

# 2025-2026

## West Side Christian Academy

### Student Handbook



1403 S. Cheyenne Rd.  
Sapulpa, OK 74066  
Phone 918-807-4493  
Email: [wscawarriors@gmail.com](mailto:wscawarriors@gmail.com)

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Sapulpa, OK 74066

Phone 918-807-4493

We are excited to see you have been accepted to West Side Christian Academy. In this handbook, you will find schedules, rules, additional permission and acknowledgement agreements. We are anticipating a great year where you will grow in spirit, academics, and personal skills. If you have read this handbook and still have questions, feel free to call us at the above phone number or speak with the administrator at 918-807-4493

## **Mission Statement**

Our Mission is to teach students to honor God, pursue excellence and integrity in their academic and life endeavors.

## **Vision Statement**

We want to DISCOVER the potential spiritual ability in every student and DEVELOP that spiritual ability to honor God in all things. It will be our plan to make DISCIPLES of our students as followers of Jesus Christ. We want to see DEVOTION to our Lord who saved them giving them the desire to DISCIPLE others to continue the process. We want them to attain excellence in academics and to “grow in wisdom and stature and in favor with God and men” (Luke 2:52) to become role models in their school, homes, and community.

## **VISION -- To Teach:**

1. The Love of God
2. Spiritual Wisdom
3. Hope
4. Citizenship
5. Self-sufficiency
6. Academic Excellence
7. A Love of Learning
8. Leadership Skills

### **Statement of Faith**

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential. We are saved by God's grace through faith, not by our works of righteousness.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.
8. We believe that Marriage is between one Man (male gender at birth) and one Woman (female gender at birth).

### **West Side Staff:**

**Administrator:** Leon Hiatt

**Teachers:**

K-1 Tammy McKay

2-5 Yvonne Mears

6-12 Mr. Hiatt

**School Board:** President – Lloyd Morris  
Member – Brad Wouters  
Clerk – Heather McDougal  
Member – Roni Archer  
Member – Kathy Tyree  
Member –

**Advisor:** Senior Pastor, Roger McDougal

### **Arrival and Departure**

Students should not arrive before 7:30 a.m., as there will be no teacher supervision on the playgrounds before that time. Students should leave the school grounds as soon as their teachers dismiss them for the day. The only exceptions to this are:

1. Students involved in a teacher or parent supervised activity

School begins at 8:00 AM and dismisses at 3:00 PM.

No student will allowed to leave school grounds without being properly check-out.

### **School Attendance**

A maximum of eight (8) days a nine weeks may be missed for any absence, unless there are extenuating circumstances deemed necessary by the Administration or School Board.

### **Absences/Tardies/Leaving School Early**

1. Excused absences: Illness or injury, doctor or dental appointments, bereavement, serious illness or emergency in the immediate family. Documentation must be submitted to the school office to support the excused absence.
2. Unexcused absences: trips out of town, car trouble, waking up late, if the school is not notified, etc.
3. Tardy: Students who arrive after 8:10 AM will be considered tardy.
4. Leaving early: Students who leave before 10 AM will be considered absent for an entire day. After 11:55 AM will be considered ½ day absence.
  - a. Students who leave early will need permission.
  - b. The person picking up the student must enter the school and sign the student out.
5. Students who attend Vo-Tech or Job-out will be able to leave on the Tech bus or will need to sign a self-transportation release.
6. Students who Job-Out will be required to provide contact information for the business where they are employed.
7. Withdrawals must be made with the Administrator. No tuition or curriculum payments will be refunded unless an entire year or entire semester of tuition was paid.
8. School records will be kept on file at the school. Parents may inspect or review any school records concerning their child upon request. Authorization to transfer records request must be received from enrolling school for official records to be sent.

### **West Side Christian Academy Daily Schedule**

School begins	8:00 AM
Lunch (littles)	11:45 AM – 12:00 PM
Lunch (bigs)	12:00 PM – 12:30 PM
School Ends	3:00 PM

Classroom teachers will have their daily schedules for their classrooms.

