

2025-2026

WOODLAND HILLS CHRISTIAN ACADEMY HANDBOOK



WOODLAND HILLS CHRISTIAN ACADEMY
2105 East Loop 281 | Longview, TX 75605
903-757-3110 | whca@whbchurch.com



WELCOME

If you are reading this, you are more than likely interested in a Christian education. So are we! Our desire is to provide a well-rounded education in a safe environment, with teachers that stand on the Word of God, teaching a Biblical worldview, ensuring a bright future for every student...all at an affordable price for any family. So welcome to Woodland Hills Christian Academy!

Jesus set a beautiful example for admonishing children when He said "Let the children come to me; do not hinder them, for to such belongs the kingdom of God" in Matthew 10:14. At WHCA we are thrilled to see children grow in the nurture and admonition of the Lord while tending to their schoolwork. They are our future, and we count it a privilege to be investing in this next generation.

My prayer is that God would lead every student, parent, and family to the place of education that fits their needs and fills their desires. You can be assured that we are praying over each applicant to WHCA, trusting the Lord to work it all together for His good.

May God bless you this school year...

Bro. Aaron Perkins



Bro. Charles Hunt
WHCA Chief Administrator

Bro. Charles surrendered to the ministry at the age of 17 at First Baptist Church, Corrigan, Texas. He attended East Texas Baptist University, Marshall, Texas and graduated from Louisiana Baptist University, Shreveport, Louisiana. He married his wife, Becky, on October 2, 1976. In 1999, he started an ACE School at Ridgewood Baptist Church in Port Neches, Texas. In August 2004, he accepted the pastorate at Woodland Hills Baptist Church, Longview, Texas. The church has experienced steady growth in all areas. In the midst of constant building, the church has continued to reach out to the community through major evangelism and missions. Bro. Charles has blessed Woodland Hills with his firm conviction in the Word and in practical morals, uniting us with strong leadership, thoughtful goals, and a working strategic plan for our church and its ministry - through faith and love, in fellowship and in our everyday lives.

charles@whbchurch.com



Bro. Aaron Perkins
WHCA Principal

Bro. Aaron comes from a long legacy of ministers. From his grandfather, to father, uncles, brother, and cousins, he has seen his family stay true to the calling God has placed on them. He holds a bachelor's degree in sacred music from East Texas Baptist University and a Master of Arts in Worship from Southwestern Baptist Theological Seminary in Fort Worth, Texas. He married Jennifer on August 4, 2007. She plays a vital part in the staff of WHCA as lead teacher of the lower learning center. They have 5 children; all happily enrolled in the WHCA. He was called to be the Minister of Music at Woodland Hills in October 2003 and continues to lead and serve in the music ministry as he accepts the role of principal. His desire is to see children receive a Christian education rooted in the very Word of Go



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WOODLAND HILLS CHRISTIAN ACADEMY 2025-2026 School Year

Woodland Hills Christian Academy is recognized by A.C.E., The School of Tomorrow, Hendersonville, Tennessee, and offers an instructional program for grades Pre-K through the twelfth grade. Pre-K through second grade use the Abeka curriculum. Grades third through twelfth use the A.C.E. curriculum. Serving in cooperation with Woodland Hills Baptist Church, belief in God, Biblical education, and patriotism are an integral part of a student's studies and activities.

Woodland Hills Christian Academy maintains educational excellence in an atmosphere conducive to educational and Christian development.

Woodland Hills Christian Academy develops character and positive attitudes in each of its students. It seeks to instruct children in the application of God’s principles to their daily lives as they pursue Christ and His purpose for them individually. This is accomplished through an excellent academic program, positive role modeling, and fellowship with other Christian young people. Students wear uniforms, which help in the teaching of self-control and discipline, neatness, and modesty in dress, which the student can carry with him or her all through life.



INTRODUCTION

The objective of this handbook is to acquaint parents, students, and teachers with various policies of Woodland Hills Christian Academy. The contents of this handbook will be discussed with prospective students and their parents at the time of interview for admission to the Academy. This is to answer any questions concerning general school policy, purpose and philosophy of a Christian education, manner of discipline, standards, and other matters of interest to parents and their children.

Our goal at WHCA is to maintain academic excellence in a Christ-centered atmosphere. The academy is an extension of Woodland Hills Baptist Church and should be viewed as functioning with and in conjunction with the church.

This Handbook is a method of coordinating the efforts of parents, teachers, and students. It does not attempt to spell out the rules for every occasion. Common sense, good judgment, and principles from God's Word are relied upon for most decisions. These policies are intended to provide for an orderly relationship among the parents, students, and school.

The administration may change this handbook at any time it deems necessary. Handouts during a given year will update said changes, until they may be printed in a newly revised handbook.



MISSION STATEMENT

Our mission at Woodland Hills Christian Academy is to provide a Christian education to all students. We hold to the teaching of Matthew 25:40, when Jesus said, “whatever you did for one of the least of these brothers and sisters of mine, you did for Me.” At WHCA, we don’t discriminate in any regard, and we strive to be a vital part in helping our community. Our students will receive a well-rounded education rooted in the scriptures.



GOALS OF WOODLAND HILLS CHRISTIAN ACADEMY

With Christ as the center and source, in partnership with the family in helping students realize their unique reflection of God’s image, WHCA has the following goals for each child:

SPIRITUAL: Students who are rooted, built up, and strengthened in Christ – Colossians 2:6-8

- Know that God is the Creator and Author of all truth.
- Lead each student into a personal, saving relationship with Christ as Lord and Savior.
- Know what it means to have a personal relationship with Jesus Christ and to demonstrate an authentic Christ-like spirit.
- Be able to defend their faith in a clear and logical way.
- Develop a desire in each child to know and do the will of God.
- Know God’s Word and develop a Biblical sense of right and wrong and teach the student how to overcome sin.
- Know that their personal identity and self-worth are based on Christ.
- Identify and apply their spiritual gifts: encouraging, giving, leading, serving, and teaching (Romans 12).
- Know and practice the Christian disciplines, including prayer, worship, study, and discipleship.
- Be able to lead a non-Christian to a personal relationship with Christ.
- Instill in each student a respect for and submission to God and all biblical authority.

