

Wesleyan Christian Academy

Student Handbook

2011-2012



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2011-2012 Calendar

Staff Preparations Days	August 15-19
New Parent Orientation	August 20, 8:30 - noon
Installation of Teachers	August 21
Classes for new students in Learning Centers B - High School	August 22
First day of school for all students	August 23
Spiritual Emphasis Week	Aug. 30 - Sept. 1
Class Meetings	August 18
	August 25
	August 29
All class meetings start at 7:00pm	September 5
	September 6
	September 8
	Sept.
Picture Day (Day to be announced)	October 21
Last day of 1st quarter	October 28
Parent-Teacher Conferences by appointment (NO SCHOOL)	October 28
Educator's Convention (NO SCHOOL)	Oct. 31 - Nov. 4
Remembrance Day (NO SCHOOL)	November 14
Christmas Band Concert (Uniforms required for all students)	December 7, 7:30pm
Christmas Program (Uniform required for all students)	December 14, 7:30pm
Class Christmas Parties (SCHOOL DISMISSES AT 11:00am)	December 16
Christmas Holiday (NO SCHOOL)	Dec. 16 - Jan. 2
School reopens	January 3
Last day of 2nd quarter	January 20
Heros Day (NO SCHOOL)	January 23
Spiritual Emphasis Week	January 24-26
ISC Extravaganza	February 10
Sports Days	February 20, 21
Ash Wednesday Break	February 22-24
Last day of 3rd quarter	March 30
Re-enrollment	April 2-20
High School Easter Program	April 4
Easter Break (SCHOOL DISMISSES AT 1:00pm)	April 5
Easter Break (NO SCHOOL)	April 6-13
Stanford Achievement Test (LCB-JH)	April 23-26
Spring Concert	May 9, 7:30pm
ISC Service	May 13
Discovery Day (NO SCHOOL)	May 14
International Student Convention	May 18-26
Last day of school (SCHOOL DISMISSES AT 1:00pm)	June 8
Kindergarten Graduation & Reading Center Awards Ceremony	June 8, 6:30pm
Awards Ceremony (Uniform required for all students)	June 9, 7:00pm
Graduation (Uniform required for all students)	June 10, 4:00pm

Purpose

The purpose of this handbook is to acquaint parents and students with the philosophy, policies, and basic procedures of Wesleyan Christian Academy. Since it is not the purpose of the Administration to make blanket rules in every area, **we reserve the privilege of interpreting the rules, to maintain the testimony of the school and to help students learn personal discipline.** The administration and staff of WCA will always stand ready to cooperate with and help the students and parents of the school in every way possible. The administration will be happy to explain any portion of the handbook.

We trust you will enjoy your association with Wesleyan Christian Academy.

Mission Statement

“Developing Christian leaders through Biblical, individualized education”

Vision

Wesleyan Christian Academy is dedicated to providing the highest quality educational program with the cornerstones of: Christian character development among students and staff, quality performance among students and staff, and transition for students to be servant-leaders.

Beliefs

Wesleyan Christian Academy believes:

- The inspiration of the Bible, and accepts it as the foundation for training its students.
- The doctrines of the Wesleyan Holiness Church, West Bay, Grand Cayman, Cayman Islands, and uses them to guide students to Christ while balancing their educational goals.
- That a Christian school is an extension of the home in training young people in a Christian environment. That true Christian education is dependent on parents being committed to training their children by Scriptural principles.
- That consistent Christian character is developed by daily training in Biblical principles. Since education is preparing lives for service, the process must include as much attention to spiritual as to academic values.
- That each child is unique and therefore Individualized Education through the ACE curriculum provides the best techniques and procedures to meet the needs of each individual child.
- That children perform best by controlled, motivated learning. This principle is summed up by the following Five Laws of Learning:
 - The student must be on a level of curriculum where he can perform.
 - The student must set reasonable goals that can be achieved in a prescribed period of time.
 - The student must be controlled and motivated.
 - The student’s learning must be measurable.
 - The student’s learning must be rewarded.

- That Christian life is ministry. Students learn that 'career is ministry' in that their abilities are given as a foundation for their career which is always used in service to God.

Statement of Faith

We believe in:

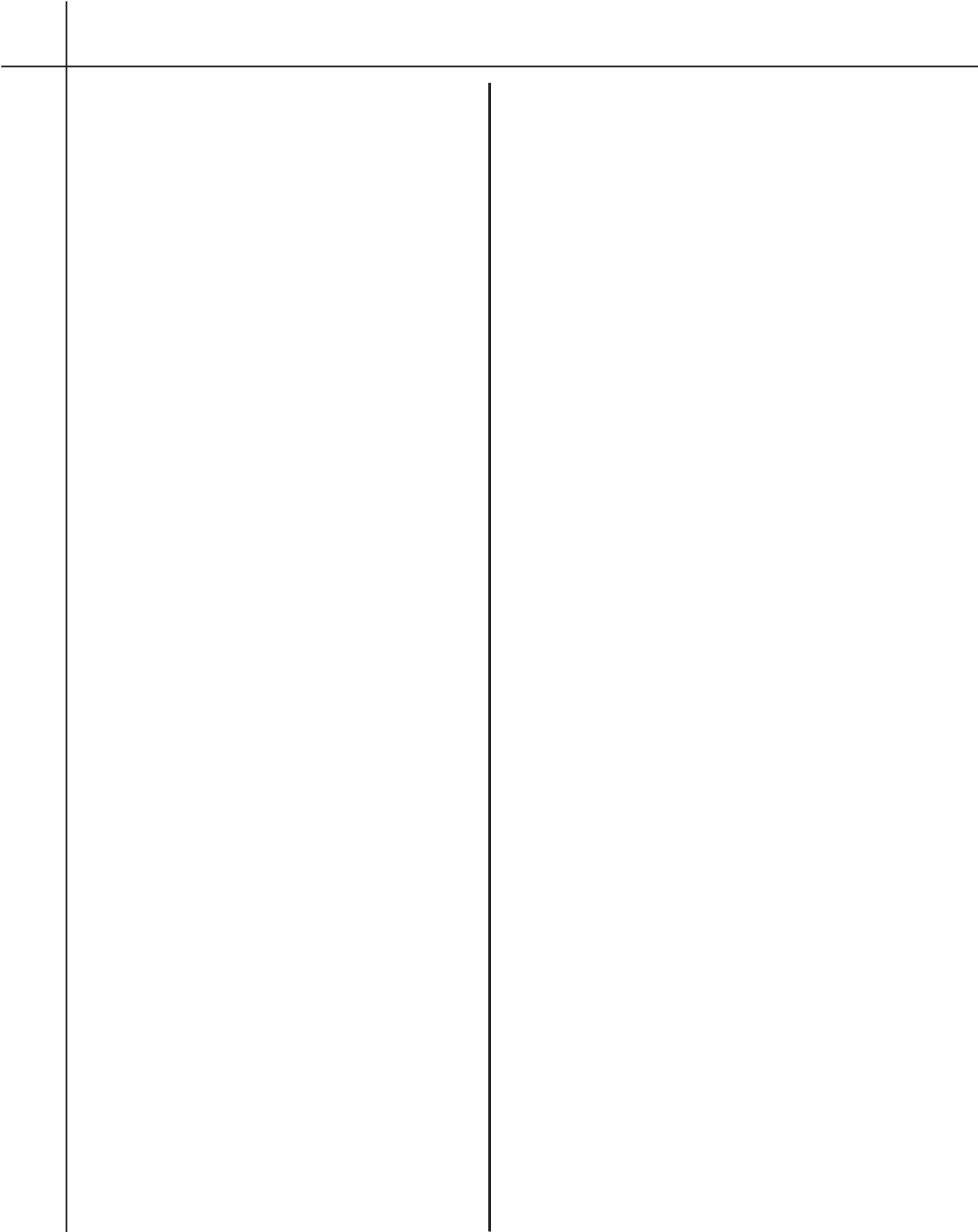
- The inspiration of the Bible, equally in all parts and without error in its origin;
- The one God (eternally existent Father, Son, and Holy Spirit) Who created man by a direct immediate act;
- The Preexistence, Incarnation, Virgin Birth, Sinless Life, Miracles, Substitutionary Death, Bodily Resurrection, Ascension to Heaven, and the Second Coming of the Lord Jesus Christ;
- The fall of man, the need of regeneration by the operation of the Holy Spirit on the basis of grace alone, and the resurrection of all to life or damnation;
- The spiritual relationship of all believers in the Lord Jesus Christ, living a life of righteous works, separated from the world, and witnessing of His saving grace through the ministry of the Holy Spirit.
- Salvation by faith in the atoning sacrifice of Jesus Christ;
- Sanctification as a second work of divine grace, subsequent to regeneration, wrought in the heart of the fully yielded, trusting child of God, whereby the carnal nature is crucified and the heart is purified by faith and filled with the Holy Spirit;
- A future resurrection of the dead, both of the saved and the unsaved—the saved to eternal bliss in the presence of God and the unsaved to everlasting damnation.

Opportunity

The objective of a private Christian school is to teach children how to live and equip them for success. Proverbs 22:6 admonishes adults to train up a child in the way he should go.

A Christian school is an extension of the Christian home in training young people in a Christian environment for time and eternity. The school staff works closely with parents to train the whole child.

Attendance at WCA is a privilege, not a right. The goal of this school is to train youth of every ability in the highest principles of moral character, self-discipline, individual responsibility, personal integrity, and good citizenship. This school stands for high standards of morality and wisdom. Students and their parents must accept unconditionally that Wesleyan Christian Academy is a Church-School. There must be complete agreement to abide by Wesleyan Christian Academy's standards of dress, uniform, conduct and spiritual emphasis. All students in Junior High and High School must sign a Standard of Conduct form at the beginning of each school year. **All students are strongly encouraged to attend a Bible-believing Church.**



Admissions

Admissions Policy

WCA admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, and national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletics, and other school-administered programs.

We reserve the right to limit our enrollment in number so that the quality of our academic program is not impaired. We also reserve the right to limit our enrollment in the type of student so that our goals of training Christian youth in the highest principles of Christian leadership and personal integrity are not hindered.

Students must be 3 years 6 months by September to be accepted into Kindergarten.