### **Student Academics**

The ACE curriculum will use pace testing to continually gauge the student's academic advancement. We will also use IOWA testing for yearly examination of Student's subject mastery in English, reading, Math, Science, and Social Studies.

### **Student Responsibility**

WSCA students have the responsibility to be in class on time with the necessary items to perform their classroom activities and assignments. The Academy's students are also responsible for completing their paces at a rate that will allow them to advance from level to level each year until their time of graduation.

### **Homework**

The need for homework, the subject, and the amount will vary with the student. As the ACE curriculum is student paced the teachers will focus the students by setting daily goals. If those goals are met the student will not have any homework, if the goals are not met then the teacher may or may not assign the student homework. If a student brings a PACE home THEY WILL NEED TO RETURN IT the next morning. Failure to do so will actually cause them to fall farther behind.

### **Student Behavior**

Positive school behavior is important and expected. The educational purpose of WSCA is accomplished in a controlled environment where student behavior is socially acceptable, consistent with school's commitment to represent Christian principals, and conducive to the learning process. WSCA students are expected to exhibit a pattern of conduct consistent with these ideas. Student behavior which disrupts this process infringes upon the rights of the other students and will not be tolerated. Students are required to accomplish pace work each day and during those assigned times, they are expected to be in their office working. There is no talking during pace work time. Students are to raise the appropriate flag when the instructor is needed to assist the student. The goals of the disciplinary system are two-fold. The first objective is the correction of behavioral problems and the prevention of a reoccurrence, and the second is to encourage the development of self-discipline and personal responsibility. Each teacher will handle their own discipline in most cases and this handbook explains the repercussions for incorrect behavior so that the student may understand what is expected of him/her if he/she fails to behave consistent with the school's expected code of conduct.

### **Extra-Curricular / Academic Probation**

To be eligible for extra-curricular activities, every student must remain no more than one PACE behind per subject. Failure to meet this requirement at the end of a quarter will result in a suspension from extra-curricular activities until the student has caught up to the one PACE limit. Every student must maintain a minimum academic level or be placed on academic probation. All students must have a minimum four PACEs per subject at the semester break. All students must complete a minimum of nine PACEs per subject at the end of the school year. In addition, the overall total of PACEs at the semester break and the end of the year must be at or above 80% of the expected total of all subjects combined. (i.e. 6 subjects x 6 PACEs per semester = 36 PACEs ...80% of 36 PACEs is equal to 29 PACEs, any form of decimal will be rounded to the next whole number). Therefore, anything less than 29 PACEs at the semester break in this example would require academic probation. Probation at the quarter or semester breaks will

require demonstrable efforts to catch up or the student may be dismissed. Probation at the end of the school year will require school board permission to re-enroll for the next school year.

### **Graduation**

All students wishing to graduate in the Spring must meet the following requirements on the 3<sup>rd</sup> Friday of April to be eligible to graduate at the end of the school year:

1. All half-credit courses must be completed
2. All full-credit courses must have 10 PACEs completed
3. Additional requirement items must be completed  
(includes but not limited to: CPR/AED certificate, Financial Literacy Passport, ACT)

### **General Disciplinary Guidelines**

While it is entirely impossible to list every behavior that is deemed unacceptable or disruptive, the following list is intended to act as a guideline for disciplinary progression.