ACADEMIC: Students who achieve their highest academic and creative potential will be equipped to think critically, discern truth, and appreciate beauty - 2 Timothy 2:15

- Use a Biblical world view to acquire, interpret, analyze, synthesize, evaluate, and apply new ideas and information.
- Promote academic excellence.
- Teach and encourage good study habits.
- Foster curiosity.
- Confidently and creatively take part in all processes of communication involving writing, speaking, reading, and listening activities.
- Respond in a Christian manner as they consider and encounter the fine arts and other media.

- Develop study skills and disciplines, enabling them to become lifelong learners.
- Be able to demonstrate critical thinking skills and apply them in everyday situations.

PERSONAL, SOCIAL, AND PHYSICAL: Students develop and care for their body as the temple of the Holy Spirit – Romans 12:1; 1 Corinthians 3:16-17

- Exercise the ability to lead and follow, perceiving their role in a community and humbly filling that responsibility.
- Accept responsibility and the consequences for their own choices and actions.
- Recognize that their body is the temple of the Holy Spirit and know how to maintain purity, health, and well-being.
- Have an instilled sense of stewardship and responsibility to God’s creation and provision.
- Recognize the value of competition, sportsmanship, and fair play.
- Teach biblical qualities of character.
- Teach the student to treat all people with respect, love, and grace, regardless of age, ethnicity, gender, faith, or belief.
- Encourage wholesome and Christian use of leisure time.
- Effect and respond to change with courage and conviction.



STATEMENT of FAITH

Woodland Hills Christian Academy believes, teaches, and preaches the following:

1. The Bible is God’s revealed written Word, inerrant, inspired by the Holy Spirit, and infallible and authoritative for all who claim Jesus as Savior and Lord of their lives.
2. God is one in three persons. Father, Son, and Holy Spirit, He is the Creator, Redeemer, and Sustainer of life.
3. Jesus Christ of Nazareth is Lord. He was virgin-born, lived a sinless life, was crucified for our sins, died, arose on the third day, appeared to the disciples and many others over a period of 40 days, then ascended to the right hand of the Father, where He is exalted and is coming again in glory.
4. All people are born with a sinful nature and live with that nature and its fruit until they repent and, by faith, receive Jesus Christ as Savior and Lord of their lives. The evidence of repentance is a regenerated life that emits love, and the presence of the Holy Spirit manifesting the presence of Jesus in gifts, fruit, and wisdom.
5. Water baptism is by immersion after the person has received Jesus as Lord and Savior.
6. Baptism, overwhelming, anointing, filling, of the Holy Spirit is the Father’s promise for all believers, empowering them for ministry through supernatural gifts of the Holy Spirit. We stress continual fillings in the life of the believer for the work of the ministry.

7. God calls us to a holy righteous life in Him. We are to live lives separated from the world while in the world. Our lives are to be characterized by the character and ministry of the Lord, Jesus Christ.

8. Jesus is going to return in person for His church. He will judge all mankind. The righteous will inherit the new heaven and the new earth; the unrighteous will be banished to eternal punishment in a literal hell.



A COMPLETED APPLICATION for ENROLLMENT REQUIRES the FOLLOWING FORMS...

Student Application

Medical History/Medical Release Form

Financial Policy

Record Release Form

Copy of Birth Certificate

Parent and Student Commitment Form

Standard of Conduct Form

Photo Release Form

Approved Pick-up List

Pastor's Letter of Recommendation

Forms for enrollment at Woodland Hills Christian Academy are available from the school office. The medical history must be accompanied by a signed doctor's verification of required vaccinations. A copy of the student's Social Security card is also requested. Other forms for enrollment may be required as the need presents itself.



STANDARD of CONDUCT

Students of WHCA are expected to refrain from engaging in/or talking about cheating, swearing, any use of tobacco, vaping/nicotine, un-godly music, dancing, sexual language, drinking of alcoholic beverages, and using narcotics. Any student who participates in or talks about such activities is subject to immediate suspension. They should not discuss ungodly music or secular movies while at school.

Woodland Hills Christian Academy students are expected to act in an orderly and respectful manner, always careful to maintain good Christian standards of courtesy, kindness, clean language, morality, and trustworthiness. Each student must sign a "Standard of Conduct Form", agreeing to strive toward unquestionable character in the areas of conduct, speech, modesty, and attitude. These standards are to be upheld at all times, in and out of school.

Any student observing questionable activities or overhearing conversations which are contrary to the policies of this Academy should immediately discuss the matter with the administration. This is not

tattling. It has been said, "All it takes for evil to triumph is for good men to do nothing." "... to him that knoweth to do good and doeth it not, to him it is sin." James 4:17.

Each student and parent must understand that enrollment at Woodland Hills Christian Academy is a privilege. Therefore, at any time, a student is subject to suspension, expulsion, or non-re-enrollment based on the student's behavior and/or academic performance.



ENROLLMENT

The Academy is committed to a plan of controlled, yet continuous, enrollment of new students. Information will be provided to all interested parents. Application forms will be provided upon request, accompanied by a copy of this handbook. In order for parents to apply for admission for their children, a non-refundable application fee must accompany each child's application. Copies of the child's birth certificate, last year's report card, any standardized tests, immunization record, and any other form specified in this handbook must accompany the application in order for it to be considered complete.