Procedures

- Parents visit the school
- Parents and students read this Student Handbook
- Submit Student Application and enrollment fee
- Submit proper documentation as follows:
 - Previous report card
 - Birth certificate
 - Medical history including a record of immunizations
 - Immigration clearance if applicable
 - Student Transfer Form unless child is transferring from a school in another country.
- If student is placed in Junior High or High School, the student must fill out and sign a Standard of Conduct form.
- Student will do diagnostic testing.
- Parents will be notified of acceptance.
- Parents **must** attend parent orientation on the Saturday before school begins
- Parents will make an appointment for themselves and their child to meet with the classroom teacher.

Financial

Financial

Tuition - 2011-2012

	Kindergarten-Junior High		High School	
Yearly	Payment due on August 23, 1011			
	Payment	Total	Payment	Total
1st Child	\$3,550	\$3,550	\$4,050	\$4,050
2nd Child	\$3,350	\$6,900	\$3,850	\$7,900
3rd Child	\$3,150	\$10,050	\$3,650	\$11,550
4th Child	\$1,000	\$11,050	\$1,500	\$13,050
Half Year	Payments due Aug 23 & Jan 31			
	Payment	Total	Payment	Total
1st Child	\$1,875	\$1,875	\$2,125	\$2,125
2nd Child	\$1,775	\$6,650	\$2,025	\$4,150
3rd Child	\$1,675	\$5,325	\$1,925	\$6,075
4th Child	\$500	\$5,825	\$750	\$6,825
Quarterly	Payments due Aug 23, Nov 30, Jan 31 & Apr 30			
	Payment	Total	Payment	Total
1st Child	\$962	\$962	\$1,087	\$1,087
2nd Child	\$937	\$1,899	\$1,062	\$2,149
3rd Child	\$912	\$2,811	\$1,037	\$3,186
4th Child	\$250	\$3,061	\$375	\$3,561
Monthly	Payments due Aug 23, Sept 30, Oct 31, Nov 30, Dec 16, Jan 31, Feb 29, Mar 30, Apr 30, & May 31			
	Payment	Total	Payment	Total
1st Child	\$395	\$395	\$445	\$445
2nd Child	\$375	\$770	\$425	\$870
3rd Child	\$355	\$1,125	\$405	\$1,275
4th Child	\$100	\$1,225	\$150	\$1,425
5th Child	\$100	\$1,325	\$150	\$1,575

Fees

- PACE – All repeat PACEs have a charge of \$5.00 each. This includes repeat PACEs due to failure, loss, scoring violations or damage.
- Bus - \$2.00 per ride. Two-week tickets are available.
- Lunch - \$3.00 per day for Kindergarten and Reading Center - \$4.00 per day for Learning Center B through High School. Two-week tickets are available.
- Capital Fee - \$100.00 per student for capital improvements. Charged to the October billing and payable by last school day of October.
- Music - \$10.00 per month for students to be involved in the band program.
- Music - \$5. per month for all students Learning Center B through High School.
- Graduation fee - \$100. to cover cap and gown and diploma costs.

Payments

- 1st payment due on August 23 (Must be paid on-time to avoid a \$50.00 late fee)
- 1 annual payment (paid in August)
- 2 semi-annual payments (paid in August and January)
- 4 quarterly payments (paid in August, November, January, April)
- 10 monthly payments starting in August and ending in May
- No post-dated cheques of any kind are allowed for payment of school fees.
- No school fees will be accepted after 5.00 p.m. on the day of the Awards Ceremony so that students can receive awards and graduate.

- All bills must be paid for students to receive awards or graduate.

Late Payments & Fees

If a bill is not paid by the last day of the month, a \$50.00 late fee will be applied.

If the bill is not paid by the last day of the second month, the student will not be allowed to attend classes until the bill is brought current. A parent will be called to come and pick up the student until full payment is made. If payment is not made within one week, the child's space at the school will be filled.

If quarterly payments are late, the account is switched to monthly payments and the account will be charged full tuition.

Refunds

In the case of expulsion, withdrawal or suspension of a student, no refund or allowance shall be made in respect of the unexpired portion for the semester in which the expulsion, withdrawal, or suspension took place.

Financial Aid

Wesleyan Christian Academy offers financial aid to qualified families. To be considered for financial aid, parents must request a Financial Aid form from the office. Reasons for needing financial aid must be included on the form. A one month suspension of school fees will be considered by the School Advisory Council.

General Guidelines

- Students should arrive by 8:00 am, but not before 7:30 am
- No playing before school
- Bicycles are not to be ridden once students arrive.
- Automobiles are to be locked and are off limits during school hours.
- Cell phones, electronic devices, and related materials are not allowed at school. They will be confiscated.
- No gum is allowed on school property, including the bus.
- No marking or defacing of any school property. Property will be replaced at offending student's expense.
- No guns, knives, lighters, matches, radios, or personal CDs are allowed on campus.
- Students are not allowed to have tattoos or other markings on their body.
- Students are not allowed to participate in beauty pageants, because of the emphasis on physical appearance,
- Students should keep their hands off other students
- Fighting, bullying, and name-calling will not be tolerated.
- Only music that is in accordance with biblical principles will be allowed.
- Books and magazines must be approved in writing by the parents and approved by supervisor upon student's arrival at school.
- Profanity, slang, or use of God's name in vain will not be tolerated.
- Closed Campus Policy – Students may not leave the school grounds

during school hours without permission.