#### **PARTIAL LIST OF POSSIBLE MINOR OFFENSES AND DEMERITS**

Turning around in office	1	Leaving PACEs at home	1
Lack of participation in assembly	1	Eating in off-limit areas	1
Any classroom disturbance	1	Teasing or name calling	1
Running in Learning Center	1	Failure to return homework slips	1
Chewing gum	1	Not posting goal card	1
Leaving chair out	1	Incomplete uniform	1
Getting out of seat without permission	1	Drawing on skin with pen or markers	1
Not returning parent envelope	1	Drawing on desk or chipping paint	1
Having unsuitable possessions	1	Entering supply cabinet without permission	1
Committing minor scoring violations	1	Failure to clean eating area	1
Unauthorized goal changes	1	Returning late from break or activity	1
Not setting goals	1	Writing of passing notes	1
Talking at testing table	2	Leaning back in chair	1
Not returning parent signed corrective Action slips	2	Open possession of trading or collectable Items during school hours	2
Horse play or roughness	2	Rude motions or language	2
Leaving Life Skills work area	2	Incomplete homework	2

#### **PARTIAL LIST OF POSSIBLE MAJOR OFFENSES**

Throwing objects	Major scoring violations
Fighting	Disrespect
Vandalism	Lying
Repeated violation of minor offences	Defiance
Use of profanity	Cheating
Stealing	Improper use of school computers

Major offenses are to be referred to the administrator and will be dealt with on a case-by-case basis. Corrective measures may include demerits, detention, Saturday detention, in-school suspension, out of school suspension, or even expulsion.

**Suspensions will require a parent meeting with the administrator.**

**Removal of a student due to disciplinary actions will result in no refunds of any money.**

Teachers will maintain their own disciplinary standards and will determine when demerits are to be given and when further disciplinary actions will be taken. The standards will be appropriate for the grade and age level of the students.

### **In-School Suspension**

In school suspension may occur at the student's office or in isolation from other students. The teacher or administrator may decide. During the in-school suspension the students lose all free time during the day and are not to participate in any social activity. They will remain in their office, or isolation, during breaks and lunch. They will be permitted needed restroom breaks and will eat their lunch alone. During an in-school suspension day the student will not participate in P.E., Life Skills, or Music classes.

### **Detention Hall**

1. Students will be given assignments or chores by supervisor and are not allowed to talk.
2. Failure to do assigned work during detention will result in another day being added.
3. If a student is tardy to detention additional time will be assigned.
4. If a student misses detention, without an excuse approved by the administrator in advance He/she will make up the day missed and be assigned an additional day of detention as well.
5. Detention Hall has priority over any other school functions.
6. Detention Hall may be excused only for illness, injury, accidents, or medical/dental Appointments if written notice and proof of attendance are provided by the parent.

### **Suspension and Dismissal**

West Side Christian Academy has a commitment to its school families to maintain a Christian atmosphere that is conducive to learning. School disciplinary policy permits that a student displaying behaviors which are detrimental to the progress of the school, may be suspended or expelled from the school for a short time or permanently. The authority to suspend a student is vested in the school administrator and/or the head Pastor of the West Side Free Will Baptist Church. It is understood that dismissal is to be reserved as a last resort and after careful prayer and consideration by the administrator and the members of the Board. Any student who is dismissed will not be re-admitted for the balance of the current semester nor the following semester. Those wishing to return will need permission from the administrator and will return on a probationary status for two semesters.

### **Public Display of Affection (PDA)**

WSCA administration adheres to a view that is entirely up to a student's parents as to when the student is permitted to pursue and express relationships of a romantic nature. The administration of WSCA also holds firm to the belief that public displays of affection (PDA) between students are entirely inappropriate in an academic setting. WSCA students are expected to respect and adhere to a behavioral code that forbids any form of PDA where the identity of the school is tied to the student. This will apply to all students and at all times while on school property, students who are off of school property but are participating in any activity or trip where they are representing WSCA, or any student out in public while wearing WSCA school apparel. Violations of this code will be presented to the board for disciplinary action. These actions could include suspension or dismissal.

### **Dangerous Items**

No knives, guns, or other potentially items will be allowed on school grounds. If a student is found to be in possession of such an item, it will be taken from the student and returned only to the parent or guardian of the student upon request. The student will receive punishment for bringing dangerous items to school.