Upon receipt of a completed application, an interview with the parents and child(ren) will be arranged. The principal will discuss with the parents and each prospective student the purposes and standards of the Academy. Parents and prospective students will be given adequate time to have their questions about the Academy answered. In turn, parents will be asked about their religious beliefs and experiences, their educational goals for their children, and whether or not they are willing to adhere to the policies and standards set forth in this handbook. After prayer and seeking God by all parties and agreement is reached that WHCA is in the will of God for the education of your child, he or she will be accepted into the student body. The parents will sign a form releasing the permanent records of the prospective student. An appointment for student testing will be arranged. If available, space in the Academy will be reserved for the student. If space is not available, the student will be assigned a position on the waiting list based on (1) the date that his completed application was received, and (2) the date that his interview process was successfully completed. Parents will be invited to enroll their children as openings occur according to the chronological waiting list. The results of standardized testing and consultation among the parents, teacher(s), and the principal will determine the final grade placement. Upon enrollment, students will serve a 30-day probationary time in which the student will be able to adapt to the guidelines set forth by Woodland Hills Christian Academy. If during this 30-day period, a student is not successful or does not abide by the code of conduct, that student will be unenrolled without further financial payment due to the Academy.



PARENTAL INVOLVEMENT

We understand that parents are the ultimate educators and are responsible to God for the education of their children. This responsibility is shared with WHCA during school hours when the Biblical directive to raise children in the nurture and admonition of the Lord (Ephesians 6:4) is transferred to the teacher. Parents, teachers, and the church are partners in teaching the children at home, at school, and at church with the consciousness that all truth comes from God (Colossians 2:3). Godly precepts and truths practiced and taught at home should be consistent with those adhered to at school and church.

All parents, guardians, and caregivers are expected to:

- Attend Meet the Teacher at the first of each year.
- Participate in activities that undergird the Academy, such as financial support, fundraising, volunteer labor, and supervision of field trips and extracurricular activities.
- Respect the school.
- Understand that both teachers and parents need to work together for the benefit of their children.
- Seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue.
- Correct your own child's behavior, especially when it could otherwise lead to conflict, aggressive behavior, or unsafe behavior.
- Approach the school, not other parents, to help resolve any issues of concern.
- Avoid using staff as threats to admonish children's behavior.

In order to support a peaceful and safe school environment, the school cannot tolerate parents, guardians, caregivers, and visitors exhibiting the following:

- Disruptive behavior which interferes or threatens to interfere with the operation of a classroom, an employee's office, the main office area, or any other area of the school grounds.
- Using loud/or offensive language, swearing, cursing, using profane language or displaying temper outside of Christian character.
- Threatening to do actual bodily harm to a member of the school's staff, a visitor, a fellow parent, or a pupil, regardless of whether the behavior constitutes a criminal offense.
- Damaging or destroying school property.
- Abusive or threatening emails or text/voicemail/phone messages or other written communication to any Woodland Hills Christian Academy School employee.
- Gossiping with other parents, teachers, students, staff or guests regarding the school, teachers, students, processes, policies, or otherwise.
- Defamatory, offensive, or derogatory comments regarding the school or any of the pupils/parents/staff, at the school, whether face-to-face conversations, text messaging, the use of social media, etc. Any concerns you may have about the school must be made through the appropriate channels by speaking to the class teachers and, if not resolved, proper administration, so the matter can be dealt with fairly, appropriately, and effectively for all concerned.
- Approaching someone else's child to discuss or chastise him or her because of the actions towards the parent's own child.
- Smoking (Cigarettes or vapors) or consumption of alcohol or other drugs while on school property.
- Inappropriately clothed while on school property.

Should any of the above guidelines be breached by a family, then such actions will result in penalties including removal of the student of the offending family from enrollment at Woodland Hills Christian Academy, contacting the appropriate authorities, or any other action deemed necessary.



DOMESTIC ACTIONS

It is the parents' responsibility to inform Woodland Hills Christian Academy office staff of any custody arrangements and provide a copy of the court custody records. We understand that from time to time, a personal crisis may occur in the home. These types of events affect children. Although we do not wish to invade anyone's privacy, the office needs to be aware of the situation so we may properly respond to the needs of your child during this time.

It is imperative that parents/guardians inform the school office of any pertinent changes in information.



EXPLANATION of COST

Testing Fee (Application Fee)

At the time the application for enrollment is submitted to the Academy, a non-refundable application fee of \$50 must accompany each application. This fee will be used to fund scholastic testing and set up academic projections.

Tuition & Fees

A schedule describing total tuition and fees is provided below. Tuition is due on the 1st of the month and is late by the 5th of the month. Active Members of WHBC receive a 10 % discount.

Pre-Kindergarten Class

1st Child	\$600 per month
2nd Child	\$500 per month
3rd Child	\$400 per month
\$200 Yearly Supply Fee	

Kindergarten through 12th Grade

1st Child	\$ 600 per month
2nd Child	\$ 550 per month
3rd Child	\$ 525 per month
\$800 Maximum per family (K-12)	
<ul style="list-style-type: none"> • Plus \$30 per month PACE Materials (3-12) • There will be a \$5 charge for every failed PACE or for each PACE over 72 for the year • Plus, Cost of field trips • \$200 Yearly Supply Fee for Kindergarten, 1st, and 2nd Grade 	



FUNDRAISER POLICY

Fundraising activities must take place in our school from time to time. Your help with these fundraisers is mandatory and greatly appreciated. Fundraisers help us keep tuition costs affordable. You may choose to opt out of helping with a fundraiser by paying a \$150 flat fee for each individual fundraiser.



LATE FEE POLICY

Tuition is generally paid through a nine-month payment plan. Payments received after the 5th of the month are considered late. A \$25 late fee/week will be applied. In the event a payment is late for more than one month, the student may not be permitted to continue attending classes until the accounts are up to date. Any student whose payments are more than six weeks delinquent may be subject to dismissal or refuse re-enrollment.



WITHDRAWAL POLICY

Parents are permitted to withdraw a student for any reason. Woodland Hills Christian Academy has the right, for any legal reason, to require a student to withdraw at any time. Withdrawal must be carried out through the office. Parents are required to fill out a withdrawal form. Parents agree to give a 14-day notice before withdrawing their student. I understand that I am financially responsible for the full month's tuition unless special arrangements are made with the school administration. Transcripts of grades, report cards, and /or cumulative records will be sent to other schools or colleges only if all bills are paid. This provision is separate and apart from suspension or expulsion under the school's discipline policies. **Permanent records will not be released for any student whose account has a past-due balance.**



SCHOOL CALENDAR

A school calendar will be provided to each student prior to the beginning of the school year or upon enrollment. This calendar will be essentially the same as that of the Hallsville public school system. The Academy's grading system is on a quarterly (8-week) basis.