Parental Involvement

Parent orientation, meetings, and conferences promote a good understanding between parents or guardians and the faculty/administration of the school. Every parent is required to participate in these informative and helpful programs.

- A training meeting will be held for all new parents the Saturday before school starts.
- Individual class meetings will be scheduled early in the school year.
- Parent-teacher conferences are scheduled following the 1st quarter of the school year.
- Parents should attend all school functions to show the needed interest in their child.
- Parents are welcome to visit the school. They are expected to call for an appointment with the teachers.
- **All visitors, including parents, must sign in at the office before proceeding to the Learning Center.**

School Supplies

General supplies for both elementary and high school:

- Personal Bible (King James Version), print size determined by child's ability to read.
- Black or Blue ballpoint pen
- Dictionary
- Pencils
- Colored Pencils
- Standard notebook paper for reports and compositions
- Eraser
- Ruler
- 1 box of facial tissues

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- Small box for supplies
 - Plain book bag (no logos)

Elementary:

- Scissors (rounded point)
- Crayons
- Glue

Junior High and High School

- Compass
- Protractor
- Scientific calculator (Calculator use is at the discretion of the teacher)

Medical Guidelines

No classroom staff member will be allowed to administer medicine. All medicine must be kept and administered in the school office. Clear directions must accompany all medicine.

By enrolling a student in Wesleyan Christian Academy, the parent is giving permission for the staff of the school to:

- Transport, or arrange for transportation of his/her child to the Hospital or West Bay Clinic in the case of emergency.
- Sign for permission for medical treatment declared immediately necessary by the physician in the event that the parents cannot be contacted.
- Include his/her child in health screening programs at the school. E.g. Vision screening.

Christian Leadership Training

Spiritual Development

A vital element in the Christian school is its spiritual program. No single feature constitutes the spiritual program. It is composed of many parts, some of which are as follows:

- Bible-centered curriculum materials
- Daily devotions
- Bible reading and prayer in daily opening exercises
- Weekly chapels
- Required church attendance
- Personal counseling
- Wholesome Christian atmosphere
- Bible courses for credit
- 2 Spiritual Emphasis Weeks each year
- Applied Biblical Leadership credits required for graduation
- Small group devotions/accountability groups
- Short-term mission trips
- Community and service activities encouraged

Christian Cultural Relativism

Christian Caymanianism places emphasis upon the greatness of Cayman's Christian heritage and the sacrifice of her heroes. Cayman's Constitution guarantees liberties to educate in order to preserve freedom. We teach the biblical doctrines of self-discipline, respect for those in authority, obedience to law, and love for God, flag, and country.

National Anthem

God save our gracious Queen!

Long live our noble Queen!

God save the Queen!

Send her victorious,

Happy and glorious,

Long to reign over us.

God save the Queen!

Pledge to the Christian Flag

I pledge allegiance to the Christian flag,

And to the Savior for Whose kingdom it stands,

*One Savior, born, crucified, risen,
and coming again,*

With life and liberty for all who believe.

Pledge to the Bible

*I pledge allegiance to the Bible,
God's Holy Word.*

*I will make it a lamp unto my feet,
and a light unto my path*

*I will hide its words in my heart that I
might not sin against God.*

School Song

Verse 1

*Our school we love, we learn to pray,
the Bible is our tool.*

*At offices we work each day,
and learn the Golden Rule.*

*We memorize our Scripture,
and God helps us with our goals.*

Our Christian School we love.

Chorus

Thank You, God, for WCA

Thank You, God, for WCA

Thank You, God, for WCA

Our Christian School we love.

Verse 2

*We fear the Lord; it makes us wise,
it's He Whom we love best.*

*We ask the Lord to help us with our PACEs
and our tests.*

*The Golden Rule we try to keep;
we strive to better be.*

Our Christian School we love.

International Student Convention

A most exciting and rewarding event for students is the annual A.C.E. student convention. Students who attain their thirteenth birthday by December 31 of the current school year, and who have not attained their nineteenth birthday by the same date, are encouraged to prepare for competition in any of 143 events including academics, athletics, music, drama, arts/crafts, and science exhibits. All funds for the convention must be raised by the students.

Discipline

Wesleyan Christian Academy is not a corrective institution. Consequently, we ask that a child not be enrolled with the idea that we will reform him or her. We are here to work with the home, but not to take the place of parents who have experienced difficulty in fulfilling their roles.

All new students are admitted on probation for the first six weeks.

The student must at all times conduct himself or herself in a manner becoming a Christian. **Griping is not tolerated!** If your child does come home complaining about a policy or discipline, please follow this procedure:

- Give the staff the benefit of the doubt.
- Realize that your child's reporting is emotionally biased and may not include all the information.
- Realize that the school has reasons for all rules and that they are enforced without partiality.
- Support the administration and call the school for all the facts.

Because of their testimony before younger children, high school students in particular are trained to adhere to the school's philosophy and Christ-centered programs.

WCA is dedicated to the training of children in a program of study, activity, and living that is Bible-centered. We believe that "all things should be done decently and in order" and that our students should be taught to accept the responsibility to "walk honorably before all men."