### **Cell Phones or Electronic Devices**

WSCA students are not allowed to be in possession of cell phones or other electronic devices, other than calculators, on school grounds between 8:00 AM and 3:00 PM, unless authorized by a teacher or the administrator. Students needing to make a phone call will be allowed to if they receive prior permission from a teacher or administrator. Parents needing to contact a student should call the school at 918-807-4493. Phones are to be turned in upon arrival at the school and will be returned when the student is dismissed for the day. A student to be found in possession of a cell phone or other electronic device will have them taken away and returned at the end of the day on the first offense. A second offense will require the phone/device be taken and returned only to a parent or guardian. The student will also serve a one day in-school suspension. A third offense will again require a parent or guardian to pick up the phone/device and the student will be suspended for the remainder of the day. A fourth offense will result in no less than a three day out of school suspension and may result in more severe disciplinary measures after the administrator consults with the school board.

### **Distracting Items**

Students possessing personal items that are deemed to be a distraction to the room will have those items confiscated until the end of the day. Teachers will determine whether the item is to be returned directly to the student or if a parent/guardian will need to pick it up. Students are not to refuse the handing over of any item. Refusal may result in a student being sent home.



### **STUDENT DRESS CODE**

We do not want student dress or appearance to be disruptive to other students or to a good learning environment. Shirt colors are White, Navy Blue, and Red or in the Blue and red color family. Pants or shorts should be Khaki or Dark Blue. No jeans are to be worn unless an allowance is made by the administrator.

Exceptions: medical condition, field trips, special assignments, announced special days.

#### **Clothing:**



**Earrings:** Earrings are allowed in earlobes, they must be small, and worn by girls only. Medical piercings are allowed with proper paperwork (this does not apply at the regional competition where they are not allowed, and the rules are beyond WSCA control). Any piercing jewelry not in the ear must be removed before the start of the school day to avoid a dress code violation.

**Hair/Make-up:** Hair may not be unnaturally colored. Hair styles must be non-distracting. Administrator will determine if a make-up or a hairstyle is too distracting.

**Hats:** Students are not allowed to wear hats, caps or have a hood on inside the school building at any time unless given permission by the administrator.

Dress code violations will result in the student calling home to bring appropriate clothing. Repeated offenses will result in a parental meeting.

### **CHILD ABUSE**

The state of Oklahoma requires employees to report any suspicion of child abuse. In the event an employee of WSCA becomes aware of potential child abuse occurring to a student enrolled at WSCA, they must immediately inform the principal or the Pastor and contact the Department of Human Services. Employees cannot use their own judgment in determining whether the injuries or marks are the result of child abuse activity. Employees cannot subvert reporting of child abuse by policy.

### **Bullying**

At West Side Christian Academy we prohibit acts of harassment or bullying. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior. "Harassment or bullying" is any gesture or written, graphic or physical act (including electronically transmitted acts) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender; or mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school sponsored function, or in a school vehicle.

Since bystander support of harassment or bullying can support these behaviors, WSCA prohibits both active and passive support for acts of harassment or bullying. School administrators will develop and implement procedures that ensure both appropriate consequences and remedial responses to a student who commits one or more acts of harassment or bullying.

Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent. The principal will be responsible for determining whether an alleged act constitutes a violation of this policy. The principal will conduct a quick,

thorough, and complete investigation of each alleged incident. The investigation will be completed within three school days and will be documented for future reference.

Students who feel that they have been harassed or bullied should report the incident to their teacher. If the student or parent feel that the incident was dropped or not acted upon properly then they should file the complaint with the principal. If they are not satisfied with the actions of the principal and teacher they may then file the complaint with the school board. If a Student is alleging a staff member of harassment or bullying, they should report it to the principal, pastor of the church, or school board. Students need to know that they should always tell their parents of any staff member who is behaving in an unbecoming way.

