.0 scale.

| GRADING SCALE SCHOOL OF RHETORIC | |
|---|--------------------|
| GRADE PERCENTAGE | GRADE POINT |
| A+ 98% - 100% | 4.0 |
| A 94% - 97% | 3.7 |
| A- 90% - 93% | 3.5 |
| B+ 87% - 89% | 3.3 |
| B 84% - 86% | 3.0 |
| B- 80% - 83% | 2.7 |
| C+ 77% - 79% | 2.3 |
| C 74% - 76% | 2.0 |
| C- 70% - 73% | 1.7 |
| D+ 67% - 69% | 1.3 |
| D 64% - 66% | 1.0 |
| D- 60% - 63% | 0.7 |
| F 0% - 59% | 0.0 |

| GRADING WEIGHTS SCHOOL OF RHETORIC | |
|---|-----|
| Assessments (Tests & Projects) | 45% |
| Quizzes | 25% |
| Classwork | 15% |
| Homework | 15% |

SCHOOL OF RHETORIC HONOR ROLL

Students in the School of Rhetoric who earn A's and B's in every subject area at the end of the quarter will be recognized on the Dean's List.

STUDENT PROMOTION

The promotion criteria in the Grammar School, School of Logic, and School of Rhetoric are:

1. Satisfactory grades in all subject areas;
2. Satisfactory conduct and behavior rating;
3. Satisfactory Formal Hall Thesis Presentation;
4. Teacher recommendation.

ACADEMIC ELIGIBILITY FOR ATHLETIC ACTIVITIES

Participation in any extracurricular activity is contingent upon the student meeting eligibility requirements. Determination of ineligibility is made by the appropriate administrator and communicated to the student and the faculty member in charge of the activity. A student who is on probation or suspension for any reason is not eligible to participate in extracurricular activities. Ineligibility means that the student is not allowed to participate in athletics throughout the period of ineligibility.

Eligibility for participation is determined twice per grading period: at the mid-quarter point and at the end of the grading period (quarter or semester). The period of time between these two grading points is considered the eligibility period.

A student who receives failing grades or incomplete grades in two or more subject areas at the end of an eligibility period will be ineligible for the following eligibility period. A student may regain eligibility at the end of any eligibility period if he receives no failing or incomplete grades.

ACADEMIC PROBATION

School of Logic and School of Rhetoric students are required to have a 2.0 grade point average to remain in good academic standing.

HOMEWORK

Homework is an integral part of the learning process, for it provides practice and reinforces concepts learned during the instructional period. Therefore, consider implementing the following homework tips for your child.

1. Do homework around the same time and in the same place each day.
2. Allow your child a little break before he begins homework.
3. Implement time limits for each assignment. Sometimes the kitchen timer works wonders.
4. Always check for homework completion and sign the homework page or assignment book, where applicable.
5. Express observations or concerns to your child's tutor via email.

THESIS PRESENTATIONS

All students who matriculate through Woodstream Christian Academy shall be required to develop and defend an age-appropriate thesis. Each student will gather research from both class and individual reading lists as directed by the schools of Grammar, Logic, and Rhetoric. An assessment of a satisfactory presentation will be required for promotion to the next grade. All students will be required to defend their thesis orally at a Formal Hall. Thesis presentations will be held in the month of May. An assessment of a satisfactory presentation will be required for graduation.

MAKE-UP WORK

When students are absent from school due to illness or emergency, they are not expected to have completed all assignments upon returning. Tutors will consult individually with the student and parents when the student returns to develop plans to make up necessary work. Ordinarily, students will have an amount of time allotted to complete their work that corresponds to the number of days they were absent. Tests should be made up within the same time frame as other make-up work. Parents should call the school early in the day to get missed assignments. Tutors will cooperate with parents in getting the assignments to them.

When absences are voluntary (e.g., family holiday) all schoolwork must still be completed. Parents and students must coordinate all such absences in advance with the tutors. Prior to a planned absence, the student should work ahead as much as possible.

While tutors will assist the student in remembering to complete make-up assignments, the primary responsibility for completing and turning in make-up work belongs to the student.