At WCA, discipline is maintained which is firm, consistent, fair, and tempered with love. Our staff maintains

control in the Learning Center through kindness, love, and genuine regard for the student. However, when disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding. Students are reminded that God expects us to be disciplined in all areas of our life.

Standard of Conduct

Students of WCA are expected to refrain from cheating, swearing, smoking, gambling, listening to music that is contrary to Biblical principles, viewing movies or TV shows that are contrary to Biblical principles, dancing, drinking alcoholic beverages, and using narcotics. Students who participate in such activities on or off school property are subject to suspension. Students are expected to act in an orderly and respectful manner, maintaining Christian standards of courtesy, cheerfulness, kindness, language, morality, and honesty. Students must agree to strive toward unquestionable character in dress, conduct, and attitude. Cohabitation, sexual activity, abortion, homosexual activity, criminal conviction, indecent public behavior, possession of/using tobacco, possession of/using alcoholic beverages, possession of/using illegal drugs or possessing/viewing pornography are all offences which will lead to expulsion.

Any student observing questionable activities or overhearing conversations, which are contrary to the policies of WCA, should immediately discuss the matter with a supervisor. This is not tattling. "Remember, it is sin to know what you ought to do and then not do it."(James 4:17).

Anti-Bullying

Wesleyan Christian Academy prohibits acts of harassment or bullying and believes that a safe and civil environment is necessary for students to learn and achieve high academic standards.

Harassment, intimidation or bullying is defined as any gesture, written, verbal or physical act that is reasonably perceived as being motivated either by actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic.

Consequences and appropriate remedial actions for a student who commits one or more acts of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion. These 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.

Parents and students are required to review this policy and sign an Anti-Bullying Policy form annually. No bullying will be tolerated at Wesleyan Christian Academy.

Probation

When a child's attitude is not in accord with school policies or principles, the child will be placed on probation and both parents will be called for a conference. If the administration feels the situation has not changed within two weeks, the principal has the power to suspend a student for up to 30 days. If the student returns and continues to not follow the standards and policies of WCA, parents will be asked to withdraw the child or the School Advisory

Council will expel the student.

Detention

The paramount rule is "do right; do not disturb." Demerit marks are given for disturbances or broken rules. Three or more marks in one day result in detention time as follows:

3 marks = 20 minute detention

4 marks = 30 minute detention

5 marks = 45 minute detention

6 marks = 60 minute detention

When a student receives a detention, a "Corrective Action Notice" is sent home with the student and is to be signed by the parents. The next day the slip is returned and detention time is served.

Demerits are an indication that a student may need direction in the development of principles of character in his life. Conferences with the supervisor, principal, and parents are sometimes necessary to assure this growth.

Academic Probation

When a student does not finish their required work for a school year or when they have excessive incomplete homework, they will be placed on academic probation for the following year. If the problem persists during the year of probation, at the discretion of the Administration and School Advisory Council, they may not be allowed to re-enroll for the following year.

Attendance

Absence for reasons other than sickness and emergency will be excused only if arrangements are made in advance with the supervisor and the student is sufficiently advanced in his work.

A written excuse signed by a parent or guardian must be presented to the supervisor when a student returns to school after an absence. If the absence is foreseeable, a note should be sent in advance. **Doctor, dental, and other appointments should be scheduled after school hours.**

Excessive absences inhibit the student's progress. If, in the opinion of the administration, the absences are unnecessary, the student will be considered truant. After 14 days total absent, a conference with a parent and the principal will be called to evaluate the value of a child staying in school. After 14 total absences, the student will need a written doctor's excuse for any future days absent. After 3 days absent in a row, a doctor's excuse is required.

A student is considered tardy if he or she is not in the Learning Center at 8:10 a.m. Students need a parent's note explaining why the child is tardy. Excessive tardiness can lead to conferences and possible suspension. Being tardy 3 times equals 1 absence, 4th tardy would result in 30 minutes detention, 5th tardy (40 minutes), 6th tardy (60 minutes), 7th tardy (1 day suspension).

- Due to issues of liability - No student should be dropped off to school before 7.30 am and should be picked up no later than 3.30 p.m.

- No Student can drop out of class without the approval of the Administration.
- All students except Kindergarten are required to attend High School graduation and awards night and be dressed in accordance with the standards of WCA.

It is our policy that no student is excused from the required physical education course without a written excuse. If missing P.E. becomes chronic, a doctor's excuse will be required.

Grounds For Dismissal

The school reserves the right to dismiss or deny readmission to students for reasons the administration deems fit. They may come under the following categories:

- Uncooperative spirit
- Rebellion toward discipline
- Chronic complaining
- Sowing discord
- Non-conformity to standards of conduct and grooming
- Lack of parental cooperation
- Excessive absences
- Inability to respond to individualized curriculum (Including excessive incomplete homework)
- Not adhering to the Standard of Conduct

Transportation & Pickup

Bus Policy

Wesleyan Christian Academy assumes no liability for students being dropped at their home and no one being there to watch them. It is the sole responsibility of parents to ensure that there is someone at the house to receive them. If there is an emergency, it is the responsibility of the parent to notify the school or the bus drivers. Bus contact numbers are: 925-1451; West Bay 925-3827; Georgetown 925-0820.