### **Emergency Drills**

Drills for fire, storms (tornado) and lockdowns are conducted at regular intervals during the school year. The teachers will explain evacuation procedures for leaving each room. Evacuation routes in case of a fire are posted in each room.

### **School Cancellation Due to Weather**

West Side Christian Academy will report school closings due to snow or inclement weather on our Facebook, and channel 6 television with every effort made to send out a text as well. The determination of road safety will be made by the administrator at 6:30 a.m. The administrator will then make all appropriate calls to inform the above listed methods of communication. If at any time there is a question of safety caused by snow or weather a parent may pick their child up.

### **School Lockdown Policy**

The students will be safely locked in the facility till cleared by police. Students' names must be marked off of the official roster before leaving with parents or guardians so that we will know all students and staff are safe.

### **School Visitors**

In order to avoid interruptions to the educational process and maintain a level of security for the students, please adhere to the following policy for visiting the school. Parents may make prior arrangements to visit and observe the classroom for a short period of time. It is requested that drop-in visits do not occur. Appointments may be made with teachers for after school hours to discuss any concerns. Teachers will send out letters for special day events where all parents will be welcome without prior arrangements.

### **Lunches**

All students must bring their lunch and any snacks from home. The school at this time will not provide a hot meal option. There is limited refrigeration space for all students to use so please properly store your child's lunch in a fashion that is safe. Parents/family must check-in to have lunch with their child. Parents must check-out the student if going off campus and check-in upon returning.

### **Medication Policy – Prescription and OTC**

Medications will be administered only as directed on the prescription found on the container. No medication is to be sent in any container that is not child proof and has the labeling containing directions of use. If you do not provide the medication we cannot administer it. Non-prescription

medication may be administered only with the written permission of a parent or guardian. A supply of that medication must be provided by the parent and will be stored by the staff. Students who have ASTHMA, if treated with a rescue inhaler, must have their inhaler at all times or they will not be allowed to take part in any activities, the parent will also be called to bring the inhaler immediately to the school.

***NO Drugs, Alcohol, Tobacco, Marijuana, CBD oil, vaping paraphernalia or e-Cigarettes will be allowed on campus for any reason.***

Students that are caught in possession of these substances or the paraphernalia to use such substances will be suspended for a length determined by the school board, when presented the offense. Request for readmittance will be handled on a case by case policy.

Athletes or students who are members of extracurricular activities that test positive for any illegal substances will be removed from their sport, or activity, and school for a period determined by the school board and/or coach. Request for readmittance will be handled on a case by case policy.

### **Conflict Resolution: Matthew 18 Principle**

There is a godly way to handle problems between people in the Christian school that is workable and successful, for it has been given by the Lord. It is found in scriptures in Matthew 18, thus it is known as the "Matthew 18 Principle"

"Moreover, if your brother shall trespass against you, go and tell him his fault between you and him alone; if he will hear you, you have gained your brother. But if he will not hear you, then take with you one or two more, that in the mouth of two or three witnesses every word may be established." Matthew 18:15-17.

This is the principle we teach and use at WSCA. Parents who are concerned about a student's academic progress, discipline problems, teacher problems, etc., should follow this principle. In other words, when a serious problem occurs, go to the person who offended you and try to settle the matter with that person first. Almost all problems are resolved at this level. The few problems that are not resolved at this level move on to the next level, which involves usually the Principal. Beyond this level, the matter would go to the Superintendent/School Board. If these procedures were followed with the right spirit, a matter of this type would rarely, if ever, have to go before the board. School authorities then, do not accept complaints if the person with the grievance has not first approached the one with whom they have the problem.

Other guidelines when dealing with problems:

1. Keep the matter confidential.
2. Keep the circle small.
3. Be sure you know the facts, from both sides.
4. Be straightforward in love.
5. Be humble and submissive.
6. Be quick to forgive.
7. Pray and work for a solution.
8. Remember we are all human, having strengths and weaknesses.