ACADEMY HOURS

- 8:00 AM to 3:00 PM Monday through Friday
- Drop off is from 7:30 – 8:00 AM. If arriving after 8:00 AM, the parent must come to the office to sign in their student.
- After-school care is from 3:15 - 5:30 PM and is provided at an additional cost of \$50 per week. An after-school application will need to be filled out and turned in.

Early Pick Up

I understand that picking up my child(ren) from school before dismissal time causes classroom disruptions, so I will limit early pick-up to instances where my child(ren) has a scheduled medical/dental appointment and will provide a doctor's note to excuse the early pick-up. Like a tardy student, students miss important schoolwork. For early pickup, parents will be required to check out their student(s) through the school office. The provided documentation will need to be signed for dismissal.



STUDENT ARRIVAL and PICKUP

The Academy is not responsible for students who drop off before 7:30 AM and are not picked up by 3:15 PM unless they are in after-school. Students must be picked up before 3:15 PM. Any students not picked up by 3:15 PM will be sent to after-school and charged a \$10 fee.



STUDENT DRESS CODE

The standard of dress at Woodland Hills Christian Academy is designed to reflect modesty, neatness, and appropriateness. It is also designed to contribute to a distinctive Christian education and promote an effective learning environment. Uniforms are to be worn properly every day, unless otherwise notified.

Modesty can be defined as ensuring our bodies are covered in a way that honors the Lord and avoids offending or tempting those around us.

Neatness can be defined as a look that is clean with clothes that are properly fitting and in good repair.

Appropriateness can be defined as wearing clothes that fit the occasion. In the school setting, appropriate clothes are those that do not hinder the educational process or draw attention to oneself.

Pre-K through 2nd Grade

Boys:

- Solid khaki or navy-blue pants or shorts are required, while belts are optional.
- Elastic pants are permissible.
- Maroon or navy-blue polo shirts are required.
- Any tennis shoes is permissible for this age group. (no sandals/crocs)
- Hair is to be clean and combed.
- No hair coloring or perms.

Girls:

- Burgundy/gray plaid or hunter/classic navy plaid jumper, dress, or skirt (See Landsend.com for reference), maroon, navy, or khaki jumper, dress, or skirt (skirts must be below the knee).
- Khaki or navy-blue pants or shorts.
- Elastic pants are permissible.
- Maroon or navy-blue polo shirts are required.
- Any closed-toe shoe is permissible for this age group. (no crocs/sandals)
- Hair is to be clean and combed.
- No hair coloring or perms.

3rd Grade – 12th Grade

Boys:

- Solid khaki or navy-blue pants are required; a belt must be worn.
- No elastic pants are to be worn (must have belt loops).
- Maroon or navy-blue polo shirts (no logo).
- Shirts must be tucked in at all times.

- Tennis shoes or boots may be worn. Slides, crocs, sandals, and house shoes are not allowed.
- Pants must not be tight.
- No hats, beanies, hoods, or any other head covering are to be worn while at school.
- Any hoodie, jacket, or long sleeve covering must be school colors (navy or maroon), **solid without graphics**, and correlate with school uniform. A uniform shirt must be worn underneath the hoodie.
- Hair is to be no longer than the top of the ear on the sides and above the collar in the back.
- Hair is to be clean and combed.
- No hair coloring or perms.
- Young men are to be clean-shaven. No beards or mustaches.
- No jewelry: except a watch and one ring

Girls:

- Burgundy/gray plaid or hunter/classic navy plaid jumper, dress or skirt (See Landsend.com for reference) maroon, navy or khaki jumper, dress, or skirt (**skirts must be below the knee**).
- Khaki or navy-blue pants
- Maroon or navy-blue polo shirts (no logo)
- Tennis shoes or boots may be worn. Slides, crocs, sandals, and house shoes are not allowed.
- No heels or platform shoes.
- Uniforms are to be worn every day unless otherwise notified.
- Leggings may be worn under skirts, but must be uniform colors or black with no graphic designs or insignia.
- No hats, beanies, hoods, or any other head covering are to be worn while at school.
- Any hoodie, jacket, or long sleeve covering must be school colors (navy or maroon), **solid without graphics**, and correlate with the school uniform. A uniform shirt must be worn underneath the hoodie.
- Only natural colored hair.
- Makeup is not preferred, but if used, only light makeup. It must be modest and natural-looking.
- Clothing must not be tight.

Wednesday Uniform

Chapel services are held weekly on Wednesdays, and students are required to attend these weekly services. Uniforms for Wednesdays include the following:

- Boys are to wear a clean and pressed white button-down dress shirt with a tie every Wednesday.
- Girls are required to wear a dress or a knee-length skirt with an accompanying navy or maroon top every Wednesday.

No student, male or female, shall acquire body piercings or tattoos. If a student had a tattoo prior to attending WHCA, the tattoo should be covered at all times.

P. E. Uniforms

Pre-K, Kindergarten, and 1st grade are allowed but not required to dress out for P.E.

2nd – 12th graders are required to dress out daily for P.E. The requirements are as follows:

Girls: Modest (end of fingertip length) athletic shorts, T-shirts with WHCA logo, and tennis shoes.
Denim shorts are not allowed.

*In case of cold weather, a school hoodie and leggings may be worn underneath shorts or sweats/jogger pants may be worn. (Pajama pants are not allowed)

Boys: Modest athletic shorts, T-shirts with WHCA logo, and tennis shoes.

*In case of cold weather, a school hoodie and sweats or jogger pants may be worn.

P.E. uniforms will be strictly enforced.

Standard and P.E. uniforms are subject to change as needed.