Bus transportation is not a taxi service. Parents must provide an authorized drop off location on the Student Enrollment Application. This location can only be changed in writing and must be within the school's established bus routes.

Bus Rules

- Minimum of talking
- No moving from seat to seat
- No food, drinks, or gum

High School students are expected to set a good example for younger students.

Pickup Policy

Wesleyan Christian Academy must have written authorization from parents for other persons to pick up their child from school. Authorized persons must be sixteen years of age or older. If a parent is not to be allowed to pick up a child, WCA must have a copy of the appropriate court order on file. Adults, other than parents picking up a child from WCA must come to sign the child out. Photo identification in the form of a copy of a Driver's License or Passport must be in the student's file before the child can be released to an authorized individual.

Academics

Graduation Requirements

A prescribed course of study will be determined according to a student's abilities and gifts through a conference among staff, student, and parents. The following is required for graduation from Wesleyan Christian Academy:

- A minimum of 22 units of credit
- For College Preparatory, or Honors diploma, take the ACT at least one time.
- If the student transfers into WCA, they must complete at least 60 PACEs, including 1 Bible course.

Courses Of Study Leading To A Diploma

Honors Course Of Study

The Honors student must complete 28.5 credits and attain a 94 percent grade point average. He should demonstrate the ability to communicate effectively in written and oral presentations. The student's composite reading rate should be in excess of 600 WPM as measured on the Readmaster Program. The students should score at least 22 on the ACT.

The Honors program includes the standard college preparatory courses, plus additional attainment of the very highest quality preparation for a college education. The following courses are recommended:

Subject	Required Units
Bible	3
English	4
Math	3.5
Social Studies	4
Science	4
Etymology	1
Keyboard Skills	1
Computer Literacy	1
Speech	0.5
Music	1
Foreign Language	2
Physical Education	2
Health	0.5
Electives	1
Minimum total	28.5

College Preparatory

The College Preparatory student must complete 27 credits and attain an 88 percent grade point average. He should demonstrate the ability to communicate effectively in written and oral presentations. His composite reading rate should be in excess of 500 WPM as measured on the Readmaster program. He should score at least 20 on the ACT.

Subject	Required Units
English	4
Math	3.5
Science	3
Social Studies	4
Bible	2
Etymology	1
Keyboard Skills	1
Computer Literacy	1
Music	0.5
Foreign Language	2
Speech	0.5
Physical Education	2
Electives	2
Health	0.5
Minimum total	27

General/Career

The General course of study student must complete a minimum of 26 credits with an 80 percent grade point average or higher. At least 50 percent of the core subjects must be above PACE 1097. Students are encouraged to take either the ACT or SAT, but are not required.

Subject	Required Units
English	4
Math	3
Science	2
Social Studies	4
Word Building/Etymology	1
Bible	2
Keyboard Skills	1
Computer Literacy	1
Physical Education	2
Music	0.5
Electives	2.5
Speech	0.5
Health	0.5
Minimum Total	26

Vocational Diploma

This program is designed for the student who is planning on entering the work force or is planning on pursuing a diploma program in automotive technology, Drafting, Carpentry and Cabinetmaking, Machine Tool technology, or other related fields of study. Students in this program must complete through PACE 1096 in each subject. They will be encouraged to complete as many PACEs above 1097 as practical in consideration of their age and academic ability.

Subject	Required Units
English	4
Math	4
Science	4
Social Studies	4
Word Building	2
Keyboard Skills	1
Physical Education	2
Electives	1
Minimum Total	22

High School Curriculum Listing By Subject

Subject	Credit
Math	
Algebra I	1
Algebra II	1
Geometry	1
Trigonometry	0.5
Business Math	1
English	
English I	1
English II	1
English III	1
English IV	1
Social Studies	
World History	1
World Geography	1
American History	1
Civics	0.5
Economics	0.5
Cayman Islands History	0.5
Science	
Biology	1
Applied Physics and Chemistry	1
Physical Science	1
Chemistry	1
Physics	1

Foreign Language

Spanish I	1
Spanish II	1
French I	1
French II	1

Language Arts

Etymology	1
Literature I	0.5
Literature II	0.5

Music and Speech

Speech	0.5
Drama	0.5 per year
Music PACEs	0.5
Choir	0.5 per year
Band	1 per year
Strings	0.5 per year

Business

Keyboard Skills	1
Computer Literacy	1

Bible

New Testament Survey	1
Old Testament Survey	1
New Testament Church History	1
Life of Christ	1
Intro to Missions	0.5
Proverbs	1
Christian Growth	0.5
Soul Winning	
Personal Evangelism	0.5

Art

Advanced Art	1
Brush Art	0.5

General

Physical Education	1 per year
Journalism	0.5 per year
Careers	1
Cultural Studies	0.5 per trip
Teacher's Aide	1
Applied Biblical Leadership(ISC)	1 per trip

Learning Center Procedures

General

- A student is not permitted to communicate or be out of his or her office without permission. The student should not turn sideways or around in office or tip back in chair.
- Students shall refrain from any act of disrespect toward a teacher or another student.
- No student shall throw any object in any building.
- Activities unrelated to prescribed material are not to be conducted in an office unless privileges have been earned.
- The Christian flag should be raised for supervisor guidance in academic difficulties.
- The Caymanian flag is to be raised for monitor assistance in nonacademic activities.