EXPECTATIONS AND PROCEDURES

GENERAL REQUIREMENTS

Students are expected to be present at school every day school is in session. The actual number of days school is in session is indicated in the annual School Calendar. Unnecessary absences are highly discouraged. Our guidelines are as follows:

1. Any student who is not in his or her seat by 8:00 a.m. is considered tardy.
2. An accumulation of five tardies is equivalent to one (1) unexcused absence.
3. An arrival after 10:00 a.m. constitutes an absence unless there is a valid explanation which must be approved by an administrator.
4. A dismissal before 11:00 a.m. without returning to school constitutes an absence.
5. An accumulation of more than three (3) unexcused absences in any given semester (two quarters) or ten (10) unexcused absences for the academic year may result in failing grades. Students with excessive absences will be withdrawn from the program.

TARDINESS

Punctuality is part of the character training process. Students are expected to arrive promptly at school and for subsequent classes throughout the day. If a student is late for reasons beyond his control, the parent should send an explanatory note with the student to the office. Students arriving after 7:59 a.m. must report to the office to receive a pass in order to be admitted to class. Academy staff members will escort the tardy student to his or her class. To be considered on time for class, students must be seated at their desks and appropriately prepared to begin class promptly at 8:00 a.m.

ABSENCES

When students are absent from school and need their homework assignments, parents/students may view homework assignments via RenWeb. When returning to the school, students must bring a note from their parents/doctor explaining their absence. It is the parent's responsibility to email the tutor with an explanation as to why the student was absent.

EXCUSED ABSENCES

Absences are excused under the following conditions and require a note/email from the parent upon the student's return to school:

1. Illness of or injury to the student;
2. Occurrence of a family-related emergency that is out of the student's control, such as a death of an immediate family member;
3. A violent storm or other natural disaster;
4. Mental or physical incapacity;
5. Local or National State of Emergency declared by an authorized government agency;

UNEXCUSED ABSENCES

Any circumstance not included as an excused absence can be considered unexcused. Family vacations and church-related activities and trips constitute unexcused absences. An accumulation of unexcused absences is highly discouraged, and offending students will be admonished or disciplined accordingly.

MEDICAL AND PROFESSIONAL APPOINTMENTS

Leaving during the school day for appointments is strongly discouraged. Medical appointments should be arranged for after-school hours whenever possible. If there is no alternative, parents should provide a note/email to the tutor (Grammar School) or to the office (School of Logic and School of Rhetoric) before 11:00 a.m. Parents must sign students in and out at the Information Station. The office will give the returning student a pass to be readmitted to class. A student waiting to be picked up must remain at the Information Station in the Atrium until the parent arrives.

ILLNESS

All personnel at Woodstream Christian Academy take medical concerns seriously. For the health and safety of all our students, the following standards will apply. Parental cooperation is expected.

MEDICAL AUTHORIZATION

In accordance with the Maryland State Department of Health, we ask that the following guidelines regarding any and all medications be followed:

1. In order to dispense over-the-counter and prescribed medications we will need to have properly completed authorization forms on file. For a form to be considered properly completed it should have all the information completed as well as signatures by both the **parent** and the **physician**.
2. All medications (including Tylenol, nasal spray, and inhalers) must be stored in the designated Health Area. In order to dispense prescribed medications, the Academy will need the following:
 - a. A properly completed authorization form on file. Forms may be obtained from the WCA website.
 - b. The medication in the **original** container with the student's name, physician's name, and instructions printed on the label.
 - c. The medication brought to the designated Health Area by the parent. **Students are not permitted to handle medications of any kind.** Parents must pick up any unused medication directly from the school office. If possible, arrange for medications to be given after school hours.
 - d. Before arrival at school, the parent should administer the first dosage of any medication.

ILLNESS AT SCHOOL

Students who become ill at school will be sent to the designated Health Area where the decision will be made to call home. The health attendant / designee will place calls. A sick student will remain in the Health Suite or an assigned area until a parent or authorized adult can pick up the student from school. **Parents should make every effort to pick up their child within an hour of being contacted by the school nurse.**

Students will be removed from the classroom environment and taken to the Academy health attendant, or a call will be made to inform parents of the need to retrieve the student when:

1. The student exhibits copious fluids from the nasal area;
2. The student is unable to participate in learning due to excessive drowsiness;
3. The student exhibits a fever greater than 100 degrees (as determined by the health attendant or other school personnel);
4. The student has vomiting or excessive diarrhea (two or more times);
5. The student has conjunctivitis or pink-eye;
6. The student has a noticeable change in physical appearance.

CONTAGIOUS ILLNESS

Common colds, influenza (mild forms), chickenpox, strep throat, and similar illnesses, though unpleasant and contagious, are not considered serious diseases (see below). However, all students with these or other suspected contagious illnesses must remain at home, or, if onset begins at school, be sent home.