**If a student sees, hears, or knows of ANY improper behavior of another student they are to report it to a teacher as soon as a safe opportunity exists.**

### **Search of Students**

The Administrator/School board Member, Principal, Teacher, Coach, or Security personnel of this school (authorized personnel) may detain and search any student or students on the premises of the school, or while attending, or while in transit to, any event or function sponsored or authorized by the school under the following conditions:

1. When an authorized person has reasonable suspicion that the student may have on the student's person or property, alcohol, dangerous weapons, controlled dangerous substances as defined by law, stolen property, if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.
2. School lockers and school desks are the property of the school, not the student. The users of lockers, desks, and other storage areas or compartments have no reasonable expectations of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal or teacher.
3. If school staff has reasonable suspicion the student has placed any illegal item/s or items aforementioned inside of a personal backpack, purse, or wallet, the student will be searched by two staff members or a police officer.

### **Accident Insurance**

West Side Christian Academy and other entities connected with the school assumes no financial responsibility for medical cost of an accident occurring to a student while participating in a sport or school activities. A personal accidental insurance program or policy is recommended to assist in costs accrued by any injury.

### **Headlice**

Periodically the school will check students for head lice. If your child is found to have nits or live lice, he/she will be sent home for treatment. After treating your child for lice and removing of all nits, please call the school at 918-807-4493 to arrange an appointment. Your child must be cleared to return to school. The Oklahoma State Department of Health requires a NO-NIT policy.

### **Internet and Computer Usage Policy**

The staff and students of WSCA are required to read and sign a yearly agreement that outlines proper usage of the internet, computers, and software used by the academy. Each user needs to understand that their usage is not private. Users will respect any copyright and license agreements. Violations of Internet/computer Network Acceptable Use Policy will result in forfeiture of all user privileges. Violators shall also be subject to appropriate disciplinary action. Violators may also be charged for the repair or technician cost to get the equipment or network properly working. The district shall not be liable for users' inappropriate use of the electronic

communication resources, or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users.

### **Terms and Conditions**

1. **Acceptable Use** - The purpose of NSFNET (National Science Foundation Network), the backbone to the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of your access must be in support of education and research and consistent with the educational objectives of West Side Christian Academy. Use of other organizations network or computing resources must comply with the rules appropriate for the network. Transmission of any material in violation of any U.S. or state regulations is prohibited. This includes, but is not limited to, the following: copyrighted material, threatening or obscene material, or material protected by trade secret.
2. **Privileges** - The use of Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student who receives access will be part of a discussion with a faculty member pertaining to the proper use of the network. The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close access at any time as may be required. The administration, faculty, and staff of West Side Christian Academy may request the system administrator deny, revoke, or suspend specific user accounts.
3. **Netiquette** - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following.
  - a. Be polite. Do not get abusive in your messages to others. Threatening, profane, or abusive language/messages shall be forbidden. Suspension shall automatically result for a user who accesses, sends, receives or configures electronically any profane or obscene language or pictures.
  - b. Do not reveal your personal address or phone number or those of fellow students or school personnel. Photographs, personal addresses, personal phone numbers, last names, or any other personal information should not be disseminated in student use of the Internet
  - c. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - d. Sending or posting anonymous messages shall be forbidden.
  - e. Do not use the network in such a way that you would disrupt the use of the network by other users.
  - f. All communications and information accessible via the network should be assumed to be Private property. Illegal activities, including copyright or contract violations shall not be permitted.
4. **Warranties** - West Side Christian Academy makes no warranties of any kind, whether expressed or implied, for the service it is providing. WSCA will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or

omissions. Use of information obtained via West Side Christian Academy is at your own risk. West Side Christian Academy specifically denies any responsibility for the accuracy or quality of information obtained through this service.