Student Offices

- Offices are assigned and changed only by a supervisor, and they must be cared for by the student.
- Anything to be placed in the office must be approved by the supervisor.
- Students are not to lean on or sit on office or divider.

PACEs

- PACEs are private property and are not to be shared among students.
- After a PACE is complete, the student turns it in to the teacher and waits until the next morning before receiving the Test. Students may wait an additional night before receiving results and a new PACE.
- Work in PACEs is done in pencil.
- Calculators are not permitted unless the supervisor has given permission.

Goal Card

- The student should keep his Goal Card posted in his or her office.
- The student should set the exact page numbers of the work for that day.
- The student should cross off daily goals when they have been scored and corrected.
- No Goal Cards are to go home

Scoring Station

- Score Keys are to be handled carefully.
- Mark a red "X" beside each wrong answer.
- Put a red "X" in the first box of the score strip.
- Use only red pen supplied at the scoring table.
- Score Key answers are for scoring work only.
- Correct wrong answers in pencil at office.
- Put a pencil "X" in the second box of the score strip.
- Rescore – circle each red "X" if the problem is correct.
- Put a red "X" in the third box of the score strip.
- Circle in red each PACE page number when all answers are correct on the page.
- Replace pen and Score Key.

Scoring Violations

- If a student fails to mark answers correctly, this is considered a scoring violation.
- If a student has in excess of 20 scoring violations in one PACE, it is considered a character issue involving honesty and carelessness and will be punished as such. Parents will be notified on each offence. The 2nd repeat will result in 1 hour detention, along with a conference with the parent and student, 3rd repeat will result in a Saturday detention, 4th repeat will result in a 2nd

Saturday detention, 5th repeat will result in the student being expelled. There will be a \$100.00 charge for Saturday School.

Testing Table

After the PACE is completed, scored, restudied, and turned in, the PACE Test is issued the next morning. Tests are administered at the Testing Table.

Homework

The responsibility for achievement is placed on the students. No student should need to take academic work home. The goals set by the student and reviewed by the supervisor are no more than the student is capable of completing during the school day. Should the student not meet the goals for that day, he or she will be required to complete the work at home or after school in the Learning Center. Should the student have homework, a slip giving the pages to be completed will be given, or the PACE will be stamped on the appropriate pages. The slip or PACE are to be signed by the parents and returned the following day. This means that the homework is completed.

If homework comes back incomplete, a one hour after school detention will be assigned for first offence. For the second offence; will result in an additional one hour after school detention and parent, teacher, student and administration conference. The third offence will result in a parent, student, teacher and Council conference.

No resource material may be taken home unless approved by the Learning Center Supervisor. Parents should encourage their children to do their work

by themselves, without help. Students are required to have homework whenever they have not completed their goals for the day.

Detention

The paramount rule is “do right; do not disturb.” Demerit marks are given for disturbances or broken rules. Three or more marks in one day result in detention time as follows:

- 3 marks = 20 minute detention
- 4 marks = 30 minute detention
- 5 marks = 45 minute detention
- 6 marks = 60 minute detention

When a student receives a detention, a “Corrective Action Notice” is sent home with the student and is to be signed by the parents. The next day the slip is returned and detention time is served.

Demerits are an indication that a student may need direction in the development of principles of character in his life. Conferences with the supervisor, principal, and parents are sometimes necessary to assure this growth.

Trail Of A PACE

- The teacher issues the PACE to the student with the student’s name and issue date marked on the front of PACE.
- The student complete the PACE at his office (or media station if video or computer is used), periodically taking the PACE to the score station, where he checks it for accuracy. Teacher checks the PACE and initials in green for student to proceed with each Checkup or Self Test.
- The Teacher checks the Self Test when the student is ready to test, reviewing problem areas with the

student and making sure the student understands all concepts, and holds the PACE until the next school day.

- On the following school day, the student is called to the testing table to complete the Test.
- The teacher scores the completed Test and discusses the results with the student the following school day. (Results of failed tests are not shared with the student.)
- The teacher records the student’s Test score and pulls a new PACE for the student.
- The teacher gives the child the new PACE, awards a star on the student’s Progress Chart.

Incentives

Learning Center Privileges

Students who believe they have fulfilled the responsibilities for a level of privilege status and desire privilege status should assume the responsibility for requesting an Application for Privileges form on the Friday preceding their desired week of privileges. They should complete the form and submit it that day. On Monday, the supervisor will present the privilege status emblem for the student to display during the week.

A student may earn more and more privileges as he/she assumes more and more responsibilities.

Level “A” Responsibility:

- Complete 1-2 PACEs per week during current quarter. (See chart)
- Maintain academic balance.
- Accumulate no more than 45 minutes detention the preceding week
- Memorize previous month’s Bible selection.

Level “A” Privileges:

- Fifteen-minute morning break.
- May read approved literature in office (after goals are completed).
- May engage in approved extracurricular activities in their office.

Level “C” Responsibilities:

- Complete 2 PACEs per week during the current quarter
- Maintain academic balance
- Accumulate no more than 30 minutes detention the preceding week
- Memorize previous month’s Bible selection.
- Present a special 5-minute monthly oral report on an interest area or project.