Free dress Days

Occasionally, we will have a free dress day. On those days, jeans may be worn, but they may not be ripped/distressed. Leggings will not be allowed. Shirts must be appropriate. We want to be able to continue to offer these special days. Please always dress modestly and appropriately.



ENFORCEMENT

Enforcement of the dress code will be at the discretion of the principal or supervising teacher. The question of hair length, dress length, or if the student is dressed in proper uniform will be the sole decision of the principal or supervising teacher. Students in violation of dress code will be subject to disciplinary action, parents will be called to bring a change of clothes, and on the third offense will be sent home.



EXPECTATIONS

Students are expected to arrive at school prepared with their belongings (i.e. backpack, lunch, school supplies, water bottle, snack, P.E. clothes, etc.) on a daily basis. Parents will be contacted and asked to bring the necessary supplies if the student is not prepared. If the problem persists the parent will be called to come pick up their child as the student won't be able to participate in class without necessary supplies.

WHCA and the A.C.E. Curriculum strive to teach children to be prepared daily in their learning. We have a high expectation for children to be prepared for their daily education experience. This involves being prepared physically, mentally, and spiritually. We expect the parents to help with this preparation on a daily basis. God calls us to be prepared in His Word. II Timothy 2:15 says, *"Study to shew thyself approved unto God, a workman that needeth not be ashamed, rightly dividing the word of truth."* This is a highly valued character trait of Christ. Therefore, it has high consequences when not followed. Benjamin Franklin said, "By failing to prepare, you are preparing to fail."



ABSENTEE POLICY

If your child is not at school, he/she will be counted absent. Your child will also be counted absent if they miss more than half the school day. If your child completes his/her work at home that day, it will help him or her to get a complete at the end of the year.

Excused absences

- Personal illness with a doctor's note
- Family emergencies
- Appearance in court when required by law
- Doctor or dentist appointments

Unexcused absences

- Absences for reasons not listed in the Excused Absence section are unexcused
 - Suspensions
 - Students returning to school without a valid excuse from a parent/guardian will have the absence recorded as unexcused
1. Every third unexcused tardy will count as an unexcused absence for the year. You will have the option to erase 3 unexcused tardies by paying a \$25 fee.
 2. If a student has more than 15 absences (excused or unexcused) in a year, then he/she will be considered for immediate dismissal from WHCA, either temporarily or permanently.



BAD WEATHER DAYS

At the discretion of the principal, the school will be closed because of inclement weather. Usually, but not always, if public school is closed for bad weather, the Academy will be closed also. We usually follow Hallsville ISD for closures.



DISMISSAL for EXTRACURRICULAR ACTIVITIES

Students may not be excused during school hours without special permission.



REPORT CARDS and CONFERENCES

Report cards will be sent out at the end of each eight-week period. Conferences with parents can be held if requested by parents or staff. We do have two parent/conference days on our school calendar, one in the fall and another in the spring.



VISITS by PARENTS

Parents are welcome and encouraged to visit the school at any time as long as the visit is not disruptive to the students or staff. All visitors should be dressed in an appropriate manner.

Check-in for parents visiting campus for any reason, including lunch with their child(ren), must be through the school office, where a Visitor's Tag ID will be issued. The issued ID will be required while on campus at all times.



TELEPHONE

Students will not be permitted to use cell phones and/or smartwatches while on school campus or school related trips. **This includes all field trips.** Cell phones brought to school must be turned into the teacher **upon arrival** and will be returned to students at dismissal. If a parent or guardian needs to get in contact with a student while away on a school function, they will be able to contact the teacher(s) directly via personal cell phone and/or Brightwheel.



COMPUTER and INTERNET ACCESS

Woodland Hills Christian Academy utilizes the technology available in today's world through the use of computers. With the ever-increasing amount of unwholesome content through the Internet, students will not be allowed Internet access without permission and/or supervision. Also, students wishing to access an e-mail account from the school computers must have written permission on file from their parents.

The staff will be the final judge as to whether a website is appropriate for viewing by a student. As a general rule, any website that contains, promotes, or discusses immoral actions, inappropriate language, or any worldly pursuits, which are against Christian values will be considered inappropriate for viewing.

Inappropriate Use of Social Network Site

Parents and students agree not to defame Woodland Hills Christian Academy or state anything in a manner that could be construed as derogatory about the school or create divisiveness amongst the school community. Social media websites are being used increasingly to fuel campaigns and complaints against schools, teachers, school staff, and in some cases other parents/pupils. WHCA considers the use of social media websites being used in this way as unacceptable and not in the best interest of the children or the whole school community. Any concerns you may have must be made through the appropriate channels by speaking to the class teacher, or the administration, so they can be dealt with fairly, appropriately, and effectively for all concerned. Violating this provision could result in removal from enrollment.

In the event that any pupil or parent/care giver of a child(ren) being educated in the school is found to be posting libelous or defamatory comments on Facebook or other social network site, will be reported to the appropriate "report abuse" section of the network site. All social network sites have clear rules about the content that can be posted on the site, and they provide robust mechanisms to report contact or activity that breaches this. The school will also expect that any parent/care giver or pupil remove such comments immediately.

Additionally, cyber bullying and the use of one child or a parent to publicly humiliate another by inappropriate social network entries will be dealt with as a serious incident of school bullying.

We trust that parents and caregivers will assist our school with the implementation of these policies, and we thank you for your continuing support of Woodland Hills Christian Academy.



EMERGENCIES, ILLNESS, and MEDICATION

Emergencies

A parent who needs to reach his child due to an emergency should contact the school. In case of an accident at school, an attempt will be made to reach the parents.

Excuse from Physical Education

Students will only be excused from participating in physical education with a doctor's permit. If your child does not have the proper P.E. uniform, he/she will be set in detention.

Illness

If a student becomes ill, the parents will be contacted, and the child will be sent home. Parents will also be notified if there are contagious diseases or parasites. Students must be symptom-free without medication 24 hours before returning to school.