5. **Security** - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, school network or school computer, you must immediately notify the teacher, the principal, and the school technology director. Do not demonstrate the problem to other users. Do not use another user's account to logon or access system resources. Attempts to login to the network as a system administrator will result in cancellation of user privileges and may result in further disciplinary action including suspension or expulsion from school of the student(s) involved. Any user identified as a security risk or having a history of problems with other computer systems will be denied access to the computers systems of WSCA.
6. **Vandalism** - Vandalism will result in cancellation of privileges and may result in further disciplinary action including suspension or expulsion from school of the student(s) involved. Vandalism is defined as any malicious attempt to harm or destroy equipment, data of another user, Internet or any of the agencies or other networks that are connected to the NSFNET Internet backbone. This includes, but not limited to, the uploading, downloading or creation of computer viruses. Vandalism that results in specific machine damage will result in the specific individual being required to pay the cost of repair or replacement.
7. **Cyber Bullying** - Cyber bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following:
  - a. Sending mean or threatening messages via email, IM (instant messaging), or text messages.
  - b. Spreading rumors about others through email, IM, or text messages.
  - c. Creating a Website or FaceBook (or other social-networking) account that targets another student or other person(s).
  - d. Sharing fake or embarrassing photos or videos of someone with others via a cell phone or the Web.
  - e. Stealing another person's login and password to send mean or embarrassing messages from his or her account.

It shall be the policy of West Side Christian Academy that cyber bullying will not be tolerated under any circumstances. A student caught violating this policy will lose computer privileges and these actions may result in further disciplinary action including suspension or expulsion from school of the student(s) involved.

In addition, violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law.

8. **Internet Filtering** - In accordance with the Children's Internet Protection Act (CIPA) WSCA filters the use of Internet activity electronic means. Any attempt to circumvent Internet filtering is strictly prohibited. This includes, but is not limited to the following:

- a. Usage of proxy servers
- b. Remotely accessing a non-filtered computer
- c. Cloaking or secrecy software

Any student caught violating this policy will lose computer privileges and these actions may result in further disciplinary action including suspension or expulsion from school of the student(s) involved.

9. **Accessing Inappropriate Materials** – Certain material available on the web is inappropriate for school use and may even be deemed harmful. Anyone caught violating this policy will lose computer privileges and these actions may result in further disciplinary action including suspension or expulsion from school of the student(s) involved. In addition, violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law. These types of materials include, but are not limited to the following:
  - a. Pornography
  - b. Sites promoting violence or bloodshed – Bomb making, mass murder, etc
  - c. Sexual material of a non-academic nature
  - d. Illicit drug use or manufacture
  - e. Sites promoting or explaining how to engage in criminal activity
10. **Improper Usage of District Resources** – It should be recognized that all computer users have the same right to use computer resources. Therefore the usage of computing resources for playing computer games or other non-academic activities when others require the system for academic purposes is strictly prohibited. In addition, consumable devices such as paper, printer supplies, diskettes or other storage devices provided by West Side Christian Academy should not be wasted or used for non-academic purposes. When using the computer lab or other computing resources, speaking should be done in a quiet manner and work should be done in such a way as not to disturb others.
11. **Privacy** – West Side Christian Academy has the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.
12. **Software Copyrights** - Software is protected by copyright laws therefore software piracy and other copyright violations are strictly prohibited. No software shall be reproduced by making unauthorized copies of software found on school computers, either by copying them onto a storage device or placing it on other computer systems. In addition, software shall not be given, loaned or sold to others without written permission of the copyright owner unless the software is clearly identified as shareware/freeware or is in the public domain.
13. **Unauthorized Use of Resources** - Certain district resources and the resources of other network users is valuable and private. Therefore any attempt to access unauthorized information or resources is strictly prohibited. This includes but is not limited to the following:



- a. Attempting to learn other users passwords
- b. Copying, changing, reading or using files in another user's area without that user's prior permission
- c. Gaining or attempting to gain unauthorized access to system programs or computer equipment
- d. Downloading software, files or other data onto the hard drives of any West Side Christian Academy computer for permanent storage.