Level “C” Privileges:

Same as Level A plus:

- Additional 10 minutes added to morning breaks.
- May read approved literature in office at any time during the day except at required classes.
- May engage in approved extracurricular activities in the office or participate in other assignments and projects outside of the Learning Center.
- May be out of seat without permission for Learning Center functions.
- May serve on approved projects (errands, office aide, student monitor, etc.).

Level “E” Responsibilities:

Same as Level C plus:

- Accumulate no detention the preceding week.
- Read and report on a literature book or a book approved by the supervisor. (May

substitute a 5-minute oral report on an interest area or project.)

- Be available for participation in school activities.
- Must be engaged on a regular basis in some form of Christian service in a local church (bus ministry, instrument playing, nursery, evangelism, teaching a class, ushering, choir, cleaning buses, greeting visitors, etc.).

Level “E” Privileges:

Same as Level C plus:

- May leave office and Learning Center for approved activity or projects when not committed to other responsibilities or functions.
- May attend approved off-campus functions of a spiritual or educational nature with supervision.

Field Trips

In connection with their studies, students may have several selected field trips scheduled during the year. Although such off-campus learning experiences are of real enjoyment for the students, it is to be realized that these learning experiences are designed primarily to enrich learning. Supervisors may ask students to take notes and tests upon returning to school. Parents must give **written** permission for a child to go.

A natural outgrowth of such trips, which are conducted under the supervision of adults on every occasion, is that students are disciplined in the art of self-control and gracious deportment in various social conditions.

Congratulations Slips

Every week that a student receives a PACE star, he or she is given a Congratulations Slip which the student takes to the parents to inform them of the student's achievement. Parents have an excellent opportunity to encourage and compliment the student at this time.

Progress Reports

The grading system of our school is designed to give parents a true indication of the student's progress or lack thereof. Progress Reports are given to students to present to their parents following each nine-week period.

Honor Roll Requirements

Students must accomplish the following:

- A minimum of 3 PACEs in each subject in each quarter;
- Quote monthly scripture by the month assigned;
- Maintain a 94% or higher PACE test average for Principal's Honor Roll;
- Maintain an 88% to 93.99% PACE test average for Supervisor's Honor Roll.

Requirements are based on a yearly honor roll, rather than quarterly.

Awards Program

Various awards highlight the annual Awards Program held each spring. Students work diligently during the year to attain these awards. This is a list of awards presented:

Learning Center Awards:

- Principal's Honor Roll , Year's Work Completed
- Supervisor's Honor Roll, Year's Work Completed

- Most 100 percents
- Highest Average
- Most PACEs Completed
- 100 PACE Award
- Perfect Attendance (Never absent, never late)
- Church Attendance Award (Miss no more than 2 weeks per quarter or 8 weeks total)
- Scripture Memorization
- Complete level at 100%
- Penmanship Award
- Music Awards
- Art Award
- Neat Office Award
- Principal's Award
 - 80th Percentile or above on Stanford Achievement Test
 - 25 or above on ACT
 - 1200 or above on SAT
- Administrator's Award

School Clothing & Personal Appearance

Students must dress and groom themselves in a manner as becoming Christians. The principal and supervisor shall have authority in matters of dress. Their decisions in all questions are final. By enrolling their child in WCA, parents give their tacit approval to any directives given concerning dress or grooming by the principal and/or supervisor and agree to carry out those directives. Anyone who appears without uniform will be sent home to change.

Uniform Requirements

The highest standard for dress codes is a top quality uniform, professionally made. All uniforms are to be purchased through the school. All clothing must be clean, in good repair, and well pressed.

No jewelry is allowed. First offence, jewelry is taken and parents must come to the office to reclaim it; second offence, the jewelry is permanently confiscated.

Students are required to wear their best school uniform to all school functions.

Students are expected to be in full P.E. uniform on their P.E. day. On first offence, they will be issued a detention. On repeat offences, they will be sent home to change.

General Guidelines for Boys

- Neatness and appropriateness are required at all times.
- Belts - a belt must be worn at all times
- Shoes - Navy or black school shoes. Mostly white or black sneakers for P.E. days. Shoes designed for laces

must be laced and tied at all times.

- Shirts are to be tucked in.
- T-shirt worn under uniform shirt must be plain white.
- Pants are to be worn at the waist
- Socks – must be bought from the school.
- Boys must be clean-shaven with no stubble or mustaches.
- Hair – standard tapered cut. Must be off collar and ears. Sideburns no longer than middle of the ear. No carved designs or non-tapered haircuts.
- Boys are not allowed to have any body piercing, including ear piercing.

General Guidelines for Girls

- Neatness and appropriateness are required at all times.
- Shoes – Navy or black school shoes. Mostly white or black sneakers for P.E. days. Shoes designed for laces must be tied at all times.
- Skirts and Jumpers – Hem must come below the knee or longer
- Shirts are to be tucked in.
- T-shirts worn under the uniform shirt must be plain white.
- Socks – must be bought from the school.
- Makeup – makeup on face or body, including artificial nails, is not allowed
- Hair – Braids must be done with student's natural hair. No extensions, beads, or added color.
- Girls are not allowed to have any body piercing other than single ear piercing.

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