Medication

If a student must take a prescription medication during school hours, written authorization from the parent and/or physician must be on file in the school office. Forms can be received in the office. Medications are to be delivered to and kept in the school office. Prescriptions must be sent to school in their original container and may be administered only to the student named thereon and according to the directions. This authorization must be renewed each school year.

Responsibility for Injuries

Students in attendance at WHCA must assume any and all responsibility for injuries received at school or any school function or event. The Academy is not responsible for any damage resulting from injuries which occur as a result of misconduct of the student.



LUNCHES AND LUNCHROOM GUIDELINES

Lunches are not provided at or by the Academy. Each student is responsible for bringing his/her lunch daily. Students are not allowed to go out to eat lunch unless it is with their parent(s), grandparent(s), or legal guardian, and they are properly checked out through the WHCA School Office

When bringing lunch from home, please remember these guidelines:

- Liquids should be in a leak-proof container.
- Limit sugar and caffeine.
- Send appropriate utensils and condiments.
- Easy-to-eat snacks are permitted and encouraged for student break times, as are leak-proof water bottles for daily use in the classroom.
- Microwaves may be used, but cooking times are limited to two minutes per student.
- Lunch boxes, sacks, and lunch containers must be labeled with the student's first and last name.
- Sharing food at lunch or breaks is not allowed.



GRIEVANCES

If a parent becomes dissatisfied with the Academy in any respect, he should first seek to resolve the matter with the person, or persons involved rather than spreading criticism or maintaining a negative attitude. The faculty and staff of the Academy act as the parent's representatives to their children; therefore, they are the parent's authority in the parent's absence. In order to protect and strengthen this relationship, parents are encouraged to maintain objectivity when they or their children have a grievance against a member of the faculty and staff or the policies of the Academy.



NON-DISCRIMINATION

Woodland Hills Christian Academy does not discriminate on the basis of race, color, or national origin with regard to students, faculty, or staff. WHCA does not discriminate on the basis of race, color, sex (as determined by anatomy at birth and not subject to change), national origin, or ethnic origin in the administration of its educational policies. However, as a religious institution, WHCA reserves the right to deny admission or to terminate the enrollment of persons whose lifestyles, words, actions, or otherwise do not align with WHCA's statement of faith, code of conduct, or other policies of this organization.



DISCIPLINE

God's Word, the Bible, is the Academy's authority for determining right from wrong and distinguishing virtue from vice. The Academy has adopted a pattern of discipline that is set forth in the Bible, believing that effective discipline of children is both formative and corrective. The Academy will endeavor to form the character of a child by surrounding him with an environment of unconditional love and let him know that he is accepted by the Academy as a person with dignity and worth, since God has created him for the purpose of bearing His own image and likeness. In order to form the character of a child in a way that pleases God, parents and teachers must be alert and ready to commend good behavior and to correct bad behavior.

Some aspects of discipline are to be practiced constantly in a formative way. The following sequence will be used in the process of correction.

1. Instruction

We will teach our students what is expected of them, both morally and academically. This begins on the first day and continues throughout the school year.

2. Commendation

We will praise and enforce good behavior and any sign of progress. We will endeavor to identify the student's positive characteristics in order to build his confidence.

3. Reproof

When a student fails to fulfill a responsibility, misbehaves, or breaks a rule, we will Biblically identify the offense and its consequences. We will attempt to determine if the child understands what is expected of him.

4. Correction

In order to correct habitual or rebellious behavior, the teacher will take action in keeping with the offense that will best lead the child to repentance.

- a. Parent-teacher consultation.
- b. Apply the Word of God to specific offense.
- c. Restitution (in cases involving property that can be restored or replaced).

5. Confession and Forgiveness

Through prayer and love, the child will be brought to accept full responsibility for his actions by confessing to and seeking forgiveness from anyone whom he has offended or injured.

6. Response and Forgiveness

The teacher leads anyone offended to express forgiveness and acceptance. The teacher also expresses appropriate forgiveness, affection, acceptance, and affirmation.

Disciplinary action is to be handled with discretion on the part of all concerned. The principles of Matthew 18:15-17 (and other passages dealing with corrective discipline) are to be followed with great care, in order that no one's reputation be spoiled with careless talk.

Actions or behavior which require disciplinary action such as expulsion, temporary or total, include, but are not limited to lying, cheating, stealing, cursing, and immoral acts as determined by conservative Biblical standards. These actions or behaviors are considered including, but not limited to, on or off school property.

Any exception granted for one does not constitute policy for everyone, but is given only to that individual or individuals for that particular offense at that particular time.

Additionally, it is the desire of the staff, faculty, and administration of Woodland Hills Christian Academy to have each student travel in the direction that God would lead them. There are two important ways in which we encourage our students to live for Jesus.

1. The first way is to challenge them through personal contact with other believers who are serving God (Heb. 10:25).
2. Secondly, we can build their faith, confidence, and trust in God by requiring them to be under the teaching and preaching of God's Word during daily services (Romans 10:17).

It is required that all students attend a Bible believing church every week.

Woodland Hills Christian Academy expects full cooperation from both student and parent in the educational process. If at any time the academy feels that this cooperation is lacking, the student may be requested to transfer out. Enrollment at Woodland Hills Christian Academy is a privilege, not a right. Even though a student has not broken any specific rule or regulation, we expect him/her to abide by the

spirit of the law, as well as to abide by the letter of the law. A destructive, critical, and cynical attitude grieves the Holy Spirit and is destructive to Christian growth and Christian fellowship. If at any time, a student manifests a detrimental influence or spirit of controversy at the academy or displays a spirit contrary to the purpose and principles for which the academy stands, he/she is subject to expulsion.

Woodland Hills Christian Academy is not meant to be a correctional institution. It is designed to work with the home, but not take the place of parents who have experienced difficulty in fulfilling their God-given roles. WHCA exists not only to give the student the academic tools to make a living but to teach them how to live.