RETURNING TO SCHOOL AFTER ILLNESS

If a child has had a fever, vomiting, or diarrhea within a 24-hour period prior to a school day, he may not be sent to school. Should a student contract chicken pox or another contagious illness, timely notification to the school is required, so that other students who may have been exposed may be contacted. Students may not return to school unless they have a physician's signed release form.

SERIOUS DISEASES

Serious diseases are those diseases that are potentially life threatening or that can cause permanent bodily damage, and can be transmitted from one person to another (other than genetically). Examples of these include spinal or viral meningitis, AIDS (Acquired Immune Deficiency Syndrome), and pneumonia. Students who contract these diseases may not return to school until certified as healthy and not contagious by a physician.

MONEY AT SCHOOL

Grammar School students should not bring money to school. Parents may consult the tutor when exceptions need to be made regarding school projects, excursions, or special activities.

TUTOR GIFTS

Many families would like to do something personal to express appreciation to faculty. Expressing appreciation to Woodstream tutors is appropriate, e.g., personal note of thanks is always appreciated. Individual gifts, if given at all, should be given in a way so as not to make other students or parents feel pressured or uncomfortable. Please note, it is not how much the gift costs or how clever it is, but it is the love with which the gift is given that is cherished and appreciated. Another way you can share with the school is through the classroom wish list. Many times, parents want to give something that will benefit their child's class.

LIBRARY

The Roland Lee Memorial Library is an integral part of our curriculum; therefore, a student may check out books for a two-week period. Parents will be responsible for replacing any books that are lost or damaged by their child. We encourage donations of quality and appropriate literature in accordance with the guidelines for donation.

LOST-AND-FOUND

Articles found on campus should be placed in the designated lost-and-found area. Parents should check the Lost and Found weekly for any missing items. Remember to mark clearly all clothing, book bags, and the like with the student's name. Periodically, the school donates unclaimed items to charity.

TEXTBOOKS, EQUIPMENT, AND SUPPLIES

School-owned textbooks and resource materials are issued at the beginning of the school year and at other times as assigned by the tutor. Parents will be responsible for paying for any textbooks or equipment lost or damaged by their child.

DRESS CODE

The Academy's dress code policy helps hold students accountable for their self-care and promotes respect of self and others. Students are expected to be neat, clean, well groomed, and modest on campus and at all school functions. Parents play a vital role in encouraging and supporting their child's development of self-care skills and must partner with the Academy wholeheartedly to achieve successful outcomes.

While styles are constantly changing in the world, the importance of self-care will never fade. The Academy believes that students should be taught the fundamentals of self-care, aesthetic decorum, and cultural elegance from a young age before maladaptive habits have a chance to take root. Short hairstyles for males are strongly encouraged and often require far less grooming. In general, male students often struggle more than their female counterparts with maintaining a well-groomed appearance when their hair is longer. In an effort to promote modesty, natural color hair tones and shades are expected for all students. The Academy believes that students will have ample opportunity to express their artistic traits and personalities in other ways beyond dyeing their hair.

General: Hairstyles, fashion accessories, or cosmetics that are deemed unsafe, a distraction, or impediments to productivity are prohibited. A hairstyle may be deemed unsafe if the length is so long that it could get caught in a fan blade or elevator door. Artificial nails that interfere with a student's ability to type efficiently on a keyboard are prohibited.

Footwear: Shoes are always required on campus. Slides, Crocs, flip flops, sandals, slippers, and other footwear designed for lounging are prohibited. The following shoes provide an example of acceptable footwear. Similar styles are also acceptable.



Accessories: Students may wear watches that do not have an alarm or beep. Boys may not wear earrings nor may girls wear multiple earrings. For those with preexisting body piercings, a clear piercing retainer may be worn. Visible tattoos or other markings are inappropriate for Woodstream students and must be covered. During the school day, students are required to wear the Woodstream uniform, unless otherwise directed by an administrator. The administration reserves the right to determine if a student's attire is inappropriate and may take action to remedy the situation.

Other: Non-WCA attire is strictly prohibited. Students who are prone to feeling cold in air conditioned spaces must wear a WCA sweater or WCA blazer to keep warm. If this does not suffice, the student should wear additional undergarments such as thermal underwear or a turtleneck (white, gray, or blue). Wearing non-WCA coats, jackets, sweaters, hoodies, etc. are not allowed.

