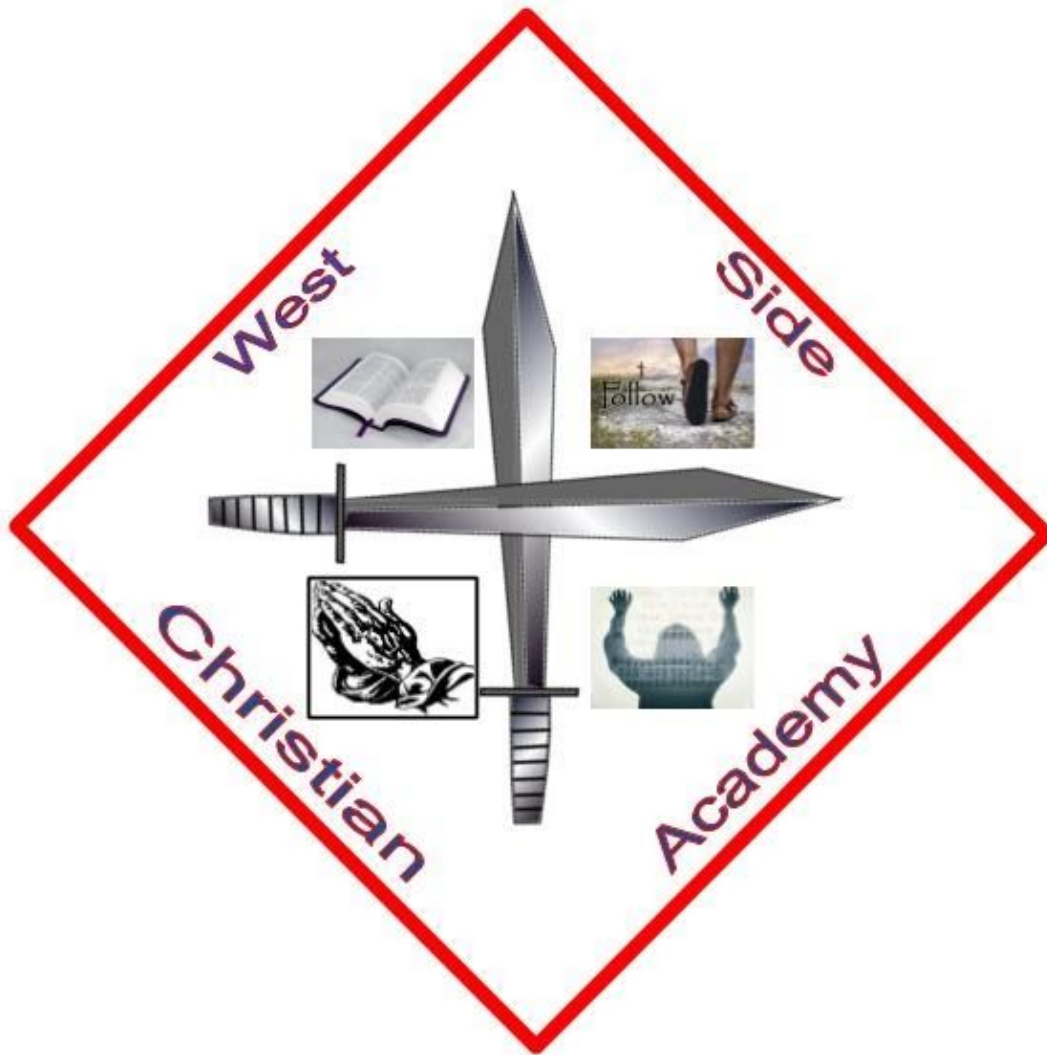


*2020-2021*  
*Warriors*  
*Student Handbook*



*West Side Christian Academy*

*1403 S. Cheyenne Rd.*

*Sapulpa, OK 74066*

*Phone 918-224-7229*

*Fax 918-347-8288*



# West Side Christian Academy

1403 S. Cheyenne Rd.  
Sapulpa, OK. 74066  
Phone 918-224-7229  
Fax 918-347-8288

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, Roger McDougal at 918-949-8636

## **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, 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

Students should not arrive before 8:15 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
2. Latch Key (this option may or may not be available)

### **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. If absent more than 15% of school days in, without a doctor's notes, the state will be notified of educational neglect.

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

1. Excused absences: illness or injury; doctor or dental appointments; bereavement; serious illness or emergency in the immediate family. Submit documentation to the school office to support absence being excused.
2. Unexcused absences: trips out of town, car trouble, waking up late, if school is not contacted, etc.
3. Tardy: Students who arrive after 8:40 will be considered Tardy. After three (3) tardies the student will be required to stay till 4:00 pm on Thursday of the week that the third tardy is committed.
4. Leaving early: Students who leave before 12:00 p.m. will be considered absent for an entire day. After 12:00 p.m. will be considered a ½ day absence.
  - a. Students who leave 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 of 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	8:30 a.m.
School Ends	3:00 p.m.