Complaining will not be tolerated! If your child does come home complaining about a policy, rule, or discipline – please follow this procedure:

1. Give the staff the benefit of the doubt.
2. Realize that all children report from an emotional bias and usually do not include all the information.
3. Understand that the academy has reasons for every rule, that the rules are enforced without partiality or favor, and that when there is no longer need for a certain rule – that rule will cease to exist.
4. Fully support the administration, and **PLEASE** contact the academy office for all the facts.

The paramount rule is “Do Right!” Demerits are earned for disturbances or broken rules. Three or more demerits in one day result in lunch detention. Students serve detentions by sitting at an isolated table quietly and doing PACE work.

The strategy for discipline in our third through twelfth grades is the demerit system, which is designed to give students and parents another objective picture of the student’s general attitude and behavior. Our lower grades use a variety of methods for discipline depending on the teacher’s preference. The behavioral expectations below are effective at all times. Infractions listed below identify and categorize types of conduct undesirable and detrimental to the mission of WHCA. This is in no way an exhaustive list. In some instances, circumstances may lead teachers or Administration to deal with an offense differently than indicated below. This is especially true for repeated offenses. Student and parental cooperation is both expected and essential.

Level I Offenses: warnings and /or demerits; the teacher may decide appropriate corrective action.

- Dress code violation (student will be asked to change or go home)
- Failure to follow classroom rules
- Excessive horseplay or running in the buildings
- Chewing gum on the school campus

Level II Offenses: warnings and /or demerits; the teacher may decide appropriate corrective action or refer the student to the Administrator

- Disrespectful attitude or behavior to any student, faculty, staff, or volunteer
- Throwing objects in the classroom

- Incomplete homework

Level III Offenses: parents contacted; detention; out-of-school suspension may be assigned for any Level III Offense or for repeated Level II Offenses.

- Academic dishonesty (includes homework & improper self-scoring of PACEs): Ten or more scoring violations in a PACE. This will require the PACE to be repeated, and a charge of \$5 for the new PACE will be charged on Brightwheel.
- Dishonesty or deliberate deception
- Inappropriate displays of affection
- Deliberate defiance of teacher instruction
- Inappropriate language
- Forging of parent or staff signature or initials.

Level IV Offenses: parents contacted; out-of-school suspension may be assigned for any Level IV Offense. Repeated Level IV Offenses may lead to dismissal or non-renewal of enrollment in future years

- Fighting
- The second use of inappropriate language
- Stealing (suspension plus return of or restitution for stolen property)
- Vandalism of School property, church property, or others' personal property (suspension plus restitution for all damages)
- Verbal, physical, or sexual harassment toward another student
- Drugs, alcohol, cigarettes, or vapes – using, possessing, distributing
- Possession of pornographic, lewd, immodest, or inappropriate material on campus.
- Any physical contact with the opposite sex that the administration deems inappropriate.
- Threat of or possession of weapon(s) on campus (included but not limited to pocketknives, matches, and lighters)
- Striking a teacher or staff member.
- Arrest or involvement in crimes, other than minor traffic tickets.

The Administration reserves the right to determine the length of suspension or expulsion.

When a student earns a detention, a “Detention Slip” will be sent home with the student. It is to be signed by the parent and returned the following morning. **If the “Detention Slip” is not signed and returned it is an automatic 2 demerits the next day.** If a student “forgets” to serve his/her detention, the detention will be doubled for the next day. The detention limit for one week is two hours. If this limit is exceeded, the matter will be brought to the attention of the administration, which in turn will conference with the student and parents. The student is placed on probation. If the administration believes that the situation has not changed within two weeks, the parents may be asked to withdraw the child from Woodland Hills Christian Academy.



STUDENT RELATIONSHIPS

Courtesy is to be shown to fellow students at all times. Healthy Christian friendships across genders are encouraged. Conversations and interaction between students should be at all times polite and wholesome, and all students are expected to treat one another with respect. There is to be no physical display of affection (holding hands, kissing, hugging, piggyback rides, etc.) on campus, buses, or school field trips. This applies to male-female friendships, female-female friendships, and male-male friendships. In short, WHCA has a “hands-off” policy between all students. Students who fail to adhere to this policy will be counseled and disciplined on an individual basis and may be subject to suspension or expulsion.



THINGS NOT PERMITTED on CAMPUS

Tobacco, nicotine, vapes
Skateboards, hover boards, roller skates or blades
Firearms
Weapons (i.e., knives, brass knuckles, etc.)
Alcohol
Narcotics
Radios
Fireworks
Secular magazines, books, or catalogs
Video Games (except those provided by school for educational purposes)
Toy guns or weapons of any kind
TV or video monitors (except those provided by the school for educational purposes)
No DVD movies except those approved for educational purposes.



SEARCHES and SCREENINGS

The staff and/or administration reserve the right to search at any time and in any location they deem appropriate for illegal or unauthorized materials or items. This search includes but is not limited to:

1. Any automobile
2. Backpacks, purses, wallets, pockets, etc.
3. Lockers & desks
4. Persons

Drug screening will be required as deemed necessary by the administration of WHCA **by a doctor of WHCA's choice, at the student's expense.**



RECORD RELEASE POLICY

Upon transfer or dismissal, a student's records will be transferred only if the student is in good standing with the academy as defined partially, but not entirely, by a current balance of the student's tuition.