Participation in school activities is prohibited when a uniform violation occurs. Therefore, failure to comply with the uniform policy is subject to immediate dismissal from school. The parent must pick up their child within 30 minutes of being informed. An emergency contact will be called if the primary guardians do not respond. The student will wait in the Atrium near the Information Station until the parent arrives.

GRAMMAR SCHOOL UNIFORM CODE KINDERGARTEN – 3RD GRADE

| BOYS (MONDAY – THURSDAY) | GIRLS (MONDAY – THURSDAY) |
|---|---|
| Tan khaki pants | Plaid jumpers (required every Chapel Day) |
| White oxford shirt | White peter-pan collar shirts (required) |
| Navy blue necktie (required) | Navy blue cross bow |
| Brown, black, or navy-blue belt | Navy heavyweight acrylic cable knee socks or tights |
| Brown, black, or navy socks | Footwear: Brown, black or navy blue (Mary Jane's, boat shoes, loafers, or tan bucks) |
| Footwear: Brown, black, or navy blue (boat shoes, loafers, or tan bucks—no tennis shoes or boots) | Only one (1) pair of stud earrings |
| No bracelets, necklaces, or earrings | Navy blue WCA logo crew neck sweater (optional) Flynn and O'Hara |
| Navy blue WCA logo cardigan sweater (optional) —Flynn and O'Hara | Hair accessories: WCA uniform plaid, black, white, navy blue or clear headbands, barrettes, hair bows, or beads (no more than 1" hair accessories). |
| | No lip gloss and no excessive or neon jewelry |

| | |
|-----------------------|--|
| DESIGNATED PE DAY | All Students: Gray WCA PE uniform and tennis shoes |
| *SCHOOL SPIRIT FRIDAY | All Students: WCA blue polo and khaki pants or walking shorts, black or white tennis shoes only (no wheelies) |

**GRAMMAR SCHOOL UNIFORM CODE
4TH GRADE – 6TH GRADE**

| BOYS (MONDAY – THURSDAY) | GIRLS (MONDAY – THURSDAY) |
|---|--|
| Tan khaki pants (Uniform Company Brand Only) | Plaid jumpers (required every Chapel Day) |
| White oxford shirts with button-down collar WCA logo (optional) | White oxford shirt with button-down collar WCA logo (optional) |
| Navy blue WCA logo sweater vest (required—Uniform Company) | Navy blue WCA logo sweater vest (required—Flynn and O’Hara) |
| Navy blue or WCA uniform plaid necktie (required) | Footwear: Brown, black, or navy blue (boat shoes, loafers, or tan bucks—no tennis shoes or boots) |
| Brown, black, or navy blue belt | Navy heavyweight acrylic cable knee socks or tights |
| Brown, black, or navy blue socks | Only one (1) pair of stud earrings |
| Footwear: Brown, black, or navy blue (boat shoes, loafers, or tan bucks—no tennis shoes or boots) | Hair accessories: WCA uniform plaid, black, white, navy blue or clear headbands, barrettes, hair bows, or beads (no more than 1” hair accessories) |
| No earrings | No lip gloss and no excessive or neon jewelry |

| | |
|------------------------------|--|
| DESIGNATED PE DAY | All Students: Gray WCA PE uniform and tennis shoes |
| *SCHOOL SPIRIT FRIDAY | All Students: WCA blue polo and khaki pants or walking shorts, tennis shoes |

*Uniform checks will occur on a daily basis.

SCHOOL OF LOGIC UNIFORM CODE
7TH GRADE – 8TH GRADE

| BOYS (MONDAY – THURSDAY) | GIRLS (MONDAY – THURSDAY) |
|--|---|
| Twill front pleated khaki pants (Uniform Company Brand Only) | Khaki kick pleat skirt (Uniform Company Brand Only) |
| Short- or long-sleeve white WCA logo oxford shirt with button-down collar (only) | Short- or long-sleeve white WCA logo oxford shirt with button down collar (only) |
| Burgundy logo sweater vest (required) | Burgundy logo sweater vest (required) |
| Burgundy logo cardigan or pull-over sweater (optional) | Burgundy or white opaque knit tights, heavyweight cable knit tights or acrylic cable knee socks (no stockings) |
| Burgundy, gray, or white crew socks | Footwear: black or brown casual shoes (boat shoes, loafers, or tan bucks—no tennis shoes or boots) |
| Black or gray belt | Only one (1) pair of quarter-size earrings (silver, pearl, or gold color only) |
| Footwear: Black or brown casual shoes (boat shoes, loafers, or tan bucks—no tennis shoes or boots) | Hair accessories: Black, white, burgundy or clear headbands, barrettes, hair bows or beads (no more than 1" hair accessories) |
| No bracelets, necklaces, or earrings | Lip gloss only and no make-up |