If data is to be used for more than one week, the information will be stored on a personal storage device or other school approved storage device.

**14. Term of the Permitted Use** - A student or staff member who submits to the school, as directed, a properly signed policy and follows the policy to which she or he has agreed will be granted access to WSCA computer resources until such time as the student or staff member leaves WSCA. The signed agreement shall remain in effect until such time as it is rescinded by the employee/parent/guardian or by West Side Christian Academy.

**15. Exception of Terms and Conditions** - All terms and conditions as stated in this document are applicable to West Side Christian Academy, in addition to NSFNET. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Oklahoma, and the United States of America.

## Plagiarism

Plagiarism: using the ideas, data, or language of another without specific or proper acknowledgment.

If you present someone's words, thoughts or data as your own, you are committing plagiarism—you are stealing. The location of the information is irrelevant: when it comes to plagiarism, information from the Internet is equivalent to information from a physical book or journal. To avoid plagiarism you must cite the original author **every time** you:

- Use an author's exact written or spoken words. In this case, you must also identify the words by enclosing them with quotation marks or indenting the quote on both sides of the margin.
- [Paraphrase](#) someone's written or spoken words
- Use facts provided by someone else that are not [common knowledge](#).
- Make significant use of someone's ideas or theories.

It is also plagiarism to pay a person or Internet service for a paper, hand in someone else's paper as your own, or cut and paste text from the Internet to your paper without citing the source.

Students caught plagiarizing may face either academic or disciplinary negative consequences. Instructors who determine that a paper includes plagiarized material can take academic measures, such as giving a failing grade for the paper. If the student is found responsible following formal procedures, the student may face a number of sanctions—including suspension.

## **WSCA Tuition Payment Fees**

### **CURRICULUM/BOOK FEE:** \$250 non-refundable

(our contract with A.C.E. does not allow us to give the PACEs to you)

All students' curriculum funds must be paid by July 1<sup>st</sup>, this is for 12 PACEs per subject that will be completed in a school year. If a student excels quickly and completes the year's books, there will be an additional book fee for additional books ordered.

### **TUITION**

\$650 monthly

\$3,250 ½ year

\$6,500 year

Partial or possibly full scholarships are available. You will need to apply for any scholarships at the school and the School Board and Administrator will review and decide whether to approve or not at their next board meeting. We are on the list of schools eligible to receive the Parental Choice Tax Credit. You must apply in February for the next school year.

### **ADDITIONAL/POSSIBLE FEES**

H.S. Art Fee \$60 one-time fee (students will keep all materials)

Competition entry fees per competition of event

Cap and gown when graduating

Purchase of school t-shirts or gear (optional)

WSCA offers three payment plans:

1. Year paid in full by August 1<sup>st</sup>
2. Payment by semester: due by August 1<sup>st</sup> and January 1<sup>st</sup>
3. Monthly payments: Due by the first of every month August – May (10 months)

**Forms of payment accepted: Cash, check, or money order. NO debit or credit cards.**

**Payments are non-refundable and non-transferable, except where students are not accepted by the school due to classes being filled, failure to meet entrance standards, or parents who move beyond travelable distance (40 miles).**

**Accounts will not be allowed to go over one month past due. Delinquent accounts may result in immediate dismissal from school.**

**Returned checks will be charged a \$25 fee. Two returned checks for any reason will put the family on a cash pay only policy.**

**Late Payments will have \$10 added to their account balance due for every week late (the week ends on each Friday at 3:00 p.m.).**

Date:\_\_\_\_\_

I have read and understand the West Side Christian Academy handbook. I have also visited with my student(s) and they understand the handbook. We are in agreement with WSCA and join them in making the school a great place for everyone. Remembering God first and everything else will follow.

Parent\_\_\_\_\_

Student(s)\_\_\_\_\_

Administrator\_\_\_\_\_