GENERAL COMMENTS for PARENTS and STUDENTS

1. WHCA uses Brightwheel for all communication and billing.
2. Students are not to be in the Learning Center or any off-limits areas without staff.
3. The church instruments and equipment are off limits unless permission has been given by the staff for a student to use the instruments or equipment.
4. Parties are not school sponsored unless parents receive **written** notification from the principal or the academy office.
5. The school phone is reserved for official academy business and emergencies.
6. Outside (secular) books or magazines must be approved, in writing, by the parent and approved by the Supervisor upon arrival at the academy.
7. Rest rooms and water are available on breaks.
8. Students must secure Supervisor's approval of a book for an E-privilege report, in advance.
9. No student should be lying on the floor or tables. Students should sit on chairs unless otherwise instructed by staff.
10. Students must have written permission or a message on Brightwheel, or a phone call to the office from their parents to go home with another student.
11. No student should be on the academy property after school hours without direct adult supervision. Students should not arrive more than 30 minutes before an activity. Playground equipment is for supervised activity only.
12. Students are to move quickly from place to place when arriving at the academy and changing classes.
13. Students are not under the responsible care of the staff before 7:30 AM.
14. A student who has not been present for at least 3 hours of academy time/class time is not permitted to participate in academy functions or activities that day or evening.
15. The staff of Woodland Hills Christian Academy works closely with each home in meeting God-given responsibilities.
16. The communication folder, homework and detention slips are used for effective parent-staff relations. The correspondence should be signed indicating that the parent received the correspondence. The parents may include any notes to the staff or office and school payments when returning the folder to the academy.



AUTOMOBILE GUIDELINES

1. Students must stay out of and off vehicles from arrival time until departure. Only licensed drivers are permitted to drive automobiles to the academy. Parked cars and parking lot are off limits.

2. Students may not leave the Academy grounds during school hours without permission. If an emergency arises during the day in which the parent needs their child to go home with someone else, the parent should contact the school office to let the staff know. Students may not leave the campus to get a forgotten lunch. A parent will be notified and may make arrangements for lunch.
3. Student's "carpooling" must be approved, in writing, by both parents and the administration.
4. If students are speeding or driving recklessly on school property, they may not be allowed to drive to school.



STUDENT CONTRACT and COMMITMENT FORM

All students will sign a Student Contract and Commitment Form for attendance, conduct (including dress code) and schoolwork.



PARENT CONTRACT and COMMITMENT FORM

All parents will sign a Parent Contract and Commitment Form for cooperation with the school for their child's attendance, conduct (including dress code) and schoolwork.



EIGHT CHARACTERISTICS of a CHRISTIAN SCHOOL

- I. A Christian school must lead a child to Jesus Christ as his Lord and Savior.
 - A. The number one priority- seeing every child saved.
 - B. Pray for every child individually by name daily.
 - C. What good is it to fill a mind, and lose a soul.
- II. Knowledge of God's word
 - A. One is an unlearned person if they do not know God's word. Degrees, diplomas, etc. mean nothing.
 - B. "Study to show thyself approved"- II Tim. 2:15
- III. A Christian School should teach students to be soul winners and bear fruit.
 - A. There will be no fire in the classroom 'till there is a fire in you.
 - B. "Go ye therefore to all the nations, ...teaching them to observe all things whatsoever I have commanded you"- Matt. 28: 19-20
- IV. A Christian School should teach its students to fear God.
 - A. "The fear of the lord is the beginning of wisdom and the knowledge of the holy is understanding"-Prov. 9:10
 - B. "...fear God, and keep his commandments: for this is the whole duty of man."- Eccl. 12:13
- V. The way of Holiness
 - A. Teach them to live holy and Godly lives- Walk in the way of holiness. -I Peter 1:15-16; Col. 1:22; II Cor. 6:17
- VI. Stewardship of Life

A. The life I now live; I live for Christ; dead to self.

B. "I die daily"- I Cor. 15:31

C. I Cor 6:19-20; Romans 12:1

VII. Dedicated to excellence.

A. "Whatsoever ye do, do it heartily, as to the Lord, and not unto men: knowing that of the Lord ye shall receive the reward of inheritance: for ye serve the Lord Christ." Col. 3:23-24
VIII. Teach students to worship God.

VIII. Teach students to worship God.

A. "O come, let us worship and bow down: let us kneel before the lord our maker." – Psalms 95:6

B. "O worship the Lord in the beauty of holiness: fear before him, all the earth." – Psalms 96:9



Reprinted from A.C.E. School of Tomorrow Procedures Manual

A. Our school should not have the following:

1. Students who lack character.
2. A secular atmosphere (secular youth activities, TV talk or language, lewd body movements)
3. Negative attitudes
4. Critical spirits

B. Our school should have the following:

1. A clean and uncluttered environment
2. Positive and up-lifting attitudes

C. Advantages of wearing uniforms

1. Uniforms contribute to higher academics. Students are less concerned for their dress & concentrate more on academics.
2. Uniforms contribute to greater self-control in students. A sharp-looking, neat student will tend to act that way, a sloppy appearance tends to foster undisciplined character.
3. Uniforms reduce clothing cost & make it easy for students to know what to wear each day. Quality uniforms can be worn from one to three (or more) years.
4. Uniforms build school spirit.
5. Uniforms eliminate competition in dress. Peer pressure regarding clothing is minimized.
6. Sharp uniforms command respect.
7. Sharp uniforms can help to improve a student's self-image & give him a sense of personal worth.
8. Uniforms standardize the dress code. They eliminate conflict over what students can & cannot wear.
9. Modest uniforms help students learn to dress appropriately, preventing immodest apparel & slovenly appearance at school.
10. Uniforms help establish a pattern of life whereby students may select other appropriate clothing throughout life. They can help build convictions on what kind of clothing is modest, conservative, and appropriate.



PARENT and STUDENT COMMITMENT

I have read the Student Handbook and completely understand its contents. I agree to abide by the rules stated within the handbook and other rules put forth, as deemed necessary, by the Administration of Woodland Hills Christian Academy. I further understand that expulsion from Woodland Hills Christian Academy may be necessary based on academic performance and/or behavioral issues.

Signatures

Date _____

Student _____

I understand that should my marital status change, it is my responsibility to have a corrected parental Agreement and Code of Conduct Statement signed, updated, and sent to Woodland Hills Christian Academy.

I realize that the Christian school is an extension of me, the parent, and I pledge my prayerful support to the school administration and staff. I will make every effort to work with the school personnel to ensure the best possible learning experience for my child.

I have read and understand the above information and request that my child be accepted to attend Woodland Hills Christian Academy.

Father _____

Mother _____