| | |
|------------------------------|--|
| DESIGNATED PE DAY | All Students: Gray WCA PE uniform and tennis shoes |
| *SCHOOL SPIRIT FRIDAY | All Students: WCA burgundy polo and khaki pants only. No form fitted apparel. No elastic at the bottom of pants. |

*School Spirit Friday will begin the first Friday in October at the discretion of the Department Chair. Families will be notified. Uniform checks will occur on a daily basis.

SCHOOL OF RHETORIC UNIFORM CODE
9TH – 12TH GRADE

| BOYS (MONDAY – THURSDAY) | GIRLS (MONDAY – THURSDAY) |
|---|--|
| Pleated charcoal gray flannel pants (Uniform Company only) | Gray kilt skirt (Uniform Company only) |
| Short- or long-sleeve white WCA logo oxford shirt with button-down collar (only) Shirts must be tucked in at all times. | Short- or long-sleeve white WCA logo oxford shirt with button down collar (only) |
| Burgundy logo sweater vest (optional) | Tie (required) |
| Hand tie—ST09 (required) | Burgundy blazer with WCA insignia (required) |
| Burgundy blazer with WCA insignia (required) | Burgundy logo sweater vest (optional) |
| Burgundy logo cardigan or pull-over sweater (optional) | Burgundy logo cardigan sweater (optional) |
| Dark belt | Burgundy or white opaque knit tights, heavyweight cable knit tights or acrylic cable knee socks (no knee-high stockings or nylons) |
| Dark crew socks | Only 1 pair of quarter-size earrings (silver, pearl, or gold color only) |
| Footwear: Black or brown shoes (boat shoes or loafers—no tennis shoes or boots) | Hair accessories: Black, white burgundy or clear headbands, barrettes, hair bows or beads (no more than 1" hair accessories) |
| No bracelets, necklaces, or earrings | No excessive makeup or jewelry |

| | |
|------------------------------|---|
| *SCHOOL SPIRIT FRIDAY | All Students: WCA gray polo and khaki pants only. No form fitted apparel. No elastic at the bottom of pants. |
|------------------------------|---|

*School Spirit Friday typically begins the first Friday in October at the discretion of the Head of School. Families will be notified. Uniform checks will occur on a daily basis. Students who are out of compliance with the uniform standard must be picked up by their parents and sent home

Uniform Grace Days

Uniform Grace Days will be permitted throughout the year. Girls must dress modestly and boys must dress neatly. Jeans and tee shirts are most popular for these occasions. Students may not wear tee shirts that display logos or pictures that promote non-Christian values. Students must not wear excessively tight or baggy pants. Students must not wear halters, short tee shirts, see-through shirts or blouses, or any clothing apparel that exposes the stomach area.

Parents: Please read the following statements carefully and sign below to indicate your agreement.

I hereby affirm that I have read the Criterion and discussed its policies with my child. I certify that I consent to and will submit to all governing policies of the Academy, including all applicable policies in the Criterion.

I understand that the standards of the Academy do not tolerate profanity, obscenity in word or action, dishonor to the Holy Trinity and the Word of God, disrespect to the personnel of the Academy, or continued disobedience to the established policies of the Academy.

I understand that the services of the Academy are engaged by mutual consent, and that either the Academy or I reserve the right to terminate any or all services at any time. I understand that this Criterion does not contractually bind Woodstream Christian Academy and is subject to change without notice by decision of Woodstream Christian Academy's governing body. Admission to the Academy is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

Parent/Guardian Signature

Date

Students in Grades 7-12: Please read the following statement carefully and sign below to indicate your agreement.

I hereby affirm that I have read the Criterion. I certify that I consent to, and will submit to all governing policies of the Academy, including all applicable policies in the Criterion.

I understand that this Criterion does not contractually bind Woodstream Christian Academy and is subject to change without notice by decision of Woodstream Christian Academy's governing body.

I understand that admission to the Academy is a privilege, not a right, and that any behavior, either on or off campus, which is not consistent with the Academy's standards could result in the loss of that privilege.

Signature of Student

Date