**No student will be allowed to leave school grounds without being properly checked-out.**

### **Student Academics**

The ACE curriculum uses pace testing to continually gauge the student's academic advancement. We 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 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 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 the teacher may or may not assign the student homework. If a student brings a pace home THEY 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. For effective teaching and learning to take place, there must be a controlled environment. 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 raise the appropriate flag and the instructor assists the student. Each teacher handles their own discipline in most cases. If a student continues to misbehave they may receive any of the following:

1. A disciplinary referral written up, causing them to lose all free time during breaks and lunch for one day.
2. A parent may be called to come and remove their child from the school for that day or extended time if deemed necessary by the Administrator. (This would be considered an absence.)
3. A second disciplinary referral will result in free time being removed for a week.
4. A third disciplinary referral will result in the student staying one hour late on Thursday of the week the referral is given.
5. A fourth disciplinary referral in a school year will result in a three day suspension and a required meeting between the student, administrator, and parent.
6. Students can be permanently removed from WSCA for repeated disciplinary problems or threats of violence toward any student, school employee, volunteer, or administrator.
7. Students who are fighting will be sent home for a minimum of three days. Each student and their parent will meet with the administrator before returning to school.

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

**Dangerous Items:** No knives, guns, or other potentially dangerous items are 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.

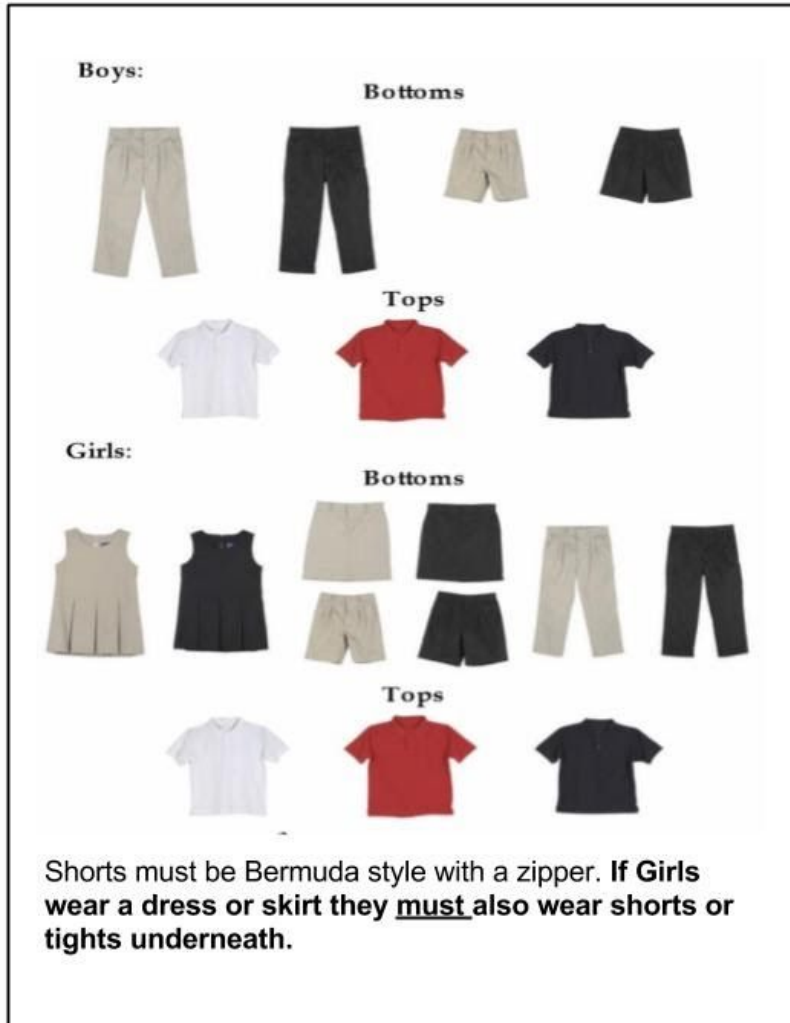
**Cell phones or electronic devices:** Students are not permitted to use cell phones or electronic devices on school grounds between 8:00 a.m. and 3:00 p.m. unless authorized by Supervisor or Administrator. If a student is caught using such a device it will be taken and returned at the end of the day for the first offense, after the first offense it will be returned only to a parent. Repeated offenses will result in discipline.

## **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, Royal Blue, and Red.** **Pants or shorts** should be **Khaki or Dark Blue.** No jeans are to be worn unless an allowance is made by the administrator. **Exceptions:** **1)** Up to date medical note signed by doctor with diagnosis and reason. **2)** Field Trip days **3)** Welding days (announced) **4)** Fridays after April 10th

\*Uniform shirts must be worn every day unless otherwise announced

### **Clothing:**



**Earrings:** Earrings are allowed in earlobes, they must be small, and worn by girls only.

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

**Hats:** Students are not allowed to wear hats or caps inside the school building at any time.

***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 feels that the incident was dropped or not acted upon properly, 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 Website, local radio, and television stations. The determination of road safety will be made by the site principal at 6:30 a.m. The principal 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 during a school day, a parent may pick up their child.

### **School Lockdown Policy**

The students will be safely locked in the facility until 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 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 it must have the labeling containing directions of use. If you do not provide the medication we can not 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 supplied by the parent and will be stored by school 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 and the parent will also be called to bring the inhaler immediately to the school.

**NO Drugs, Alcohol, Tobacco, Marijuana or e-Cigarettes are allowed on campus for any reason.**

**Drugs, Alcohol, Tobacco, Marijuana & illegal or prohibited substances**

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

Athletes or students who are members of extracurricular activities may be randomly tested for illegal and controlled substances before the competitions. Any student who tests positive for any illegal or controlled substances will be removed from their sport, or activity, and school for a period determined by the school board and/or coach. Requests for re-admission 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, 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 may go to the next level, which usually involves 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 will 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.



### **Search of Students**

The Superintendent/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 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 item/s 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 that are not allowed at school inside of a personal backpack, purse, or wallet, student will be searched by parent and school administrator or police officer.

### **Accident Insurance**

West Side Christian Academy and other entities connected with the school assume 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.

### **Head Lice**

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 removal of all nits, please call the school at 918-949-8636 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 all 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.

**The following is a legally binding document. Please read carefully before signing.**

### **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 the 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. West Side Christian Academy will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non deliveries, misdeliveries, 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 or 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 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.

### **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).

### **Accreditation**

West Side Christian Academy is accredited through the National Association of Private Schools (NAPS).

**SCHOOL HANDBOOK INSERTIONS** NAPS recommends the following statements should be included in the accredited school's handbook and promotional materials.

The statements are concerning school transfer students and college entrance.

#### **1. Transfers to State Accredited Schools**

National Association of Private Schools is an independent accreditation agency nonaffiliated with any state, secular or regional accreditation or accrediting agencies. Students entering back into a state accredited public school may be tested by the receiving public school to determine if he/she should be placed in the desired grade level, or if certain credits may be transferred to the receiving school. Public schools are not required to accept credits from schools not accredited by the state or regional accrediting agencies.

#### **2. College Admission**

National Association of Private School accredited school graduates are accepted at colleges and universities, providing they have the proper academic credentials, testing and transcripts. However, some colleges may wish to validate the high school diploma before admission of the student may be approved. Private colleges and on-line private colleges follow different policies for admission and may require other options for college admission.

### **EXCEPTION POLICY**

NAPS reserves the right to make, or withhold, an exception in the NAPS policies and procedures for any institution concerning any policy or procedure and that exception is not meant as an exception in policy or procedure for any other institution.

### **CHANGE OR MODIFICATION OF REQUIREMENTS**

NAPS reserves the right to modify the requirements for accreditation at any time with a unanimous consent by the Board of Directors. Organizational changes may be made by a majority vote of the Executive Board.

### **AFFILIATION**

NAPS may, at the appropriate time, cooperate with other agencies whose affiliation would be beneficial to our common purpose.

# WSCA

## Tuition Payment Options & Fees

**CURRICULUM/BOOK FEE: \$240 non-refundable**

All Students curriculum funds *must be paid by July 16th*, 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.

**WSCA offers three payment options:**

1. **Year paid in Full - Due by August 1st** (discounted, 1 month free)
  
2. **Payment by Semester - Due by August 1st and January 1st**  
(\$100 off on each semester)
  
3. **Monthly Payments - Due by the first of every month, August - May**

**TUITION**

\$365/MONTH - 1ST CHILD

\$300/MONTH - 2ND CHILD

\$250/MONTH - 3RD CHILD

**ADDITIONAL/POSSIBLE FEES**

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

Competition entry fees per competition or event

Personal equipment items (possible)

Cap and gown when graduating

Purchase of school t-shirts or gear (optional)

**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 10 days past due. Delinquent accounts may result in immediate dismissal from school. Student grades and records will not be released until payment is brought current.**

**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.**